



301 East Main Street
Lowell, Michigan 49331
Phone (616) 897-8457
Fax (616) 897-4085

PLANNING COMMISSION-CITIZEN ADVISORY COMMITTEE
CITY OF LOWELL, MICHIGAN
AGENDA
FOR THE REGULAR MEETING OF
MONDAY, APRIL 10, 2023 AT 7:00 P.M.

1. CALL TO ORDER: PLEDGE OF ALLEGIANCE, ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS
 - a. February 13, 2023 – Regular Meeting
4. PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA
5. OLD BUSINESS
6. NEW BUSINESS
 - a. Site Plan Review – YMCA – 1070 N. Hudson
7. STAFF REPORT
8. COMMISSIONERS REMARKS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS
OF THE
PLANNING COMMISSION-CITIZEN ADVISORY COMMITTEE
CITY OF LOWELL, MICHIGAN
FOR THE REGULAR MEETING OF
MONDAY, FEBRUARY 13, 2023 AT 7:00 P.M.**

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL.

The Meeting was called to order at 7:00 p.m. by Chair Bruce Barker.

Present: Commissioners Schrauben, Gadula, Chambers, Ellis and Chair Barker.

Absent: Commissioners Cadwallader and Plank.

Also Present: Andy Moore with William & Works, Lowell City Clerk Sue Ullery.

2. EXCUSE OF ABSENCE.

IT WAS MOVED BY CHAMBERS and seconded by ELLIS to excuse the absence of Commissioners Plank and Cadwallader.

YES: Commissioner Chambers, Commissioner Gadula, Commissioner Schrauben, Commissioner Ellis, and Chair Barker.

NO: None. ABSENT: Commissioners Cadwallader and Plank. MOTION CARRIED.

3. ELECTION OF OFFICERS.

IT WAS MOVED BY CHAMBERS and seconded by GADULA to elect Bruce Barker for Chair of the Planning Commission Citizen Advisory Committee.

YES: Commissioner Chambers, Commissioner Gadula, Commissioner Schrauben, Commissioner Ellis, and Chair Barker.

NO: None. ABSENT: Commissioners Cadwallader and Plank. MOTION CARRIED.

IT WAS MOVED BY CHAMBERS and seconded by BARKER to elect Tony Ellis as Vice Chair for the Planning Commission Citizen Advisory Committee.

YES: Commissioner Chambers, Commissioner Gadula, Commissioner Schrauben, Commissioner Ellis, and Chair Barker.

NO: None. ABSENT: Commissioners Cadwallader and Plank. MOTION CARRIED.

IT WAS MOVED BY BARKER and seconded by CHAMBERS to Review & Adopt the Planning Commissions Rules of Procedure.

YES: Commissioner Chambers, Commissioner Gadula, Commissioner Schrauben, Commissioner Ellis, and Chair Barker.

NO: None. ABSENT: Commissioner Cadwallader and Plank. MOTION CARRIED.

4. **APPROVAL OF AGENDA.**

IT WAS MOVED BY ELLIS and seconded by GADULA to approve the agenda as written.

YES: Commissioner Schrauben, Commissioner Chambers, Commissioner Gadula, Commissioner Ellis, and Chair Barker.

NO: None. ABSENT: Commissioner Cadwallader and Plank. MOTION CARRIED.

5. **APPROVAL OF THE MINUTES OF THE PREVIOUS MEETINGS.**

IT WAS MOVED BY ELLIS and seconded by GADULA to approve minutes of the December 12, 2022 regular meeting as written.

YES: Commissioner Chambers, Commissioner Schrauben, Commissioner Gadula, Commissioner Ellis, and Chair Barker.

NO: None. ABSENT: Commissioner Plank and Cadwallader. MOTION CARRIED.

6. **PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA.**

There were no comments.

7. **OLD BUSINESS.**

a. **Grand Rapids Gravel Annual Report -2104 Bowes Road.**

Andy Moore with Williams and Works reviewed his memo giving an annual report on Grand Rapids Gravel. No issues. Working with them on the trail location. No action required today.

Commissioner Ellis stated it looks good and clean and impressed with Grand Rapids Gravel.

All the commissioners agreed they are doing a good job.

b. **Master Plan.**

Andy Moore with Williams and Works reviewed his memo regarding updating the Master Plan which includes a planning process that walks through a research exercise, they will recommend a community engagement effort, including an online survey and open house but City Council can modify what is suggested. They will draft up an implementation plan for after the plan is completed. Pretty lengthy process, approximately 12 to 18 months.

