



301 East Main Street
Lowell, Michigan 49331
Phone (616) 897-8457
Fax (616) 897-4085

PLANNING COMMISSION-CITIZEN ADVISORY COMMITTEE
CITY OF LOWELL, MICHIGAN
AGENDA
FOR THE REGULAR MEETING OF
MONDAY, APRIL 10, 2017 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. March 13, 2017 – Regular Meeting
 - b. March 23, 2017 – Special Meeting
4. PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA
5. OLD BUSINESS
 - a. Zoning Ordinance Revisions – Chapter 4 – Copies will be provided at the meeting or prior
 - b. Zoning Ordinance Revisions – Chapter 17 – Copies will be provided at the meeting or prior
 - c. Discussion regarding West Michigan Regional Planning Commission (WMRPC)
6. NEW BUSINESS
 - a. New Union Brewery; Site Plan and Special Land Use Amendment
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, MARCH 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 and the Pledge of Allegiance was recited.

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

Absent: Commissioners James Zandstra and John Gerard.

Also Present: Deputy Clerk Theresa Mundt, City Manager Mike Burns and Williams and Works Planner Andy Moore.

2. **EXCUSE OF ABSENCES**

IT WAS MOVED BY SALZWEDEL and seconded by CADWALLADER to excuse the absences of Commissioners Zandstra and Gerard.

YES: 5. NO: 0. ABSTAIN: 0. ABSENT: 2. MOTION CARRIED.

3. **APPROVAL OF AGENDA.**

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

YES: 5. NO: 0. ABSENT: 2. MOTION CARRIED.

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

IT WAS MOVED BY CADWALLADER and seconded by TEELANDER that the minutes of the February 13, 2017 regular meeting be approved as written.

YES: 5. NO: 0. ABSENT: 2. MOTION CARRIED.

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

There were no comments.

6. **OLD BUSINESS.**

a. **Zoning Ordinance Revisions – Chapter 4.**

Andy Moore with Williams and Works gave the updates to “Chapter 4 – Landscaping” as discussed previously by the Commission.

b. Zoning Ordinance Revisions – Chapter 17.

Andy Moore with Williams and Works reviewed various changes of “Chapter 17 – Special Land Use”. Moore will update Chapter 17, Sections 17.02 and 17.03 for approval at the next meeting. Moore will provide a ‘red line’ version of “Section 17.04 – Site Design Standards” for the next meeting.

c. Discussion regarding West Michigan Regional Planning Commission (WMRPC).

City Clerk Susan Ullery provided a memo regarding the price for joining the organization. The cost is based upon the population of the City at a cost of 6.5 cents per person. It is also necessary for the City to have a representative serving on their board as well as a representative serving on the Economic Development Board.

City Manager Burns advised he was not familiar with WMRPC. Chair Barker advised he was a member of this firm when he was in Casco Township. Barker advised that he would contact a representative to acquire additional information if the Commission approves. He also mentioned WMRPC does not include non-member communities in their Comprehensive Economic Development Strategy (CEDs), which is the link to U.S. Economic Development Administration (EDA) grants for public infrastructure improvements.

7. NEW BUSINESS.

There was no new business.

8. STAFF REPORT

Chair Barker commented that it was good to see The Granite Company moving forward.

9. COMMISSIONERS REMARKS

Chair Barker advised he would like to cancel the April 10, 2017 meeting since there is a special meeting on March 23, 2017. The next meeting would be May 8, 2017.

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

DATE:

APPROVED:

Bruce Barker, Chair

Susan S. Ullery, City Clerk

**OFFICIAL PROCEEDINGS
OF THE
PLANNING COMMISSION-CITIZEN ADVISORY COMMITTEE
CITY OF LOWELL, MICHIGAN
FOR THE SPECIAL MEETING OF
MONDAY, MARCH 23, 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 and the Pledge of Allegiance was recited.

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

Absent: None.

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

2. **APPROVAL OF AGENDA.**

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

YES: 5. NO: 0. ABSENT: 0. MOTION CARRIED.

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

There were no comments.

