

**OFFICIAL PROCEEDINGS
OF THE
PLANNING COMMISSION-CITIZEN ADVISORY COMMITTEE
CITY OF LOWELL, MICHIGAN
FOR THE SPECIAL MEETING OF
MONDAY, AUGUST 12, 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 Chair LaPonsie and the Pledge of Allegiance was recited.

Present: Commissioners David Cadwallader, Jim Hall, Shannon Hanley, Rachael Schwab, Jim Salzwedel and Chair LaPonsie.

Absent: None.

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

2. APPROVAL OF AGENDA.

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

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

3. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 10, 2013 AND THE SPECIAL MEETING OF JUNE 24, 2013.

IT WAS MOVED BY CADWALLADER and seconded by HALL that the minutes of the June 10, 2013 meeting be approved as written.

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

IT WAS MOVED BY HALL and seconded by SCHWAB that the minutes of the June 24, 2013 special meeting be approved as written.

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

4. NEW BUSINESS.

- a. Site Plan and Special Land Use Review and Public Hearing: BP Gas Station – 403 W. Main Street. Engineer Representatives from Driesenga & Associates, Inc. presented a site plan for BP Gas Station at 403 W. Main Street. It was noted significant improvements will be made to the site.

Brian Wegener from Williams & Works confirmed all variances were approved by the Zoning Board of Appeals.

Chair LaPonsie noted the dumpster will be in same location but enclosed. Commissioner Hall stated the fence around the dumpster can only be three feet high because it is in the front yard. He also

noted the neighbor's fence is on the utility right of way. It should either be three feet in height or taken down. The issue should be reviewed further.

IT WAS MOVED BY CADWALLADER and seconded by HALL to approve the Site Plan and Special Land Use Review: BP Gas Station – 403 W. Main Street with the following conditions:

1. No demolition or earthwork shall be undertaken on the site until a building permit has been issued consistent with this site plan approval.
2. Prior to issuance of any City permits, the applicant shall have paid all application, permit, reimbursable escrow, and other fees related to the request.
3. All outdoor lighting fixtures shall be downward facing, fully cut-off fixtures to the satisfaction of the Zoning Enforcement Officer.
4. The dumpster enclosure shall be comprised of opaque walls that are at least 6 feet in height or otherwise designed to fully screen the dumpster from neighboring properties and streets.
5. Details for wall and freestanding signage shall be reviewed and approved by the Zoning Enforcement Officer prior to installation of signage.

The applicant must have all requested variances approved prior to the issuance of building or demolition permits.

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

- b. Master Plan Discussion. A brief discussion was held regarding the Master Plan. Chair LaPonsie believed everything was acceptable and should be reviewed again in five years.

IT WAS MOVED BY CADWALLADER and seconded by SALZWEDEL to accept the Master Plan and review in five years.

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

5. **STAFF REPORT.** One name change correction was made.

6. **PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA.** City Manager Howe discussed the Implementation Plan. There is the potential to acquire property which could be used for mixed use. Howe wanted to review other cities Master Plan.

Chair LaPonsie wanted to review the Code of Ordinance pertaining to rabbits. There have been complaints regarding not being able to have rabbits on parcels less than one half acres.

Deputy City Clerk Susan Ullery stated a joint meeting with Lowell and Vergennes Township Planning Commissions has been scheduled for September 30, 2013.

7. **COMMISSIONERS REMARKS.** No comments were received.

IT WAS MOVED BY CADWALLADER to adjourn at 7:43 p.m.

DATE:

APPROVED:

Maryalene LaPonsie, Chair

Betty R. Morlock, City Clerk