

# Village of Bellaire

## PLANNING COMMISSION

**Commissioners: Dan Bennett, Butch Dewey, Bill Drollinger, Fred Harris, and Don Seman**

### PLANNING COMMISSION MEETING MINUTES

**June 12, 2018**

**6:00 p.m.**

- 1. Call to Order:** Chairman Drollinger read the meeting notice into the record and called the meeting to order at 6:00p.m.
- 2. Roll Call Attendance:**
  - Present:** Dan Bennett, Fred Harris, Don Seman and Bill Drollinger
  - Absent:** Butch Dewey
  - Staff Present:** Lori Lockett, Zoning Administrator
  - Also Present:** Zach Piscopo and Marcia Varble
- 3. Public Comments:** Marci Varble stated that attending the meetings had been interesting.
- 4. Approval of Minutes:** The minutes of the May 1, 2018 meeting were approved as written.  
**Motion by Commissioner Bennett, seconded by Commissioner Seman, to approve the minutes of the May 1, 2018 meeting as written. Motion carried by unanimous voice vote.**
- 5. Unfinished Business:** None presented.
- 6. New Business:**
  - a) **NLP Property Management LLC – Site Plan Review:** Chairman Drollinger noted that the subject property is located at 507 N. Bridge Street; Parcel Identification Number is 05-46-225-004-00. Some of the exhibits were identified: Exhibit 1 Village of Bellaire Master Plan; Exhibit 2 Village of Bellaire Zoning Ordinance including Map; Exhibit 3 Site Plan Review Application Packet a) Application-Site Plan Review Application and Checklist b) Site plan sketch.

Zoning Administrator Lockett explained that the request was for a change to two apartments upper and lower. The exterior modification is adding a staircase is to provide access to the upper level apartment. The site plan approval standards were reviewed and findings of fact made.

- A. The site plan shall comply with the Village of Bellaire Master Plan and any other applicable Village adopted planning documents.

#### **The Planning Commission finds:**

1. The Existing Land Use Map in the Master Plan identifies the property as Residential; the Future Land Use Map identifies the property as General Residential. (Exhibit 1)
2. The parcel is located within the Village Commons Zoning District.
3. The proposed change of use is for a two-family dwelling and is a permitted use in the Village Commons (VC) District. (Exhibit 3)

**Motion by Commissioner Seman, seconded by Commissioner Harris, that this standard has been met.  
Motion passed by unanimous voice vote.**

- B. All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property and the type and size of buildings. The site shall be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.

**The Planning Commission finds:**

1. The property is developed with a principal dwelling and detached garage. (Exhibit 3)

**Motion by Commissioner Bennett, seconded by Commissioner Seman, that this standard has been met.  
Motion passed by unanimous voice vote.**

- C. The landscape shall be preserved in its natural state, insofar as practical, by minimizing tree, other vegetative material, and soil removal, and by topographic modifications which result in maximum harmony with adjacent areas. Landscape elements shall minimize negative impacts. Landscaping, buffering, and screening shall conform with the requirements of this Ordinance.

**The Planning Commission finds:**

1. The site is developed and landscaped. (Exhibit 4)

**Motion by Commissioner Bennett, seconded by Chairman Drollinger, that this standard has been met.  
Motion passed by unanimous voice vote.**

- D. Special attention shall be given to proper site drainage so that removal of storm waters will not increase off-site sedimentation or otherwise adversely affect neighboring properties.

**The Planning Commission finds:**

1. The addition of an exterior staircase will not affect storm water runoff or neighboring properties.
2. Applicant shall take preventive measures to ensure that any grading or excavation of soil for the proposed parking will not increase runoff or affect neighboring properties.

**Motion by Commissioner Harris, seconded by Commissioner Seman, that this standard has been met.  
Motion passed by unanimous voice vote.**

- E. The site plan shall provide reasonable, visual, and sound privacy for the proposed development, as well as the adjacent properties. Fences, walks, barriers, and landscaping shall be used, as appropriate, for the protection and enhancement of property and for the privacy of its occupants.

