



301 East Main Street
Lowell, Michigan 49331
Phone (616) 897-8457
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PLANNING COMMISSION-CITIZEN ADVISORY COMMITTEE
CITY OF LOWELL, MICHIGAN
AGENDA
FOR THE REGULAR MEETING OF
MONDAY, FEBRUARY 10, 2020 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. February 10, 2020 – Regular Meeting
4. PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA
5. OLD BUSINESS
 - a. Jakes Fireworks – Special Land Use Renewal - Informational
6. NEW BUSINESS
 - a. Chapter 18 – Site Plan Review
 - b. Lowell Area Middle School – Exempt from Zoning – Informational
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, FEBRUARY 10, 2020 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 Michael Gadula, Marty Chambers, Amanda Schrauben, Dave Cadwallader, and Chair Bruce Barker.

Absent: Commissioners Ellis and Plank.

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

2. EXCUSE OF ABSENCES.

IT WAS MOVED BY SCHRAUBEN and seconded by CHAMBERS to excuse the absences of Commissioners Ellis and Plank.

3. APPROVAL OF AGENDA.

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

YES: 5. NO: None. ABSENT: 2. MOTION CARRIED.

4. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING.

IT WAS MOVED BY CHAMBERS and seconded by CADWALLADER to approve the minutes of the January 13, 2020 Planning Commission regular meeting as written.

YES: 5. NO: None. ABSENT: 2. MOTION CARRIED.

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

There were no comments.

6.. OLD BUSINESS.

There was none.

7. NEW BUSINESS.

a. Chapter 18 – Site Plan Review.

Andy Moore with Williams and Works reviewed the proposed changes of Chapter 18 – Site Plan Review. He stated the Commission needs to set a Public Hearing on this Chapter before providing a recommendation to the Lowell City Council.

By general consensus, the Commission agreed to establish a public hearing at its March 9, 2020 meeting.

8. STAFF REPORT.

City Clerk Susan Ullery noted a joint Planning Commission meeting with Lowell and Vergennes Township is scheduled for October 26, 2020.

9. COMMISSIONERS REMARKS.

Commissioner Chambers commented on plastic decorations being blown into the river. He noted Councilmember Salzwedel will be reaching out to the merchants.

Chair Barker stated he would be absent at the March 9, 2020 Planning Commission meeting.

10. ADJOURNMENT.

IT WAS MOVED BY CADWALLADER and seconded by CHAMBERS to adjourn at 7:37 p.m.

DATE:

APPROVED:

Bruce Barker, Chair

Susan Ullery, Lowell City Clerk

SITE PLAN

2153 West Main, Lowell MI

Minimum Separation Distances as shown in plan below:

Buildings: No buildings are located within 20 ft of the tent

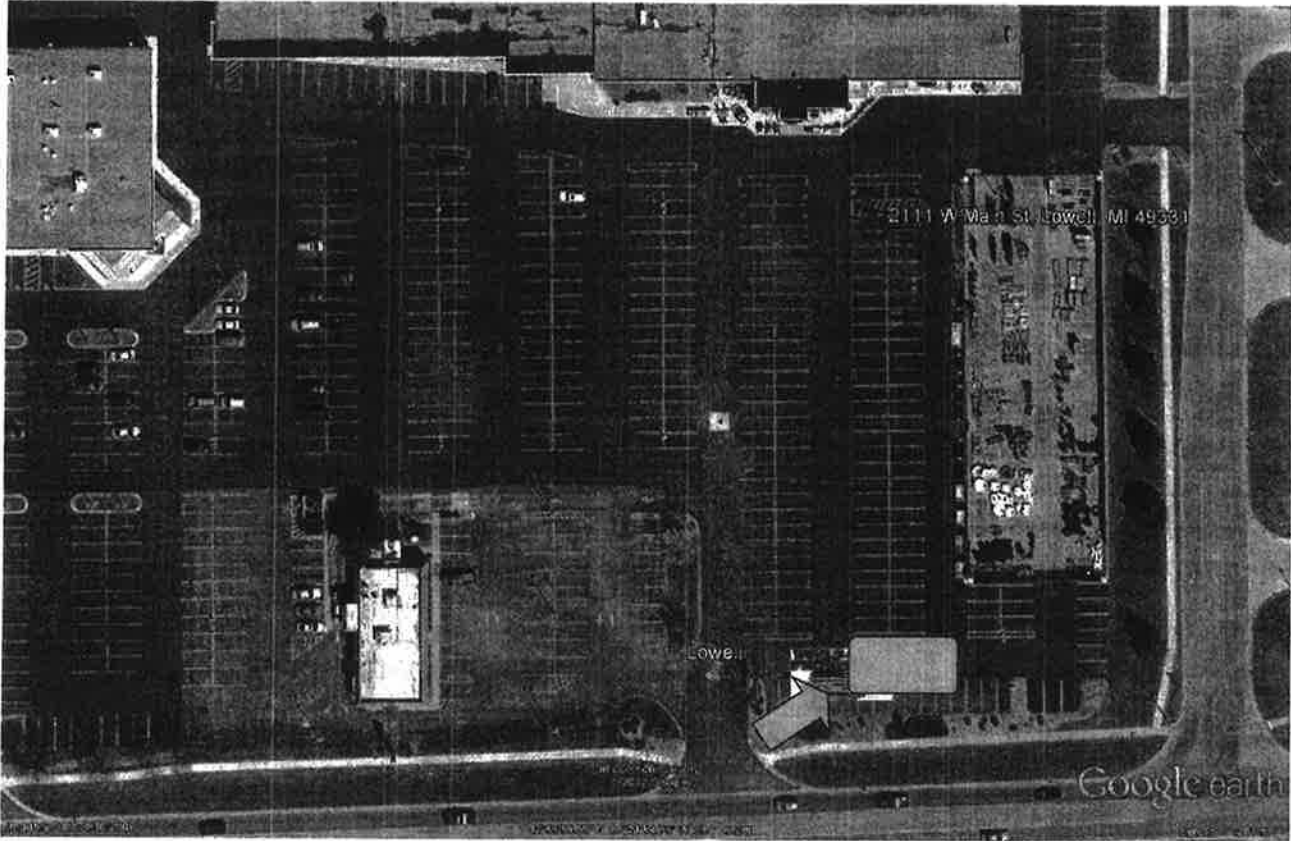
Combustibles: No combustibles are located within 20 feet of the tent

Tents: No tents will be located within 20 feet of tent

Vehicle Parking: No Vehicle will be allowed within 10 feet of tent. If parking spots are shown in diagram below within 10 feet of tent these spots will be barricaded and marked as to not allow parking.

Stands: No stands are located within 20 feet of tent.

Storage of Consumer Fireworks: No storage of consumer fireworks will occur at this location.



7.4.2 Site Plan. The site plan for tents shall show the location of the tent on the site and indicate the minimum separation distances required by 7.4.7.

7.4.7.2 Temporary Facilities. Temporary CFRS facilities shall be located as specified in Table 7.4.7.2.

*nearest gas station over 50' away

*no flammable gas bulk dispenser within 300ft

Jake's Fireworks, Inc.

Corporate Offices - 1500 E. 27th Terrace
Pittsburg, KS 66762
Phone: 620-231-2264, 800-766-1277 Fax: 620-231-2416
www.jakesfireworks.com

Lowell City Hall
301 East Main ST.
Lowell, MI 49331

Jakes Fireworks, Inc will be leasing a portion of the parking lot at 2153 W. Main St, in Lowell, (tractor Supply), for the fireworks season, June 20 thru July 5th. With a tent being set up and tore down a day or two before and after the listed dates. We want to place a 30x50 flame retardant tent for the retail sales of consumer grade fireworks. We are a 30-year-old company, in numerous states, and believe in following city and state requirements. We have also enclosed an Insurance Certificate with a 9 million liability limit, which the state is requiring. The State of Michigan requires that we register each location with them, so we will have the proper permit from the State of Michigan's Fire Marshal, before the tent set up.