4. **OLD BUSINESS.**

a. None.

5. **NEW BUSINESS.**

a. **Ronda Tire – Special Land Use and Site Plan Review.**

Neil Bowman, President of Design for Architects and representative for the project spoke in reference to Ronda Auto. The new service center will be about 10,000 square feet with hoists, alignment racks, oil change area, office and breakroom area. It will be partially heated with recycled oil. The entry will be attractive with masonry columns and a canopy. Approximately 31 parking spaces are planned for.

Dan Ronda of Ronda Auto Centers stated is excited and wants to serve the community better. Ronda Auto has an excellent staff as well.

Andy Moore of Williams and Works discussed the Site Plan with the Planning Commission and spoke regarding his memo to the Commission and reviewed the Site Plan review standards and Special Land Use Standards.

IT WAS MOVED BY CADWALLADER 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 any 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 vehicle access to the site.
5. The applicant shall comply with the standards of Section 19.06 regarding parking lot landscaping and submit an amended landscaping plan for review by the City Zoning Enforcement Officer. The applicant shall also add eight spaces and two islands or provide equivalent landscaping elsewhere on the site subject to review and approval by the Zoning Enforcement Officer.
6. The applicant shall submit lighting details to be reviewed and approved by the City Zoning Enforcement Officer.
7. The applicant shall provide a sidewalk connection to the sidewalk along Bowes Road.
8. The applicant shall provide signage to be reviewed and approved by the Zoning Enforcement Officer.

YES: Commissioner Cadwallader, Commissioner Chambers, Commissioner Zandstra, Commissioner Gerard, Commissioner Salzwedel, Commissioner Teelander, and Chair Barker.

NO: None. ABSENT: None. MOTION CARRIED.

6. **COMMISSIONERS REMARKS**

Chair Barker advised a special meeting is scheduled with the City Council on Monday, April 3rd regarding trails at 5:30 p.m. Also, the next Planning Commission meeting will be held on April 10th. An additional site plan review will be discussed.

7. **ADJOURNMENT:**

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

DATE:

APPROVED:

Bruce Barker, Chair

Susan S. Ullery, City Clerk

MEMORANDUM

To: City of Lowell Planning Commission
Date: March 30, 2017
From: Andy Moore, AICP
Nathan R. Mehmed
RE: **New Union Brewery: Site Plan and Special Land Use Amendment**

Mr. Tyler Velting has submitted an application for site plan review and special land use approval to add a temporary food kitchen trailer on an adjacent parcel (420 West Main) so as to provide limited food service to New Union Brewery located at 400 West Main Street, at the southwest corner of Hudson and West Main. The applicant has indicated that the approval requested would be for a time period no greater than six months. The principal parcel (400 West Main) measures about 132'x84' and is within the C-3 Zoning District. 420 West Main is an L-shape and consists of approximately one-half acre and is also within the C-3 Zoning District. The purpose of this memorandum is to review the site plan and special land use application pursuant to applicable standards of the City of Lowell Zoning Ordinance. The Zoning Ordinance requires that changes to an existing special land use be treated and processed in the same manner as the original application. Thus, site plan approval and a public hearing are also required.

Background. The applicant currently operates New Union Brewery in the existing building at 400 West Main Street which was approved by the Planning Commission in 2016. The facility includes a tasting room as well as brewing facilities and is permitted as a special land use in the C-3 district. The applicant has indicated that the temporary kitchen trailer will be painted the same color as the existing brewery building and will be placed completely or partially under/in the existing covered building on the neighboring property. It should be noted that both 400 and 420 West Main are owned by the same entity, and 400 W Main is leased to New Union Brewing.

New Union's longer-term plan is to place the kitchen trailer directly behind their building and have it located entirely on 400 W Main. This would require a variance from City Council in addition to special land use and site plan review and approval from the Planning Commission. Our understanding is that the applicant seeks the currently-proposed temporary arrangement as a bridge in order to get the kitchen up and running, and will be requesting the necessary variance(s) at a later date.

The applicant is also proposing to add some outdoor seating to the west of the facility, which would be fenced in and landscaped.