Chair Barker asked if City Council will participate in the process.

Moore stated he will discuss with the City Manager Michael Burns, but suggests that the Planning Commission also discuss with City Council and the City Manager and work together on it.

Chair Barker thinks that is best as well.

8. **NEW BUSINESS**

a.) **Site Plan Review – 504 and 512 E. Main Street.**

Jan van der Woerd representing ICCF explained what they would like to do. Flat River Outreach Ministries

(FROM) would like to provide housing for lower income families in the community. FROM owns the buildings at 504 E Main and 512 E. Main. They would like to put 10 units in 504 E Main and 7 units in 512 E Main with a laundry facility.

Wendy Preiss, the executive director for FROM told a story of a resident in need for a home for her and her children and explained that they do not have enough units now to help her, showing there is a great need for this in our Lowell Community. Also then explained whom they house and how it works.

Matt Cole with Roosien and Associates spoke regarding the flood plain, stating they will follow the EGLE guidelines. Also gave more information on the two housing units, the parking lot and landscaping.

Chair Barker inquired who is responsible for the maintenance of these housing units and what the timeframe is to be completed.

Eric Bartkus who owns the building across the street commented that he did not know this was on the agenda tonight but he thinks it is fantastic, the purpose, the look of the housing units and what FROM is trying to accomplish.

Moore then review the site plan review standards A – F.

Chair Barker then asked the public if they had any questions or comments.

Commissioner Gadula inquired whether there were any ADA requirements for the buildings.

van der Woerd stated because of the floodplain they are not required to provide ADA units by Michigan building code.

Beryle Bartkus asked to consider at least one ADA accessible unit and explore options for that.

Preiss said they did explore an ADA accessible unit but it became so prohibited, but stated this is phase 1, they are not giving up and maybe with phase 2 that would be possible.

Eric Bartkus asked to consider those small elevator lifts.

van der Woerd explained why that is not possible, basically all because of the floodplain.

Cole explained that 5% is the steepest you can go for a ramp.

Moore stated it makes sense not to make an ADA requirement on this site plan now, and if they decide to do it in the future, it would not require them to come back.

Chair Barker closed the Public Comments.

IT WAS MOVED BY BARKER and seconded by SCHRAUBEN that the Planning Commission accept that the site plan review standards are met.

YES: Commissioner Chambers, Commissioner Gadula, Commissioner Schrauben, Commissioner Ellis, and Chair Barker.

NO: None.

ABSENT: Commissioner Cadwallader and Plank.

MOTION CARRIED.

IT WAS MOVED BY BARKER and seconded by CHAMBERS to approve the site plan for 504/512 E Main Street with the conditions as listed below.

1. Prior to issuance of any City permits, the applicant shall have paid all application, permit, reimbursable escrow, and other fees related to the request.
2. The applicant shall comply with any requirements from the Lowell Area Fire Department, City's Department of Public Works, City Engineer, MDOT, or other approving agencies.
3. The applicant shall continually comply with applicable ordinances, codes, and requirements of the City of Lowell.
4. Exterior lighting shall comply with Section 4.24 of the Zoning Ordinance.
5. Landscaping, buffers and/or greenbelts shall be continuously maintained to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.
6. If required by EGLE, a Part 31 permit shall be obtained and submitted to the City prior to the commencement of development activity on the property.

YES: Commissioner Chambers, Commissioner Gadula, Commissioner Schrauben, Commissioner Ellis, and Chair Barker.

NO: None.

ABSENT: Commissioner Cadwallader and Plank.

MOTION CARRIED.

9. **STAFF REPORT.**

There was none.

10. **COMMISSIONERS REMARKS.**

Commissioner Plank will provide the annual report next month.

Chair Barker will not be at the meeting next month.

11. **ADJOURNMENT.**

IT WAS MOVED BY GADULA and seconded by CHAMBERS to adjourn at 8:20 p.m.

