

**OFFICIAL PROCEEDINGS
OF THE
PLANNING COMMISSION-CITIZEN ADVISORY COMMITTEE
CITY OF LOWELL, MICHIGAN
FOR THE SPECIAL MEETING OF
MONDAY, SEPTEMBER 9, 2013 AT 7:00 P.M.**

1. CALL TO ORDER: PLEDGE OF ALLEGIANCE, ROLL CALL

The Meeting was called to order at 7:04 p.m. by Chair LaPonsie and the Pledge of Allegiance was recited.

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

Absent: Commissioner David Cadwallader.

Also Present: City Manager Mark Howe, Deputy City Clerk Susan Ullery, DPW Director Dan DesJarden and Williams and Works Planner Andy Moore.

2. EXCUSE OF ABSENCES.

IT WAS MOVED BY HALL and seconded by SALZWEDEL to excuse the absence of Commissioner Cadwallader.

YEA: 5. NAY: 0. ABSENT: 1. MOTION CARRIED.

3. APPROVAL OF AGENDA.

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

YEA: 5. NAY: 0. ABSENT: 1. MOTION CARRIED.

4. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 12, 2013.

IT WAS MOVED BY HALL and seconded by SALZWEDEL that the minutes of the August 12, 2013 meeting be approved as written.

YEA: 5. NAY: 0. ABSENT: 1. MOTION CARRIED.

5. OLD BUSINESS.

- a. Review Code of Ordinance – Chapter 5 – Animals. The Commissioners reviewed the information regarding the keeping of rabbits. Currently, two rabbits per half acre lot is allowed. Chair LaPonsie believed it would be appropriate to allow rabbits in any zoning district, no matter the size of the lot.

City Manager Howe stated he would provide the City's current ordinance as well as other ordinances from various cities.

By general consensus, the Commission agreed to table the issue until the next meeting in order to review other city ordinances.

6. **NEW BUSINESS.**

- a. Public Hearing – Special Use – Residential Licensed Daycare – 519 N. Monroe. Renae Smith of 519 N. Monroe wishes to establish a daycare center in her home, caring for up to 12 children. She noted she has already been in business with fewer children since 2009. Smith also stated her yard is fenced.

Commissioner Hanley confirmed there would be enough staff. Smith responded yes.

Chair LaPonsie questioned the hours of operation. Smith indicated the daycare is open from 6:00 a.m. to 6:00 p.m.

Deputy City Clerk Susan Ullery read a letter into record from Richard and Sharon Treviso of 520 N. Washington, who indicated they were not in favor of the daycare.

Commissioner Hall was not in favor of the daycare. N. Monroe is a busy street. He was concerned with traffic, noting Attwood is located at the end of the street.

IT WAS MOVED BY HALL to deny the request for a special use permit at 519 N. Monroe for a licensed daycare business of up to 12 children. MOTION DIED DUE TO LACK OF SUPPORT.

IT WAS MOVED BY SCHWAB and seconded by HANLEY to approve the special use permit at 519 N. Monroe – Residential Licensed Daycare of up to 12 children.

YEA: 3. (Hanley, LaPonsie and Schwab) NAY: 1. (Hall)

ABSTAIN: 1. (Salzwedel) ABSENT: 1. (CADWALLADER) MOTION CARRIED.

Assistant to Renae Smith, Sandy Brown, stated the toys will be placed out of site.

- b. Site Plan Review – Impact Church – 1069 Lincoln Lake. Bill Skallos of Bravo Architects presented the site plan and explained the proposal involves a 4,000 square foot addition to the church. The vast majority of this addition is in Vergennes Township. However, half of the parcel is also in the City of Lowell. Skallos stated Vergennes Township has approved the addition, but approximately 15 feet is within the City. An agreement has been established to have the township handle the building permit and inspections.

The other project involves an increase in the parking lot which would include widening the south lane to 24' and paving 14 spaces. Retention will be provided for the additional hard surface. Skallos noted the church will keep the existing storage structure and playground. The Williams and Works memo indicates the plan complies.

Williams and Works Planner Andy Moore stated he has no concerns with the updated plan and it complies with the ordinance. Moore explained Williams and Works Engineer Kerwin Keen provided a memo regarding drainage within the larger parking lot addition and there were no further concerns.

Skallos stated currently there are three light poles and additional lighting will be added. The lighting installed will be with directive fixtures on fifteen foot poles.

Impact Church Executive Pastor Ryan Kresge commented on the growth of the church and the need for additional parking.

City Manager Mark Howe noted the City has agreed to have Vergennes Township handle inspections. However, the City would like a copy of the final set of plans.

IT WAS MOVED BY SALZWEDEL and seconded by LAPONSIE to approve the Site Plan - Impact Church – 1069 Lincoln Lake as follows:

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. The applicant and the site shall at all times comply with local standards and ordinances.
4. The City Engineer shall review the proposed retention basin, as well as overall site drainage.
5. The Planning Commission may require the applicant to provide lighting detail for review and approval by the Zoning Administrator to verify conformance with Section 19.03, C 1-2 prior to construction.
6. The Planning Commission may require the applicant to place a financial guarantee of an amount determined by the Planning Commission for any applicable improvements or repairs needed, such as the sidewalk and landscaping.

YEA: 3. (Hanley, LaPonsie and Salzwedel) NAY: 2. (Hall and Schwab)

ABSENT: 1. (Cadwallader) MOTION CARRIED.

7. **STAFF REPORTS.** City Manager Mark Howe reminded the Commission of the joint meeting with Lowell and Vergennes Township at 7:00 p.m. on September 30, 2013. Also, the Council has invited all the Boards and Commissions to a Strategic Meeting on September 23, 2013 at 7:00 p.m. Both meetings will be held at City Hall.

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

IT WAS MOVED BY SCHWAB to adjourn at 7:44 p.m.

DATE:

APPROVED:

Maryalene LaPonsie, Chair

Betty R. Morlock, City Clerk