

Village of Bellaire

PLANNING COMMISSION

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

PLANNING COMMISSION MEETING MINUTES

February 5, 2019

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:** Dan Bennett, Fred Harris, Don Seman and Bill Drollinger
 - Absent:** Butch Dewey
 - Staff Present:** Lori Luckett, Zoning Administrator
 - Also Present:** None
3. **Public Comments:** None presented.
4. **Approval of Agenda:** The agenda item, "Meeting Per Diem" was removed. The agenda was approved as amended.
 - Motion by Commissioner Harris, seconded by Commissioner Seman, to approve the agenda as amended. Motion carried by unanimous voice vote.**
5. **Approval of Minutes:** The minutes of the November 6, 2018 public hearing and regular meeting and the January 8, 2019 public hearing were approved.
 - Motion by Commissioner Harris, seconded by Commissioner Bennett, to approve the minutes of the November 6, 2018 public hearing as written. Motion carried by unanimous voice vote.**
 - Motion by Commissioner Bennett, seconded by Commissioner Harris, to approve the minutes of the November 6, 2018 meeting as written. Motion carried by unanimous voice vote.**
 - Motion by Commissioner Seman, seconded by Commissioner Bennett, to approve the minutes of the January 8, 2019 public hearing as written. Motion carried by unanimous voice vote.**
6. **Unfinished Business:**
 - a) **Capital Improvements Plan:** Zoning Administrator Luckett provided a status update on the CIP including the comments from the MEDC Redevelopment Ready Community Planner. The recommendation is for the CIP to be cohesive with the Master Plan. The Master Plan is now being developed with assistance from Sarah Lucas of Networks Northwest.
 - b) **Public Participation Plan:** Zoning Administrator Luckett noted the recommendation from the MEDC Redevelopment Ready Community Planner to include certain language in the Public Participation Plan. She explained that an edited version of the requested language had been inserted under "Outreach Strategies". The Master Plan is the document we are currently waiting for. Zoning Administrator Luckett noted that the Capital Improvement Plan and Public Participation Plan will track with the Master Plan. The Master Plan Committee will be meeting in March. Projects for the Capital Improvement Plan have not been formally identified. The draft Public Participation Plan incorporates the process used for the Master Plan update. Zoning Administrator Luckett explained that Sarah Lucas is working on the Master Plan and will be providing a draft for her review prior to the Master Plan Committee meeting. Zoning Administrator Luckett requested questions, comments

and suggestion. There was brief discussion about the Redevelopment Ready Community process and requirements.

- c) **Short-Term Rentals:** Zoning Administrator Luckett explained that there had been inquiries about short-term rentals at prior village council meetings. During the course of conversation with village legal counsel, she learned about the short-term rental ordinance developed for East Bay Township. The Planning Commission has looked at the ordinances in Milton Township and Acme Township as well as other communities. The draft ordinance in their packet has been developed as a starting point for their review. It would be a police power ordinance to be included in the Village Code, not a zoning ordinance. The Planning Commission began its review of the draft. Members had questions about the definition of short-term rental, the rental frequency, and parking requirements. There was brief explanation about maximum occupancy. Fire safety requirements, including compliance with fire code and building code were discussed. Chairman Drollinger stated that he had received a request to include fire inspections as are required for bed and breakfasts. Members thought that compliance would have to be owner-certified on the application. There was a question about whether insurance should be mentioned. Enforcement was briefly discussed. Reference to state law regarding fireworks could be included. Members were requested to review the draft for additional comments and future discussion.

7. New Business:

- a) **Election of Officers:** The current officers were identified – Chairman Drollinger, Vice-Chairman Bennett and Secretary Harris. Commissioner Seman made the motion that the current officers retain their positions. Chairman Drollinger asked three times whether there were additional nominations. There were none. Nominations were closed and the vote was taken.

Motion by Commissioner Seman, seconded by Commissioner Bennett, that the current officers retain their positions. Motion carried by unanimous voice vote.

- b) **Resolution for 2019-2020 meeting dates:** The meeting dates for the 2019-2020 fiscal year were identified in Resolution #10 - May 7, 2019, August 6, 2019, November 5, 2019 and February 4, 2020.

Motion by Commissioner Harris, seconded by Commissioner Bennett to approve the 2019-2020 meeting dates. A roll call vote was taken. Ayes: Harris, Bennett, Seman and Drollinger. Nays: None.

8. Correspondence/Reports:

- a) **Zoning Administrator’s Report:** Zoning Administrator Luckett provided a written report of the permits issued since the November 6, 2018 meeting. She explained that the permit issued to Nichols and Schrock had been amended to include two decks. She noted that the change is considered a minor amendment under the zoning ordinance.

Commissioner Bennett shared a parliamentary situation that had occurred during a meeting he attended.

9. Adjournment: Meeting adjourned at 5:41 p.m.

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

Approved: _____
William Drollinger, Chairman

Date: _____