DATE:

APPROVED:

Bruce Barker, Chair

Susan Ullery, Lowell City Clerk

Request Number: _____ 301 East Main Street
Lowell, Michigan 49331
Filing Fee: _____ Phone (616) 897-8457
Fax (616) 897-4085



APPLICATION FOR SITE PLAN

REVIEW

- All drawings must be sealed by an architect, engineer or surveyor unless waived by the Zoning Administrator.
- 15 copies of the site plan must be submitted to the City Manager's office no later than three weeks before the Planning Commission meeting to allow adequate staff review.
- The Planning Commission meets the second Monday of the month at 7:00 p.m. where plans are approved, rejected or modified.
- Preliminary plans may be presented for Planning Commission comment, but no final approval is given until all required conditions are met.
- After approval, public works and building permits must be secured before construction may commence.

1. Street Address and/or Location of Request: 1070 N HUDSON ST SE, LOWELL, MI 49331
2. Parcel Identification Number (Tax I.D. No.): #41-20- 02-126-052
3. Applicant's Name: YMCA OF GREATER GRAND RAPIDS Phone Number 616-855-9600
Address: 475 LAKE MICHIGAN DR NW, GRAND RAPIDS, MI 49504

Street

City

State

Zip

Fax Number 616-855-9601

Email Address ecederquist@grymca.org
4. Are You: ☐ Property Owner ☒ Owner's Agent ☐ Contract Purchaser ☐ Option Holder
5. Applicant is being represented by: PURE ARCHITECTS Phone Number 616.485.5715
Address: 180 MONROE AVE. NW SUITE 3E, GRAND RAPIDS, MI 40503
6. Present Zoning of Parcel PUBLIC FACILITIES Present Use of Parcel COMMUNITY RECREATION CENTER
7. Description of proposed development (attach additional materials if needed):

The YMCA of Greater Grand Rapids has a underutilized building at the Litehouse Family Branch located at 1070 N Hudson ST SE, Lowell, MI 49331 . The YMCA would like to use the building in a way that benefits the Lowell Community and is proposing it be used as a new Child Development Center. See attached narrative for additional information

The facts presented above are true and correct to the best of my knowledge.

Signature:  Date: MARCH 13, 2023

Type or Print Your Name Here: PHILIP LYZENGA

Property Owner Approval: As owner I hereby authorize the submittal of this application and agree to abide by any decision made in response to it. _

Owner

Date

The following 16 points make up the **CHECKLIST** of required information needed on the drawing for final plan approval (unless specifically waived by the Planning Commission). Please go over this **CHECKLIST** with the City Manager and Zoning Administrator before presenting to the Planning Commission.

1. Date, north arrow and scale (not more than 1" = 100', supplementary site plans at a 1" = 50' or larger scale are encouraged) **INITIAL**

2. A city locational sketch _____
3. Legal description and City address of the subject property _____
4. The size in acres or square feet of the subject property _____
5. All lot and/or property lines with dimensions, including building setback lines _____
6. The location of all existing structures within one hundred (100) feet of the subject property's boundary _____
7. The location and dimensions of all existing and proposed structures on the subject property _____
8. The location and dimensions of all existing and proposed:
 - Drives _____
 - curb openings (NOTE: all new openings onto M-21 (Main Street) must receive State Transportation Department approval) _____
 - sidewalks _____
 - exterior lighting _____
 - curbing _____
 - parking areas (include and delineate the total number of parking spaces showing dimensions of a typical space) _____ ▪ unloading areas _____
 - recreation areas _____
 - common use areas _____
 - areas to be conveyed for public use and purpose _____
9. The location, pavement width and right-of-way width of abutting roads, alleys or easements _____ 10. The existing zoning of all properties abutting the subject project _____
11. The location of all existing and proposed:
 - landscaping and vegetation _____
 - location, height and type of existing and proposed fences and walls _____
12. Proposed cost estimates of all site improvements _____
13. Size and location of existing and proposed hydrants and utilities including proposed connections to public sewer or water supply systems _____
14. The location and size of septic and drain fields _____
15. Contour intervals shown at five (5) foot intervals _____
16. **FOR RESIDENTIAL DEVELOPMENT**, the following information is required (affixed to the drawing):
 - Net developable area, in acres or in square feet, defined as all areas that could be developed subtracted by lands used or dedicated for existing easements and rights of way _____
 - The number of dwelling units proposed (by type), including typical floor plans for each type of dwelling _____
 - The number and location of efficiency and one or more bedroom units _____
 - Typical elevation views of the front, side and rear of each type of building _____
 - Dwelling unit density of the site (total number of dwellings / net developable area) _____

williams&works

engineers | surveyors | planners

MEMORANDUM

To: City of Lowell Planning Commission
Date: April 6, 2023
From: Andy Moore, AICP
RE: YMCA Child Care Facility Site Plan Review

Philip Lysenga, on behalf of the YMCA of Greater Grand Rapids, has submitted an application for site plan review to repurpose the existing house on their property located at 1070 N. Hudson Street SE (PPN 41-20-02-126-052) into a child care facility. The subject property is located in the PF Public Facilities district. Child care centers are permitted by right in the PF district. Therefore, the purpose of this memorandum is to review the request pursuant to Chapter 18 Site Plan Review of the City of Lowell Zoning Ordinance.

