

**OFFICIAL PROCEEDINGS
OF THE
PLANNING COMMISSION-CITIZEN ADVISORY COMMITTEE
CITY OF LOWELL, MICHIGAN
FOR THE REGULAR MEETING OF
MONDAY, JANUARY 14, 2013, 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 Deputy City Clerk Susan Ullery and the Pledge of Allegiance was recited.

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

Absent: None.

Also Present: City Manager Mark Howe, Deputy City Clerk Susan Ullery, DPW Director Dan DesJarden and Mayor Jim Hodges.

2. ELECTION OF OFFICERS

A. CHAIR

IT WAS MOVED BY SCHWAB and seconded by HANLEY to nominate Maryalene LaPonsie as Chair for the Lowell Planning-Citizen Advisory Commission.

YEA: 6. NAY: 1. (Commissioner Mathews). ABSENT: 0. MOTION CARRIED.

The meeting was turned over to Chair LaPonsie.

B. VICE CHAIR

IT WAS MOVED BY MATHEWS and seconded by SALZWEDEL to nominate Dave Cadwallader as Vice Chair for the Lowell Planning-Citizen Advisory Commission.

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

3. APPROVAL OF AGENDA

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

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

4. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 26, 2012.

IT WAS MOVED BY MATHEWS supported by HALL that the minutes of the November 26, 2012 meeting be approved as corrected.

YEA: 7. NAY: 0. ABSENT: 0.

5. **PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA.** City Manager Howe presented a letter from Dan and Nancy Fansher of 1324 Laurie Gail. The two appreciated working with the City regarding the variance they received for improvements to their home.

6. **OLD BUSINESS**

- a. **ZONING ORDINANCE AUDIT – CHAPTER 20, SIGNS.** The Commissioners reviewed the Ordinance and suggested they begin the review of definitions, reformat sign tables and list prohibited signs. Howe stated he would also have Brian Wegener from Williams and Works prepare a proposed draft zoning ordinance with amendments.

7. **NEW BUSINESS**

- a. **ZONING ORDINANCE, MASTER PLAN UPDATES.** Chair LaPonsie stated by law the Master Plan needs to be reviewed every five years to determine if the plan needs to be updated.
- b. **PLANNING AND ZONING ESSENTIAL – FEBRUARY 26, 2013.** City Manager Howe stated there will be a special training session held on February 26, 2013 regarding Planning and Zoning Essentials for those interested.

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

7. **BUILDING INSPECTORS REPORT.** City Manager Howe stated the recent soft sided garage has been moved and brush has been cleaned up. Also, the fence behind Tractor Supply will be partially replaced with a landscaped screen. A meeting was scheduled with surrounding neighbors.

Commissioner Mathews believed there was another soft sided garage off of Bowes Road.

8. **COMMISSIONERS REMARKS.** Commissioner Salzwedel stated he would be attending the upcoming Christmas party.

IT WAS MOVED BY CADWALLADER to adjourn at 7:26 p.m.

DATE:

APPROVED:

Maryalene LaPonsie, Chair

Betty R. Morlock, City Clerk