

# Village of Bellaire

## PLANNING COMMISSION

**William Drollinger, Chairman**

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

### MEETING MINUTES

February 5, 2013

1. **Call to Order:** Chairman Drollinger called the meeting to order at 5:00 p.m.
2. **Roll Call Attendance**
  - Present:** Chairman Drollinger, Butch Dewey & Robert Shumaker
  - Absent:** Ken Fedraw, Fred Harris
  - Staff Present:** Janet Koch, Zoning Administrator
  - Also Present:** None
3. **Approval of Agenda:** The agenda was approved.
  - Motion by Dewey, seconded by Shumaker, to approve the agenda as written.**
  - Motion carried by unanimous voice vote.**
4. **Approval of Minutes:** The minutes were approved.
  - Motion by Dewey, seconded by Shumaker, to approve the minutes of the November 6, 2012 meeting as written. Motion carried by unanimous voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:** None presented.
7. **New Business**
  - a) **Planning Commission Resolution #4 – Fiscal Year 2013-2014 meeting dates**

Koch presented the proposed meeting dates for the upcoming fiscal year. The dates are for the following Tuesdays at 5:00 p.m.: May 7, 2013, August 6, 2013, November 5, 2013 and February 4, 2014.

    - Motion by Shumaker, seconded by Dewey, to pass Resolution #4. Motion carried by unanimous voice vote.**
8. **Discussion Items (Non-action):**
  - a) **Zoning Administrator's Report:** The report was presented and discussed.
  - b) **Annual Report:** The report was presented and discussed.
  - c) **Master Plan Five-Year Review:** Koch said the current master plan had been approved in 2008 and that it is time for the five-year review. Included in the packets were a one-page overview of the five-year review process and a checklist from the MSU-E that will help the Planning Commission decide whether or not the master

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plan needs updating. She asked the Planning Commission to bring their copies of the master plan to the next Planning Commission meeting as they will be needed while working through the checklist.

She also suggested that the members of the Planning Commission look over the master plan and read through the checklist before the next meeting. If the members do so, the review process will go faster. She added that the master plan helps the village plan for the future and to put together a Capital Improvements Plan.

Drollinger asked if the county will need to approve a new master plan. Koch said the county and adjoining townships have to be notified if the master plan will be undergoing an update. This is because adjoining local units of government are encouraged to have their master plans work together. She added that the county and the adjoining local units will be sent copies of a completed master plan for review, but that any suggestions made are not binding.

Dewey asked Koch to remind the Planning Commission members a couple of weeks before the next meeting to read over the master plan and to look at the checklist.

d) **Planner's Moments videos:** the following training DVDs from MSU-E were shown to the Planning Commission:

- 1) Urban Agriculture
- 2) Grants for Planning
- 3) Planning for Wood Heat

A questionnaire came with each DVD. The commissioners and the zoning administrator answered the questions, which were to be sent to Dean Solomon of the MSU-E in Boyne City.

**9. Communications/Informational:** Koch said copies of the latest *Planning & Zoning News* magazines were either in their mailboxes or at their seats.

**10. Member/Public Comment:** None presented.

**11. Adjournment: Meeting adjourned at 6:10 p.m.**

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

Approved: \_\_\_\_\_  
William Drollinger, Chair

Date: \_\_\_\_\_