

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

For the Regular Meeting of the Planning-Citizen Advisory Commission on Monday, May 24, 2010, at 7:00 p.m.

The Meeting was called to order at 7:00 p.m. by Vice Chair Jahnke and City Clerk Betty Morlock called the Roll.

Present: Commissioners Barb Brown, Don Green, Jim Hall, Clark Jahnke, Maryalene LaPonsie, Doug Folsom and Chair Noall (arrived at 7:02 p.m.).

Absent: None.

Also Present: City Manager David Pasquale, City Clerk Betty Morlock, Mayor Jim Hodges and Building Inspector Doug Hopkins.

IT WAS MOVED BY LAPONSIE and seconded by FOLSOM to approve the minutes of the regular meeting of April 26, 2010 as corrected.

YEA: 6. NAY: 0. ABSENT: 1. MOTION CARRIED.

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

IT WAS MOVED BY JAHNKE and supported by HALL to approve the agenda as written.

YEA: 6. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #2. **PUBLIC HEARING**

- A. 117 West Main – Greg Canfield – establish hotel/motel, bed and breakfast – special use permit – set public hearing (6/28). Greg Canfield wished to establish a hotel/motel, bed and breakfast at 117 West Main, which is currently under renovation. Under Section 12.03, hotel and motels are considered special uses in the C-3 Central Business District and require a public hearing.

A public hearing should be set for Monday, June 28, 2010.

Canfield noted there would be seven rooms with common areas shared on both floors. Four of the rooms will have private balconies and each room will have its own bath and closet.

IT WAS MOVED BY GREEN and seconded by JAHNKE to set a public hearing for June 28, 2010 to consider a special use permit to establish a hotel/motel, bed and breakfast at 117 West Main as submitted by Greg Canfield.

YEA: 7. NAY: 0. ABSENT: 0. MOTION CARRIED

Item #3. **ANY OTHER BUSINESS/ON GOING BUSINESS.**

- A. On Call Planning Retainer Proposal. As discussed at the last meeting, City Manager Pasquale spoke with Jay Kilpatrick of Williams & Works regarding on call planning support. He proposed a retainer fee of \$600 per year providing four meetings and assures the fourth Monday will be available for the Planning Commission. Any meetings in excess would be billed at a flat rate of \$150 per session.

The upcoming 2010-2011 budget has \$500 for professional services. The Commission also has a budget of \$800 in miscellaneous expenses.

Commissioner Jahnke believed this was a reasonable proposal. His only concern was the tight City budget and questioned if there was really a need for the service.

Commissioner LaPonsie questioned the current price. Pasquale explained the applicant pays for the cost of the site plan review.

Commissioner Hall indicated both Lowell and Vergennes Townships use planners. He believed it was well worth the money.

IT WAS MOVED BY JAHNKE and seconded by HALL to approve the On Call Planning Retainer Proposal from Williams & Works effective July 1, 2010.

YEA: 7. NAY: 0. ABSENT: 0. MOTION CARRIED.

- B. Outdoor Lighting Ordinance – City Attorney review – consider setting public hearing (6/28). As requested by the Planning Commission, the Outdoor Lighting draft text has been placed into ordinance form by City Attorney Richard Wendt. Commissioner Jahnke suggested corresponding by email to Wendt's office to include figure 1 and possibly a few other changes.

By general consensus, the Commission decided to hold off on the public hearing. Pasquale noted Jahnke would provide comments back to Wendt.

- Item #4. **BUILDING INSPECTORS REPORT.** Building Inspector Doug Hopkins noted a few letters have been sent to individuals regarding maintenance issues within the City which could not have been done in the winter. Also, several letters will be going out as a result of the soft sided garage issue not being approved.

Commissioner Hall referred to a complaint at 601 W. Main. It stated the fence is in poor condition. Hall commented on all the other items on the property that looks terrible. Hopkins responded action is based upon complaints. The new complaint involves other issues such as a tarp being used as a roof. City Clerk Morlock noted the police are also aware of the trash problem.

Commissioner LaPonsie questioned the Cahoon citation which stated "let it run its course". Hopkins explained this has not been taken care of yet. Another citation may be given as a formal hearing.

Commissioner Folsom stated there is a Unit 2 permit applied and given on July 31, 2008 for the Innovative Design (214 West Main, second floor residential units). Hopkins stated this is a building permit for these to be rebuilt and is currently being completed.

Item #5. **PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA.** No comments were received.

Item #6. **COMMISSIONERS REMARKS.** Commissioner Noall received a notice in the mail regarding "liquor license" being the key to downtown success.

Noall also noted next month will be her last meeting.

Commissioner Hall commented on the joint meeting held with Lowell and Vergennes Townships. Bowne Township is putting together an ordinance on the outdoor wood burning furnaces. As soon as the copy is sent to Lowell Township, they will forward a copy onto the City. Hall believed this would be worthwhile to review. Hopkins believed such furnaces can cause issues within towns and cities.

IT WAS MOVED BY JAHNKE to adjourn at 7:41 p.m.

DATE:

APPROVED:

Laurie L. Noall, Chair

Betty R. Morlock, City Clerk