Please use this letter as our request for a temporary permit that is required by the City of Lowell.
Please do not hesitate to call with questions or concerns, (620)231-2264 ext 1126. We look forward to working another year in your community.

Sincerely,



Tom Dunn
Jakes Fireworks, Inc
Retail Operations

HOME OF - THE EXCALIBUR • GOLIATH • ONE BAD MOTHER • LOYAL TO NONE • THE BIGGEN

INDIANA
DISTRIBUTION CENTER
800 Wagner Ave.
Elkhart, IN 64516
ph: 574-296-7100
fx: 574-296-7102

KENTUCKY
DISTRIBUTION CENTER
451 Johnson St.
Russellville, KY 42276
ph: 270-726-8000
fx: 270-726-8076

OKLAHOMA
DISTRIBUTION CENTER
17824 S. Sooner Rd.
Norman, OK 73071
ph: 405-321-4886
fx: 405-321-4886

SOUTH CAROLINA
DISTRIBUTION CENTER
130 Red River Rd.
PO Box 157
Wagener, SC 29164
ph: 803-564-2264
fx: 803-564-2416

TEXAS
DISTRIBUTION CENTER
7010 S 19 Highway
Athens, TX 75751
ph: 903-284-2264
fx: 903-284-2416

NEBRASKA
DISTRIBUTION CENTER
4355 Industrial Circle No. 17
Hastings, NE 68902
ph: 620-231-2264
fx: 620-231-2416

WASHINGTON
DISTRIBUTION CENTER
739 Nevil Road
Winlock, WA 98596
ph 360-785-0859
fx 360-785-3748

CHAPTER 18. - SITE PLAN REVIEW

SECTION 18.01. - PURPOSE.

The purpose of this chapter is to provide for consultation and cooperation between the applicant and the planning commission in order that the applicant may accomplish planned objectives in the utilization of land within the regulations of this zoning ordinance. It is also intended to ensure that the development may be completed with minimum adverse effect on the use of adjacent streets and highways, and on existing and future uses and environment in the immediate area and general vicinity, and to ensure that a proposed land use or activity is in compliance with this ordinance.

(Ord. No. 95-06, § 1, 12-27-95)

SECTION 18.02. - REGULATION.

In accordance with the provisions of this chapter, the planning commission shall be ~~finished~~ provided a site plan of the proposed development prior to the creation or establishment of a use or the construction, expansion, or alteration ~~erection~~ of a building or structure in the districts and conditions cited below:

A. Uses permitted by right in the following zoning districts, except as noted in section 18.03:

1. R-3 Multiple-Family District;
2. MHP Manufactured Home Park District;
3. C-1 Neighborhood Business District;
4. C-2 Central Business District;
5. C-3 General Business District;
6. I Industrial District;
- 6-7. I-L Light Industrial District;
- 7-8. PUD Planned Unit Development;
- 8-9. PF Public Facilities District.
- 9-10. MU Mixed Use District
- 10-11. RE River's Edge District

B. Special land uses in all zoning districts

C. In the SR, R-1, and R-2 districts, site plan approval by the planning commission shall be required for all uses other than single-family dwellings or two family dwellings or their accessory buildings.

SECTION 18.03. - EXCEPTIONS.

- A. ~~A~~Site plan review by the planning commission shall not be required for a single- or two-family dwelling or their accessory buildings, state licensed residential family care facilities, family day care homes, ~~and~~ home occupations, or PUD final site plans as provided in section 15.11.
- B. The Zoning-zoning Enforcement-enforcement ~~O~~fficer shall be the reviewing body for site plans meeting both of the following conditions:
 - 1. Where the proposed use is permitted by right in the zoning district in which it is to be located
 - 2. No additions, alterations, or exterior changes to the building are proposed.
- C. In cases where both of the criteria of subsection B above are met, the Zoning-zoning Enforcement-enforcement ~~Officer-officer~~ shall have the following authority:
 - 1. The zoning enforcement officer may establish conditions of approval to ensure compliance with the zoning ordinance.
 - 2. The zoning enforcement office may request from the applicant any additional information that will assist in determining if the site plan meets the requirements of this ordinance.
 - 3. In cases where it is unclear whether or not a site plan meets the conditions set forth in this section, the zoning enforcement officer shall refer ~~to~~ the site plan to the planning commission for review and action pursuant to the requirements of this chapter.
- D. The exceptions listed in this section are not intended to exempt any particular use or site plan from the requirements of this ordinance.

SECTION 18.04. - SITE PLAN REQUIREMENTS.

- A. Preliminary site plan review.
 - 1. A preliminary site plan may be submitted to the planning commission for review prior to final site plan review. The purpose of the preliminary site plan review is to allow discussion between the applicant and the planning commission to inform the applicant of the general acceptability of the proposed plans prior to incurring extensive engineering and other costs which may be necessary for the review of the final site plan.
 - 2. Preliminary site plans shall include the following, unless deemed unnecessary by the zoning enforcement officer.
 - a. ~~Small~~-scale sketch of properties, streets and use of land within one quarter (1/2) mile of the subject property.
 - b. Twelve (12) copies of a site plan at a scale of not more than one (1) inch equals one hundred (100) feet (1" = 100') showing any existing or proposed arrangement of:

- 1) Existing adjacent streets and proposed streets and existing curb cuts within one hundred (100) feet of the property.
- 2) All lot lines with dimensions.
- 3) Parking lots and access points.
- 4) Proposed buffer strips or screening.
- 5) Significant natural features; and other natural characteristics, including but not limited to open space, stands of trees, brooks, ponds, floodplains, hills, and similar natural assets.
- 6) Location of any signs not attached to the building.
- 7) Existing and proposed buildings, including existing buildings or structures within one hundred (100) feet of the boundaries of the property.
- 8) General topographical features including contour intervals no greater than ten (10) feet.
- 9) Number of acres allocated to each proposed use and gross area in building, structures, parking, public and/or private streets and drives, and open space.
- 10) Dwelling unit densities by type, if applicable.
- 11) Proposed method of providing sewer and water service, as well as other public and private utilities.
- 12) Proposed method of providing storm drainage.
- 13) Written description of the computation for required parking.
- 14) Exterior lighting.

3. The planning commission shall review the preliminary site plan and make such recommendations to the applicant that will cause the plan to be in conformance with the review standards required by this section and this ordinance. To this end, the commission may request from the applicant any additional graphics or written materials, prepared by a qualified person or persons, to assist in determining the appropriateness of the site plan. Such material may include, but need not be limited to, aerial photography, photographs; traffic impacts; impact on significant natural features and drainage; soil tests; and other pertinent information.

3.4. The planning commission shall not be bound by any comments or tentative judgments made at this time and may require the applicant to sign an affidavit acknowledging the advisory nature of the preliminary site plan review process. Comments made at this stage shall not be construed to constitute approval or disapproval of a preliminary or final site plan.

B. Final site plan review.

1. Each site plan submitted for final review shall contain the following information, unless waived by the zoning enforcement officer.
 - a. The date, north arrow, and scale. The scale shall be not less than one (1) inch equals twenty (20) feet for property under three (3) acres and at least one (1) inch equals one hundred (100) feet for those three (3) acres or more.
 - b. The name and firm address of the professional individual responsible for the preparation of the site plan.
 - c. The name and address of the property owner or petitioner.
 - d. A location sketch.
 - e. Legal description of the subject property.
 - f. The size (in acres) of the subject property.
 - g. Property lines and required setbacks shown and dimensioned.
 - h. The location of all existing structures, driveways, and parking areas within one hundred (100) feet of the subject property's boundary.
 - i. The location and dimensions of all existing and proposed structures on the subject property, including existing or proposed signs.
 - j. The location of all existing and proposed drives (including dimensions and radii), acceleration/deceleration lanes, sidewalks, signs, exterior lighting, curbing, parking areas (including the dimensions of a typical parking space and the total number of parking spaces to be provided), and unloading areas.
 - k. The location, pavement width, and right-of-way width of all streets, and access easements within one hundred (100) feet of the subject property.
 - l. The existing zoning and use of all properties abutting the subject property.
 - m. The location of all existing vegetation and the location, type, and size of all proposed landscaping, and the location, height and type of existing and proposed fences and walls.
 - n. Size and location of existing and proposed utilities, including any proposed connections to public sewer or water supply systems.
 - o. The location and size of all surface water drainage facilities.
 - p. Existing and proposed topographic contours at a minimum of ~~five~~ two (~~52~~) foot intervals.
 - q. Recreation areas, common use areas, floodplain areas and areas to be conveyed for public use and purpose.
 - r. Cost estimates for all public improvements included as part of any performance guarantee.