**The Planning Commission finds:**

1. This site is developed with a principal dwelling, detached garage, and landscape. (Exhibit 4)

**Motion by Chairman Drollinger, seconded by Commissioner Bennett, that this standard has been met.  
Motion passed by unanimous voice vote.**

- F. A fire and safety preplan review shall be required and coordinated by the applicant with the Bellaire District Fire Department chief or his/her designee.

**The Planning Commission finds:**

1. Preplan review is not required for single-family and two-family dwellings.

**Motion by Chairman Drollinger, seconded by Commissioner Seman, that this standard has been met.  
Motion passed by unanimous voice vote.**

G. All buildings or groups of buildings shall be so arranged as to permit emergency vehicle access.

**The Planning Commission finds:**

1. The site is developed with emergency access off Ann Street and roadside on Bridge Street. (Exhibit 4)

**Motion by Commissioner Harris, seconded by Chairman Drollinger, that this standard has been met.**

**Motion passed by unanimous voice vote.**

H. Every building or dwelling unit shall have access to a public street, private road, walkway, or other area dedicated to common use.

**The Planning Commission finds:**

1. The site is developed with a dwelling, detached garage and garden shed. (Exhibit 4)

**Motion by Chairman Drollinger, seconded by Commissioner Harris, that this standard has been met.**

**Motion passed by unanimous voice vote.**

I. Walkways shall be provided, separate from the road system, where feasible.

**The Planning Commission finds:**

1. The site is developed with sidewalks developed along North Bridge. (Exhibit 4)

**Motion by Chairman Drollinger, seconded by Commissioner Seman, that this standard has been met.**

**Motion passed by unanimous voice vote.**

J. Exterior lighting shall be designed and arranged so that it is deflected away from adjacent streets and adjoining properties, and shall be directed downward so as not to unnecessarily illuminate the night sky. Flashing or intermittent lights shall not be permitted.

**The Planning Commission finds:**

1. The site plan does not identify exterior lighting for the parking or exterior staircase. (Exhibit 3)

2. Any lighting, other than landscape or accent lighting, must comply with Section 3.10. (Exhibit 2)

**Motion by Commissioner Harris, seconded by Commissioner Bennett, that this standard has been met.**

**Motion passed by unanimous voice vote.**

K. The proposed arrangement of vehicular and pedestrian routes shall respect the pattern of existing or planned streets and nonmotorized pathways in the area. Streets and drives which are part of an existing or planned street pattern which serves adjacent development shall be of a width appropriate to the traffic volume they will carry and shall have a dedicated right-of-way.

**The Planning Commission finds:**

1. This is a developed site with vehicular access from Ann Street established. (Exhibit 4)

2. Applicant proposes to develop a parking area around the detached garage. (Exhibit 3)

**Motion by Chairman Drollinger, seconded by Commissioner Harris, that this standard has been met.**

**Motion passed by unanimous voice vote.**

L. All streets shall be developed in accordance with Village specifications.

**The Planning Commission finds:**

1. This standard is not applicable to the application under consideration.

**Motion by Chairman Drollinger, seconded by Commissioner Seman, to waive this standard, as it is not applicable to the application under consideration. Motion passed by unanimous voice vote.**

M. All parking areas shall be so designed to facilitate efficient and safe vehicular and pedestrian circulation, minimize congestion at access and egress points to intersecting streets, including the use of service drives as appropriate, and minimize the negative visual impact of such parking areas.

**The Planning Commission finds:**

1. Per Section 3.14 B.2., (r)esidential off -street parking space shall consist of a parking strip, driveway, garage, or any combination located on the premises they are intended to serve.” (Exhibit 2)

2. Parking spaces must be a minimum of 162 square feet, 9 x 18 feet per Section 3.14 B.4. (Exhibit 2)

3. Section 3.14 C. requires two parking spaces for each dwelling unit. (Exhibit 2)

4. The site plan depicts the driveway and proposed parking approved for 6 vehicles with entry off Ann Street. (Exhibit 3)

**Motion by Commissioner Seman, seconded by Chairman Drollinger, that this standard has been met. Motion passed by unanimous voice vote.**

N. Residential and nonresidential development shall not include unnecessary curb cuts and shall use shared drives and/or service drives where the opportunity exists unless precluded by substantial practical difficulties.