Typically the City does not allow for principal uses to be located on multiple lots, particularly when the lots are not under the control of the applicant. In this case, however, we feel that it can be permitted if (1) it is on a temporary basis and (2) if the neighboring property owner agrees to this arrangement in writing.

Site Plan Review. With regard to the site plan, we have the following comments:

Setbacks and Dimensional Requirements. 420 West Main has an area of about one-half acre and 400 West Main has an area of approximately 11,061 square feet. The minimum requirements of the C-3 district are a minimum area of 20,000 square feet and a minimum width of 100 feet, so 400 West Main is a legally nonconforming lot. Section 4.01(B) allows for nonconforming lots to be used as specified for the zoning district in which it is located, provided that no side yard is reduced to less than five feet and setbacks are met. The rear yard setback is nonconforming in that it is only 18 feet, where 35 is required. Further, 400 West Main is also nonconforming in that it exceeds the 60% of the lot coverage requirement. Due to these limitations and the nonconforming status of 400 West Main, the applicant has indicated that the temporary food kitchen trailer within the adjacent building is necessary until a more permanent option is determined. The structure located at 420 West Main is also nonconforming; however, due to the proposed placement of the temporary food kitchen trailer inside the building, the degree of nonconformity is not increasing, and thus acceptable.

Lighting. No additional lighting is proposed, although some limited lighting is possible around the outdoor patio west of the existing brewery. This should be confirmed with the applicant. Any lighting that is proposed must be compliant with the Zoning Ordinance.

Parking/Circulation. The applicant is not proposing any changes to parking as part of this amendment. The original approval included seven parking spaces on 400 West Main plus an additional thirteen deferred spaces to the west of the building on 420 West Main. Again, there is no minimum amount of parking required for the site, so the Planning Commission should discuss if the amount of parking is acceptable given the addition of an accessory use. The applicant has an informal arrangement with the property owner at 420 West Main Street to provide parking and also encourages patrons to park at the public lot at 302 West Main, directly east of the gas station at the southeast corner of the intersection.

Special Land Use Review. Section 17.03,A of the Zoning Ordinance sets forth four standards that the Planning Commission must find are met before approving a proposed special land use. Those standards, along with our comments, are as follows:

1. [The proposed special land use shall] Be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance, with the existing or intended character of the general vicinity and that such a use will not change the essential character of the area in which it is proposed.

Remarks: The proposed temporary food service trailer would be located within an existing building on 420 West Main Street and painted the same color as the brewery building. No significant exterior alterations are proposed. The Planning Commission may find that this standard is met.

2. [The proposed special land use shall] Be served adequately by essential public facilities and services such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities.

Remarks: The proposed use is sufficiently served and is accessible by transportation and emergency services. The applicant has indicated that the temporary trailer will be

inspected by the Kent County Health Department. The Planning Commission may find that this standard is met.

3. [The proposed special land use shall] Not create excessive additional requirements at public cost for public facilities and services; and

Remarks: It is not anticipated that proposed use would require many public services. The applicant has indicated that no additional public facilities or services will be needed to incorporate the use of the trailer. The Planning Commission may find that this standard is met.

4. The proposed special land use shall] Not involve uses, activities, processes, materials, and equipment or conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.

Remarks: The use will generally be conducted indoors except for occasional loading and unloading of materials. It is not expected that the use will generate excessive traffic, noise, smoke, fumes, glare or odors. While the cooking of food may cause odors during certain times, the small size of the operation will limit the extent of such odors. The Planning Commission may find that this standard is met.

Recommendation. At the April 10 public hearing, the Planning Commission should carefully consider the comments from the applicant and the public regarding the proposed amendment. Subject to those comments, we believe the Planning Commission can approve the proposed special land use amendment for a temporary food kitchen trailer at New Union Brewing with the conditions noted below. The motion for approval should incorporate the standards of Section 17.04A and 17.04DD, and the remarks in this memorandum may be used as a basis for such approval. Suggested conditions include:

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 and the site shall at all times comply with local standards and ordinances.
4. Any proposed lighting must be reviewed and approved by the Zoning Enforcement Officer prior to construction/placement of such lighting.
5. The Planning Commission considers the building at 420 West Main to be legally nonconforming. Expansion of the facility in such a way that increases the degree of nonconformance is not permitted.
6. The temporary food kitchen trailer may be used for a period of time not to exceed six consecutive months.
7. The applicant shall provide a written agreement with the property owner of 420 West Main Street for the proposed use of the property consistent with this approval.

