

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 23, 2011, at 7:00 p.m.

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

Present: Commissioners Dave Cadwallader, Shannon Hanley, Maryalene LaPonsie, Al Mathews and Chair Jim Hall.

Absent: Commissioner Green.

Also Present: City Manager David Pasquale, City Clerk Betty Morlock, DPW Director Dan DesJarden, Zoning Administrator Adam Lynema, Rachael Schwab and Mayor Jim Hodges.

IT WAS MOVED BY MATHEWS and seconded by LAPONSIE to excuse the absence of Commissioner Green.

YEA: 5. NAY: 0. ABSENT: 1. MOTION CARRIED.

IT WAS MOVED BY LAPONSIE and seconded by MATHEWS to approve the minutes of the regular meeting of March 28, 2011 as written.

YEA: 5. NAY: 0. ABSENT: 1. MOTION CARRIED.

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

IT WAS MOVED BY LAPONSIE and supported by CADWALLADER to approve the agenda as presented.

YEA: 5. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #2. **NEW BUSINESS.**

A. SITE PLAN REVIEW

1. 517 East Main Street – Kelly Holst – pave existing parking lot. In order to comply with Section 19.06 (B) and 19.07 of the Zoning Ordinance, Kelly Holst of 517 East Main Street must have five existing parking spaces paved. This will accommodate Alpha Women’s Center of Lowell to occupy space within the building. DPW Director Dan DesJarden reviewed the plan and approved the layout.

Chair Hall stated there are one or two dead trees on the property which should be removed. Holst believed the trees were on the lot line. City Manager Pasquale

suggested he check the survey. If the trees are on his property, the recommendation would be to have them removed. If not, the adjoining owners should be contacted. Hall also commented on the debris throughout the property. Holst stated this will be cleaned up. He also referred to the handicap ramp. Pasquale stated a note will be made that reflects a wood ramp. Hall also commented on the concrete beside the garage which should be removed as well.

Hall questioned the idea of a retention pond. Pasquale stated drainage can be approved by DPW Director DesJarden. Holst indicated runoff can flow east of the garage.

IT WAS MOVED BY LAPONSIE and seconded by CADWALLADER to approve the site plan for 517 East Main Street with the stipulation the drainage is approved by DPW. Also, the tree should be removed, if it is on the property.

YEA: 5. NAY: 0. ABSENT: 1. MOTION CARRIED.

2. 2400 West Main Street – The Garage of Lowell – preliminary review. Sam Tawny is interested in providing upgrading to his site and wanted Planning Commission input first. Chair Hall thanked Tawny for the work already done on his building.

Tawny stated the entire back lot is gravel and crushed asphalt. He noted the business is eight years old. He and Hopkins have had several conversations regarding regulations. In examining the site, consideration was made regarding what improvements can be done, while at the same time meeting zoning regulations. A sign and green space will be placed near the front door. He noted half of the business is from the front of the building. A green space will also be added along the side of the structure. Tawny hoped to have canopy trees as well. Parking spaces would be near the back of the building.

Commissioner LaPonsie questioned why so much parking is required. City Manager Pasquale responded because of the type of business. Commissioner Mathews asked if a variance would be necessary. Pasquale suggested the possibility of sharing parking spaces with neighboring businesses. Mathews explained he would consider a variance with those many improvements. LaPonsie agreed with a variance regarding landscaping. However, she was concerned regarding hard surface paving as the Commission has been very strict regarding this issue. She liked the idea of agreements with adjoining property owners to obtain the parking requirements.

Pasquale explained an agreement with the adjoining property owners would count for parking requirements and a variance would not be necessary. Tawny also noted they could use parallel parking along the west end.

Mathews asked if he was considering paving the drive out to Bowes Road. Tawny responded they were thinking about removing the driveway or installing a gate to discourage people from cutting through the property.

Hall suggested he hire an engineer who understands planning and grades. Tawny responded he would. Pasquale believed it was a good layout. Tawny stated the idea is to move everything toward the back of the building.

Hall questioned if there was city water and sewer. Tawney responded there is City water, but City sewer is on the other side of the road. Pasquale stated it extends on the south side, but not to their property.

Tawney noted there will have to be a variance. Section 19 stated there be a 10 foot strip which can not be done.

By general consensus, the Commission agreed that The Garage of Lowell should further continue improvements to their site.

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

- A. Review of Planning Commission manual. Chair Hall recommended everyone bring the manuals to the next meeting. City Manager Pasquale suggested the addresses and emails addresses be updated. It was also noted training would begin when all seven commissioners are present. Hall suggested doing a quick over view of the manual.
- B. Review of 2011 – 2012 Planning Commission budget. Chair Hall stated there are funds in the budget for planning expertise. Pasquale stated it does not appear there would be many site plans review. However, there will be one for Jice Pharmaceutical.

Item #4. **BUILDING INSPECTORS REPORT.** Commissioner LaPonsie asked if the issue at 422 E. Main was resolved. Zoning Administrator Adam Lynema responded not yet. A citation will be issued. LaPonsie was concerned, noting the lot being paved was part of the site plan approval. It appears this invalidates the site plan if the requirements are not being met. Pasquale stated this can be reviewed. Right now, the cars need to be removed.

Item #5. **PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA.** Chair Hall noted Brandon Hall was videotaping the meeting.

Item #6. **COMMISSIONERS REMARKS.** Commissioner LaPonsie welcomed Commissioner Hanley.

It was noted a joint meeting will be held with Lowell and Vergennes Townships at 7:00 p.m. on June 6, 2011.

IT WAS MOVED BY MATHEWS to adjourn at 7:45 p.m.

DATE:

APPROVED:

Jim Hall, Chair

Betty R. Morlock, City Clerk