

VILLAGE OF BEULAH PLANNING COMMISSION
Tuesday, July 18, 2023
Beulah Village Hall
7228 Commercial Street
Beulah, MI 49617

I. Call Meeting to Order

Chairman Behm called the meeting to order at 4:05 p.m. with the Pledge of Allegiance.

Present: Keith Behm, Chairman; Annie Browning, Village Council Rep; Ed Popour, Member; Barb Skurdall, Secretary; Debbie Smith, Member

Staff: Tim Cypher, Zoning Administrator; Allison Hubley-Patterson, Recording Secretary

Guests: Griffin and April Cypher

II. Approval of Agenda (additions/subtractions)

Popour asked if the PC could discuss parking issues in the Village of Beulah. He has recently heard from many people who indicate that they are unable to come downtown to attend events due to the current parking situation. Chairman Behm amended the agenda and added a discussion of parking under New Business.

Chairman Behm moved to approve the July agenda as amended; Browning seconded. All present in favor; motion carried.

III. Conflicts of Interest

Chairman Behm asked if PC members should now be required to disclose any conflicts of interest. Cypher replied, "Yes"; the Village of Beulah Planning Commission Bylaws have been approved by the Village Council. There were no conflicts of interest declared.

IV. Approval of Minutes: May 16, 2023

Skurdall noted that "Vickie Downs" should be changed to "Vickie Carpenter". Hubley-Patterson stated that she made this change as she was previously notified by the Village of Beulah Office Manager, too.

Chairman Behm asked for a motion to approve the May 16, 2023 minutes as amended. Popour moved to approve the May 16, 2023 minutes as amended; Smith seconded. All present in favor; motion carried.

- V. Correspondence - none
- VI. Public Comment – (limited to three minutes per person unless extended by chair) - none
- VII. Presentation of Area Reports

Chairman Behm – nothing to report.

Browning – Browning reported that Sunkissed Hills is a threat to the overall health of Crystal Lake. She also informed the PC that the County is considering hiring a county-wide Parks and Recreation Director.

Skurdall – Skurdall shared her concern regarding Sunkissed Hills and stated that she is paying close attention to the situation and has been attending meetings. She believes this project is destroying the ecosystem. Even though Sunkissed Hills is located in Benzonia Township, Skurdall commented that this affects everyone as Crystal Lake is an asset to the entire area. Popour asked if the DNR is involved. Skurdall stated that permits have been pulled but the question is whether or not the permits are being followed. A dock that is substantial in size has been installed. Skurdall also reported that she and Smith have been giving tennis lessons to children on Friday morning and this has been very successful.

Smith – Smith stated that the Beulah Boosters is seeking funding to replace the tennis court; there is a QR code available for anyone who wishes to donate. There are no swimming lessons being offered this year in the Village of Beulah as this was denied by the Village Council for insurance reasons. Swimming lessons are being given at Bellows Beach through the city of Frankfort.

Smith asked if the sewer would be part of the Master Plan as there is a lot of discussion about this project in the Village.

Popour – Popour had nothing to report but reiterated that he would like to discuss the parking situation.

VIII. NEW BUSINESS

Popour stated that he brought up the issue of parking when the Planning Commission was first assembled. He feels that parking has always been an

issue but the topic gets swept under the rug; at the present time, the problem is out of control. Popour is hearing from many people that they cannot come downtown to attend events due to the parking situation; he is hearing this from many senior citizens. Smith asked about the process for dealing with the parking situation and inquired if this is up to the Planning Commission or the Village Council. Cypher stated that the PC may address this issue but noted that the Village Council has funding to do certain things.

Popour stated that cars are being parked in the alleys. Cypher stated that alleys are also used for emergency access so they cannot be blocked. Cypher noted that all resort communities deal with parking issues during the months of June, July and August. Some of these areas have created a designated drop-off spot. Browning commented that the Benzie Bus will provide shuttle service to people for large events. Cypher suggested that the PC reach out to Benzie Bus to see if they might be willing to help with other events. Discussion ensued regarding the concerts in the park that were moved to the street. Cypher stated that normally you want to have people circulating among the local businesses. He added that an engineer may need to be hired to assist if the space is to be maximized. Skurdall stated that access to the Village of Beulah is an issue on any day of the week during the summer months and not just during special events.

