

**OFFICIAL PROCEEDINGS  
OF THE  
PLANNING COMMISSION-CITIZEN ADVISORY COMMITTEE  
CITY OF LOWELL, MICHIGAN  
FOR THE REGULAR MEETING OF  
MONDAY, AUGUST 10, 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 City Clerk Susan Ullery and the Pledge of Allegiance was recited.

Present: Commissioners Dave Cadwallader, Kelli Carney, Jim Hall, Jim Salzwedel, and Chair Shannon Hanley.  
Absent: Commissioners Gerard and Zandstra.  
Also Present: City Manager Mark Howe, City Clerk Susan Ullery and Williams and Works Planner Andy Moore.

**2. EXCUSE OF ABSENSE.**

IT WAS MOVED BY CADWALLADER and seconded by CARNEY to excuse the absences of Commissioners Gerard and Zandstra.

YES: 5. NO: 0. ABSENT: 2. MOTION CARRIED.

**3. APPROVAL OF AGENDA.**

IT WAS MOVED BY SALZWEDEL and seconded by CADWALLADER to approve the agenda as written.

YES: 5. NO: 0. ABSENT: 2. MOTION CARRIED.

**4. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 8, 2015.**

IT WAS MOVED BY CADWALLADER seconded by CARNEY that the minutes of the June 8, 2015 meeting be approved as written.

YES: 5. NO: 0. ABSENT: 2. MOTION CARRIED.

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

**6. OLD BUSINESS**

- a. Cell Tower Ordinance – City Manager Howe stated the Commission reviewed this ordinance in May and recommended some changes to the City Council. Howe sensed there were some unanswered questions and that the Commission should continue further review. The City Council agreed this would be appropriate.

Howe also noted the City is in the process of removing the downtown tower. Currently, the ordinance states the removal of that tower would create an open space. Therefore, a moratorium

would be placed on towers for a period of time in order to give the Planning Commission an opportunity to go through the process.

Williams and Works Planner Andy Moore reviewed the amendment to the zoning ordinance with the Commissioners. He noted it has been modernized to the City's zoning regulations.

The Commissioners discussed several concerns and possible changes to the ordinance including visual pollution.

Howe noted there are less and less local phones being used. He questioned if 35 feet in height is the requirement for towers to determine if it needs to be submitted to MDOT. Moore suggested all towers to be submitted to the Michigan Aeronautics Commission and FAA for review and approval prior to approval by the City.

It was noted the service building or fence surrounding the service building and tower may contain no more than two signs not more than two square feet.

Howe stated it is the City's intent to explore the idea of a second tower on Shepard Drive.

Moore stated he would provide a draft with the highlighted changes for the next meeting.

## 7. **NEW BUSINESS**

### a. Lowell Arts! – Informational Review – Approved Administratively.

Williams and Works Planner Andy Moore provided a memo regarding Lowell Arts! at 221 and 223 W. Main Street. They wish to establish an art gallery, performance space, classrooms and office space in an existing building. At this time, the applicant has only proposed to utilize the main floor of the building.

The City recently approved an amendment to Section 18.03 pertaining to site plan review. The amendment requires that the Zoning Enforcement Officer be the reviewing body in instances where (1) the proposed use is permitted by right and (2) where no exterior changes are proposed to the building. Since the LowellArts! site plan meets both of these conditions, this site plan was approved administratively.

## 8. **STAFF REPORT.** City Clerk Susan Ullery provided the Commission with a list of updated building permits since the last meeting.

City Manager Howe provided a review packet regarding the ordinance amendments that have been discussed in terms of seasonal merchandise sales, construction real estate offices, peddlers, solicitors and transient merchants. Howe explained that when the Commission discusses zoning ordinance changes, they need to be mindful of the fact that there may be other areas of the code that also refers to peddlers, solicitors and transient merchants. Howe stated there is much that needs to be reviewed within Chapter 15 of the Code of Ordinances that is over and above some of the changes within the zoning ordinance.

## 9. **COMMISSIONERS COMMENTS.** No comments were received.

IT WAS MOVED BY CADWALLADER and seconded by CARNEY to adjourn at 7:53 p.m.

DATE:

APPROVED:

---

Shannon Hanley, Chair

---

Susan S. Ullery, City Clerk