Background. The subject property is located at 1070 N Hudson Street. The property lies partly in the City of Lowell and partly in Vergennes Township. Since the proposed use will be limited to the house on the south end of the property that lies entirely within the City, only City approval is needed. The applicant is proposing to add a daycare center to the existing community center.

The applicant is not proposing any significant additions, alterations, or exterior changes to the building, and two outdoor play areas for children are proposed for the east and west sides of the building.

Section 4.02 of the Zoning Ordinance states that "No lot or parcel of land shall contain more than (1) main building or one (1) principal use" except that "land and buildings are planned and designed as a single, integral development, including joint parking, compatible architecture, shared driveways, shared signs, and other similar features" could be considered one principal use. In this case, the property would continue to be operated by the YMCA, and the daycare would be operated by the YMCA as well. No changes are proposed to the parking area and the same parking lot, driveways, and other features of the property would be utilized by both the community center and the child care center. Thus, it is our opinion that the land and buildings would constitute a single, integral development.



Dimensional Requirements. The property's zoning as PF pre-dates the Lowell YMCA's operation there. This district is generally reserved for civic, religious, educational, and community-based land uses, and the YMCA continues that pattern of development.

Section 16.04 of the Zoning Ordinance contains a table that sets forth the required setbacks for public facility buildings. It is unclear what standard would apply to a daycare but the minimum setback for the listed uses is 50 feet from an abutting residential zone, which is what abuts the property on the south. The proposed daycare is within a house that is approximately seven feet from the southerly property line. Thus, the house is a legally nonconforming building since there is no land use in the PF district where this setback would be approvable.

Section 4.13 of the Zoning Ordinance addresses nonconformities. Subsection A(3) states that an existing "...building or structure which does not fully comply with the provisions of this Ordinance [...] shall be permitted to continue provided that such lot, use of land, building or structure is in compliance with this section." Our interpretation of this standard is that the house may continue to be utilized for a permitted land use, provided that other standards of the Zoning Ordinance are met.

The fenced areas are not subject to these setback requirements as they are not buildings and while fences are structures, they are permitted to encroach into required setbacks.

Landscaping. Section 4.26 addresses landscaping but does not require any frontage landscaping. Further, no landscaping is required for parking areas because no changes to the parking lots are proposed.

Parking. A total of 72 spaces currently exist on the YMCA site and the southerly 13 are proposed to serve the child care center. The zoning ordinance requires one space per each 4 persons based on the licensed capacity, plus another 6 off-street queuing spaces. The total capacity is not clear and it is unlikely that queuing is necessary. Section 19.05(M) of the Zoning Ordinance states that "The planning commission may authorize an increase or decrease in off-street parking requirements when it is demonstrated that parking demand is expected to be lower or greater than the requirements of Section 19.07. In making this determination, the Commission must be provided with satisfactory evidence by the applicant justifying the proposed deviation. The proposed parking arrangement is likely satisfactory but the Planning Commission may request additional information to ensure that parking on the site is adequate.

Lighting. Two overhead lights exist on the south side of the parking area. New light fixtures are proposed and must be downward facing, fully cut off, and the overall height cannot exceed a maximum of twenty feet.

Site Plan Review Standards. Each of the standards in Section 18.06 should be utilized when reviewing all site plans. Following are those standards and our remarks on each:

- A. The uses proposed will not adversely affect public health, safety or welfare. Uses and structures located on the site shall be planned to take into account topography, size of the property, the uses on adjoining property and the relationship and size of buildings to the site. The site shall be developed so as not to impede the normal and orderly

development or improvement of surrounding property for uses permitted in this ordinance.

