

Village of Bellaire

PLANNING COMMISSION

Commissioners:

Patrick Boyd

Butch Dewey

Fred Harris

Lauryn Keiser

Don Seman

PLANNING COMMISSION MEETING MINUTES

April 6, 2021

5:00 PM

I. Call to Order: The meeting was called to order at 5:00 PM by Commissioner Dewey.

II. Roll Call - Attendance:

Present: Patrick Boyd, Butch Dewey, Fred Harris, and Lauryn Keiser

Absent: Don Seman

Staff Present: Nicole Essad, Zoning Administrator

Public Present: None

III. Approval of Agenda: The agenda was approved as presented.

Motion by Boyd, seconded by Keiser to approve the agenda as presented. Motion Passed by unanimous voice vote.

IV. Approval of Minutes - September 1, 2020: The minutes of the September 1, 2020 meeting were approved as presented.

Motion by Boyd, seconded by Dewey to approve the minutes of the September 1, 2020 meeting as presented. Motion Passed by unanimous voice vote.

V. Conflict of Interest: None presented.

VI. Public Comment: None presented.

VII. Old Business: None presented.

VIII. New Business

- a. Election of Officers:** Zoning Administrator Essad stated that every year the Planning Commission needs to elect officers. She stated that it would be a Chairperson, Vice Chair, and Secretary. General discussion was held about who would volunteer for what position.

Motion by Dewey, seconded by Harris to have Boyd be Chair, Harris be Vice-Chair, and Dewey be Secretary. Motion Passed by unanimous voice vote.

*[Zoning Administrator Essad notes that under the bylaws the ex-officio member of the Planning Commission cannot be the Chair. This will be addressed at the next meeting] *

- b. Meeting Dates:** The meeting dates for fiscal year 2021-2022 were discussed. Zoning Administrator Essad stated that there would be the annual meetings in April, then there would meetings in July, October, and

January. She also asked if the first Tuesday of the month at 5:00 PM still worked for everyone. Commissioner Boyd stated that July would be hard.

Motion by Boyd, seconded by Dewey to approve the regular meeting dates of the Planning Commission. Motion Passed by unanimous voice vote.

- c. **Bylaw/Procedures Review:** Zoning Administrator Essad stated that this needs to be done annually, and she asked if there were any changes that needed to be made. General discussion was held about the Bylaws/Rules of Procedures. Commissioner Harris asked if there had been any issues that came up from the Bylaws. Zoning Administrator Essad stated that she did not see any major issues with them as they are. The only thing she thought might need to be changed was the secretary position. She stated that the change would be to have the Zoning Administrator be the secretary like what the Zoning Ordinance has with the ZBA. Commissioner Dewey stated that the secretary would ensure either himself or through a recording secretary that the minutes and posting be done. Commissioner Boyd stated that he did not see any reason to change the Bylaws/Rules of Procedure.

Motion by Dewey, seconded by Boyd to accept the Bylaws/Rules of Procedure for the Planning Commission without any changes. Motion Passed by unanimous voice vote.

- d. **Training:** Zoning Administrator Essad asked about any specific training this Commission wanted. She also stated that there is an online Citizen Planner Program that is 15 hours over three months. Commissioner Dewey stated that there was a three-hour seminar that they went to. He thought that 15 hours was a long time. There was general discussion held about the Planning and Zoning News as training and what topics should be presented as training. Commissioner Dewey stated that having the attorney do a training would be expensive. Commissioner Boyd stated that short term rentals, and outdoor seating are two topics that are of interest for training. Commissioner Keiser stated that she would like a general overview as she is new. Commissioners Boyd and Keiser stated that they were interest in the online Citizen Planner training.

IX. Correspondence/Reports: Zoning Administrator Essad stated that she has had interest in short term rentals. There was one verbal complaint about a short-term rental in the R-1 district. She stated that the owner of that property may try to amend the Zoning Ordinance to specifically allow those in the R-1 district. Commissioner Dewey asked if the State has come up with any regulations. Zoning Administrator Essad stated that she is not aware of any. She also stated that zoning permits are starting to be issued slowly. Zoning Administrator Essad also gave an update about some zoning violations. She also informed this Commission about the new business where the Boatman's property is. Zoning Administrator Essad also stated that housing is an issue. Commissioner Harris stated that he is interest in tiny houses and what they would do to the neighbors.

X. Member/Public Comment: Commissioner Harris asked about the property on Broad Street where Dave's Towing used to be. Zoning Administrator Essad stated that that property had been sold and cleaned up. Commissioner Harris also asked about the used car lot on Division St. Zoning Administrator Essad stated that she sent letter to that property due to junk violations and possible SUP violations. Commissioner Harris also asked an update on Shorts being allowed to use a steel building behind the Pub for brewing. Commissioner Boyd stated that they have done so much in Elk Rapids at their production facility, it was not needed.

Commissioner Dewey stated that he will miss having Bill Drollinger on the Commission.

XI. Adjourn: The meeting was adjourned at 5:28 PM to the call of the chair.

Minutes compiled by:
Nicole E. Essad, Zoning Administrator

Minutes are subject to approval.

Approved: _____

Date: _____