

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

**William Drollinger, Chairman**

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

**PLANNING COMMISSION MEETING MINUTES**

**February 27, 2014**

1. **Call to Order:** Chairman Drollinger called the meeting to order at 2:00 p.m.
2. **Roll Call Attendance**
  - Present:** Chairman Drollinger, Butch Dewey, Fred Harris, Robert Shumaker
  - Absent:** Ken Fedraw
  - Staff Present:** Lori Luckett, Zoning Administrator
  - Also Present:** Colette Stanish.
3. **Approval of Agenda:** The agenda was approved.
  - Motion by Dewey, 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 November 5, 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) **Meeting Dates**

Quarterly meeting dates for 2014-2015 were set as follows: May 6, 2014, August 5, 2013~~4~~, November 4, 2014 and February 3, 2015. Meetings may be added as required.
8. **Discussion Items (Non-action):**
  - a) **Zoning Administrator's Report**

Drollinger reported that as Acting Zoning Administrator, he had occasion to issue a sign permit for the Family Fare grocery store. The sign is one square foot smaller than the original sign on premises and that the sign company had been very professional.

Luckett reported on the second zoning permit issued so far in 2014 which allowed work to continue for the relocation of the Bellaire Pharmacy to 120 North Bridge Street. Additionally, Luckett reported on her February 26, 2014 meeting with representatives from SBC, LLC. who had questions about the Village zoning

202 N. Bridge Street P.O. Box 557  
Bellaire, Michigan 49615

Phone (231) 533-8213

Fax (231) 533-4183

E-Mail: [vlgclerk@bellairemichigan.com](mailto:vlgclerk@bellairemichigan.com)

requirements for their current projects. Lockett advised that site plan review by the Planning Commission may be required.

Lockett informed the members that funds had been budgeted for the village attorney to review the zoning ordinance. She stated that she had started a list of sections about which she had questions and requested input from the Planning Commission.

There was lengthy discussion about the administration, site plan and sign provisions of the zoning ordinance. Drollinger and Dewey agreed that there are specific sections which should be clarified and/or simplified.

**b) Planner’s Moments training DVDs – “Infill Development” and “Blight”:**

Training DVDs from MSU Extension were shown to the Planning Commission. Assessments for each DVD session were completed by the members to be sent to Michael Woods in Traverse City.

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

**10. Member/Public Comment:** No public comment. Drollinger and Dewey welcomed Lockett as the new zoning administrator.

**11. Adjournment: Meeting adjourned at 3:34 p.m.**

Minutes compiled by:  
Lori Lockett, Zoning Administrator & Recording Secretary

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

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