Remarks: It is not expected that the proposed use would affect the public health, safety, or welfare. Because the applicant is not proposing exterior changes to the building, the relationship to other buildings in the area will not change. It is not expected that the change in use would impede normal and orderly development in surrounding areas.

- B. Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. Drives, streets, and other circulation routes shall be designed to promote safe and efficient traffic operations within the site and at ingress/egress points.

Remarks: The applicant is not proposing any new curb cuts on the property, so the existing points of ingress and egress on Hudson Street and Lincoln Lake Avenue would remain. Pedestrian circulation appears generally safe and efficient throughout the site. Sidewalks exist along both sides of the property in the City and a sidewalk is proposed to connect Lincoln Lake Avenue to the building.

- C. The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area shall be planned to provide a safe and efficient circulation system for traffic within the City of Lowell.

Remarks: The applicant is proposing to utilize existing curb cuts on the property for ingress and egress. It is expected that these connections will accommodate safe and efficient circulation to adjacent streets. Additionally, a sidewalk connection is proposed from Lincoln Lake to the building which will improve pedestrian connectivity to the surrounding neighborhood.

- D. Removal or alteration of significant natural features shall be restricted to those areas, which are reasonably necessary to develop the site in accordance with the requirements of this ordinance. The planning commission requires that approved landscaping, buffers and/or greenbelts be continuously maintained to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.

Remarks: The applicant is not proposing the removal or alteration of significant natural features on the site, as the house is not undergoing any exterior changes and existing landscaping would be retained. The greatest change would result from the two fenced areas to the east and west. The majority of fences are proposed to be four-foot, in addition to a proposed 6-foot privacy fence along the southerly property line where the property abuts 1043 Lincoln Lake and 1052 N Hudson.

- E. Satisfactory assurance shall be provided that the requirements of all other applicable ordinances, codes, and requirements of the City of Lowell will be met.

Remarks: The proposed development is the reuse of an existing building. A license from the State of Michigan will be required for this use, which can be addressed as a condition of approval.

- F. The general purposes and spirit of this ordinance and the Comprehensive Plan of the City of Lowell shall be maintained.

Remarks: The purpose of the PF Public Facilities district includes the protection of public and semi-public facilities and institutions from the encroachment of certain other uses, and to make such uses compatible with adjoining residential uses. The proposed daycare would provide options for child care in the community in a convenient and walkable location for many in the area. The Planning Commission may find this standard met.

The City of Lowell's Master Plan was adopted in 2007 and outlines a desired vision for land uses in the City. The subject property is located in the Single Family 2 future land use category, which accommodates residential uses along with schools, churches, and municipal and civic buildings. As an accessory to the existing community center, the Planning Commission may find this standard met.

Recommendation. At the April 10 meeting, the Planning Commission should carefully consider the comments from the applicant and the public. Subject to any concerns, the Planning Commission may approve the site plan. If approved, we suggest the following conditions be included, along with any others deemed necessary:

1. Prior to the issuance of any City permits, the applicant shall have paid all application, permit, reimbursable escrow, and other fees related to the request.
2. The applicant shall continually comply with applicable ordinances, codes, and requirements of the City of Lowell and the State of Michigan. Proof of licensure as a child care facility shall be provided to the City.
3. Any new exterior lighting shall be approved by the Zoning Enforcement Officer and comply with the lighting standards of the Zoning Ordinance.
4. Any signage shall comply with Chapter 20 of the Zoning Ordinance.
5. All landscaping and screening shall be continuously maintained in good condition to ensure that proposed uses will be adequately buffered from one another and surrounding public and private property.

