

Village of Bellaire
PLANNING COMMISSION

William Drollinger, Chairman

Commissioners: Dan Bennett, Fred Harris, Robert Shumaker and Don Seman

PLANNING COMMISSION MEETING MINUTES

January 6, 2015

1. **Call to Order:** Chairman Drollinger called the meeting to order at 5:13 p.m.
2. **Roll Call Attendance**
 - Present:** Chairman Drollinger, Dan Bennett, Fred Harris and Robert Shumaker
 - Absent:** Don Seman
 - Staff Present:** Lori Luckett, Zoning Administrator
 - Also Present:** None
3. **Approval of Agenda:** The agenda was approved as presented.
 - Motion by Harris, seconded by Shumaker, to approve the agenda as presented.**
 - Motion carried by unanimous voice vote.**
4. **Approval of Minutes:** The minutes of the November 4, 2014 public hearing were approved as written.
 - Motion by Harris, seconded by Shumaker, to approve the minutes of the November 4, 2014 public hearing as written. Motion carried by unanimous voice vote.**

The minutes of the November 4, 2014 regular meeting were approved as written.

 - Motion by Bennett, seconded by Shumaker, to approve the minutes of the November 4, 2014 regular meeting as written. Motion carried by unanimous voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business**
 - a) **Sign Ordinance Amendment** – Luckett informed the members present the need to amend Section 3.23 had been accelerated due to a request to change a ground mounted business sign along East Cayuga. The 1998 and 2002 zoning ordinances allowed ground mounted signs to be located in a required front yard, ten (10) or more feet behind the front property line. The current ordinance does not contain this provision. Consequently, the ground mounted signs, if lawfully in existence at the time of the amendment, are non-non-forming. The sign for which the request was made, has issues of non-conformity and compliance with the permit issued. The sign company making application has inquired about a variance to install a new sign. Because there are many signs effected by the current ordinance that omitted the location provision for ground mounted signs, it is best to address the issue in an ordinance amendment rather than a variance. Luckett reviewed the proposed changes to Article III, Section 3.23 Business and Informational Signs which include clarifying information in TABLE ONE in Subsection 3.23.A.; correcting a

typographical error in Subsection 3.23.B.; adding a paragraph for ground mounted signs to Subsection 3.23.B.; and clarifying the regulations in Subsection 3.23.F. After discussion between the members, Chairman Drollinger asked whether there was any objection to moving to public hearing with the proposed changes. Without objection, the members agreed to proceed to public hearing before the next regular meeting on February 3, 2015

Motion by Chairman Drollinger supported by members to proceed to public hearing at 5:00 p.m. on February 3, 2015. Motion passed unanimously.

There was discussion about the publication requirements for the notice of public hearing and zoning ordinance amendments. Luckett believed the requirement is publication is in a newspaper of general circulation within the jurisdiction but stated that she would review the statute. Chairman Drollinger asked about other methods of providing notice. Luckett informed the members that notices and public information is on the Village website as well.

7. New Business – None presented.

8. Discussion Items (Non-action):

a) Zoning Administrator’s Report

Luckett reported on the number and type of permits issued since the November 4, 2104 meeting.

9. Communications/Informational: . None presented.

10. Member/Public Comment: Luckett reminded members of the sidewalk work group and that she will be trying to schedule meetings now that the holidays have passed.

11. Adjournment: Meeting adjourned at 5:30 p.m.

Minutes compiled by:

Lori Luckett, Zoning Administrator & Recording Secretary

Minutes are subject to approval.

Approved: _____
William Drollinger, Chair

Date: _____