

**OFFICIAL PROCEEDINGS
OF THE
PLANNING COMMISSION-CITIZEN ADVISORY COMMITTEE
CITY OF LOWELL, MICHIGAN
FOR THE REGULAR MEETING OF
MONDAY, NOVEMBER 14, 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 Vice Chair Cadwallader and the Pledge of Allegiance was recited.

Present: Commissioners Marty Chambers, Bruce Barker, John Gerard, Jim Salzwedel, Alan Teelander and Vice Chair Dave Cadwallader.

Absent: Commissioner Chair Zandstra

Also Present: City Manager Michael Burns, City Clerk Susan Ullery and Williams and Works Planner Andy Moore.

2. **APPROVAL OF ABSENCES.**

IT WAS MOVED BY SALZWEDEL and seconded by CHAMBERS to approve the absence of Chair Zandstra.

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

3. **APPROVAL OF AGENDA.**

IT WAS MOVED BY SALZWEDEL and seconded by GERARD to approve the agenda as revised placing "New Business" in front of "Old Business".

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

4. **APPROVAL OF THE MINUTES OF THE PREVIOUS MEETINGS.**

IT WAS MOVED BY BARKER and seconded by GERARD that the minutes of the September 12, 2016 regular meeting be approved as written.

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

IT WAS MOVED BY BARKER and seconded by CHAMBERS that the minutes of the October 24, 2016 joint 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. **NEW BUSINESS.**

a. Site Plan Review – Lake Michigan Credit Union – 2384 West Main Street.

Nederveld, Inc. on behalf of Lake Michigan Credit Union, submitted an application for site plan review for the establishment of a Lake Michigan Credit Union branch office, located at 2384 West Main Street.

IT WAS MOVED BY BARKER and seconded by CHAMBERS to approve the site plan 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. The applicant shall submit lighting details to be reviewed and approved by the City Zoning Administrator.
4. The applicant shall comply with additional requirements from the City's Department of Public Works.
5. The applicant shall comply with the following requirements of the City Engineer:
 - a) It should be determined whether the 100-year floodplain impacts the property and if so, it shall be illustrated on the plans.
 - b) Evidence of approval by the Kent County Health Department shall be provided prior to issuance of a building permit.
 - c) The public water main is under the jurisdiction of the City of Lowell. The proposed public water main connection shall be coordinated with City personnel prior to construction and all permit fees shall be paid.
 - d) The site plan shall be revised to comply with the following Kent County Storm Water Design Criteria:
 - 1) The provided drainage calculations indicate the use of four leaching basins. Only CB#1 is indicated as a leaching structure on the plans. Clarification is required.
 - 2) A detail of the proposed leaching basins shall be included on the plans.
 - 3) The infiltration rate cannot be utilized to reduce the required volume of a retention basin. It can only be used to determine that the retention basin will drain within the required 72 hours.
 - 4) The design infiltration rate shall be 0.5 times the rate determined by a geotechnical investigation or 0.52 inches/hour. In no case shall the infiltration rate exceed 2 inches/hour.
6. The applicant shall construct a walkway connecting the sidewalk along Main Street to the front entrance of the building.

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

b. Site Plan Review – Curtis Cleaners – 1410 West Main Street.

Mr. John Curtis on behalf of Curtis Cleaners, has submitted an application for site plan review for the expansion of a building owned by Curtis Cleaners, located at 1410 W. Main Street SE, which has

primary frontage along Valley Vista Drive. The applicant is requesting site plan approval for a 4,200 square foot addition to an existing 1-story building.

IT WAS MOVED BY SALZWEDEL and seconded by GERARD to approve the site plan 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. The Planning commission may require an updated landscaping plan showing both front yard landscaping and parking lot landscaping that meets the standards of the Zoning Ordinance.
4. The Planning Commission may require a pedestrian connection from the public sidewalk to the front of the building for enhanced pedestrian access.
5. The applicant shall submit lighting details to be reviewed and approved by the City Zoning Administrator.
6. The applicant shall comply with additional requirements from the City's Department of Public Works and/or City Engineer.

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

7. **OLD BUSINESS.**

a. Zoning Ordinance Revisions – Chapter 4.

Andy Moore with Williams and Works reviewed various changes of “Chapter 4 – General Provisions” as discussed previously by the Commission. Further revisions will be presented at the next meeting.

By general consensus, the Commission agreed to review Chapter 17 next.

8. **COMMISSIONERS REMARKS**

Commissioner Chambers questioned why the Commission received information on a new tower in Vergennes Township. City Clerk Susan Ullery stated this was addressed to the Planning Commission and was passed on as a curtesy.

Commissioner Barker questioned when the meeting dates for 2017 would be established. City Clerk Susan Ullery explained the dates would be included in their next agenda for adoption.

IT WAS MOVED BY GERARD and seconded by SALZWEDEL to adjourn at 7:56 p.m.

DATE:

APPROVED:

James Zandstra, Chair

Susan S. Ullery, City Clerk