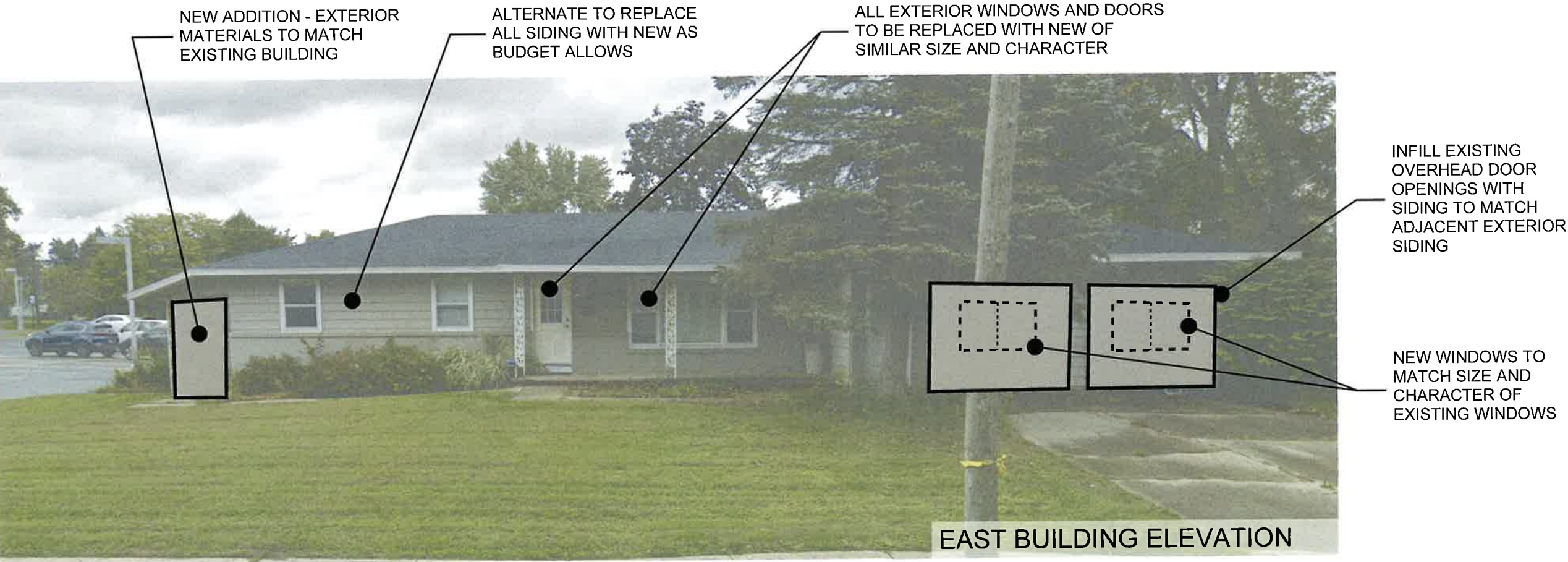
PROJECT NARRATIVE

The YMCA of Greater Grand Rapids has a underutilized building at the Lighthouse Family Branch located at 1070 N Hudson ST SE, Lowell, MI 49331 . The YMCA would like to use the building in a way that benefits the Lowell Community and is proposing that it be used as a new Child Development Center.

The Facility would serve up to 56 children ages 0 to 5 years old with 12 Staff. Operations of the Child Development Center would take place Monday through Friday from 6am to 6pm with the busiest drop off times between 7am – 8am. (3) designated 5 minute parking spots will be provided on site near the building for drop off and pick up. This is a model that has worked well at other Child Development Facilities that are run by the YMCA. There is no expected need for additional off-street parking or new parking spaces on site. All child development center activities would be separate from the branch facility to the north.

In addition to the proposed site modifications as described on the attached site plan, the project will also include replacing all windows and possibly siding with new vinyl siding as the budget allows.

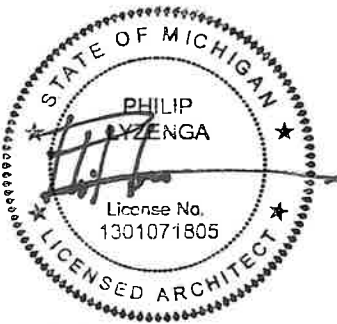
Projected budget of the site improvements is approximately \$40,000



