

PLANNING COMMISSION-CITIZEN ADVISORY COMMITTEE
CITY OF LOWELL, MICHIGAN
AGENDA
FOR THE REGULAR MEETING OF
MONDAY, JUNE 27, 2016 AT 7:00 P.M.
AT THE
LOWELL CITY HALL
CITY COUNCIL CHAMBERS
SECOND FLOOR
301 EAST MAIN STREET

1. CALL TO ORDER: PLEDGE OF ALLEGIANCE, ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS
 - a. May 9, 2016 – Regular Meeting
4. PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA
5. OLD BUSINESS (Depending on number of Commissioners present)
 - a. 2016 Goals/Priorities
 - b. Proposed Amendment to the Zoning Ordinance
 - c. Zoning Ordinance - Audit
6. NEW BUSINESS
 - a. Site Plan Review – Litehouse Foods
 - b.
7. STAFF REPORT
8. COMMISSIONERS REMARKS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS
OF THE
PLANNING COMMISSION-CITIZEN ADVISORY COMMITTEE
CITY OF LOWELL, MICHIGAN
FOR THE REGULAR MEETING OF
MONDAY, MAY 9, 2016, 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, Marty Chambers, Jim Salzwedel and Alan Teelander.

Absent: Chair James Zandstra and Commissioner John Gerard.

Also Present: Interim City Manager David Pasquale, City Clerk Susan Ullery, Andy Moore from Williams & Works, Councilmember Jim Hodges and Bruce Barker.

2. **APPROVAL OF ABSENCES.**

IT WAS MOVED BY SALZWEDEL and seconded by TEELANDER to approve the absences of James Zandstra and John Gerard.

YES: 4. NO: 0. ABSENT: 2. MOTION CARRIED.

3. **APPROVAL OF AGENDA.**

IT WAS MOVED BY SALZWEDEL and seconded by TEELANDER to approve the agenda as amended.

YES: 4. NO: 0. ABSENT: 2. MOTION CARRIED.

4. **APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 11, 2016.**

IT WAS MOVED BY TEELANDER and seconded by CHAMBERS that the minutes of the April 11, 2016 meeting be approved as written.

YES: 4. NO: 0. ABSENT: 2. MOTION CARRIED.

5. **PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA.**

No comments were received.

6. **NEW BUSINESS.**

a. **Site Plan Review – DJT Properties LLC/1120 W. Main Street.**

Andy Moore provided an update on the property where the Dollar Tree is located. Representatives from the Dollar Tree have submitted an application to amend their site plan that was approved by

the Planning Commission in May 2013. Specifically, they are requesting that the Planning Commission eliminate a condition of approval that requires the exiting access from the store to West Street be maintained.

Chris Martin from RJM Design showed the board a map and explained that the easement has never really been used. Neither the potential buyer nor the Dollar Tree want the easement.

IT WAS MOVED BY CHAMBERS and seconded by TEELANDER to approve the amendment of the site plan for the property located at 1120 W. Main Street.

YES: 4. NO: 0. ABSENT: 2. MOTION CARRIED.

7. **OLD BUSINESS.**

a. 2016 Goals/Priorities.

This discussion will be included in item (c) below.

b. Proposed Amendment to the Zoning Ordinance.

Andy Moore presented a new Zoning Map and explained that due to some resident concerns, a new area had been added to the map, entitled River's Edge. Andy explained in detail what changes would be made.

The floor was then opened for public comment.

Kathleen Burmania requested that her property be zoned as Suburban Residential and Rivers Edge, so that she could build on the higher south section of the property. Andy didn't think that would be a problem.

Don Lasby of 226 S. Jefferson asked what was proposed across from his house. Andy stated that it was owned by the City and that nothing was currently proposed. Don then asked about 125 S. Division and stated it should be Suburban Residential and not Multiple Family Residential. Andy had no problem with that either.

City Clerk Sue Ullery then read a letter from Todd Wood from 925 S. Hudson concerning his property. Andy stated that he could make it Suburban Residential.

IT WAS MOVED BY TEELANDER and seconded by SALZWEDEL to close the public hearing.

YES: 4. NO: 0. ABSENT: 2. MOTION CARRIED.

IT WAS MOVED BY SALZWEDEL and seconded by TEELANDER to approve taking these changes to the Council regarding the amendments to the Zoning Ordinance.

YES: 4. NO: 0. ABSENT: 2. MOTION CARRIED.

c. Zoning Ordinance – Audit.

Andy Moore discussed some parts of the city of Lowell Zoning Ordinance that may need reconsideration or revised to help ensure effective land use and development standards to regulate the built environment. He gave a brief evaluation of the current zoning language and highlighted key policy issues and structural elements that may be revised to establish a more comprehensive and defensible document. The audit was completed at the request of the Planning Commission as they look to work on revisions to better serve the residents of the City.