Cypher asked if the Village of Beulah has a paint striper machine; Popour replied, "Yes". Smith stated that the PC is aware that there is no money to pave but she suggested that they come up with a plan now. Cypher stated that the PC could make a motion at this meeting regarding this and added that someone could speak at the VC meeting this evening. He noted that this would also be helpful and could make an impact.

Popour moved to present the issues associated with parking to the Village Council; Browning seconded. All present in favor; motion carried.

Discussion ensued and it was noted that Deanne Loll is in charge of streets and sidewalks; Browning is in charge of buildings and grounds. Browning will inform the Village Council that the PC is discussing options to improve parking. She indicated that she wants to be very clear on the message that she will pass along to the Village Council. Browning will inform the VC that the PC passed a motion to address parking in the Village of Beulah during the daytime and for special events. She will ask the VC if anything is currently being done to address this problem and will also find out who is over this area. Popour added that he has heard from at least a dozen people in the last two weeks. One of the goals will be to maximize the efficiency of available space behind Main Street. Cypher suggested that there be a conversation with the Maintenance Supervisor, too; Popour will handle this.

IX. OLD BUSINESS

- 2023 Village of Beulah Owner/Resident Survey – continue discussion

Cypher stated that the survey came to us in image form and added that several corrections have been made based on comments received from the PC members as well as from Dawn Olney.

Discussion ensued regarding who will be able to complete the survey. Browning stated that she is a renter and asked if renters could fill out the survey. Chairman Behm reiterated that he wants to be sure that renters are included in the survey responses. The PC is not worried about anyone “stacking the deck” and Popour commented that the PC wants input. Business owners will be able to complete the survey as they have a personal property tax identification number. It was noted that some individuals may want to remain anonymous and may not want to fill in the property tax identification number. Chairman Behm asked if we need to cross check surveys with the water bills but Cypher stated that we do not want to get into the weeds here.

Smith asked how the survey would be mailed out. Cypher explained that the survey cannot go with the water bills as they are merely a postcard and the Village is limited to a single sheet of paper that is the tax bill; this is the only item that can go in the envelope. Cypher stated that a self-addressed envelope will be included and the PC agreed that this will also be stamped. Popour and Cypher discussed whether there is a bulk rate available for mailing and Cypher commented that he was assured by the Village Council President that funding would be found for anything that is needed. Cypher stated that there could be 50 copies of the survey available at the Village Office. It was also mentioned that a display ad or announcement in the Village newsletter could advertise the upcoming survey. Cypher asked Browning to find out when the next edition of the newsletter will be distributed.

A question arose regarding road ends. Cypher stated that these are governed by the State of Michigan and are not considered to be “open spaces”.

Smith asked if the survey could be put online; Cypher replied “Yes” but noted that the hard copy responses received will count in the tabulation. Smith suggested that a reminder be put online as to the due date for the survey. The PC agreed that the survey should be returned within 30 days of distribution.

X. Zoning Administrator Comment

Cypher reported that he issued one land use permit in June and collected \$50.00 of income. Cypher explained that the second page of his report details the number of land use permits that were issued as well as what is in the pipeline. This explanation was provided as the PC members are new to the format of the Zoning Administrator reports.

Cypher reported that he had a lengthy meeting with the Village Council. He briefly discussed Eden Brook Place and indicated that Mr. Maris has retained Mr. David Rowe from Traverse City as his legal counsel. Cypher stated that sewer and water hook-ups were discussed with the VC. Mr. Maris informed the VC that if he is required to pay for some things, the project will not continue.

Cypher received an email from Mr. Rowe and is in the process of reviewing the attached documentation. This matter will be on the agenda for the next VC meeting in August. Cypher stated that no approvals have yet been granted. There is an approval waiting with the Building Department but nothing will be approved until the VC makes a final decision on this matter.