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ARCHITECTS

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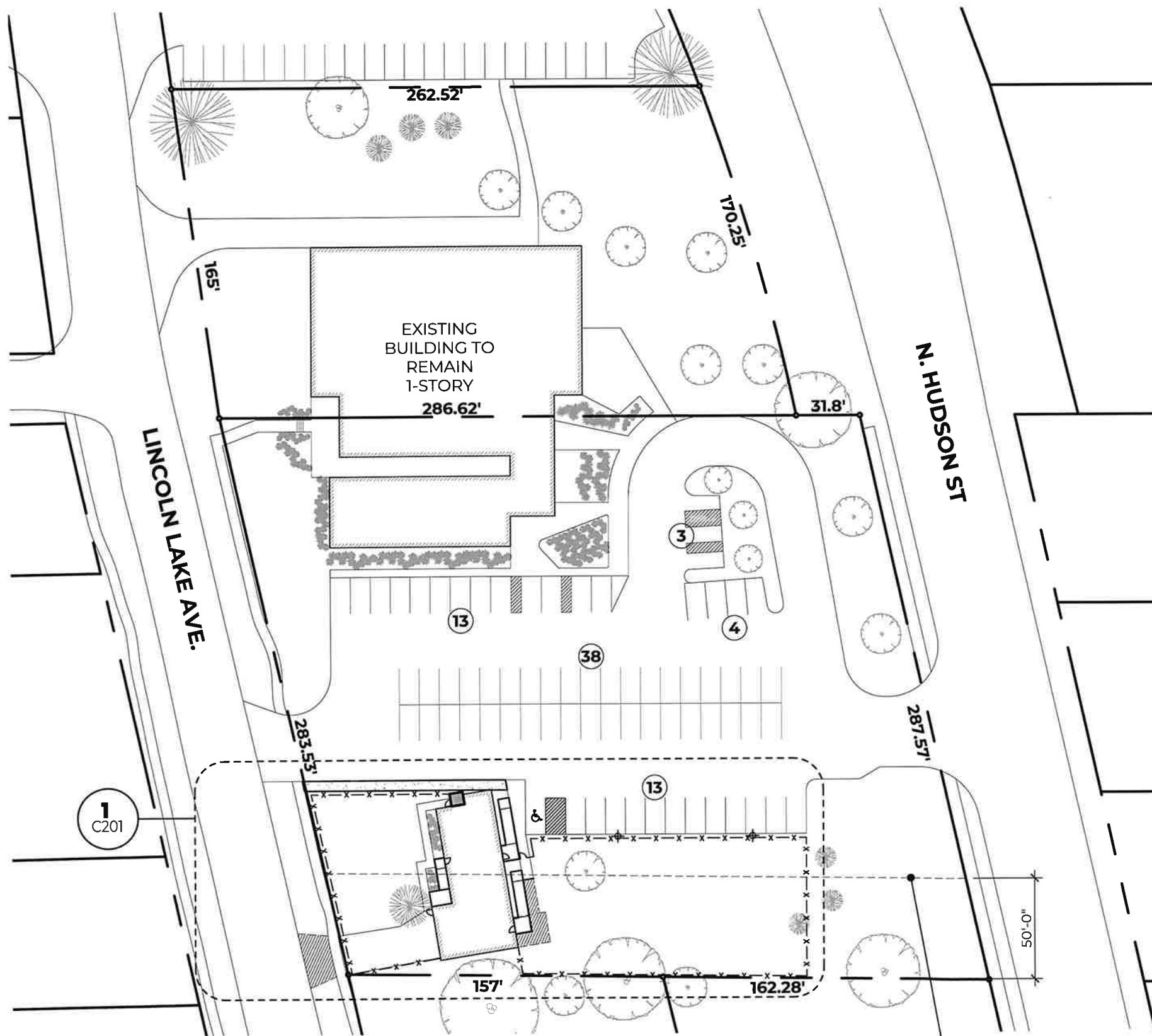
YMCA LOWELL CDC
YMCA GR
1069 LINCOLN LAKE AVE.
LOWELL, MI 49331

ISSUE DATE
03.13.2023

SHEET NAME
PROJECT NARRATIVE

SHEET NUMBER
G100

©2023 PROJECT NO. 23 101



LINE OF REQUIRED
SETBACK BETWEEN
PUBLIC FACILITIES AND
RESIDENTIAL USE.

OVERALL SITE PLAN

$$1'' = 60' - 0''$$

NOTE:

SITE PLANS ARE BASED ON AVAILABLE PUBLIC INFORMATION. THE INFORMATION PROVIDED FOR EXISTING FEATURES AND STRUCTURES HAS NOT BEEN VERIFIED ON SITE.



LOCATION MAP

**PU
RE**
ARCHITECTS



YMCA LOWELL CDC
YMCA GR
1069 LINCOLN LAKE AVE.
LOWELL, MI 49331

ISSUE DATE

03.13.2023

SHEET NAME

SITE PLAN

SHEET NUMBER

C101

©2023 PROJECT NO. 23 101

NOTE:
SITE PLANS ARE BASED ON AVAILABLE PUBLIC INFORMATION. THE INFORMATION PROVIDED FOR EXISTING FEATURES AND STRUCTURES HAS NOT BEEN VERIFIED ON SITE.