- s. Location and type of drainage, storm sewers and other facilities, including surface and subsurface drainage for all impermeable surfaces on the site and all drainage calculations.
- t. Existing and proposed water main and sanitary sewer, natural gas, electric, telephone, cable television and other utilities, the proposed location of connections to existing utilities and any proposed extensions thereof.
- 2. The planning commission or zoning enforcement officer may require additional information to be illustrated on the site plan beyond what is required in this Section to consider the impact of the project upon adjacent properties and the general public. The planning commission or zoning enforcement officer may also require the submission of special studies or research including, but not limited to, traffic impact studies, environmental impact statements or hydrogeological studies to aid in the evaluation of any site plan. The planning commission may request from the applicant any additional graphics or written materials, prepared by a qualified person or persons, to assist in determining the appropriateness of the site plan. Such material may include, but need not be limited to, aerial photography, photographs, traffic impacts, impact on significant natural features and drainage, soil tests, building elevations, and any other pertinent information.
- 3. The planning commission shall approve, deny, or approve with conditions the final site plan based on the requirements of this ordinance, and specifically, the standards of section 18.10.

~~(Ord. No. 95-06, § 1, 12-27-95)~~

SECTION 18.05. - APPLICATION AND REVIEW.

- A. Twelve (12) copies (unless otherwise required) and a PDF of a site plan, a completed application form, and an application fee shall be submitted to the zoning enforcement officer by the petitioner or his/her designated agent, at least twenty one (21) days prior to the next regular planning commission meeting, or as prescribed by the planning commission or zoning enforcement officer. The zoning enforcement officer shall ~~cause~~ place the application the submittal to be placed on the agenda of the next regular planning commission meeting.
- A.B. The planning commission may hold a public hearing on any application for site plan review, though it is not required. If held, notice of such public hearing shall be provided in accordance with section 22.06 of this Ordinance.
- B.C. At the regular planning commission meeting or subsequent meeting, ~~The~~ the planning commission shall ~~have the responsibility and authorization to~~ approve, ~~disapproved~~ deny, or approve subject to conditions, the final site plan, in accordance with this chapter and the purpose of this ordinance. The planning commission shall make its decision within a reasonable time of receiving the application and any other materials deemed necessary.
- C.D. Any conditions or modifications desired by the planning commission shall be recorded in the minutes of the appropriate planning commission meeting.

~~D.E.~~ Three (3) copies of the approved final site plan shall be signed and dated by the applicant and by the ~~city manager or his/her designee~~secretary of the planning commission, or such other member acting in the place of the secretary. One (1) of these approved copies shall be kept on file by the city clerk as part of the records of the planning commission, one (1) shall be kept on file by the zoning enforcement officer for use in the building permit review process, and the other shall be returned to the ~~petitioner applicant~~ or his/her designated representative.

~~E.F.~~ As a condition of approval of a site plan review, the planning commission or zoning enforcement officer, whichever is designated as the approving authority, may require a financial guarantee ~~pursuant to section 22.04 of sufficient sum to assure the installation of those features or components of the approved activity or construction which are considered necessary to protect the health, safety, and welfare of the public and of users or inhabitants of the proposed development. Such features or components, hereafter referred to as "improvements," may include, but shall not be limited to, streets, curbing, landscaping, fencing, walls, screening, lighting, drainage facilities, sidewalks, driveways, utilities, and similar items. Performance guarantees shall be processed as required in section 22.03, B.~~

~~F.A.~~ Each development shall be under construction within one (1) year after the date of approval of the final site plan, except as noted below.

~~1. The planning commission may grant one (1) six (6) month extension of such time period, provided the applicant requests, in writing, an extension prior to the date of the expiration of the final site plan.~~

~~2.1. The extension shall be approved if the applicant presents reasonable evidence to the effect that said development has encountered unforeseen difficulties beyond the control of the applicant, and the project will proceed within the extension period.~~

~~3.1. If neither of the above provisions are fulfilled or the six (6) month extension has expired prior to construction, the final site plan approval shall be null and void.~~

SECTION 18.06. - REVIEW STANDARDS.

The following standards shall be utilized by the planning commission in reviewing all site plans. These standards are intended to provide a frame of reference for the applicant in the preparation of site plans as well as for the reviewing authority in making judgment concerning them. These standards shall not be regarded as inflexible requirements. They are not intended to discourage creativity, invention, or innovation.

- 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.
- 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.

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

SECTION 18.07. – APPROVED SITE PLANS

A. **Timeframe.** Each development shall be under construction within one (1) year after the date of approval of the final site plan, except as noted below.

2. The planning commission may grant one (1) six (6) month extension of such time period, provided the applicant requests, in writing, an extension prior to the date of the expiration of the final site plan.

3. The extension shall be approved if the applicant presents reasonable evidence to the effect that said development has encountered unforeseen difficulties beyond the control of the applicant, and the project will proceed within the extension period.

4. If neither of the above provisions are fulfilled or the six (6) month extension has expired prior to construction, the final site plan approval shall be null and void.

If a site plan expires pursuant to subsection 19.06.3, above, no work may be undertaken until a new site plan has been approved by the planning commission or zoning enforcement officer pursuant to the standards of this chapter.

B. **Site Plan Approval.** A site plan shall be approved if it contains the information required by, and is in compliance with, this ordinance, the conditions imposed pursuant to the ordinance, other applicable ordinances, and local, state, and federal statutes.

C. **Conformity to Approved Site Plans.** Property which is the subject of site plan approval must be developed in strict compliance with the approved site plan and any amendments or changes thereto which have received the approval of the planning commission or zoning enforcement officer. If construction and development does not conform with such approved plans, the approval may be revoked by the zoning enforcement officer by written notice of such revocation posted upon the premises involved and mailed to the applicant or developer. Upon revocation of such approval, all construction activities shall immediately cease upon the site, other than for the purpose of correcting the violation.

~~SECTION 18.07. -- PLAT REQUIREMENTS.~~

~~In those instances in which Act 288, Public Acts of 1967, as amended, the Subdivision Control Act, is involved, the owner shall, after site plan approval, submit the preliminary and final plats to the proper officer in conformance with Act 288, and in accordance with all other applicable codes, acts and ordinances. Such plats shall remain in conformance with the approved site plan.~~

~~(Ord. No. 95-06, § 1, 12-27-95)~~

~~SECTION 18.08. -- ADMINISTRATIVE FEES.~~

~~Any site plan application shall be accompanied by a fee, in an amount to be established by the city council. Such fee shall be for the purpose of payment for the administrative costs and services expended by the city in the implementation of this chapter and the processing of the application. Such fee may be used to reimburse another party retained by the city to provide expert consultation and advice regarding the application. No part of such fee shall be returnable.~~

~~(Ord. No. 95-06, § 1, 12-27-95)~~

SECTION 18.09. - CHANGES IN THE APPROVED SITE PLAN.

Changes to the approved site plan shall be permitted only under the following circumstances:

- A. The holder of an approved site plan shall notify the zoning enforcement officer of any proposed change to an approved site plan.
- B. Minor changes may be approved by the zoning enforcement officer upon determining that the proposed revision(s) will not alter the basic design nor any specified conditions imposed as part of the original approval. Minor changes shall include the following:
 1. Change in the building size, up to five (5) percent in total floor area.
 2. Movement of buildings or other structures by no more than ten (10) feet.
 3. Replacement of plant material specified in the landscape plan with comparable materials of an equal or greater size.
 4. Changes in building materials to a comparable or higher quality.
 5. Changes in floor plans which do not alter the character of the use.
 6. Changes required or requested by the city, the Kent County Road Commission, or other county, state or federal regulatory agency in order to conform to other laws or regulations.
- C. A proposed change not determined by the zoning enforcement officer to be minor shall be submitted to the planning commission as a site plan amendment and shall be reviewed in the same manner as the original application.

