

Village of Bellaire
PLANNING COMMISSION

William Drollinger, Chairman

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

PLANNING COMMISSION MEETING MINUTES

May 7, 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, Ken Fedraw, Fred Harris, Robert Shumaker
 - Absent:** None absent
 - Staff Present:** Janet Koch, Zoning Administrator
 - Also Present:** None present.
3. **Approval of Agenda:** The agenda was approved.
 - Motion by Shumaker, seconded by Harris, 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 Fedraw, to approve the minutes of the February 5, 2013 meeting as written. Motion carried by unanimous voice vote.**
5. **Public Comment on Agenda Items:** No public present.
6. **Old Business:** None presented.
7. **New Business**
 - a) **Master Plan: Five-Year Review Checklist**

Zoning Administrator Koch played a Planner's Moments from the Northwest Michigan Council of Governments video that discussed master plans. On the video, Kurt Schindler, MSU Extension Regional Land Use Educator, described three parts to a master plan; the data book, the plan itself (goals, objectives, a zoning plan), and an optional summary. The summary could be written in a user-friendly way that would be more suitable for public relations review than the other two parts of the plan.

Chairman Drollinger and the Planning Commission went through the checklist provided by MSU-E as an aid for the decision-making process of whether the master plan does not need to be changed, needs to be updated with amendments, or needs to be completely redone.

First on the checklist was the decision to start the five year review. The Planning Commission agreed that a five year review was appropriate and began the review process.

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The commission reviewed the data in the current master plan. The data for population, age distribution, household and disability status, the employment statistics, the income statistics, and the property values are all out of date and that new information is now available through the 2010 census.

Appendix A of the checklist was reviewed to help determine if there was any need to increase the detail and/or sophistication of the master plan. The commission concluded that there is no need to do so.

The commission then considered to what degree the goals and objectives of the current master plan have been met. The commission reviewed the current goals and policies. Koch said the current list of 7 goals and their accompanying 54 policies might be more useful in a more focused form.

Regarding future projects, Koch mentioned the Glacial Hills pathway connection to village property and a new idea that was recently mentioned to her. This is the establishment of a trailhead to both the walking path and the upper and lower parts of the Intermediate River. She added that incorporating these projects into the master plan's future land use plan could be of value.

Another project that has been mentioned to her recently was a pavilion over the block of Broad Street between Ruthie's Dairy Twist and the Antrim Review. This would be built in a way to keep the street open, but would allow shelter for events. Koch said if a pavilion in that location is feasible, grant monies are available through the MEDC.

Dewey said the current master plan was developed when industry was a dominant force in the region. In the last few years, however, industry has receded and is being replaced by tourism and retiree-based industries. Koch added that the number of small entrepreneurs in Michigan is on the increase and that creating a pavilion for a gathering space and a trailhead would be appealing to all of those groups.

Regarding recurring or new issues not addressed in the current plan, Koch mentioned the Complete Streets concept. The object of Complete Streets is to make roads accessible to autos, bicycles, and pedestrians. Drollinger and Shumaker discussed the need to install sidewalks on the roads going to the school.

Koch commented on the recent designation of Bellaire as a Community for a Lifetime by the Michigan Commission on Services to the Aging. The CFL encourages including a section on age-friendly components in the next master plan.

As a result of the survey conducted last year in preparation for writing the Recreation Plan, it has become apparent that the community's agenda has shifted to include expansion of the walking path to connect to the Glacial Hills Pathway. An expansion of community gathering places is also being seen as a need. The commission noted that the community leadership has not changed significantly since the current master plan was written.

Regarding steps 9 and 10, there are no existing lawsuits regarding the village's ordinance, and the village's attorney has not advised an update of the master plan.

The future land use map was discussed. The current zoning district designation of the large parcels of Commercial zoning behind Meadowbrook was discussed. Since the future land use map shows those parcels as conservation residential, it was decided

that the current zoning district of commercial is appropriate. The commission said the color designations on the land use map could be improved, that the two greens (for conservation/recreational and conservation residential) are too similar.

The commission agreed that the master plan needed updating. Koch said that every section could use changes. A complete rewrite was discussed. Fedraw said he thinks the philosophy of the master plan hasn't changed, so an update of the demographic data is primarily all that is needed.

Harris said there have been incremental, yet substantial, changes to the community. Fedraw asked about the differences between the approval processes for amending and a rewrite. Koch said it wasn't significantly different.

Drollinger suggested not making changes for another year, that the Planning Commission could make notes and consider a rewrite in 2014. Fedraw agreed. Koch said a rewrite could make the master plan simpler, more user-friendly, and a document that integrates more with the village decisions. She said, in theory, the master plan should drive many of the decisions made by the Planning Commission and the village council.

Drollinger said community involvement would be useful. The commission discussed how to increase involvement in the master plan. Drollinger asked Koch if she had reviewed master plans from other communities. She said she had, that the bigger the community the bigger the plan, and that what Bellaire needs is a master plan that reflects what Bellaire wants and needs.

The agenda item was tabled until the next scheduled meeting. Fedraw asked Koch to have the exact approval requirements for amending and rewriting a master plan. She added that if the plan is rewritten, that only things that are truly useful to the village should be included beyond the required sections.

8. Discussion Items (Non-action):

a) Zoning Administrator's Report

Koch listed the seven permits issued since the last Planning Commission meeting, signs, a fence, a handicap ramp, and a small commercial addition.

9. Communications/Informational: None presented.

10. Member/Public Comment: None presented.

11. Adjournment: Meeting adjourned at 6:50 p.m.

Minutes compiled by:

Janet Koch, Zoning Administrator & Recording Secretary

Approved: _____
William Drollinger, Chair

Date: _____