

**OFFICIAL PROCEEDINGS
OF THE
PLANNING COMMISSION-CITIZEN ADVISORY COMMITTEE
CITY OF LOWELL, MICHIGAN
FOR THE REGULAR MEETING OF
MONDAY, OCTOBER 9, 2017, AT 7:00 P.M.**

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

The Meeting was called to order at 7:03 p.m. by Chair Barker.

Present: Commissioners David Cadwallader, Marty Chambers, Jim Salzwedel, and Chair Barker.

Absent: None.

Also Present: City Clerk Susan Ullery and Williams and Works Planner Andy Moore.

2. **APPROVAL OF AGENDA.**

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

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

3. **APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING.**

IT WAS MOVED BY CADWALLADER and seconded by CHAMBERS that the minutes of the September 11, 2017 regular meeting be approved as written.

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

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

Students from Lowell High School stated they were attending the Planning Commission meeting in order to receive credit from their government class.

5. **OLD BUSINESS**

a. **Short-Term Rentals.**

Andy Moore of Williams and Works reviewed the terms of a Special Land Use for the Commission. Moore advised he attended the Committee of the Whole meeting last month where the City Council directed the Planning Commission to develop a zoning amendment to address short-term rentals as a Special Land Use. This would likely be in the form of an amendment to various district chapters along with regulatory standards added to Chapter 17.

Moore explained there is an enforcement process and provisions written into the ordinance already, so if there are problems and complaints, or they are found to be in violation, there is a way by which we can revoke or suspend the Special Land Use permit.

The Commission discussed the following topics as to Special Land Use and had some recommendations. a) Minimum duration of stay; the Commission decided three days for minimum

duration of stay. b) Zoning district limitations; the Commission agreed on Suburban, R1 and C2 for Zoning District limitations. c) Minimum lot area requirement; Chair Barker advised Moore to stay with what is stated in the Ordinance for minimum lot area and for d) Minimum floor area requirements; e) Maximum number of guests; the Commission agreed on fifteen guests; f) Additional parking requirements; the Commission agreed on one space for every bedroom.

6. **NEW BUSINESS.**

a. Zoning Ordinance Amendments.

1. District Standards (Chapters 5-13, 16, and 16A).

Chair Barker recommended that because of parking, signs, administration, and short-term rentals all affect those districts, the Commission would like to get these resolved before looking at District Standards.

2. Parking.

Chair Barker recommended parking be discussed during the January meeting. Moore advised this would be specifically downtown.

3. Signs.

Chair Barker recommended Signs be discussed during the January meeting.

4. Administration and Enforcement (Chapter 22).

Chair Barker recommended Andy Moore bring Chapter 22, Administration and Enforcement to the Commission at their November meeting.

5. Short-Term Rentals.

This was discussed under Old Business.

7. **STAFF REPORT**

Staff report was presented by City Clerk Sue Ullery. The Commission was also reminded that there will be a joint Planning Commission meeting with Lowell and Vergennes Township on October 23, 2017 at 7:00 at Lowell Township Hall.

8. **COMMISSIONERS REMARKS**

Commissioner Chambers mentioned that at the City Council meeting, he forgot to thank Mark Mundt for a tour of the Wastewater Treatment Plant. Chambers advised it was very interesting and encouraged all commissioners to tour the plant if they have the opportunity.

IT WAS MOVED BY SALZWEDEL and seconded by CADWALLADER to adjourn at 7:45 p.m.

DATE:

APPROVED:

Bruce Barker, Chair

Susan S. Ullery, City Clerk