

**OFFICIAL PROCEEDINGS
OF THE
PLANNING-CITIZEN ADVISORY COMMISSION
CITY OF LOWELL, MICHIGAN**

For the Regular Meeting of the Planning-Citizen Advisory Commission February 27, 2006 at 7 p.m.

The Meeting was called to order at 7:00 p.m. by Chairman Jahnke and the Clerk called the Roll.

Present: Commissioners Berry, Dimmick, Hall, LaPonsie, Mundt, Schmaltz, Teelander and Chairman Jahnke.

Absent: Commissioner Grimm.

Also Present: City Manager David Pasquale, City Clerk Betty Morlock, DPW Director Dan DesJarden, Councilmember Jim Hodges, Councilmember Jeanne Shores, and Building Inspector Doug Hopkins.

IT WAS MOVED BY HALL and seconded by TEELANDER to excuse the absence of Commissioner Grimm.

YEA: 8. NAY: 0. ABSENT: 1. MOTION CARRIED.

IT WAS MOVED BY LAPONSIE and seconded by HALL to approve the minutes from the regular meeting of January 23, 2006 as corrected.

YEA: 8. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #1. **APPROVAL OF AGENDA.**

IT WAS MOVED BY LAPONSIE and seconded by BERRY to approve the agenda as presented.

YEA: 8. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #2. **PUBLIC HEARING.** None.

Item #3. **NEW BUSINESS**

A. **SITE PLAN REVIEW** - None.

B. **VARIANCES – RECOMMENDATION TO THE ZONING BOARD OF APPEALS** - None.

Item #4. **ANY OTHER BUSINESS/ON GOING BUSINESS.**

A. **Master Plan Update – Kickoff session – McKenna Associates.** Catherine Kaufman and Susan Thomas of McKenna Associates were present to discuss the Master Plan update. Kaufman

requested a list of contact members in order to receive necessary information. It was noted the length of the project will take place over a period of three budget years. The firm will begin by reviewing the existing plan, updating information from the 2000 census and explore existing land use. Once the background data is gathered, the firm will return with a presentation.

Kaufman presented a base map with 2001 data. McKenna Associates plan to work with City engineers in order to receive updated information. The City boundaries were inaccurate as well as street names and new developments, which have been established since 2001. Kaufman requested feedback from the Commission.

Kaufman referred to a survey component of the Master Plan. City officials should determine which issues should be included in the survey. The timing of the survey should also be considered, possibly mailed with tax bills or other City mailings. Kaufman questioned other issues to be included with the survey.

McKenna Associates is required by law to send out a notice of intent to surrounding communities stating the City is in the beginning stages of a new master plan. Notices are also sent to municipalities, the regional planning commission, the county planning commission and any registered utilities or entities in the City.

Planning Commission Chairman Jahnke suggested the survey content be discussed during the next meeting.

Thomas noted that McKenna Associates needs to be familiar with the community in order to establish a plan. She requested a map of the Lowell School District as well as the names of the schools, parks, proposed walking trail and location of the North Country Trail.

City Manager Pasquale explained the City is reviewing the possibility of obtaining services from a third party in order to coordinate with the surrounding townships involving 425 and urban growth boundaries.

Kaufman stated McKenna Associates would provide the City with land use categories in which the City Planning Commissioners could use to map the community. After much discussion, the Commissioners decided this task should be taken on by McKenna Associates. Survey content will be reviewed at the next meeting.

- B. Review of the Clear Vision section of the zoning ordinance. Building Inspector Doug Hopkins and the Commissioners reviewed the Clear Vision section of the ordinance. The section states “no plantings, fencing or other obstructions shall be established or maintained”. Jahnke questioned if verbiage reconstruction of the ordinance needed to be redone. Hopkins explained there are some obstructions throughout the City which would involve removal of trees. Does the Commission want to go to this extreme? Should this be enforced on a complaint basis? By general consensus, the Commission agreed to enforce the issue on a complaint basis unless it becomes a great problem.
- C. Review of the off street parking lighting section of the Zoning Ordinance. The Commission

reviewed the off street parking lighting section of the Zoning Ordinance.

Commissioner Teelander commented on the lighting in the middle school parking lot. Chairman Jahnke stated this can be mentioned to the school. Possibly these should be redirected. Pasquale stated a letter will be sent to the school.

Commissioner Berry referred to Section 19 which refers to lighting be no higher than 15 feet and all light fixtures should be of a cut off design to maximize the light toward the ground.

Commissioner Hall noted Grand Wittenbach Pontiac should also be notified.

A special meeting was established for March 13, 2006 at 6:30 p.m. to provide recommendations. A committee was established consisting of Commissioners Mundt, Berry, Jahnke and Hall.

Item #5. **BUILDING INSPECTOR'S REPORT**. Building Inspector Doug Hopkins inspected the shed at 206 Pleasant. The shed meets the zoning ordinance. However, it does not currently meet the building code.

Item #6. **PUBLIC COMMENTS**. No comments were received.

Item #7. **COMMISSIONER COMMENTS**. Commissioner Berry questioned the sign on Beech Street, regarding the sidewalk construction. City Manager Pasquale indicated the sign will be taken down as soon as the project is closed out. This was part of the requirement for the Federal Community Development Block Grant.

Commissioner LaPonsie questioned the Light and Power building proposal. Pasquale stated it was approved.

LaPonsie questioned if the City had an ordinance dealing with solicitation. Pasquale stated there is a dividing line between allowing an individual to express their opinion. The police are aware of the issue.

Chairman Jahnke noted the opportunity to attend a Miss Dig seminar.

IT WAS MOVED BY LAPONSIE to adjourn at 9:08 p.m.

DATE:

APPROVED:

Clark K. Jahnke, Chairman

Betty R. Morlock, City Clerk