

**OFFICIAL PROCEEDINGS
OF THE
PLANNING COMMISSION-CITIZEN ADVISORY COMMITTEE
CITY OF LOWELL, MICHIGAN
FOR THE REGULAR MEETING OF
MONDAY, NOVEMBER 13, 2017, 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 Chair Barker.

Present: Commissioners David Cadwallader, Marty Chambers, Amanda Schrauben, and Chair Barker.

Absent: None.

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

Chair Barker thanked Amanda Schrauben for joining the Planning Commission and welcomed her. Chair Barker also thanked Jim Salzwedel for his service to the Planning Commission and congratulated him on his recent election to the City Council.

2. **APPROVAL OF AGENDA.**

IT WAS MOVED BY CHAMBERS and seconded by CADWALLADER to move item 6a, Schneider Manor to 5a, and to approve the agenda as amended.

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

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

IT WAS MOVED BY CHAMBERS and seconded by CADWALLADER to approve the minutes of the October 9, 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.**

There were none.

5. **OLD BUSINESS**

a. **Schneider Manor Site Plan Review - 725 Bowes.**

Jay Medema with Post Associate Architects stated he is working with Schneider Manor on the project. Medema stated that Schneider Manor is a Lowell Area Housing Authority that operates low income subsidized housing for the residents of Lowell that reside in the Lowell School district.

Medema stated they are looking to add on to their campus an eight to twelve unit structure on the south side of their property on South Pleasant. Medema went on to explain the plans for building the new structure.

Andy Moore of Williams and Works then went through the Site Plan Review Standards with the Commission and answered questions.

IT WAS MOVED BY CADWALLADER and seconded by CHAMBERS to accept the Site Plan of Schneider Manor 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 maintain all required state, federal, and local permits and approvals.
4. The applicant shall comply with the stipulations of the City Fire Department and any other applicable emergency personnel regarding emergency access to the new structure.
5. If additional lighting is proposed, the applicant shall submit lighting details to be reviewed and approved by the City Zoning Enforcement Officer.
6. The applicant shall comply with the stipulations of the Michigan Department of Environmental Quality (MDEQ), Lowell City Engineer and Attorney regarding the required floodplain compensating cut. If the compensating cut is to take place on City property, approval from the Planning Commission, Parks and Recreation Commission and Lowell City Council will be required. A copy of the approved permit and materials shall be submitted to the City.
7. The applicant shall comply with any additional requirements of the City Engineer.
8. The applicant shall provide an additional sidewalk connection near the Bowes Road/Pleasant Avenue intersection.
9. The Planning Commission requires landscaping plan shall provide additional sidewalk to Bowes Road for staff approval.
10. The applicant shall join the three subject parcels (199 S Pleasant, 203 S Pleasant, and 205 S Pleasant) and combine them with the primary parcel located at 725 Bowes Road.

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

b. Short term Rentals.

Andy Moore gave an overview of what short term rentals are and how people are dealing with them. Moore advised the City Council directed the Planning Commission to develop a zoning amendment to address short term rentals as a Special Land Use.

Moore defined Short Term Rentals as the rental or subletting of any dwelling for a term of 30 days or less, but the definition does not include the use of campgrounds, hotel rooms, transitional housing, operated by a non-profit entity, group homes such as nursing homes and adult foster care homes, hospitals, or housing provided by a substance abuse rehabilitation clinic, mental health facility, or other health care related clinic.

Moore then explained the proposed regulations for the Commission and answered any questions they had in reference to short term rentals.

c. Zoning Ordinance Amendments.

Andy Moore gave an overview of the changes to Chapter 22, Administration and Enforcement and the addition of Section 22.02 C.- Zoning Compliance Permits.

Moore also advised that in Section 22.05, it talks about the Zoning Amendments, which pertains to Short Term rentals. Moore also added Section 22.06, Public Hearing and Notice Requirements and Section 22.07, Fees and Applicant Escrow Accounts, which are currently not in the City Ordinance. Moore advised the Public Hearing needs to be held by the Planning Commission as well before going to City Council. Moore advised the Public Hearing could be held on the January 8, 2018 meeting.

6. **NEW BUSINESS.**

a. **Lowell Downtown Placemaking Plan.**

Andy Moore explained the Downtown Placemaking Plan to the Commissioners and answered questions. This plan was completed a couple years ago; however with the transition of a new City Manager, it got lost in the shuffle and did not get adopted.

Moore advised City Manager Mike Burns wants the DDA, Planning Commission and Council to review the plan for further discussion in January or February.

7. **STAFF REPORT**

No comments were provided.

8. **COMMISSIONERS REMARKS**

Chair Barker welcomed Amanda to the Commission.

IT WAS MOVED BY CADWALLADER and seconded by SCHRAUBEN to adjourn at 8:01 p.m.

DATE:

APPROVED:

Bruce Barker, Chair

Susan S. Ullery, City Clerk