Commissioner Salzwedel suggested that every board member write down their top 3 items within the ordinance that they feel should be looked at and then they'll come together to see what the general consensus is.

8. STAFF REPORT.

City Clerk Sue Ullery stated that a new house will be going up in the Highland Hills area.

9. COMMISSIONERS COMMENTS.

No further comments.

IT WAS MOVED BY TEELANDER and seconded by CHAMBERS to adjourn at 8:33 p.m.

DATE:

APPROVED:

James Zandstra, Chair

Susan S. Ullery, City Clerk

Request Number: _____

Filing Fee: _____



301 East Main Street
Lowell, Michigan 49331
Phone (616) 897-8457
Fax (616) 897-4085

APPLICATION FOR SITE PLAN REVIEW

- All drawings must be sealed by an architect, engineer or surveyor unless waived by the Zoning Administrator.
- 15 copies of the site plan must be submitted to the City Manager's office no later than three weeks before the Planning Commission meeting to allow adequate staff review.
- The Planning Commission meets the second Monday of the month at 7:00 p.m. where plans are approved, rejected or modified.
- Preliminary plans may be presented for Planning Commission comment, but no final approval is given until all required conditions are met.
- After approval, public works and building permits must be secured before construction may commence.

1. Street Address and/or Location of Request: 1400 Foreman St SE, Lowell, MI 49331

2. Parcel Identification Number (Tax I.D. No.): #41-20-03-276-008

3. Applicant's Name: A.J. Veneklasen, Inc. Phone Number (616) 957-3731

Address: 5000 Kendrick, Grand Rapids, MI 49512
Street City State Zip

Fax Number _____ Email Address doug@ajvinc.com

4. Are You: Property Owner Owner's Agent Contract Purchaser Option Holder

5. Applicant is being represented by: Doug Ritz Phone Number (616) 957-3731

Address: 5000 Kendrick, Grand Rapids, MI 49512

6. Present Zoning of Parcel Industrial Present Use of Parcel Industrial

7. Description of proposed development (attach additional materials if needed):

Construction of a 26,493 +/- sf building addition to the existing facility. The project will also include parking improvements to replace parking that was within the addition footprint.

The facts presented above are true and correct to the best of my knowledge.

Signature: Date: 5/23/16

Type or Print Your Name Here: Doug Ritz

Property Owner Approval: As owner I hereby authorize the submittal of this application and agree to abide by any decision made in response to it.
 5/23/16
Owner Date

The following 16 points make up the **CHECKLIST** of required information needed on the drawing for final plan approval (unless specifically waived by the Planning Commission). Please go over this **CHECKLIST** with the City Manager and Zoning Administrator before presenting to the Planning Commission.

1. Date, north arrow and scale (not more than 1" = 100', supplementary site plans at a 1" = 50' or larger scale are encouraged)	<u>INITIAL</u> <u>BKH</u>
2. A city locational sketch	<u>BKH</u>
3. Legal description and City address of the subject property	<u>BKH</u>
4. The size in acres or square feet of the subject property	<u>BKH</u>
5. All lot and/or property lines with dimensions, including building setback lines	<u>BKH</u>
6. The location of all existing structures within one hundred (100) feet of the subject property's boundary	<u>BKH</u>
7. The location and dimensions of all existing and proposed structures on the subject property	<u>BKH</u>
8. The location and dimensions of all existing and proposed:	
▪ Drives	<u>BKH</u>
▪ curb openings (NOTE: all new openings onto M-21 (Main Street) must receive State Transportation Department approval)	<u>BKH</u>
▪ sidewalks	<u>BKH</u>
▪ exterior lighting	<u>BKH</u>
▪ curbing	<u>BKH</u>
▪ parking areas (include and delineate the total number of parking spaces showing dimensions of a typical space)	<u>BKH</u>
▪ unloading areas	<u>BKH</u>
▪ recreation areas	<u>N/A</u>
▪ common use areas	<u>N/A</u>
▪ areas to be conveyed for public use and purpose	<u>N/A</u>
9. The location, pavement width and right-of-way width of abutting roads, alleys or easements	<u>BKH</u>
10. The existing zoning of all properties abutting the subject project	<u>BKH</u>
11. The location of all existing and proposed:	
▪ landscaping and vegetation	<u>BKH</u>
▪ location, height and type of existing and proposed fences and walls	<u>BKH</u>
12. Proposed cost estimates of all site improvements	
13. Size and location of existing and proposed hydrants and utilities including proposed connections to public sewer or water supply systems	<u>BKH</u>
14. The location and size of septic and drain fields	<u>N/A</u>
15. Contour intervals shown at five (5) foot intervals	<u>BKH</u>
16. FOR RESIDENTIAL DEVELOPMENT , the following information is required (affixed to the drawing):	
▪ Net developable area, in acres or in square feet, defined as all areas that could be developed subtracted by lands used or dedicated for existing easements and rights of way	<u>N/A</u>
▪ The number of dwelling units proposed (by type), including typical floor plans for each type of dwelling	<u>N/A</u>
▪ The number and location of efficiency and one or more bedroom units	<u>N/A</u>
▪ Typical elevation views of the front, side and rear of each type of building	<u>N/A</u>
▪ Dwelling unit density of the site (total number of dwellings / net developable area)	<u>N/A</u>

