

**OFFICIAL PROCEEDINGS
OF THE
PLANNING COMMISSION-CITIZEN ADVISORY COMMITTEE
CITY OF LOWELL, MICHIGAN
FOR THE REGULAR MEETING OF
MONDAY, MARCH 9, 2015, 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, Kelly Carney, John Gerard, Jim Hall, Shannon Hanley, and Jim Salzwedel.

Absent: Commissioner Zandstra.

Also Present: City Manager Mark Howe, Deputy City Clerk Susan Ullery, Mayor Jim Hodges and Williams and Works Planner Andy Moore.

2. EXCUSE OF ABSENSE.

IT WAS MOVED BY CADWALLER and seconded by SALZWEDEL to excuse the absence of Commissioner Zandstra.

YES: 6. NO: 0. ABSENT: 1. MOTION CARRIED.

3. APPROVAL OF AGENDA.

IT WAS MOVED BY GERARD and seconded by CADWALLADER to approve the agenda as presented.

YES: 6. NO: 0. ABSENT: 1. MOTION CARRIED.

4. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 12, 2015.

IT WAS MOVED BY CADWALLADER seconded by CARNEY that the minutes of the January 12, 2015 meeting be approved as written.

YES: 6. NO: 0. ABSENT: 1. MOTION CARRIED.

5. PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA. No comments were received.

6. OLD BUSINESS

A. Review Summary of Dimensional Regulations. City Manager Howe wanted the Planning Commission to continue to review and provide possible recommendations.

7. NEW BUSINESS

- a. Site Plan Review – 835 West Main Street. Pete Ricards requested a site plan review at 835 West Main Street.

IT WAS MOVED BY CADWALLADER and seconded by GERARD to approve the site plan at 835 West Main Street with the following conditions:

1. Prior to issuance of any City permits, the applicant shall have paid all application, permit, reimbursable escrow, and other fees related to the 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 install four additional trees and twelve additional shrubs on the site. The location and types of plantings can be submitted to the Zoning Administrator for approval.
4. If changes to the sign are proposed, such changes shall be disclosed to the Zoning Enforcement Officer for review prior to installation. All signage on the site shall only pertain to the establishment located on the same property.
5. The applicant and the site shall at all times comply with local standards and ordinances.
6. Any other conditions deemed necessary by the Planning Commission.

YES: 6. NO: 0. ABSENT: 1. MOTION CARRIED.

- b. 210 East Main Street. Greg Canfield requested a site plan review at 210 E. Main Street.

IT WAS MOVED BY CADWALLADER and seconded by CARNEY to approve the site plan at 210 E. Main Street with the following conditions:

1. Prior to issuance of any City permits, the applicant shall have paid all application, permit, reimbursable escrow, and other fees related to the request.
2. If new or additional signs are proposed, such signs shall be disclosed to the Zoning Enforcement Officer for review prior to installation.
3. The applicant and the site shall at all times comply with local standards and ordinances.
4. Any other conditions deemed necessary by the Planning Commission.

YES: 6. NO: 0. ABSENT: 1. MOTION CARRIED.

- c. Site Plan Review Revisions – Administrative Review. Andy Moore with Williams and Works provided a memo regarding potential changes to the site plan review zoning language in Chapter 18 of the City of Lowell Zoning Ordinance. These potential changes were brought to the City's attention by several recent site plan review requests where the only change to the building or property that affects zoning is that the use is changing.

It is recommended that the Planning Commission authorize, in the Zoning Ordinance, the Zoning Enforcement Officer to be the reviewing body for site plans where (1) the proposed use is permitted by right in the subject zoning district, and (2) where no additions, alterations or exterior changes are proposed to any part of the site. This would be accomplished with an amendment to Section 18.03 of the Zoning Ordinance.

By general consensus, the Commissioner agreed to move forward with the suggested change. Suggested language will be brought back at the next meeting.

8. **STAFF REPORT.** No comments were received.
9. **COMMISSIONERS COMMENTS.** No comments were received.

IT WAS MOVED BY CADWALLADER to adjourn at 7:24 p.m.

DATE:

APPROVED:

Shannon Hanley, Chair

Susan S. Ullery, Deputy City Clerk