SECTION 18.10. - APPEAL.

With regard to site plan approval decisions, an appeal may be taken to the board of zoning appeals in the same manner as other administrative decisions. The concurring vote of a majority of the members of the board of zoning appeals shall be necessary to reverse any decision by the planning commission, or to decide in favor of the applicant. The appeal may be taken by any person aggrieved or by any officer, department, board, or bureau of the city, county, or state. The board of zoning appeals shall state the grounds of each determination. An appeal to the board of zoning appeals must be taken within ten (10) days of the decision complained of by the appellant.

~~If any person shall be aggrieved by the action of the planning commission, appeal in writing to the board of appeals may be taken within ten (10) days after the date of such action. The board of appeals shall fix a time and place for a public hearing to be published in a newspaper prior to the hearing. All interested parties shall be afforded the opportunity to be heard. After such hearing the board of appeals shall affirm or reverse the action of the planning commission, stating its findings and the reasons for its action and a written copy of such findings, reasons, and action shall be given to the appellant. (Ord. No. 95-06, § 1, 12-27-95)~~

| Draft 03.06.20

CHAPTER 18. - SITE PLAN REVIEW

SECTION 18.01. - PURPOSE.

The purpose of this chapter is to provide for consultation and cooperation between the applicant and the planning commission in order that the applicant may accomplish planned objectives in the utilization of land within the regulations of this zoning ordinance. It is also intended to ensure that the development may be completed with minimum adverse effect on the use of adjacent streets and highways, and on existing and future uses and environment in the immediate area and general vicinity, and to ensure that a proposed land use or activity is in compliance with this ordinance.

SECTION 18.02. - REGULATION.

In accordance with the provisions of this chapter, the planning commission shall be provided a site plan of the proposed development prior to the creation or establishment of a use or the construction, expansion, or alteration of a building or structure in the districts and conditions cited below:

- A. Uses permitted by right in the following zoning districts, except as noted in section 18.03:
 - 1. R-3 Multiple-Family District;
 - 2. MHP Manufactured Home Park District;
 - 3. C-1 Neighborhood Business District;
 - 4. C-2 Central Business District;
 - 5. C-3 General Business District;
 - 6. I Industrial District;
 - 7. I-L Light Industrial District;
 - 8. PUD Planned Unit Development;
 - 9. PF Public Facilities District.
 - 10. MU Mixed Use District
 - 11. RE River's Edge District
- B. Special land uses in all zoning districts
- C. In the SR, R-1, and R-2 districts, site plan approval by the planning commission shall be required for all uses other than single-family dwellings or two family dwellings or their accessory buildings.

SECTION 18.03. - EXCEPTIONS.

- A. Site plan review by the planning commission shall not be required for a single- or two-family dwelling or their accessory buildings, state licensed residential family care facilities, family day care homes, home occupations, or PUD final site plans as provided in section 15.11.
- B. The zoning enforcement officer shall be the reviewing body for site plans meeting both of the following conditions:
 - 1. Where the proposed use is permitted by right in the zoning district in which it is to be located
 - 2. No additions, alterations, or exterior changes to the building are proposed.
- C. In cases where both of the criteria of subsection B above are met, the zoning enforcement officer shall have the following authority:
 - 1. The zoning enforcement officer may establish conditions of approval to ensure compliance with the zoning ordinance.
 - 2. The zoning enforcement office may request from the applicant any additional information that will assist in determining if the site plan meets the requirements of this ordinance.
 - 3. In cases where it is unclear whether or not a site plan meets the conditions set forth in this section, the zoning enforcement officer shall refer the site plan to the planning commission for review and action pursuant to the requirements of this chapter.
- D. The exceptions listed in this section are not intended to exempt any particular use or site plan from the requirements of this ordinance.

SECTION 18.04. - SITE PLAN REQUIREMENTS.

- A. Preliminary site plan review.
 - 1. A preliminary site plan may be submitted to the planning commission for review prior to final site plan review. The purpose of the preliminary site plan review is to allow discussion between the applicant and the planning commission to inform the applicant of the general acceptability of the proposed plans prior to incurring extensive engineering and other costs which may be necessary for the review of the final site plan.
 - 2. Preliminary site plans shall include the following, unless deemed unnecessary by the zoning enforcement officer.
 - a. Small-scale sketch of properties, streets and use of land within one quarter ($\frac{1}{2}$) mile of the subject property.
 - b. Twelve (12) copies of a site plan at a scale of not more than one (1) inch equals one hundred (100) feet ($1" = 100'$) showing any existing or proposed arrangement of:

- 1) Existing adjacent streets and proposed streets and existing curb cuts within one hundred (100) feet of the property.
 - 2) All lot lines with dimensions.
 - 3) Parking lots and access points.
 - 4) Proposed buffer strips or screening.
 - 5) Significant natural features; and other natural characteristics, including but not limited to open space, stands of trees, brooks, ponds, floodplains, hills, and similar natural assets.
 - 6) Location of any signs not attached to the building.
 - 7) Existing and proposed buildings, including existing buildings or structures within one hundred (100) feet of the boundaries of the property.
 - 8) General topographical features including contour intervals no greater than ten (10) feet.
 - 9) Number of acres allocated to each proposed use and gross area in building, structures, parking, public and/or private streets and drives, and open space.
 - 10) Dwelling unit densities by type, if applicable.
 - 11) Proposed method of providing sewer and water service, as well as other public and private utilities.
 - 12) Proposed method of providing storm drainage.
 - 13) Written description of the computation for required parking.
 - 14) Exterior lighting.
3. The planning commission shall review the preliminary site plan and make such recommendations to the applicant that will cause the plan to be in conformance with the review standards required by this section and this ordinance. To this end, the commission may request from the applicant any additional graphics or written materials, prepared by a qualified person or persons, to assist in determining the appropriateness of the site plan. Such material may include, but need not be limited to, aerial photography, photographs; traffic impacts; impact on significant natural features and drainage; soil tests; and other pertinent information.
 4. The planning commission shall not be bound by any comments or tentative judgments made at this time and may require the applicant to sign an affidavit acknowledging the advisory nature of the preliminary site plan review process. Comments made at this stage shall not be construed to constitute approval or disapproval of a preliminary or final site plan.

B. Final site plan review.

1. Each site plan submitted for final review shall contain the following information, unless waived by the zoning enforcement officer.
 - a. The date, north arrow, and scale. The scale shall be not less than one (1) inch equals twenty (20) feet for property under three (3) acres and at least one (1) inch equals one hundred (100) feet for those three (3) acres or more.
 - b. The name and firm address of the professional individual responsible for the preparation of the site plan.
 - c. The name and address of the property owner or petitioner.
 - d. A location sketch.
 - e. Legal description of the subject property.
 - f. The size (in acres) of the subject property.
 - g. Property lines and required setbacks shown and dimensioned.
 - h. The location of all existing structures, driveways, and parking areas within one hundred (100) feet of the subject property's boundary.
 - i. The location and dimensions of all existing and proposed structures on the subject property, including existing or proposed signs.
 - j. The location of all existing and proposed drives (including dimensions and radii), acceleration/deceleration lanes, sidewalks, signs, exterior lighting, curbing, parking areas (including the dimensions of a typical parking space and the total number of parking spaces to be provided), and unloading areas.
 - k. The location, pavement width, and right-of-way width of all streets, and access easements within one hundred (100) feet of the subject property.
 - l. The existing zoning and use of all properties abutting the subject property.
 - m. The location of all existing vegetation and the location, type, and size of all proposed landscaping, and the location, height and type of existing and proposed fences and walls.
 - n. Size and location of existing and proposed utilities, including any proposed connections to public sewer or water supply systems.
 - o. The location and size of all surface water drainage facilities.
 - p. Existing and proposed topographic contours at a minimum of two (2) foot intervals.
 - q. Recreation areas, common use areas, floodplain areas and areas to be conveyed for public use and purpose.
 - r. Cost estimates for all public improvements included as part of any performance guarantee.

