

**OFFICIAL PROCEEDINGS
OF THE
PLANNING COMMISSION-CITIZEN ADVISORY COMMITTEE
CITY OF LOWELL, MICHIGAN
FOR THE REGULAR MEETING OF
MONDAY, FEBRUARY 13, 2023 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 Bruce Barker.

Present: Commissioners Schrauben, Gadula, Chambers, Ellis and Chair Barker.

Absent: Commissioners Cadwallader and Plank.

Also Present: Andy Moore with William & Works, Lowell City Clerk Sue Ullery.

2. EXCUSE OF ABSENCE.

IT WAS MOVED BY CHAMBERS and seconded by ELLIS to excuse the absence of Commissioners Plank and Cadwallader.

YES: Commissioner Chambers, Commissioner Gadula, Commissioner Schrauben, Commissioner Ellis, and Chair Barker.

NO: None. ABSENT: Commissioners Cadwallader and Plank. MOTION CARRIED.

3. ELECTION OF OFFICERS.

IT WAS MOVED BY CHAMBERS and seconded by GADULA to elect Bruce Barker for Chair of the Planning Commission Citizen Advisory Committee.

YES: Commissioner Chambers, Commissioner Gadula, Commissioner Schrauben, Commissioner Ellis, and Chair Barker.

NO: None. ABSENT: Commissioners Cadwallader and Plank. MOTION CARRIED.

IT WAS MOVED BY CHAMBERS and seconded by BARKER to elect Tony Ellis as Vice Chair for the Planning Commission Citizen Advisory Committee.

YES: Commissioner Chambers, Commissioner Gadula, Commissioner Schrauben, Commissioner Ellis, and Chair Barker.

NO: None. ABSENT: Commissioners Cadwallader and Plank. MOTION CARRIED.

IT WAS MOVED BY BARKER and seconded by CHAMBERS to Review & Adopt the Planning Commissions Rules of Procedure.

YES: Commissioner Chambers, Commissioner Gadula, Commissioner Schrauben, Commissioner Ellis, and Chair Barker.

NO: None. ABSENT: Commissioner Cadwallader and Plank. MOTION CARRIED.

4. **APPROVAL OF AGENDA.**

IT WAS MOVED BY ELLIS and seconded by GADULA to approve the agenda as written.

YES: Commissioner Schrauben, Commissioner Chambers, Commissioner Gadula, Commissioner Ellis, and Chair Barker.

NO: None. ABSENT: Commissioner Cadwallader and Plank. MOTION CARRIED.

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

IT WAS MOVED BY ELLIS and seconded by GADULA to approve minutes of the December 12, 2022 regular meeting as written.

YES: Commissioner Chambers, Commissioner Schrauben, Commissioner Gadula, Commissioner Ellis, and Chair Barker.

NO: None. ABSENT: Commissioner Plank and Cadwallader. MOTION CARRIED.

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

There were no comments.

7. **OLD BUSINESS.**

a. Grand Rapids Gravel Annual Report -2104 Bowes Road.

Andy Moore with Williams and Works reviewed his memo giving an annual report on Grand Rapids Gravel. No issues. Working with them on the trail location. No action required today.

Commissioner Ellis stated it looks good and clean and impressed with Grand Rapids Gravel.

All the commissioners agreed they are doing a good job.

b. Master Plan.

Andy Moore with Williams and Works reviewed his memo regarding updating the Master Plan which includes a planning process that walks through a research exercise, they will recommend a community engagement effort, including an online survey and open house but City Council can modify what is suggested. They will draft up an implementation plan for after the plan is completed. Pretty lengthy process, approximately 12 to 18 months.

Chair Barker asked if City Council will participate in the process.

Moore stated he will discuss with the City Manager Michael Burns, but suggests that the Planning Commission also discuss with City Council and the City Manager and work together on it.

Chair Barker thinks that is best as well.

8. **NEW BUSINESS**

a.) Site Plan Review – 504 and 512 E. Main Street.

Jan van der Woerd representing ICCF explained what they would like to do. Flat River Outreach Ministries

(FROM) would like to provide housing for lower income families in the community. FROM owns the buildings at 504 E Main and 512 E. Main. They would like to put 10 units in 504 E Main and 7 units in 512 E Main with a laundry facility.

Wendy Preiss, the executive director for FROM told a story of a resident in need for a home for her and her children and explained that they do not have enough units now to help her, showing there is a great need for this in our Lowell Community. Also then explained whom they house and how it works.

Matt Cole with Roosien and Associates spoke regarding the flood plain, stating they will follow the EGLE guidelines. Also gave more information on the two housing units, the parking lot and landscaping.

Chair Barker inquired who is responsible for the maintenance of these housing units and what the timeframe is to be completed.

Eric Bartkus who owns the building across the street commented that he did not know this was on the agenda tonight but he thinks it is fantastic, the purpose, the look of the housing units and what FROM is trying to accomplish.

Moore then review the site plan review standards A – F.

Chair Barker then asked the public if they had any questions or comments.

Commissioner Gadula inquired whether there were any ADA requirements for the buildings.

van der Woerd stated because of the floodplain they are not required to provide ADA units by Michigan building code.

Beryle Bartkus asked to consider at least one ADA accessible unit and explore options for that.

Preiss said they did explore an ADA accessible unit but it became so prohibited, but stated this is phase 1, they are not giving up and maybe with phase 2 that would be possible.

Eric Bartkus asked to consider those small elevator lifts.

van der Woerd explained why that is not possible, basically all because of the floodplain.

Cole explained that 5% is the steepest you can go for a ramp.

Moore stated it makes sense not to make an ADA requirement on this site plan now, and if they decide to do it in the future, it would not require them to come back.

Chair Barker closed the Public Comments.

IT WAS MOVED BY BARKER and seconded by SCHRAUBEN that the Planning Commission accept that the site plan review standards are met.

YES: Commissioner Chambers, Commissioner Gadula, Commissioner Schrauben, Commissioner Ellis, and Chair Barker.

NO: None.

ABSENT: Commissioner Cadwallader and Plank.

MOTION CARRIED.

IT WAS MOVED BY BARKER and seconded by CHAMBERS to approve the site plan for 504/512 E Main Street with the conditions as listed below.

1. Prior to issuance of any City permits, the applicant shall have paid all application, permit, reimbursable escrow, and other fees related to the request.
2. The applicant shall comply with any requirements from the Lowell Area Fire Department, City's Department of Public Works, City Engineer, MDOT, or other approving agencies.
3. The applicant shall continually comply with applicable ordinances, codes, and requirements of the City of Lowell.
4. Exterior lighting shall comply with Section 4.24 of the Zoning Ordinance.
5. Landscaping, buffers and/or greenbelts shall be continuously maintained to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.
6. If required by EGLE, a Part 31 permit shall be obtained and submitted to the City prior to the commencement of development activity on the property.

YES: Commissioner Chambers, Commissioner Gadula, Commissioner Schrauben, Commissioner Ellis, and Chair Barker.

NO: None.

ABSENT: Commissioner Cadwallader and Plank.

MOTION CARRIED.

9. **STAFF REPORT.**

There was none.

10. **COMMISSIONERS REMARKS.**

Commissioner Plank will provide the annual report next month.

Chair Barker will not be at the meeting next month.

11. **ADJOURNMENT.**

IT WAS MOVED BY GADULA and seconded by CHAMBERS to adjourn at 8:20 p.m.

DATE:

APPROVED:

Bruce Barker, Chair

Susan Ullery, Lowell City Clerk