

**Village of Bellaire**  
**PLANNING COMMISSION**

**William Drollinger, Chairman**

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

**PLANNING COMMISSION MEETING MINUTES**

June 11, 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, Fred Harris, Robert Shumaker
  - Absent:** Ken Fedraw
  - Staff Present:** Janet Koch, Zoning Administrator
  - Also Present:** Kevin Giar
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 Shumaker, to approve the minutes of the May 7, 2013 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) **Amendment to Site Plan for 106 W. Cayuga**

Kevin Giar of Giar Excavating was representing the property owner, Jennifer Boutselis. Mr. Giar was requesting approval of a reconfiguration of the previously approved parking lot. The approved parking was off South Bridge Lane with no entrances or exits off West Cayuga. The proposed plan included two new access points to W. Cayuga, one west of the building and one east of the building. The proposed plan would require the removal of fewer trees than the approved plan.

As required by the zoning ordinance, the Planning Commission reviewed the submitted site plan amendment with the following standards from Section 10.3:

    - 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 amendment meets this standard.

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- 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 amendment 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 amendment 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 amendment 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 this standard was not applicable.

- 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 stormwater 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 property owner's representative said the proposed parking will drain to a swale and/or to the north, which is away from the public roadway.

The Planning Commission found that the amendment 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 Planning Commission found that this standard was not applicable.

- 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 property owner's representative indicated that the proposed dumpster area will be west of the existing garage. The Planning Commission found that the amendment 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 amendment 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 this standard was not applicable.

**Motion by Dewey, seconded by Drollinger, that the Planning Commission has found that the Section 10.3 Site Plan Review Standards A through M have either been met or do not apply. Motion carried by unanimous voice vote. The site plan amendment was approved.**

**8. Discussion Items (Non-action):**

- a) **Zoning Administrator's Report:** Koch submitted the report. Shumaker asked for details about the location of the commercial addition to Short's Brewery. No other questions were asked.

**9. Communications/Informational:** None presented.

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

**11. Adjournment: Meeting adjourned at 5:13 p.m.**

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

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

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