

OFFICIAL PROCEEDINGS  
OF THE  
PLANNING COMMISSION-CITIZEN ADVISORY COMMITTEE  
CITY OF LOWELL, MICHIGAN  
FOR THE REGULAR MEETING OF  
MONDAY, AUGUST 27, 2012, 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 Al Mathews and Deputy City Clerk Susan Ullery called the roll.

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

Absent: Commissioner Rachel Schwab.

Also Present: City Manager Mark Howe, Deputy City Clerk Susan Ullery, DPW Director Dan DesJarden, City Planner Brian Wegener of Williams & Works and Mayor Jim Hodges.

IT WAS MOVED BY LAPONSIE and supported by HALL to excuse the absence of Commissioner Schwab.

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

**2. APPROVAL OF AGENDA**

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

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

**3. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 25, 2012**

IT WAS MOVED BY HALL supported by CADWALLADER that the minutes of the June 25, 2012 meeting be approved as written.

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

**4. PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA – NONE**

**5. OLD BUSINESS – NONE**

6. **NEW BUSINESS**

A. **SITE PLAN REVIEW – 721 OTTAWA.** Brian Wegener of Williams & Works explained Dan Hula, of Hula Engineering, has submitted a site plan on behalf of 721 Ottawa LLC for the proposed expansion of an existing facility located at 721 Ottawa Street, which is situated at the outside corner of the Brook Street and Ottawa Street intersection adjacent to the railroad.

Commissioner Hall wanted the dumpsters consolidated into one location with screening. He also indicated the light fixtures should be brought up to date, as well as all three buildings the same color.

It was noted the dumpster enclosure would abide by the ordinance.

Wegener recommended approval contingent upon recommended conditions.

IT WAS MOVED BY CADWALLADER and supported by HALL to approve the Site Plan Review of 721 Ottawa Street with the following recommendations:

1. Prior to issuance of any City permits, the applicant shall have paid all application, permit, reimbursable escrow, and other fees related to this request.
2. No grading, preliminary or final earthwork shall be undertaken on the site until a building permit has been issued consistent with this site plan approval.
3. The applicant shall furnish evidence of a soil erosion and sedimentation control permit prior to issuance of City permits.
4. Two canopy trees a minimum of 6 feet in height at time of planting, or other plantings acceptable to the Zoning Enforcement Officer, shall be planted in the green space between the two driveways.
5. All outdoor lighting fixtures shall be downward facing, fully cut-off fixtures to the satisfaction of the Zoning Enforcement Officer.
6. Building height shall not exceed 40 feet, as prescribed in Section 13.04.
7. Prior to issuance of City permits, the Director of Public Works shall review and approve any technical aspects of stormwater, sanitary sewer and other related changes to the site.
8. The applicant and the site shall at all times comply with local standards and ordinances.
9. Exterior of the new construction shall conform with existing buildings in color and appearance.
10. Existing dumpsters should be consolidated and enclosed.

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

7. **BUILDING INSPECTORS REPORT.** City Manager Howe explained a new form is being designed to present to the Commission.

He also indicated the September 24, 2012 meeting will include training on the signage ordinance. The Commissioners should plan a couple hours for this.

**8. COMMISSIONERS REMARKS**

Commissioner Hall welcomed Commissioner Salzwedel to the Planning Commission.

Chair Mathews stated he would check with the townships regarding a joint meeting being held in October.

IT WAS MOVED BY LAPONSIE to adjourn at 7:31 p.m.

DATE:

APPROVED:

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Al Mathews, Chair

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Betty R. Morlock, City Clerk