- s. Location and type of drainage, storm sewers and other facilities, including surface and subsurface drainage for all impermeable surfaces on the site and all drainage calculations.
- t. Existing and proposed water main and sanitary sewer, natural gas, electric, telephone, cable television and other utilities, the proposed location of connections to existing utilities and any proposed extensions thereof.

The planning commission or zoning enforcement officer may require additional information to be illustrated on the site plan beyond what is required in this Section to consider the impact of the project upon adjacent properties and the general public. The planning commission or zoning enforcement officer may also require the submission of special studies or research including, but not limited to, traffic impact studies, environmental impact statements or hydrogeological studies to aid in the evaluation of any site plan.

SECTION 18.05. - APPLICATION AND REVIEW.

- A. Twelve (12) copies (unless otherwise required) and a PDF of a site plan, a completed application form, and an application fee shall be submitted to the zoning enforcement officer by the petitioner or his/her designated agent at least twenty one (21) days prior to the next regular planning commission meeting, or as prescribed by the planning commission or zoning enforcement officer. The zoning enforcement officer shall place the application on the agenda of the next regular planning commission meeting.
- B. The planning commission may hold a public hearing on any application for site plan review, though it is not required. If held, notice of such public hearing shall be provided in accordance with section 22.06 of this Ordinance.
- C. At the regular planning commission meeting or subsequent meeting, the planning commission shall approve, deny, or approve subject to conditions, the final site plan, in accordance with this chapter and the purpose of this ordinance. The planning commission shall make its decision within a reasonable time of receiving the application and any other materials deemed necessary.
- D. Any conditions or modifications desired by the planning commission shall be recorded in the minutes of the appropriate planning commission meeting.
- E. Three (3) copies of the approved final site plan shall be signed and dated by the applicant and by the city manager or his/her designee. One (1) of these approved copies shall be kept on file by the city clerk as part of the records of the planning commission, one (1) shall be kept on file by the zoning enforcement officer for use in the building permit review process, and the other shall be returned to the applicant or his/her designated representative.
- F. As a condition of approval of a site plan review, the planning commission or zoning enforcement officer, whichever is designated as the approving authority, may require a financial guarantee pursuant to section 22.04.

SECTION 18.06. - REVIEW STANDARDS.

The following standards shall be utilized by the planning commission in reviewing all site plans. These standards are intended to provide a frame of reference for the applicant in the preparation of site plans as well as for the reviewing authority in making judgment concerning them. These standards shall not be regarded as inflexible requirements. They are not intended to discourage creativity, invention, or innovation.

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

SECTION 18.07. – APPROVED SITE PLANS

- A. Timeframe. Each development shall be under construction within one (1) year after the date of approval of the final site plan, except as noted below.
 - 1. The planning commission may grant one (1) six (6) month extension of such time period, provided the applicant requests, in writing, an extension prior to the date of the expiration of the final site plan.
 - 2. The extension shall be approved if the applicant presents reasonable evidence to the effect that said development has encountered unforeseen difficulties beyond the control of the applicant, and the project will proceed within the extension period.
 - 3. If neither of the above provisions are fulfilled or the six (6) month extension has expired prior to construction, the final site plan approval shall be null and void.

If a site plan expires pursuant to subsection 19.06.3, above, no work may be undertaken until a new site plan has been approved by the planning commission or zoning enforcement officer pursuant to the standards of this chapter.

- B. Site Plan Approval. A site plan shall be approved if it contains the information required by, and is in compliance with, this ordinance, the conditions imposed pursuant to the ordinance, other applicable ordinances, and local, state, and federal statutes.
- C. Conformity to Approved Site Plans. Property which is the subject of site plan approval must be developed in strict compliance with the approved site plan and any amendments or changes thereto which have received the approval of the planning commission or zoning enforcement officer. If construction and development does not conform with such approved plans, the approval may be revoked by the zoning enforcement officer by written notice of such revocation posted upon the premises involved and mailed to the applicant or developer. Upon revocation of such approval, all construction activities shall immediately cease upon the site, other than for the purpose of correcting the violation.

SECTION 18.09. - CHANGES IN THE APPROVED SITE PLAN.

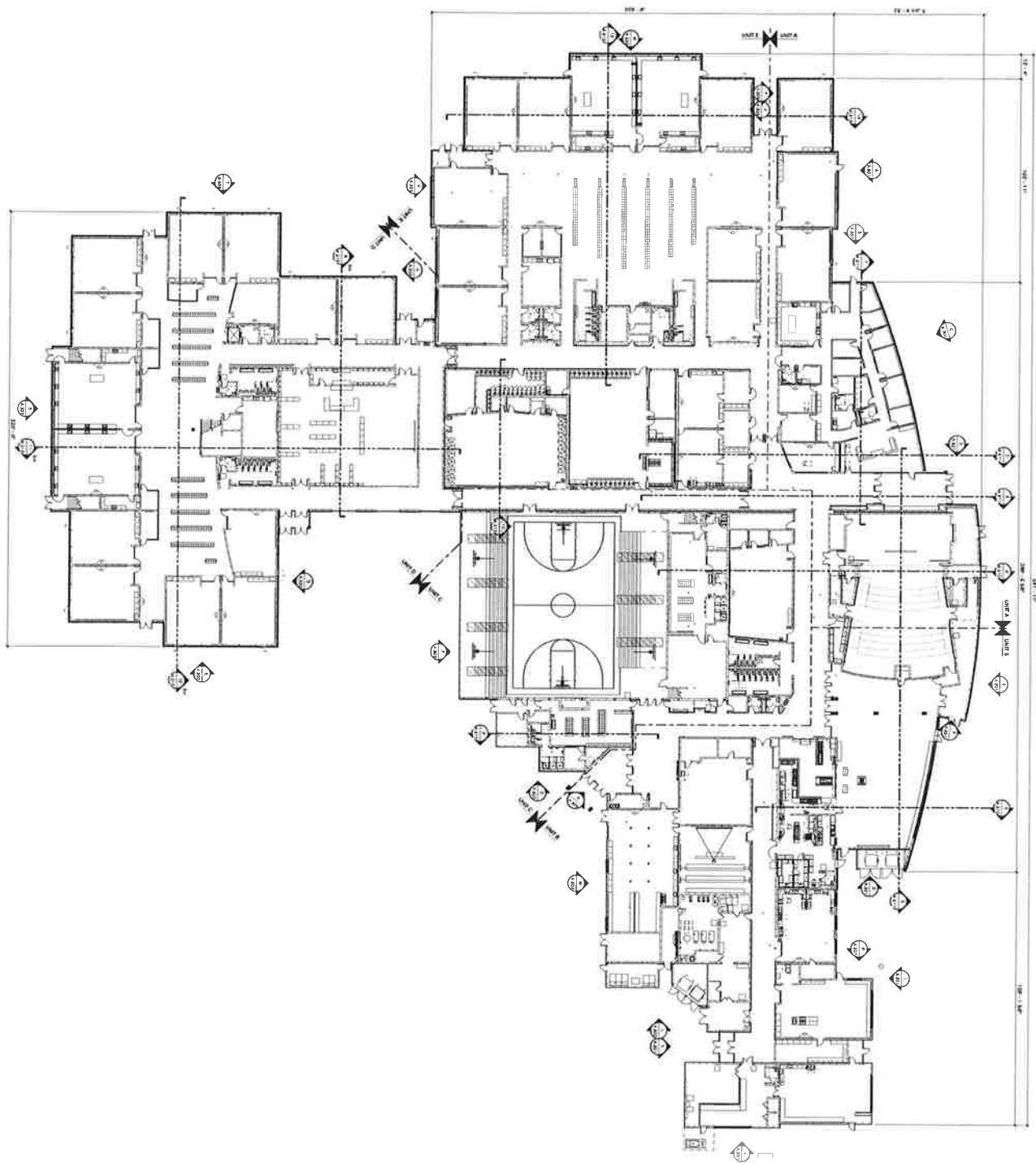
Changes to the approved site plan shall be permitted only under the following circumstances:

- A. The holder of an approved site plan shall notify the zoning enforcement officer of any proposed change to an approved site plan.
- B. Minor changes may be approved by the zoning enforcement officer upon determining that the proposed revision(s) will not alter the basic design nor any specified conditions imposed as part of the original approval. Minor changes shall include the following:
 - 1. Change in the building size, up to five (5) percent in total floor area.
 - 2. Movement of buildings or other structures by no more than ten (10) feet.
 - 3. Replacement of plant material specified in the landscape plan with comparable materials of an equal or greater size.
 - 4. Changes in building materials to a comparable or higher quality.
 - 5. Changes in floor plans which do not alter the character of the use.
 - 6. Changes required or requested by the city, the Kent County Road Commission, or other county, state or federal regulatory agency in order to conform to other laws or regulations.
- C. A proposed change not determined by the zoning enforcement officer to be minor shall be submitted to the planning commission as a site plan amendment and shall be reviewed in the same manner as the original application.

