

Village of Bellaire

PLANNING COMMISSION

William Drollinger, Chairman

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

PLANNING COMMISSION MEETING MINUTES

August 6, 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 (arrived at 5:25 pm), Ken Fedraw, Fred Harris, Robert Shumaker
 - Absent:** None absent
 - Staff Present:** Janet Koch, Zoning Administrator
 - Also Present:** Leslie Meyers, Three Lakes Association
3. **Approval of Agenda:** The agenda was amended to strike New Business item b) Land division/transfer – 114 and 116 E. Fourth Street. The agenda was approved as amended.
 - Motion by Fedraw, seconded by Shumaker, to approve the agenda as amended.**
 - Motion carried by unanimous voice vote.**
4. **Approval of Minutes:** The minutes were approved.
 - Motion by Harris, seconded by Fedraw, to approve the minutes of the June 11, 2013 meeting as written. Motion carried by unanimous voice vote.**
5. **Public Comment on Agenda Items:** Leslie Meyers asked to address the Planning Commission under New Business Item c). Her request was met with no objections from the Planning Commission.
6. **Old Business:** None presented.
7. **New Business**
 - a) **410 E. Forest Home – accessory building:** Koch informed the Planning Commission of a possible accessory building zoning permit application at 410 E. Forest Home. Included in the commissioner's packets were a sketch of the lot, current photos of the existing residence, and pertinent pages of the zoning ordinance. Koch told the Planning Commission that the owner of 410 E. Forest Home had approached her regarding the construction of a garage at the west end of the corner lot, with the main access off River Street. Koch said that while accessory buildings are not allowed in the front yard of any lot within the village (Section 3.5.E), the fact that 410 E Forest Home is a corner lot according to the zoning ordinance's definition (Lot – Corner, pg. 10) permits the front lot line to be defined as "the boundary line of the lot immediately adjacent to the street right-of-way that the driveway enters" (Lot Line – A. Front, page 11).

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With E. Forest Home being designated at the front lot line, the definition of side lot line (Lot line – C. Side, page 11) as “any boundary line not a front lot line or a rear lot line” permits the River Street side of the lot to be considered as a side lot line.

Koch said that, as Zoning Administrator, she had the authority to approve the permit application should it be presented to her, but that she wanted the Planning Commission to be aware of the situation. No action was taken by the Planning Commission.

- c) **Village of Bellaire Master Plan:** At the May 7, 2013 meeting, the Planning Commission tabled a decision regarding the updating or rewriting of the village’s current master plan until the scheduled August meeting.

Leslie Meyers presented copies of the Gaps Analysis from August 2010 from the Watershed Center Grand Traverse Bay, Tip of the Mitt Watershed Council, and the DNR. She also presented information about Three Lakes Association, and a brochure from the Tip of the Mitt Watershed Council titled “Sensible Shoreline Development.” She told the Planning Commission that the village did quite well in the gaps analysis, but that there are some recommendations in the analysis. Three Lakes Association would like environmental issues to be considered during the master plan review process. She added that that Three Lakes would be more than happy to help.

Koch said that at the May meeting Fedraw had asked her to find out the difference in approval requirements between amending and rewriting a master plan. She told the Planning Commission that the only difference is the length of the review period for the county planning commission and regional planning agencies. The review period is 63 days for a new plan and 42 for an amended plan.

Fedraw mentioned that a number of portions of the master plan could use updating with the current census information. The Planning Commission asked Koch her thoughts regarding amending or rewriting the master plan. Koch said the primary change in Bellaire since the writing of the last master plan is the decrease in large industry in the local economy and the increase of tourism-based industries. She said a new master plan could be written with that in mind.

Meyers said she agreed with Koch, that the area is now tourist-oriented. She added that another thing that needs to be taken into consideration is the aging of the population and that Three Lakes would like the village to consider adding a goal to the master plan for sensible development of shorelines.

Motion by Shumaker, seconded by Harris, to let the master plan stand as is. Motion carried by unanimous voice vote.

8. Discussion Items (Non-action):

- a) **Zoning Administrator’s Report:** The report was presented. Koch explained the amendment to the 2012 accessory building permit at 105 Broadway, that the property owner wished to increase the size of the garage. Koch issued an amended permit to the non-conforming property that allowed the proposed garage’s depth to be increased in size. The amended permit will not increase the garage’s non-conformity status.

9. Communications/Informational: None presented.

10. Member/Public Comment: None presented.

11. Adjournment: Meeting adjourned at 5:25 p.m.

Minutes compiled by:

Janet Koch, Zoning Administrator & Recording Secretary

Approved: _____
William Drollinger, Chair

Date: _____