williams&works

engineers | surveyors | planners

MEMORANDUM

To: City of Lowell Planning Commission
Date: June 23, 2016
From: Andy Moore, AICP, Chris Bertch, AICP
RE: **Site Plan Review - Litehouse foods**

Mr. Doug Ritz, on behalf of A.J. Veneklasen, Inc., has submitted an application for a site plan review for the construction addition of the Litehouse Foods facility and parking lot, located at 1400 Foreman Street SE in Lowell, MI. The construction will consist of the addition of approximately 26,493 square feet to the northern portion of the existing facility. The project will also include parking improvements to replace the parking lost in the area located within the footprint of the building addition. The applicant is proposing a total of 181 parking stalls, including 6 accessible stalls. The subject parcel is approximately 17.96 acres and is currently zoned Industrial. According to the City of Lowell Master Plan, the future land use designation of the parcel is Industrial.

Site Plan Review Standards

To approve a site plan, the Planning Commission should find that the standards listed in Section 18.06 would be met. Following are the standards and our comments on each:

- A. The uses proposed will not adversely affect the public health, safety or welfare. Uses and structures located on the site shall be planned to take into account topography, size of the property, the uses on adjoining property and the relationship and size of buildings to the site. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this ordinance.

Comment: This proposal increases the size of an existing structure and parking area, thereby improving an existing land use which is a permitted use in the Industrial zoning district. The proposed expansion would serve an existing and well-established use in the community and is entirely consistent with the future land use plan and the intent of the zoning district.

- B. Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. Drives, streets and other circulation routes shall be designed to promote safe and efficient traffic operations within the site and at ingress/egress points.

Comment: The site includes two curb cut connections to Foreman Street, which would be unaltered from their current configuration. The proposed improvements do not impact the existing driveways or thoroughfares. Currently there are sidewalks existing along the north boundary of the site (along Foreman Road), the west boundary (along Gee Drive) and along the east boundary, offering access to the community park immediately south of the site.

- C. The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area shall be planned to provide a safe and efficient circulation system for traffic within the City of Lowell.

Comment: As indicated, no change is proposed in the existing circulation patterns. The pedestrian and vehicular traffic flow configuration appears to be reasonable and consistent with other similar developments in the immediate area.

- D. Removal or alteration of significant natural features shall be restricted to those areas, which are reasonably necessary to develop the site in accordance with the requirements of this ordinance. The planning commission requires that approved landscaping, buffers and/or greenbelts be continuously maintained to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.

Comment: The plan does not require significant alteration of existing natural features. However, it should be noted that the site does not meet the Zoning Ordinance requirements for parking lot landscaping. However, a variance was approved on June 20, 2016 which excuses the applicant from constructing the interior landscaped islands in the parking lot. The applicant will not be required to provide landscaped islands or planting areas within the parking area.

However, the applicant must also comply with frontage landscaping requirements of the Zoning Ordinance. Section 19.06(D) requires one of the following:

- a. A strip of land at least five (5) feet in width as well as a solid screen of a hedge or decorative wall, or any combination thereof, which measures at least three (3) feet in height; or
- b. A strip of land at least ten (10) feet in width containing at least one (1) canopy tree and three (3) deciduous shrubs for each twenty (20) feet of lot width.

The applicant's frontage landscaping plan illustrates a total of ten deciduous trees and ten evergreen trees along the portion of the site where the parking lot is adjacent to Foreman Road, along with more than 100 shrubs. With approximately 470 feet of frontage, 23 canopy trees are required. While the evergreen trees do not qualify as canopy trees, in the past the City has approved similar landscaping plans since the overall intent of the Ordinance is achieved. Nevertheless, it is recommended that the

applicant place three additional trees within (or very near) this frontage area to meet the minimum requirements of the Zoning Ordinance.

