

**OFFICIAL PROCEEDINGS
OF THE
PLANNING COMMISSION-CITIZEN ADVISORY COMMITTEE
CITY OF LOWELL, MICHIGAN
FOR THE REGULAR MEETING OF
MONDAY, NOVEMBER 26, 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 City Clerk Betty Morlock called the roll.

Present: Commissioners Dave Cadwallader, Jim Hall, Shannon Hanley, Maryalene LaPonsie (arrived at 7:04 p.m.), Rachael Schwab, Jim Salzwedel and Chair Al Mathews.

Absent: None.

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

IT WAS MOVED BY HALL and supported by HANLEY to excuse the absence of Commissioner LaPonsie.

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

2. APPROVAL OF AGENDA

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

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

3. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 22, 2012.

IT WAS MOVED BY HALL supported by SCHWAB that the minutes of the October 22, 2012 meeting be approved as written.

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

Commissioner Maryalene LaPonsie arrived at 7:04 p.m.

4. PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA. Jim Hodges (422 North Jefferson), as Mayor of the City of Lowell thanked the Planning Commission for their efforts, time and various talents in making the City of Lowell a much better place to live.

5. OLD BUSINESS – NONE

6. **NEW BUSINESS**

- a. **ZONING ORDINANCE AUDIT – CHAPTER 20, SIGNS.** City Planner Brian Wegener of Williams & Works reviewed the Zoning Ordinance Audit regarding Chapter 20, Signs with the Planning Commission. He highlighted several areas where it is unclear, vague or not properly addressed. After discussing the audit the consensus of the Commission was to first start by addressing definitions, temporary signs and billboards. Then continue with the other issues to make it more clear and useable.
- b. **APPROVAL OF MEETING DATES OR 2013.** City Manager Howe asked the Commission to consider changing their meeting date to the second Monday of each month. This could allow for quicker responses between the City Council and Planning Commission.

IT WAS MOVED BY HALL and supported by CADWALLADER to set the City Planning Commission—Citizen Advisory Committee meeting dates on the second Monday of each month unless a holiday which would move the meeting to the second Tuesday of said month.

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

It was also the consensus of the Planning Commission to cancel the December 10, 2012 work session.

7. **BUILDING INSPECTORS REPORT.** City Manager Howe stated there are four new homes being built in the City. Howe also noted the only zoning issue is 529 Avery, soft sided garage and it should be addressed by December 5th or a citation will be given.
8. **COMMISSIONERS REMARKS.** Commissioner LaPonsie suggested when the signage audit is completed the Planning Commission should move on the updating the Master Plan.

IT WAS MOVED BY LAPONSIE to adjourn at 8:24 p.m.

DATE:

APPROVED:

Al Mathews, Chair

Betty R. Morlock, City Clerk