SECTION 18.10. - APPEAL.

With regard to site plan approval decisions, an appeal may be taken to the board of zoning appeals in the same manner as other administrative decisions. The concurring vote of a majority of the members of the board of zoning appeals shall be necessary to reverse any decision by the planning commission, or to decide in favor of the applicant. The appeal may be taken by any person aggrieved or by any officer, department, board, or bureau of the city, county, or state. The board of zoning appeals shall state the grounds of each determination. An appeal to the board of zoning appeals must be taken within ten (10) days of the decision complained of by the appellant.

OVERALL FIRST FLOOR PLAN



SHEET TITLE
OVERALL FIRST FLOOR PLAN

OWNER
LOWELL AREA SCHOOLS

PROJECT TITLE
LOWELL MIDDLE SCHOOL ADDITIONS &
RENOVATION

Lowell, Michigan

SHEET NUMBER
A 101
18147.50

DATE
JANUARY 30, 2020

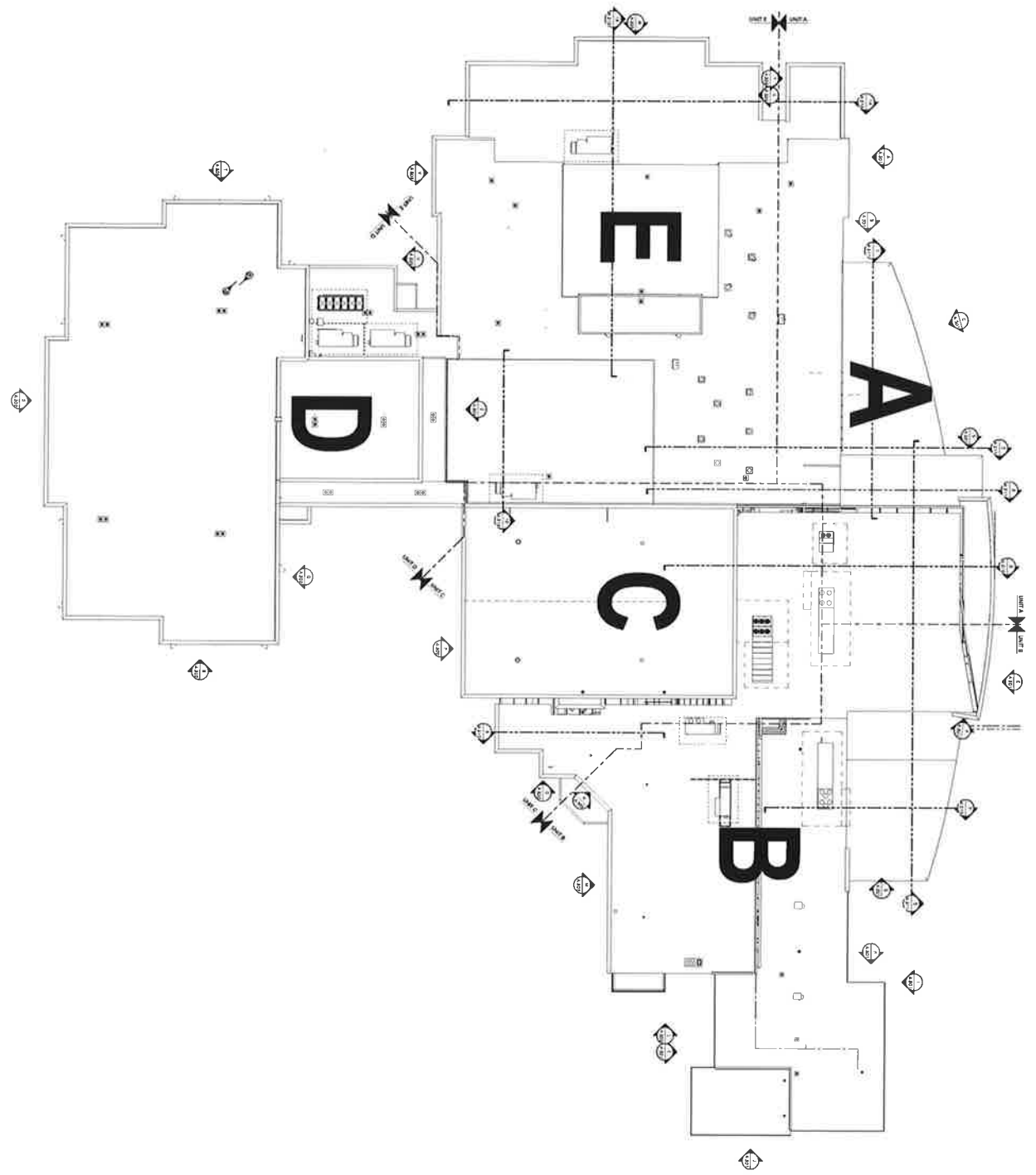
REVISIONS

PRELIMINARY

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616.450.9944 ext. 616.450.9944 269.341.8133 ext. 269.341.8133
www.towerpinkster.com

EXTERIOR ELEVATION REFERENCE PLAN
1" = 20'-0"



