

Village of Bellaire

PLANNING COMMISSION

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

PLANNING COMMISSION MEETING MINUTES

August 4, 2015

1. **Call to Order:** Vice-Chairman Harris called the meeting to order at 5:06 p.m.
2. **Roll Call Attendance**
 - Present:** Fred Harris, Robert Shumaker and Don Seman
 - Absent:** Bill Drollinger and Dan Bennett
 - Staff Present:** Lori Luckett, Zoning Administrator
 - Also Present:** Mary Campbell
3. **Approval of Minutes:** The minutes of the May 5, 2015 meeting were approved.

Motion by Commissioner Shumaker, seconded by Vice-Chairman Harris, to approve the minutes of the May 5, 2015 meeting as written. Motion carried by unanimous voice vote.
4. **New Business:** None presented.
5. **Unfinished Business**
 - a) **Continued review of zoning ordinance:** Mary Campbell addressed the Planning Commission members about the suggested formatting changes and revisions to certain sections discussed to date. Mrs. Campbell indicated that the sub-committee has been meeting to discuss issues with the current zoning ordinance and that the draft documents in the package reflect proposals for commission discussion. The zoning ordinance sections for review included the Table of Contents; Article 1- Purpose and Authority; Article 3 - General Provisions; and Article 4 - Zoning Districts and Regulations. Mrs. Campbell noted that the various sections in final form will be color coded for ease of use. The subcommittee has been working on Article 3. Definitions will be done at the end of the process so that the ordinance will include the terms used and that the terms as used are defined. Commissioner Shumaker noted that it takes awhile to review and that so far the documents were thorough. There was discussion of an accessory building being constructed on a contiguous lot without a principal building, a deed restriction prohibiting the selling of lots separately, and whether that could be undone. It was decided to have this section reviewed by legal counsel. There was also discussion about the number of and calculation of square footage of accessory buildings on a single lot. The proposed language distinguishes between “major” accessory buildings – those over 200 square feet; and “minor” accessory buildings - those under 200 square feet. After discussion, it was suggested to recommend that two major accessory buildings per lot or parcel and not specify whether they are one or two stories. The definitions will address the calculation of square footage. Mrs. Campbell advised that until the adopted, the language may be changed. Prefabricated minor accessory buildings was expanded to include “ready to assemble”. There was discussion about the distinction between home occupations and cottage industries. Members discussed a new provision that

would allow group gatherings with multiple RVs located on a vacant parcel or lot for no more than 7 days and with a zoning permit. The thought was this would allow family reunions. Commissioner Shumaker noted that there had been a weekend family gathering in the neighborhood and that we should not limit this provision to vacant parcels. There was discussion of permit fees for something that has been occurring without regulation or issue. The commission next reviewed the provision covering vehicular parking and access. It was suggested that the “Business Type” and square footage requirements be reviewed by the subcommittee and correlated to the proposed Table of Land Uses. The section regarding storm water retention was reviewed. The current ordinance excludes the Central Business District from this requirement. Waterfront Greenbelts were discussed. Mrs. Campbell pointed out that she was distinguishing greenbelts from buffers and that greenbelts are along the water; the waterfront greenbelt is 25 feet. Commission members next discussed the number and width of paths that would be permitted and concluded that for waterfront lots, two pathways through the greenbelt, no wider than 6 feet each, was reasonable. Vice-Chairman Harris noted that there are very few lots with greenbelts on the river. Building spacing of 10 feet between buildings, except in the Central Business District, was discussed. Zoning districts and the schedule of regulations were discussed briefly because it is still evolving. One of the proposed changes is that setbacks will be established for each district and not determined by the use. The subcommittee will be scheduling a meeting to address supplemental site development provisions, administration and non-conformities sections.

b) Continued review of Planning Commission By-laws: Zoning Administrator Luckett reviewed the memo regarding conflict of interest that addressed concerns raised at the last meeting. She also reminded members that the difference between the current by-laws and the ordinance creating boards and commissions, was the express prohibition in the by-laws of the *ex officio* member serving as Vice-Chairman. Vice-Chairman Harris expressed reluctance to take action on proposing amendments to the by-laws without the full commission in attendance. The review of the by-laws was tabled until the next meeting in hopes that all members could attend.

6. Correspondence/Reports:

Zoning Administrator’s Report: Luckett reported on the permitting activity since the last planning commission meeting on May 5, 2015 noting that 33 permits for various activities had been issued. There was no correspondence or other items on which to report.

- 7. Meeting Per Diem:** Luckett requested members consider the public hearing and regular meeting one meeting for purposes of the meeting per diem. Chairman Harris and Commissioner Shumaker noted that this had been previously established as an unwritten policy.

Motion by Shumaker, seconded by Harris to count the public hearing and regular meeting as one meeting for purposes of the meeting per diem. Motion passed by unanimous voice vote.

- 8. Adjournment:** Meeting adjourned at 6:57 p.m.

Motion to adjourn by Commission Shumaker, supported by Commissioner Seman, passed unanimously.

Minutes compiled by:
Lori Lockett, Zoning Administrator & Recording Secretary
Minutes are subject to approval.

Approved: _____
Fred Harris, Vice-Chairman

Date: _____