

# Village of Bellaire

## PLANNING COMMISSION

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

### PLANNING COMMISSION SPECIAL MEETING MINUTES

September 19, 2017

5:00 p.m.

1. **Call to Order:** Chairman Drollinger called the meeting to order at 5:00 p.m.
2. **Roll Call Attendance:**
  - Present:** Chairman Drollinger, Dan Bennett, Butch Dewey, Fred Harris and Don Seman
  - Absent:** None
  - Staff Present:** Lori Lockett, Zoning Administrator
  - Also Present:** Joshua and Katie Watrous
3. **Public Comments:** None presented.
4. **Approval of Minutes:** The minutes of the August 1, 2017 public hearing and regular meeting were approved as written.

**Motion by Commissioner Bennett, seconded by Commissioner Seman, to approve the minutes of the August 1, 2017 public hearing and meeting as written. Motion carried by unanimous voice vote.**

5. **New Business:**

- a) **Petition to Amend the Zoning Ordinance**

Joshua Watrous was present with his request to amend the zoning ordinance. Planning commissioners had received a copy of his petition with supporting documents. Chairman Drollinger asked if members had any questions about the petition. Commissioner Dewey asked about the proposed use for the two buildings located on the Watrous property. Mr. Watrous explained that he would like to put his construction business in the larger building and have the smaller building available for the barbershop. Zoning Administrator Lockett explained the reason for the request to amend to zoning ordinance. The zoning ordinance does not allow "personal services" as a use in the Manufacturing District. While there currently is a barbershop located within the district, it is not necessarily a lawful, non-conforming use. Zoning Administrator Lockett explained that the packet included the table of land uses. She noted that Mr. Watrous would like to use the two structures currently on site for the operation of two different land uses. She suggested that the planning commission consider adding another footnote that allows mixed-uses in the Manufacturing District. The members reviewed the overhead photograph of the site showing its location in proximity to neighboring properties. The initial question was whether the planning commission wished to refer the request to allow personal services in the Manufacturing District for a public hearing. The second consideration is whether mixed-uses should be permitted within the district.

Zoning Administrator Luckett next directed their attention to a map showing the parcels within the district and the Schedule of Regulations. She pointed out that the minimum lot area within the Manufacturing District is one acre. The map depicts the varying sizes of the parcels within the district. Because certain land uses are allowed in the Village Commons, Commercial and Manufacturing districts, each of which have different minimum sizes, Zoning Administrator Luckett asked whether the planning commission wanted to review the minimum size in the Manufacturing District. Commissioner Harris asked what the argument would be for a larger size. Zoning Administrator Luckett explained that certain uses warrant a larger parcel size. Chairman Drollinger explained that this area has historically been for manufacturing. These sites also accommodated parking. Chairman Drollinger did not think that the lot sizes should be any less than the lot at issue within the district. The properties as they are have been used for years. Chairman Drollinger expressed his concerns that if personal services are allowed, potential users have to be aware that the district is Manufacturing. There is the possibility for 24-hour operations, excessive noise, fumes and different smells. Zoning Administrator Luckett explained that if recommended for public hearing, draft language would be prepared to allow personal services in the Manufacturing District. The possibility of mixed-uses within the district could be included. The lot size requirement will be reviewed. If the planning commission decides to move forward, the public hearing will be scheduled for 5:00 p.m. on November 7, 2017 with the regular meeting immediately thereafter. Chairman Drollinger indicated that the Watrous property and the power station are likely to two smallest parcels within the district. Chairman Drollinger suggested the minimum lot size should be this parcel. Zoning Administrator will try to get confirmation of parcel sizes from the county equalization department. Commissioner Bennett made the motion to recommend the matters be scheduled for public hearing. The planning commission will consider amendments allowing “personal services” as a permitted land use in the Manufacturing District; the allowance of mixed-uses on parcels within the district with most restrictive approval process applying; and reducing the minimum lot size. Chairman Drollinger supported the motion.

**Motion by Commissioner Bennett, seconded by Chairman Drollinger, to schedule a public hearing to consider amendments allowing “personal services” as a permitted land use in the Manufacturing District; the allowance of mixed-uses on parcels within the district with most restrictive approval process applying; and reducing the minimum lot size. Motion passed by unanimous voice vote.**

## **6. Unfinished Business:**

- b) **2018-2022 Recreation Plan:** Zoning Administrator Luckett explained that the current recreation plan expires at the end of this year. The planning commission is to make a recommendation to approve a plan to the village council. The village council will conduct a public hearing on the proposed plan after a 30 (thirty) day public review period. Zoning Administrator Luckett hoped to review the remainder of the draft plan. If the planning commission decided to make a recommendation during this meeting, the draft would be submitted to the village council. The planning commission reviewed the draft plan beginning with the table of contents. Zoning Administrator Luckett explained that many sections of the plan, including Community Description, Administrative Structure, Recreation Inventory, Description of the Planning Process, had already been reviewed. The draft Goals and Objectives and the Action Plan sections were now ready to review. She noted that the survey

has been on the website and Facebook since January 2017. Copies of the survey were mailed with the property tax statements in June. Roughly, Six hundred (600) surveys were mailed. Seventy-Five (75) responses have been received. The results have been tabulated and are included with comments as an appendix. Zoning Administrator Luckett explained the review and analysis of the Goals and Objectives in the current plan. She looked to see what had been achieved, what remained, and included suggestions based on the survey. The planning commission reviewed each goal and objective by item. Various organizations working in or with the Village were included. Chairman Drollinger asked about signage. Zoning Administrator Luckett indicated that there was reference to signage in the Action Plan. She explained that the focus of the survey and plan was on maintaining the existing recreation opportunities, improving and enhancing the amenities, and making them more accessible. She noted that many survey respondents are interested in an historical walk within the Village; signage will be important for this walk. The planning commission reviewed the Action Plan for each park. Questions were asked about the bathhouse at Craven Park and dredging of Craven Pond. Signage for the access sites was discussed. Chairman Drollinger noted that the Ohio Street Access Site was used as a water source for fire protection. This should be so noted in the plan. Action Plan items for Richardi Park were reviewed. Zoning Administrator Luckett provided an update on the land survey commissioned after receipt of the Paddle Antrim grant. The walking path was discussed. Use by snowmobiles, replacing some of the boards, and installation of solar lighting were discussed with suggested changes incorporated into the proposed plan. Commissioner Harris had questions about the dredging of Craven Pond and wondered whether there was a recommendation. There was discussion about the cost of dredging. Lastly, the survey responses and comments were reviewed. Upon completion of the review and discussion, Commissioner Dewey made a motion to approve Resolution #08 recommending approval of the proposed plan with the additions. The motion was supported by Commissioner Bennett.

**Motion by Commissioner Dewey, seconded by Commissioner Bennett, to approve Resolution #08 recommending approval of the proposed plan with the additions, by the village council. The motion was passed unanimously by roll call vote.**

**7. Correspondence/Reports**

- a) **Zoning Administrator's Report:** The report of permits issued since the August 1, 2017 was available for the planning commission's information and review.

**8. Adjournment: Meeting adjourned at 5:59 p.m.**

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

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

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