SHEET TITLE
EXTERIOR ELEVATION REFERENCE
PLAN

SHEET NUMBER
A 300
18147.50

DATE
JANUARY 30, 2020

OWNER
LOWELL AREA SCHOOLS

Lowell, Michigan

PROJECT TITLE
LOWELL MIDDLE SCHOOL ADDITIONS &
RENOVATION

DESIGNED BY
DATE

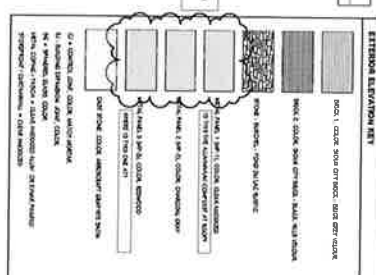
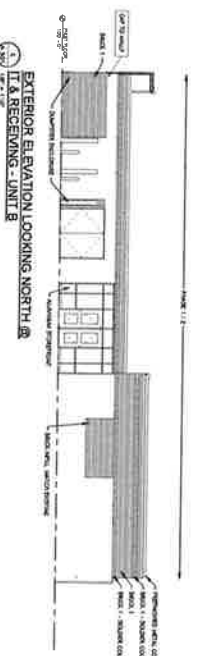
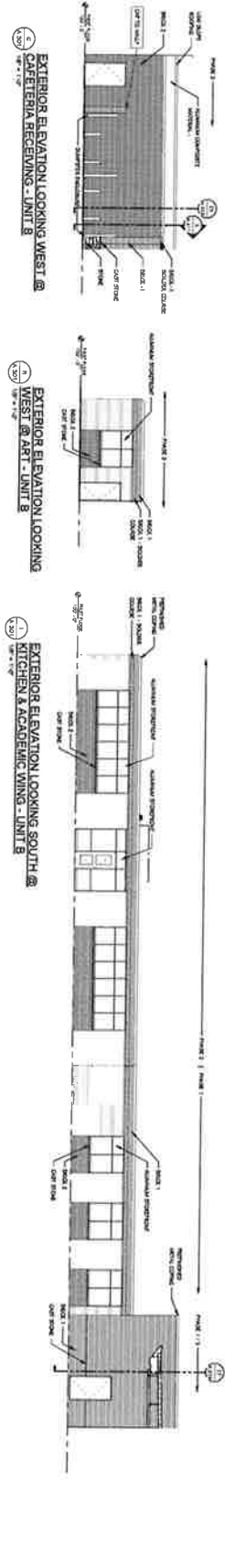
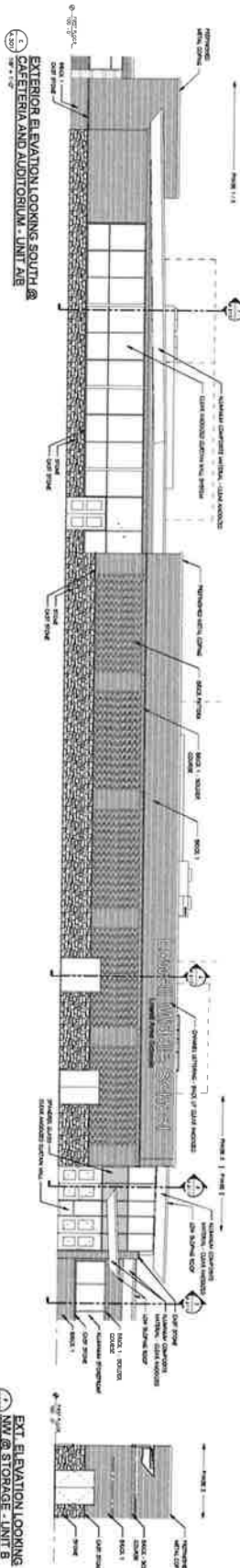
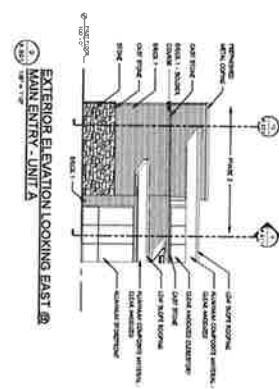
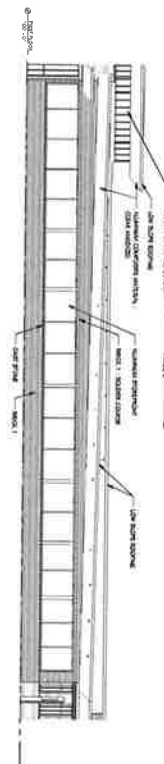
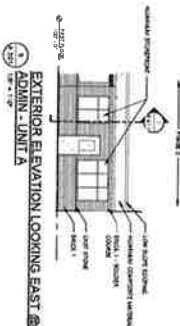
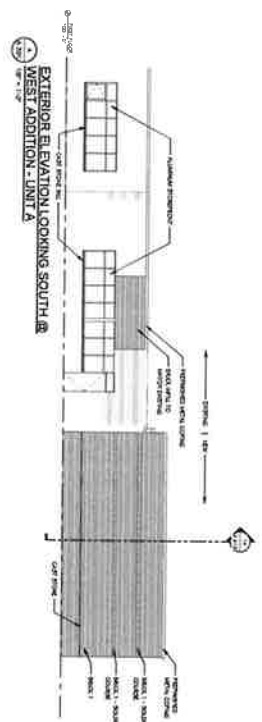
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• 2020 AIA National Green Building Award



SHEET TITLE
EXTERIOR ELEVATIONS

SHEET NUMBER
A 301
18147.50

DATE
JANUARY 30, 2020

OWNER
LOWELL AREA SCHOOLS

Lowell, Michigan

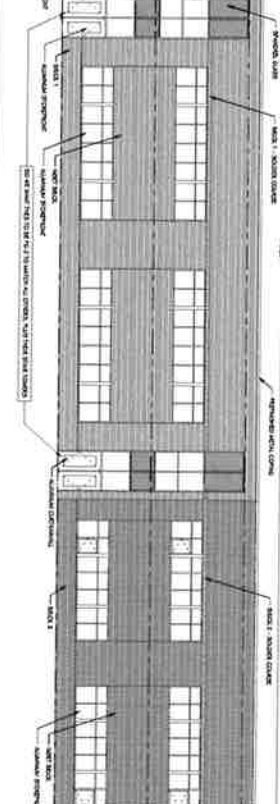
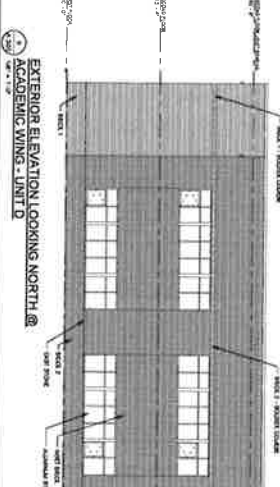
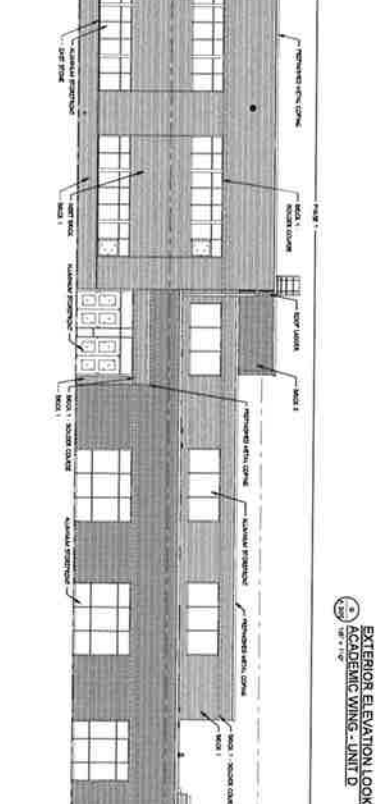
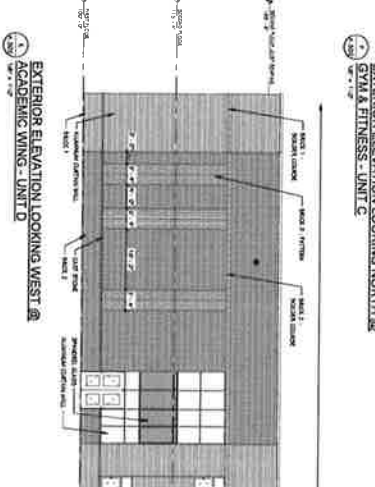
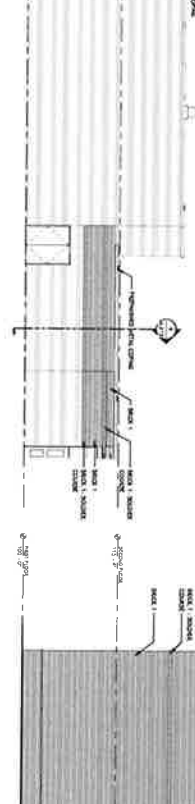
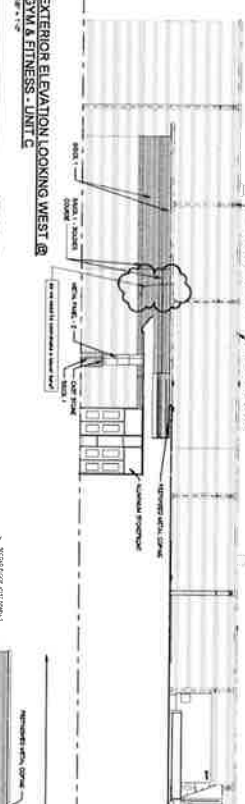
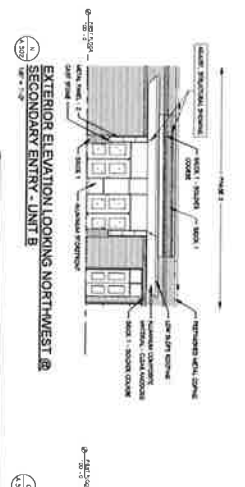
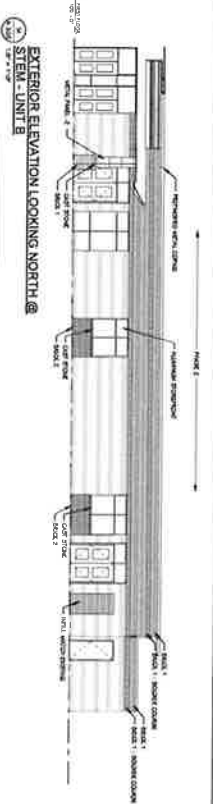
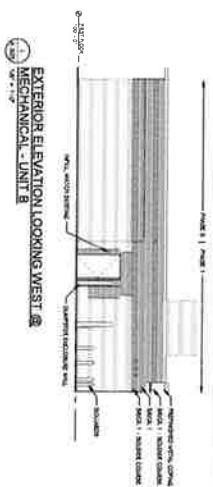
PROJECT TITLE
**LOWELL MIDDLE SCHOOL ADDITIONS &
RENOVATION**