8. All previous conditions and approvals associated with New Union Brewing shall remain in effect

As always, please feel free to contact me with questions or comments.



301 East Main Street
Lowell, Michigan 49331
Phone (616) 897-8457
Fax (616) 897-4085

March 21, 2017

Dear Sir/Madam:

Please take notice that the Lowell Planning Citizens Advisory Commission will hold a public hearing at a special meeting on Monday, April 10, 2017 at 7:00 pm., in the City Hall at 301 East Main Street, Lowell, Michigan. The subject of the hearing will be:

Special Land Use amendment request for New Union Brewery, 400 W. Main Street.

New Union Brewing has applied for an amendment to its existing special land use permit to add a building on the subject property for the purpose of serving food for on-site consumption, in addition to the principal use of producing and selling beer. Because this is an amendment to an existing special land use, a public hearing, along with review and approval from the Planning Commission, is required.

Copies of documentation on the special land use request and the City's Zoning Ordinance are available for public viewing during regular business hours at Lowell City Hall, 301 East Main Street, Lowell, Michigan. Written Comments will be received until the night of the hearing.

If you are planning to attend this hearing and are handicapped requiring any special assistance, please notify the City Clerk by calling at (616) 897-8457 as soon as possible.

Respectfully,

A handwritten signature in blue ink that reads "Susan Ullery".

Susan Ullery
City Clerk

Request Number: _____

Filing Fee: _____



301 East Main Street
Lowell, Michigan 49331
Phone (616) 897-8457
Fax (616) 897-4085

APPLICATION FOR SITE PLAN REVIEW / SPECIAL LAND USE

- All drawings must be sealed by an architect, engineer or surveyor unless waived by the Zoning Administrator.
- 15 copies of the site plan must be submitted to the City Manager's office no later than four weeks before the Planning Commission meeting to allow adequate staff review.
- The Planning Commission meets the fourth Monday of the month at 7:00 p.m. where plans are approved, rejected or modified.
- Preliminary plans may be presented for Planning Commission comment, but no final approval is given until all required conditions are met.
- After approval, public works and building permits must be secured before construction may commence.

1. Street Address and/or Location of Request: 400 W. MAIN ST, LOWELL MI 49331
420 W. MAIN ST, LOWELL MI 49331

2. Parcel Identification Number (Tax I.D. No.): #41-20- 02-346-002

3. Applicant's Name: NEW UNION BREWERY Phone Number 616-485-9812

Address: 400 W. MAIN ST LOWELL MI 49331
Street City State Zip

Fax Number _____ Email Address TYLER.VELTING@GMAIL.COM

4. Are You: Property Owner Owner's Agent Contract Purchaser Option Holder

5. Applicant is being represented by: _____ Phone Number _____

Address: _____

6. Present Zoning of Parcel _____ Present Use of Parcel _____

7. Description of proposed development (attach additional materials if needed):

SITE PLAN AMENDMENT TO ADD A TEMPORARLY FOOD KITCHEN TRAILER
ON THE ADJACENT PROPERTY OF 420 W. MAIN FOR A TIME PERIOD
OF NO LONGER THAN 6 MONTHS.