Cypher reported that there have been many Freedom of Information Act (FOIA) requests on various matters related to 239 Leonard Drive. Cypher's predecessor made several determinations on this property. Cypher briefly read the zoning ordinance language pertaining to the accessory dwelling unit: "The accessory dwelling unit shall have the same architectural style as the principal dwelling unit in terms of building height, materials of construction, and roofline slope". Cypher noted that the key word here is "style". Cypher reported that the property owner put up vinyl lap siding but this did not meet original approval. They are now doing vinyl shake siding. Cypher has issued a cease-and-desist order.

Cypher reported that he is currently being challenged by one of the neighbors. He anticipates that there will be a ZBA hearing in the future. Cypher sent out a letter on July 15th and has already received a response from the complainant. He anticipates that there will be a ZBA hearing in the future. Cypher informed the PC that the fee for a ZBA hearing is \$785.00 and the applicant will be required to pay the attorney fees incurred by the Village of Beulah. Cypher stated that the PC does not need to be involved here as ZBA matters in the Village of Beulah are handled by the Village Council.

XI. Planning Commission Comment

Chairman Behm stated that a lot has happened now that a new PC has been formed. Popour stated that he felt the PC made progress at today's meeting. Chairman Behm commented that, at some point, he would like to prepare a

plan as to what the PC should be focusing on regarding certain topics. Cypher briefly discussed the new format of the Village of Beulah Master Plan, especially with regard to text and charts.

XII. Public Comment – none

Hublely-Patterson asked how all PC members were doing with regard to their ongoing education. She encouraged them to read the Open Meetings Act handbook that can be found in their red binders.

XIII. Adjournment

Chairman Behm asked for a motion to adjourn the meeting. Browning moved to adjourn the meeting at 5:50 p.m.; Skurdall seconded. All present in favor, motion carried.

The next scheduled meeting will be held on Tuesday, August 15, 2023 at 4:00 p.m. at the Village of Beulah Office.

Respectfully submitted,

Allison Hubley-Patterson
Recording Secretary

VILLAGE OF BEULAH

ZONING ADMINISTRATOR'S JUNE 2023 REPORT

Village of Beulah
Zoning Administrator's
JUNE 2023 REPORT

To: Village Council & Planning Commission

From: *Timothy A. Cypher* 7/9/2023

Land Use Permits Issued:	0	YEAR TO DATE 2
Signs / Home Occupation	1	SIGN
Single Family Residences (SFR)	0	
Additions to SFR	0	
Garages / or additions to	0	
Decks & Porches / MISC.	0	
Accessory Buildings	0	
Commercial Construction	0	
Stairs & Landings	0	
Demolitions	0	
Boat houses	0	
Solar Panels	0	
Renewal of / Change of use	0	
Z.B.A. proceedings	0	0 INQUIRY
Special Land Use Permits	0	1 INQUIRY
Lot Consolidations	0	0 INQUIRY
Land Divisions	0	0 INQUIRY
Property Line Adjustments	0	0 INQUIRY
Driveways	0	0 INQUIRY
Zoning / Site Plan Reviews	1	EDEN BROOK
PENDING APPLICANT'S ADDITIONAL SUBMITTAL ON SEWER/WATER BENEFITS		
Construction Inspections	1	
Violations/Investigations	0	**VIOLATIONS**
	1	INVESTIGATIONS PENDING
		JUNK / EQUIPMENT STORAGE
		THREE FOIA REQUESTS

I supplied information via 18 phone calls & 16 emails to Village residents & others.
Created a draft citizens survey for the PC and Village Council's review.
Please feel free to contact me with any questions.

staff@allpermits.com

Phone 231-360-2557

APPROVED

VILLAGE OF BEULAH - ZA'S MONTHLY SUMMARY (JUNE 2023)

VILLAGE OF BEULAH - ZA'S MONTHLY SUMMARY

Period: JUNE 2023

DATE	PERMIT #	NAME	USE	REC. #	CK.#	AMOUNT
6/30/2023	LUP 23-02	DARCY LIBRARY	SIGN PERMIT	202302	PENDING	\$ 50.00
	SHOWN ON SITE PLAN	3 LIBRARY SIGNS		225 S.F.		

TOTAL \$ 50.00

SIGNED:

TIMOTHY A. CYPHER

DATE: 7/9/2023

TIMOTHY A. CYPHER
VILLAGE OF BEULAH ZONING ADMINISTRATOR
231-360-2557