

Village of Bellaire
PLANNING COMMISSION

William Drollinger, Chairman

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

MEETING MINUTES

August 7, 2012

1. **Call to Order:** Chairman Bill Drollinger called the meeting to order immediately following the public hearing.
2. **Roll Call Attendance**
 - Present:** Chairman Drollinger, Ken Fedraw, Fred Harris, Robert Shumaker
 - Absent:** Butch Dewey
 - Staff Present:** Janet Koch, Zoning Administrator
 - Also Present:** Corinna Schade
3. **Approval of Agenda:** The agenda was approved as written.
 - Motion by Fedraw, seconded by Shumaker, to approve the agenda as written.**
 - Motion carried by unanimous voice vote.**
4. **Approval of Minutes:** The minutes were approved as written.
 - Motion by Harris, seconded by Drollinger, to approve the minutes of the May 1, 2012 meeting as written. Motion carried by unanimous voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business**
 - a) **Proposed Storm Water Ordinance:** Koch told the Planning Commission that it was the opinion of the village's attorney, Bryan Graham, that Antrim County has no authority to pass a storm water ordinance. Subsequently, the Planning Commission took no action regarding the request of Heidi Schaffer from the Antrim Conservation District to amend the village's zoning ordinance to include support of the Antrim County Storm Water Ordinance.
 - b) **Recreation Plan:** a to-date analysis of the recreation survey was included in the Planning Commission packets. Koch said the results of the survey would be an important part of the updated recreation plan.
7. **New Business**
 - a) **Site Plan Review – 402 S. Division**

The Planning & Zoning Commission reviewed the site plan submitted by Patrick Schade according to the standards in Section 10.3 of the zoning ordinance.

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- 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 proposed site plan met the requirements of Standard A.

- 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 proposed site plan met the requirements of Standard B.

- 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 proposed site plan met the requirements of Standard C.

- 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 proposed site plan met the requirements of Standard D.

- 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 proposed site plan met the requirements of Standard E.

- 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 the proposed site plan met the requirements of Standard F.

- 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 the proposed site plan met the requirements of Standard G.

- 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.

Corinna Schade, the applicant's representative, said the storm water will stay on the property, draining to the west.

The Planning Commission found that the proposed site plan met the requirements of Standard H.

- 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.

Schade said no additional exterior lighting is planned..

The Planning Commission found that the proposed site plan met the requirements of Standard I.

- 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.

The Planning Commission found that the proposed site plan met the requirements of Standard J.

- 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 proposed site plan met the requirements of Standard K.

- 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 proposed site plan met the requirements of Standard L.

- 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 proposed site plan met the requirements of Standard M.

Motion by Drollinger, second by Shumaker, to approve the site plan for the Bellaire Laundry parking space project upon approval of both property owners. Motion passed by unanimous vote.

8. Discussion Items (Non-action):

a) **Zoning Administrator's Report:** A copy of the report was included in the packets. No questions were asked.

b) **Planner's Moments videos**

- 1) What's New with Signs?
- 2) Shoreline Setbacks & Buffers
- 3) Restrictions on Zoning Authority

Due to technical difficulties, the training videos were not presented. Koch said she'd make sure the Planning Commission would be able to watch the videos at the next meeting.

9. Communications/Informational: None presented.

10. Member/Public Comment: Bob Shumaker asked Koch about a sign on 316 Park Street. Koch said she was aware of the issue and would be contacting the property owners.

11. Adjournment: Meeting adjourned at 5:42 p.m.

Minutes compiled by:
Janet Koch, Zoning Administrator & Recording Secretary

Approved: _____
William Drollinger, Chair

Date: _____