- E. Satisfactory assurance shall be provided that the requirements of all other applicable ordinances, codes, and requirements of the City of Lowell will be met.

Comment: We have not seen anything in the application materials that would suggest that other ordinance requirements will not be met. However, continual compliance with all local standards and ordinances is a recommended condition of approval.

- F. The general purposes and spirit of this ordinance and the Comprehensive Plan of the City of Lowell shall be maintained.

Comment: The proposed use is permitted in the ordinance and the overall development represents a desirable improvement to an existing business in the community.

Recommendations

Approval of the site plan dated 5-23-16 is recommended, subject to the following conditions:

1. 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.
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 shall comply with the stipulations of the County Drain Commissioner and all other reviewing agencies as appropriate and submit copies of applicable permits to the City prior to construction.
4. All outdoor lighting shall be downward facing, fully cut-off fixtures to the satisfaction of the Zoning Enforcement Officer and shall not exceed 20 feet in height.
5. If any additional signage is proposed, such signage shall comply with Chapter 20 of the Zoning Ordinance and shall be reviewed and approved by the Zoning Enforcement Officer prior to installation.
6. Any additional conditions the Planning Commission deems appropriate.

2016 STAFF REPORTS

<u>OPEN DATE</u>	<u>CLOSE DATE</u>	<u>ADDRESS</u>	<u>NAME/BUSINESS</u>	<u>SUBJECT</u>
01/06/2016	01/06/2016	106 W. Main	Jack Reedy	Deck
01/06/2016	01/06/2016	1326 Highland Hills	Allen Edwin Homes	New Home
01/15/2016	01/15/2016	800 Bowes	Mark Muntt	Remodel
02/09/2016	02/12/2016	624 Lafayette	Scheidel Pool & Spa	Pool
02/19/2016	02/19/2016	517 Front	Jamie Marentette	Repair/Remodel
03/01/2016	03/10/2016	201 E. Main	Flat River Grill	Roof
03/14/2016	03/14/2016	340 Donna	Scott Abboud	Fence
03/14/2016	03/14/2016	505 W. Main	Mark Tomasik	Nail Salon
03/03/2016	03/03/2016	1288 Highland Hills	Allen Edwin Homes	New Home
03/03/2016	03/16/2016	1294 Highland Hills	Allen Edwin Homes	New Home
03/22/2016	03/28/2016	316 Spring	Thomas Grimm	Roof
03/22/2016	03/22/2016	901 Heffron	Mr. Roof Grand Rapids	Roof
03/22/2016		135 S. Center St.	Steven Caverly	Fence
04/06/2016		419 N. Monroe St.	My Home Renovations	Roof
04/12/2016	06/07/2016	796 Hunt St. SE	Dan Banks	Garden Shed
04/13/2016	04/15/2016	1004 W. Main St.	Village Floral West	Temporary Sign
04/25/2016	04/26/2016	400 W. Main	Union Beer Co.	Brewery
04/25/2016	04/26/2016	725 Grindle	Frank/Cheryl Rusche	New Home
04/27/2016	04/29/2016	211 N. Washington	Church of Nazarene	Deck
05/06/2016	05/10/2016	505 W. Main	Johnsons Thrift-Foods	Roof
05/11/2016		796 Hunt Street	Dan Banks	Fence
05/16/2016	05/16/2016	713 N. Washington	Christopher Reynolds	Fence
05/17/2016	05/17/2016	903 N. Hudson	Lauren Pnazeck	Fence
05/23/2016	05/23/2016	1232 Highland Hills	Allen Edwin Homes	New Home
05/23/2016	05/23/2016	1299 Highland Hills	Allen Edwin Homes	New Home

05/24/2016	05/24/2016	820 N. Washington	Terry Tarchala	Fence
05/20/2016	05/25/2016	1402 Laurie Gail	Loretta Durkin	Fence
06/02/2016	06/02/2016	812 Grindle	Josh Peterman	Deck
06/01/2016	06/02/2016	701 Amity	Greg Carlson	Pool
05/17/2016	06/06/2016	2195 Gee Drive	Tim Bruce	New Home
06/03/2016	06/03/2016	1270 Sibley	David Roskamp	Fence
06/08/2016	06/08/2016	1270 Sibley	David Roskamp	Roof
06/08/2016	06/08/2016	317 North	Gary Fredline	Shed
06/15/2016	06/15/2016	675 Alden Nash	Phil Dykstra	Garage/Bath Addition
06/21/2016	06/21/2016	221/223 W. Main	LowellArts!	Renovation
06/22/2016	06/22/2016	1238 Highland Hill	Allen Edwin	New Home
06/22/2016	06/22/2016	1244 Highland Hill	Allen Edwin	New Home