PURE
ARCHITECTS



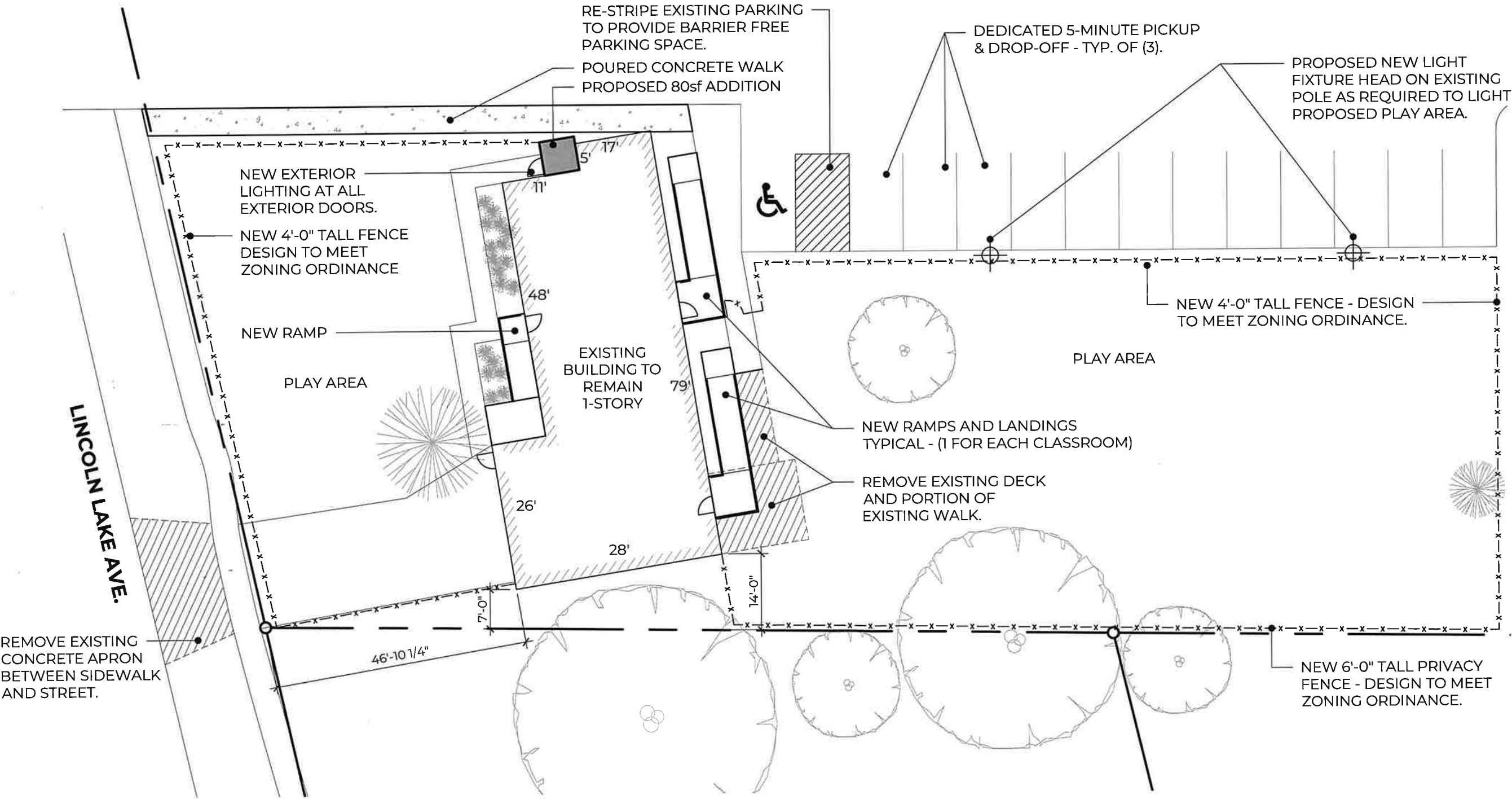
YMCA LOWELL CDC
YMCA GR
1069 LINCOLN LAKE AVE.
LOWELL, MI 49331

ISSUE DATE
03.13.2023

SHEET NAME
ENLARGED SITE PLAN

SHEET NUMBER
C201

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ENLARGED SITE PLAN
1" = 20'-0"

[illegible]