

Village of Bellaire
PLANNING COMMISSION

William Drollinger, Chairman

Commissioners: Butch Dewey, Ken Fedraw, Fred Harris, Robert Shumaker

MEETING MINUTES

February 21, 2012

- 1. Call to Order:** Chairman Drollinger called the meeting to order at 5:34 p.m.
- 2. Roll Call Attendance**
 - Present:** Chairman Drollinger, Butch Dewey, Fred Harris, Robert Shumaker
 - Absent:** Ken Fedraw
 - Staff Present:** Janet Koch, Zoning Administrator
 - Also Present:** Jennifer Boutselis, applicant, Michelle Kruzal and Stephanie Baldwin of Edgewater Design Group in Petoskey, Colette Stanish, and Jon Koch.
- 3. Approval of Agenda:** The agenda was approved as written.
Motion by Dewey, seconded by Harris, to approve the agenda as written. Motion carried by unanimous voice vote.
- 4. Approval of the November 1, 2011 Regular Meeting Minutes:** The minutes were approved as written.
Motion by Dewey, seconded by Shumaker, to approve the minutes as written. Motion carried by unanimous voice vote.
- 5. Public Comment on Agenda Items:** None presented.
- 6. Zoning Administrator's Report:** Koch said the report of zoning permits issued since the last Planning Commission meeting was in the commissioner's packets. She also said the 2011 Planning Commission report that was presented to village council at the February 1, 2012 council meeting was in the packets. There were no questions.
- 7. Old Business:** None presented.
- 8. New Business**
 - a) Site plan addendum – 638 Willow Dr.**

The property owner had submitted an addendum to the site plan at 638 Willow Drive that had been approved on September 6, 2011. The revised site plan now includes the location of two flag poles, noted as removable.

Motion by Dewey, seconded by Drollinger, to approve the site plan change to 638 Willow Drive for the addition of two removable type flagpoles.
Motion carried by unanimous voice vote.

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b) Site plan review – 106 W. Cayuga

The applicant's representative, Michelle Kruzel of Edgewater Design Group, presented a revised site plan. Boutselis said that parking is an issue for the village. Drollinger said she will be having parking problems. Koch said the village president is working with the county to make county lots available after hours and on weekends.

Findings of Fact – the Planning Commission reviewed the following standards:

- A. Safe, convenient, uncontested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. Drives, streets and other circulation routes shall be designed to promote safe and efficient traffic operations within the site and at ingress/egress points.**

The Planning Commission found that the site plan meets this standard.

- B. The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area shall be planned to provide a safe and efficient circulation system for traffic within the village.**

The Planning Commission found that the site plan meets this standard.

- C. Removal or alteration of significant natural features shall be restricted to those areas that are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Planning & Zoning Commission may require that landscaping, buffers, and/or greenbelts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.**

The Planning Commission found that the site plan meets this standard.

- D. Areas of natural drainage such as swales, wetlands, ponds, or swamps shall be protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land.**

The Planning Commission found that the site plan meets this standard.

- E. The site plan shall provide reasonable visual and sound privacy for all dwelling units located therein, and adjacent thereto. Fences, walls, barriers, and landscaping shall be used, as appropriate, to accomplish these purposes. Any buffer required shall be completely solid to the ground level.**

The Planning Commission found that the site plan meets this standard.

- F. All buildings and groups of buildings and outside display of property shall be arranged so as to permit necessary emergency vehicle access.**

The Planning Commission found that this standard was not applicable.

- G. All streets shall be developed in accordance with the Village of Bellaire Standards, Specifications and Regulations for Subdivision Streets and Proposed Public Roads, as appropriate. In addition, sidewalks may be required if determined to be necessary or appropriate for pedestrians and non-motorized vehicles.**

The Planning Commission found that this standard was not applicable.

- H. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made to accommodate storm water and to prevent erosion and the formation of dust. The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic or create puddles in paved areas. Catch basins may be required to contain oil filters or traps to prevent contaminants from being discharged to the natural drainage system.**

The applicant said the proposed parking will be gravel. The Planning Commission found that the site plan meets this standard.

- I. Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not interfere with the vision of motorists along adjacent streets. Lighting of building or structures shall be minimized to reduce light pollution.**

The applicant said she isn't sure where the exterior light will be at this point. The zoning administrator indicated that the applicant could apply for a site plan addendum when the locations are known. The Planning Commission found that the site plan meets this standard.

- J. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts of public streets shall be screened by a vertical screen consisting of structural or plant materials no less than six (6) feet in height and solid to the ground. The finished side of any wall, fence, or other screen shall face adjacent properties.**

A location for a dumpster was shown on the revised site plan submitted at the meeting. The Planning Commission told the applicant that the dumpster must be screened. The Planning Commission found that the site plan meets this standard.

- K. Entrances and exits shall be provided at appropriate locations so as to maximize the convenience and safety for persons entering or leaving the site. The number of entrances to and exits from the site shall be determined with reference to the number of dwelling units or other land uses within the site, the nature and location of the surrounding streets, the effect of traffic in the area, nearby topography, and other factors.**

The Planning Commission found that the site plan meets this standard.

- L. Site plans shall conform to all applicable requirements of county, state, and federal statutes and ordinances. Approval may be conditioned on the applicant receiving all other necessary permits before final site plan approval is granted.**

The Planning Commission found that the site plan meets this standard.

- M. Appropriate fencing may be required around the boundaries of the development if deemed necessary to minimize or prevent trespassing or other adverse effects on adjacent lands.**

The Planning Commission found that the site plan meets this standard.

Motion by Shumaker, seconded by Dewey, that the Planning Commission has accepted the findings of fact as being met, with items F, G, and M not applicable. Motion carried by unanimous voice vote. The site plan was approved.

The applicant asked about a tax deferment considering that she will be providing parking downtown. Drollinger said the village council decided such issues. He said he didn't know of anyone in the village who had ever been given a tax abatement, but that it didn't hurt to ask.

c) Resolution #2 – Fiscal Year 2012-2013 meeting dates.

Motion by Dewey, seconded by Drollinger, to adopt the Village of Bellaire Planning Commission Resolution #2 of 2012. Motion carried by unanimous voice vote.

9. Discussion Items (Non-action):

- a) Zoning Administrator's Report:** Presented. There were no questions.
- b) Proposed Storm Water Ordinance:** Koch said that council had asked the Planning Commission to consider adopting all or a portion of the Antrim County storm water ordinance. She said Heidi Shaffer of the Antrim Conservation District could make a presentation to the Planning Commission regarding the ordinance. The Planning Commission agreed to listen to Shaffer's presentation.
- c) Recreation Plan:** Koch presented a draft copy of a survey to gather information on usage of the village parks and to gather opinions on future park improvements. She said if the Planning Commission approved a final version of the survey at the schedule May meeting that it could be mailed with the summer tax bills.

Drollinger advised adding the costs of park maintenance to the introductory paragraph. The commission agreed that it would be good for people to know how much of an expense the village parks are.

10. Communications/Informational: None presented.

11. Member/Public Comment: Colette Stanish asked how, if someone had an objection to a project, someone could comment. Drollinger said people can comment in person or have a representative present comments for them. Koch added that property owners within 300' of an issue that required a public hearing were notified by mail and they had well over two weeks in which to comment in writing.

Chairman Drollinger welcomed Fred Harris to the Planning Commission.

12. Adjournment: Meeting adjourned at 6:20 p.m.

Minutes compiled by:
Janet Koch, Zoning Administrator

Approved: _____
William Drollinger, Chair

Date: _____