

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

For the Regular Meeting of the Planning-Citizen Advisory Commission on Monday, September 26, 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, Don Green, Shannon Hanley, Maryalene LaPonsie, Al Mathews, Rachael Schwab and Chair Jim Hall.

Absent: None.

Also Present: City Clerk Betty Morlock, DPW Director Dan DesJarden, Police Chief Barry Getzen, Zoning Administrator Adam Lynema, and Mayor Jim Hodges.

IT WAS MOVED BY LAPONSIE and seconded by SCHWAB to approve the minutes of the regular meeting of July 25, 2011 as written.

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

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

IT WAS MOVED BY LAPONSIE and supported by GREEN to approve the agenda as written.

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

Item #2. **NEW BUSINESS.**

A. SITE PLAN REVIEW

1. 218 South Washington Street – Jice Pharmaceuticals – two additions. Brian Wegener of Williams and Works provided a memo regarding the site plan. Two variance requests were granted by the Zoning Board of Appeals. The site plan now needs to be reviewed by the Planning Commission.

Chair Hall stated the site plan shows the existing temporary storage trailers. The site plan should indicate these trailers will be removed. Also, the plan refers to a proposed block addition and shows an overhead door. This should be removed from the plan as there will now be a window instead of a door.

Planning Commissioner Mathews questioned the number of trucks coming to the business. President of Jice Pharmaceuticals Jason Liley stated there would be four to five delivery trucks a week.

Planning Commissioner LaPonsie confirmed there would be no problem meeting the recommendations. Liley responded no.

City Manager Howe suggested a date be established as to when the trailers should be removed. It was noted the trailers would be removed within 90 days after completion of the project or by April 1, 2012.

Hall suggested the following recommendations be noted as suggested by Williams and Works.

- No preliminary or final earthwork, grading or timber removal shall be undertaken on the site until a building permit has been issued consistent with this site plan approval.
- Outdoor lighting fixtures shall be downward facing, fully cut-off fixtures to the satisfaction of the Zoning Enforcement Officer.
- The applicant shall put a staff member on the street as needed to help guide trucks into the dock area and to safeguard motorists and pedestrians.
- The diagonal dimension at the northeast corner of the parking lot shall be expanded sufficiently to allow a one-way drive aisle around trucks parked at the loading docks.
- The applicant and the site shall at all times comply with local standards and ordinances.
- Any further conditions established by the Planning-Citizens Advisory Commission.

IT WAS MOVED BY LAPONSIE and seconded by GREEN to approve the site plan with the above recommendations.

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

B. VARIANCES – None.

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

A. Review of Planning Commission Manual. Discussion has been held with Jay Kilpatrick of Williams & Works to hold a Planning Commission training session. This would also include the Councilmembers who make up the Zoning Board of Appeals (ZBA). A date of October 19, 2011 was established for this meeting. Howe estimated the meeting to run from 6:00 p.m. to 10:00 p.m. The Planning Commission members and ZBA members from the two townships are also invited. The first half of the meeting will cover general planning and ZBA issues. After a short break the second half will involve discussion regarding issues which are more specific to City planning and zoning.

Item #4. **BUILDING INSPECTORS REPORT.** Chair Hall questioned 708 Godfrey and asked if this was the parking lot fence. Zoning Administrator Adam Lynema responded yes.

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

Item #6. **COMMISSIONERS REMARKS.** Commissioner Mathews stated he would not be able to attend the meeting held on October 19, 2011.

IT WAS MOVED BY GREEN to adjourn at 7:15 p.m.

DATE:

APPROVED:

Jim Hall, Chair

Betty R. Morlock, City Clerk