**The Planning Commission finds:**

1. The dwelling is located on North Bridge with vehicular access off Ann Street.

**Motion by Commissioner Harris, seconded by Commissioner Bennett, that this standard has been met. Motion passed by unanimous voice vote.**

O. The site plan shall provide for the appropriate location of all necessary and proposed utilities. Locational requirements shall include underground facilities to the greatest extent feasible.

**The Planning Commission finds:**

1. The site is developed with a dwelling and detached garage. (Exhibit 3)

**Motion by Chairman Drollinger, seconded by Commissioner Seman, that this standard has been met. Motion passed by unanimous voice vote.**

P. Site plans shall conform to all applicable requirements of state and federal statutes, and approval may be conditioned on the applicant receiving necessary state and federal permits before the Zoning Permit is issued.

**The Planning Commission finds:**

1. While not a condition of approval, Applicant is to obtain necessary permits from Antrim County Construction Code Enforcement.

**Motion by Commissioner Seman, seconded by Commissioner Harris, that this standard has been met. Motion passed by unanimous voice vote.**

Q. The applicant shall demonstrate that reasonable precautions will be made to prevent hazardous materials from entering the environment, including:

1. Sites at which hazardous substances are stored, used or generated shall be designed to prevent spills and discharges to the air, surface of the ground, ground water, lakes, streams, rivers, or wetlands.
2. General purpose floor drains shall only be allowed if they are approved by the responsible agency for connection to a public sewer system, an on-site closed holding tank (not a septic system), or regulated through a State of Michigan groundwater discharge permit.
3. State and federal agency requirements for storage, spill prevention, record keeping, emergency response, transport and disposal of hazardous substances shall be met. No discharges to ground water, including direct and indirect discharges, shall be allowed without required permits and approvals.

**The Planning Commission finds:**

1. The proposed use does not involve the storage, transport or disposal of hazardous substances. (Exhibit 3)

**Motion by Commissioner Harris, seconded by Chairman Drollinger, that this standard has been met. Motion passed by unanimous voice vote.**

After brief discussion, Chairman Drollinger made the motion to approve the requested change of use to convert the single-family dwelling to a two-family dwelling; to allow an exterior staircase on the north side of the building; and to develop a parking area to accommodate six vehicles.

**Motion by Chairman Drollinger, seconded by Commissioner Harris, to approve, based on the findings of fact and the site plan review standards, the requested change of use to convert the single-family dwelling to a two-family dwelling; to allow an exterior staircase on the north side of the building; and to develop a parking area to accommodate six vehicles. Motion passed by unanimous voice vote.**

**b) Meeting Per Diem:** Chairman Drollinger entertained a motion to consider the meetings as one meeting for the per diem. Zoning Administrator Luckett explained that there were three meetings, one for Scotty's, two for NLP. The request was to consider combining the NLP meetings as one. Commissioner Harris stated that he wanted to be paid for one meeting. Chairman Drollinger made a motion that the Planning Commission be paid for one meeting

**Motion by Chairman Drollinger, seconded by Commissioner Harris, that the Planning Commission be paid for one meeting. Motion passed by unanimous voice vote.**

**7. Correspondence/Reports:**

a) **Zoning Administrator's Report:** Zoning Administrator Luckett provided a written report of permits issued since the May 1, 2018 meeting. She also informed the Planning Commission that an inquiry had been made about a possible location of an indoor gym/recreation facility with a rock-climbing wall. The property is located in the Manufacturing District. Private recreation facilities are allowed in the Commercial and Conservation Reserve districts. A rezoning of the property is not recommended because it is the only area designated Manufacturing. The developers are looking at allowed uses for the property that give rise to the potential for mixed uses on the site. Their primary intended use for this property is currently not allowed. Zoning Administrator Luckett was requesting direction. She has suggested to the developers that they could pursue an amendment to the zoning ordinance to allow recreation facilities the Manufacturing district. She reminded the Planning Commission that they had recently approved the addition of personal services in this district. There was discussion about current allowed uses and concerns about their impact on the wastewater treatment system. Members expressed their interest in considering the request.

**8. Adjournment: Meeting adjourned at 6:26 p.m.**

Minutes compiled by:

Lori Lockett, Zoning Administrator & Recording Secretary

Approved: \_\_\_\_\_  
William Drollinger, Chairman

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