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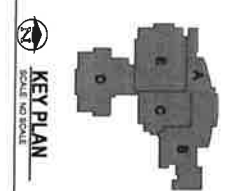
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242 East Palmetto Avenue, Suite 200
Kalamazoo, Michigan 49007-1828
269.343.8133 ext. 201 fax 269.343.8133



EXTERIOR ELEVATION KEY

	WALL 1 - CONCRETE BLOCK WITH STAINLESS STEEL CLADDING
	WALL 2 - CONCRETE BLOCK WITH STAINLESS STEEL CLADDING
	WALL 3 - CONCRETE BLOCK WITH STAINLESS STEEL CLADDING
	WALL 4 - CONCRETE BLOCK WITH STAINLESS STEEL CLADDING
	WALL 5 - CONCRETE BLOCK WITH STAINLESS STEEL CLADDING
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	WALL 17 - CONCRETE BLOCK WITH STAINLESS STEEL CLADDING
	WALL 18 - CONCRETE BLOCK WITH STAINLESS STEEL CLADDING
	WALL 19 - CONCRETE BLOCK WITH STAINLESS STEEL CLADDING
	WALL 20 - CONCRETE BLOCK WITH STAINLESS STEEL CLADDING



SHEET TITLE
EXTERIOR ELEVATIONS

SHEET NUMBER
A 302
18147.50

DATE
JANUARY 30, 2020

OWNER
LOWELL AREA SCHOOLS

Lowell, Michigan

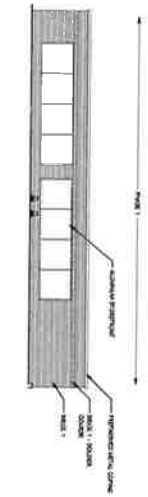
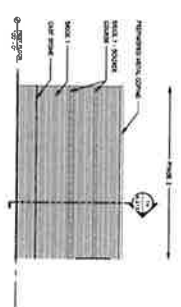
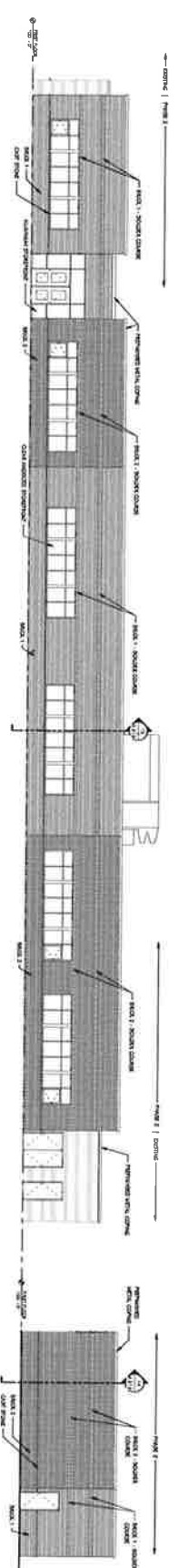
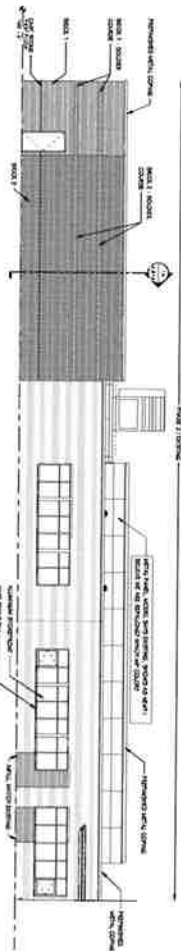
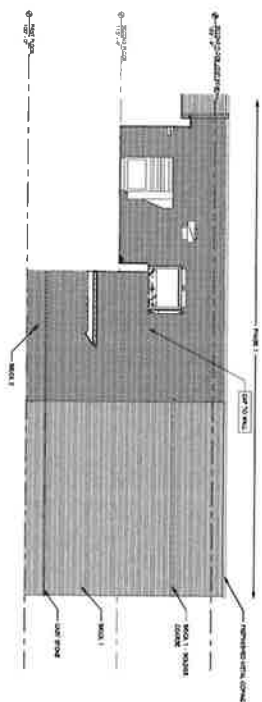
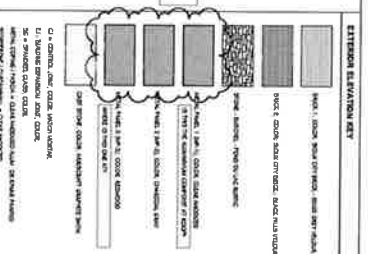
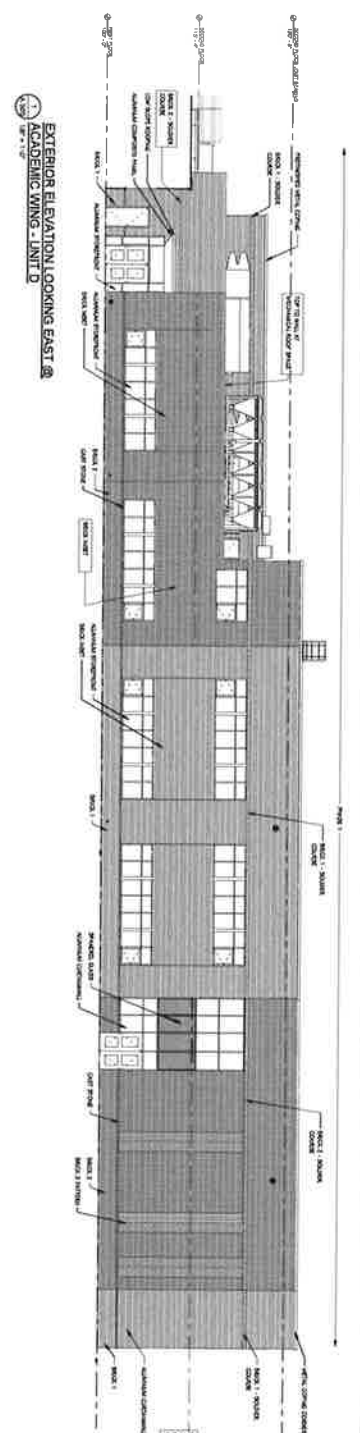
PROJECT TITLE
LOWELL MIDDLE SCHOOL ADDITIONS & RENOVATION

Architect
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Architecture - Engineering - Interiors

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DATE
JAN 31, 2020



LOWELL MIDDLE SCHOOL

SHEET TITLE
EXTERIOR ELEVATIONS

SHEET NUMBER
A 303
18147.50

DATE: JANUARY 30, 2020

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Lowell, Michigan

PROJECT TITLE
**LOWELL MIDDLE SCHOOL ADDITIONS &
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2020					
Open Date	Close Date	Address	Name/Business	Subject	
01/6/2020	01/16/2020	930 Sibley	Darla Maloney	Egress Window	
02/21/2020	02/21/2020	159 S. West	Suzie Reinbold	Various Repairs	