

# Village of Bellaire

## PLANNING COMMISSION

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

### PLANNING COMMISSION MEETING MINUTES

February 4, 2020

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:** Butch Dewey, Don Seman, and Bill Drollinger
  - Absent:** Dan Bennett and Fred Harris
  - Staff Present:** Lori Luckett, Zoning Administrator
  - Also Present:** Chad Munger, Mammoth Distillery
3. **Approval of Agenda:** The agenda was amended to include addition of Mammoth Distillery request under New Business. The agenda as amended was approved.
  - Motion by Commissioner Dewey, seconded by Commissioner Seman, to approve the agenda as amended. Motion carried by unanimous voice vote.**
4. **Approval of Minutes:** The minutes of the November 5, 2019 public hearing and November 5, 2019 regular meeting were approved as presented.
  - Motion by Commissioner Dewey, seconded by Commissioner Seman, to approve the minutes of the November 5, 2019 public hearing as written. Motion carried by unanimous voice vote.**
  - Motion by Commissioner Dewey, seconded by Chairman Drollinger, to approve the minutes of the November 5, 2019 public hearing as written. Motion carried by unanimous voice vote.**
5. **Public Comments:** None presented.
6. **Unfinished Business:** None presented.
  - a) **Recreational Vehicle Zoning Ordinance Amendments:** Zoning Administrator Luckett reported that two proposed zoning ordinance amendments were included in their packets. The two amendments address concerns raised at previous meetings. They may be scheduled for a public hearing before the next regular meeting. Chairman Drollinger noted that the section addressing group gatherings currently limits these gatherings to 7 consecutive days. There was brief discussion that increasing this number to 10 days will accommodate early arrival and cover two weekends. After discussion about meeting availability, the two proposed amendments will be considered in April. Motion was made by Commissioner Seman to schedule the two ordinance amendments for public hearing in April.
    - Motion by Commissioner Seman, seconded by Chairman Drollinger, to schedule the proposed amendments to Section 3.08 and 3.05.B. for a public hearing in April. Motion carried by unanimous voice vote.**
7. **New Business**
  - a) **Mammoth Distillery Request:** Chad Munger explained that he would like to make changes to the façade of the building. The metal overhang will come off. The door to the apartments is currently not allowed to be locked. That door will be pulled out from the current location. The plate glass windows, currently 13' wide, will be removed and replaced with a single hinge, overhead door, 9' tall by 9'6" in width. It is not a rolling door, but will pivot. Commissioner Seman asked about the design in the pictures. Mr. Munger indicated that the first floor will have one door removed and relocated. The brick on the second story will remain as is. The framing for the doors is steel. There will be two entry doors and the garage door. All will be brought back off the street and be flush

with the masonry. Commissioner Seman suggested that with the garage door opened, people would move forward to the sidewalk with their drinks. Mr. Munger explained that a moveable barrier will be there to keep patrons inside. Commissioner Seman, stated as the former president of the historical museum, he thought the façade looked very modern. Mr. Munger explained the difference in the materials and that all above the first floor will have the original masonry. Commissioner Dewey asked about the signage on the drawing. Zoning Administrator Luckett indicated that the current ordinance limits the height of signs to 10'. The proposed location is higher and will require a variance or an amendment to the zoning ordinance. Mr. Munger explained that he is planning on installing a television monitor outside on the building that will have hours and open. He does not want to have multiple signs on the building. The monitor is 3'10" in height and will be recessed into the building 2' above the ground. He indicated that it is a standard television monitor. Chairman Drollinger asked if scaffolding will be necessary. Mr. Munger thought that it would be used for removal of the awning. Chairman Drollinger requested that space be left for pedestrian passage on the sidewalk. Chairman Drollinger suggested that removing the façade will change the look of the building. The work will be done during April in order to be completed by the Short's Anniversary Party. Mr. Munger will be checking with MDOT regarding a permit. Zoning Administrator Luckett noted that what is being proposed is a modification from the original. Two sign permits have been issued, but those signs are being removed. The permanent wall mounted sign will have to be addressed later. The current ordinance allows two permanent signs and a changeable message sign; the monitor is considered the changeable message sign. The message will have to remain stationary. Members did not see any issues with the changes to the façade. Chairman Drollinger suggested that mounting the wall sign higher would be better. He added that the sign ordinance is the most contentious in zoning. Mr. Munger indicated that the building is 22' high. The recessed brick in which he would like the sign located is at least 18' high. Zoning Administrator Luckett asked whether the permit should be modified. The original permit issued authorized exterior modifications including removal of the awning. Chairman Drollinger noted that the openings are being reduced and did not see any issues with the request.

**b) Resolution for Meeting Dates:** Zoning Administrator Luckett reviewed the resolution regarding meeting dates. The additional meeting dates are marked with an asterisk and will be available on an as-needed basis. The meeting dates were identified: March 3, April 7, May 5, June 2, July 7, August 4, September 1, October 6, November 3, December 1, January 5, and February 2. Chairman Drollinger noted that he would not be in attendance at the August 4 meeting. A motion was made by Commissioner Dewey to approve the proposed dates.

**Motion by Commissioner Dewey, seconded by Commissioner Seman, to approve the proposed meeting dates. Roll call vote. Yes: Dewey, Seman, and Drollinger. No: None. Absent: Bennett and Harris.**

**c) Solar Farms:** After brief discussion of potential locations outside of the Manufacturing District, the members decided not to take any action on this matter.

#### **d) RRC Requirements**

1) **Processing a Zoning Application – Internal Review:** Zoning Administrator Luckett explained that one of the requirements for RRC Certification is to have an established written procedure for processing a zoning application. Samples from MSU Extension contained an outline of a process. Zoning Administrator Luckett has modified the outline to reflect the process in the village. RRC requirements include a pre-application meeting for all developments, not just SUP requests. This is different from what is provided for in the zoning ordinance. The ordinance will require an amendment. The review committee may include the chair of the planning commission, zoning administrator, DPW supervisor, WWTP operator, and any consultants. Chairman Drollinger requested that the form be submitted for review by the RRC planner.

2) **Zoning Ordinance Alignment:** Now that the Master Plan has been approved, the zoning ordinance has to be reviewed for amendments. RRC requirements include review of nonmotorized transportation and parking flexibility. Zoning Administrator Luckett asked if there were any members who wished to assist in review of the ordinance. Chairman Drollinger suggested a work session to review and compare. Zoning Administrator indicated the zoning areas identified by the RRC planner. Nonmotorized transportation includes standards for bicycle parking, traffic calming, sidewalk connectivity and pedestrian-scale lighting. Parking flexibility includes reduction or elimination of required parking when on-street and public parking is available, connection between parking lots, shared parking agreements, parking maximums, elimination of parking minimums, parking waivers,

bicycle parking, and payment in lieu of parking. She suggested that perhaps the DDA could commission a parking study in their district and explore parking meters.

**8. Correspondence/Reports**

a) **Zoning Administrator's Report:** The annual report was prepared and presented to council at the December meeting. This report outlines the permitting work done and the planning and zoning activities for the year. Chairman Drollinger asked about ZBA training. Administrator Lockett explained that the village attorney had presented a session on variances and that the Planning and Zoning News satisfies one-half hour of required training for each issue read. There may also be webinars through Michigan State Extension.

**9. Member comment:** Commissioner Seman inquired about activity at a neighboring residence.

**10. Adjournment: Meeting adjourned at 5:37 p.m.**

Minutes compiled by:

Lori Lockett, Zoning Administrator & Recording Secretary

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

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