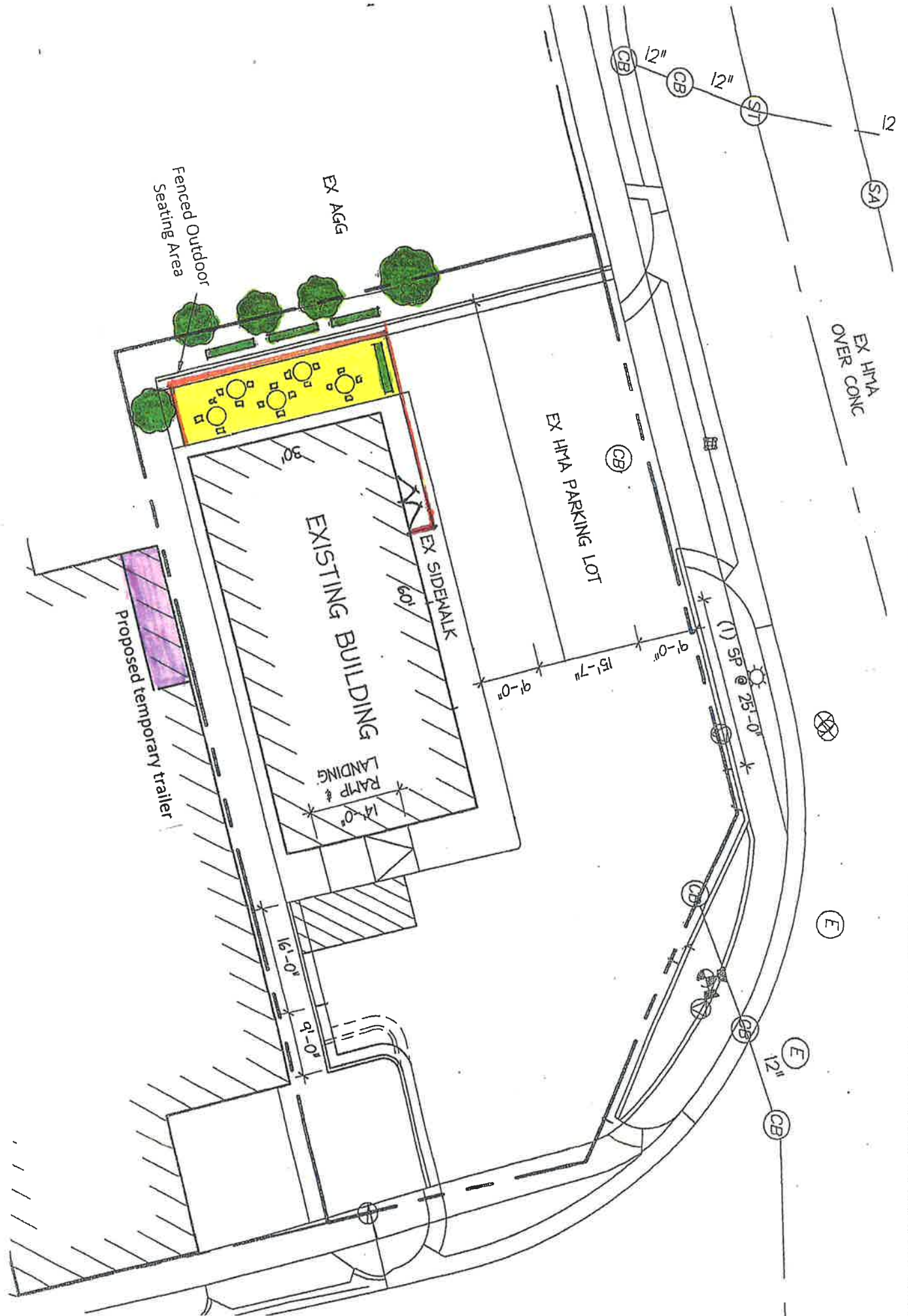
The facts presented above are true and correct to the best of my knowledge.

Signature:  _____ Date: 3/15/17

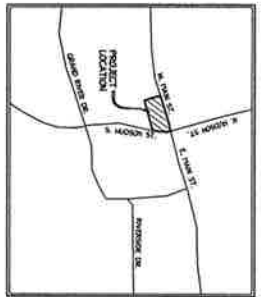
Type or Print Your Name Here: TYLER VELTING

Property Owner Approval: As owner I hereby authorize the submittal of this application and agree to abide by any decision made in response to it.

Owner _____ Date _____

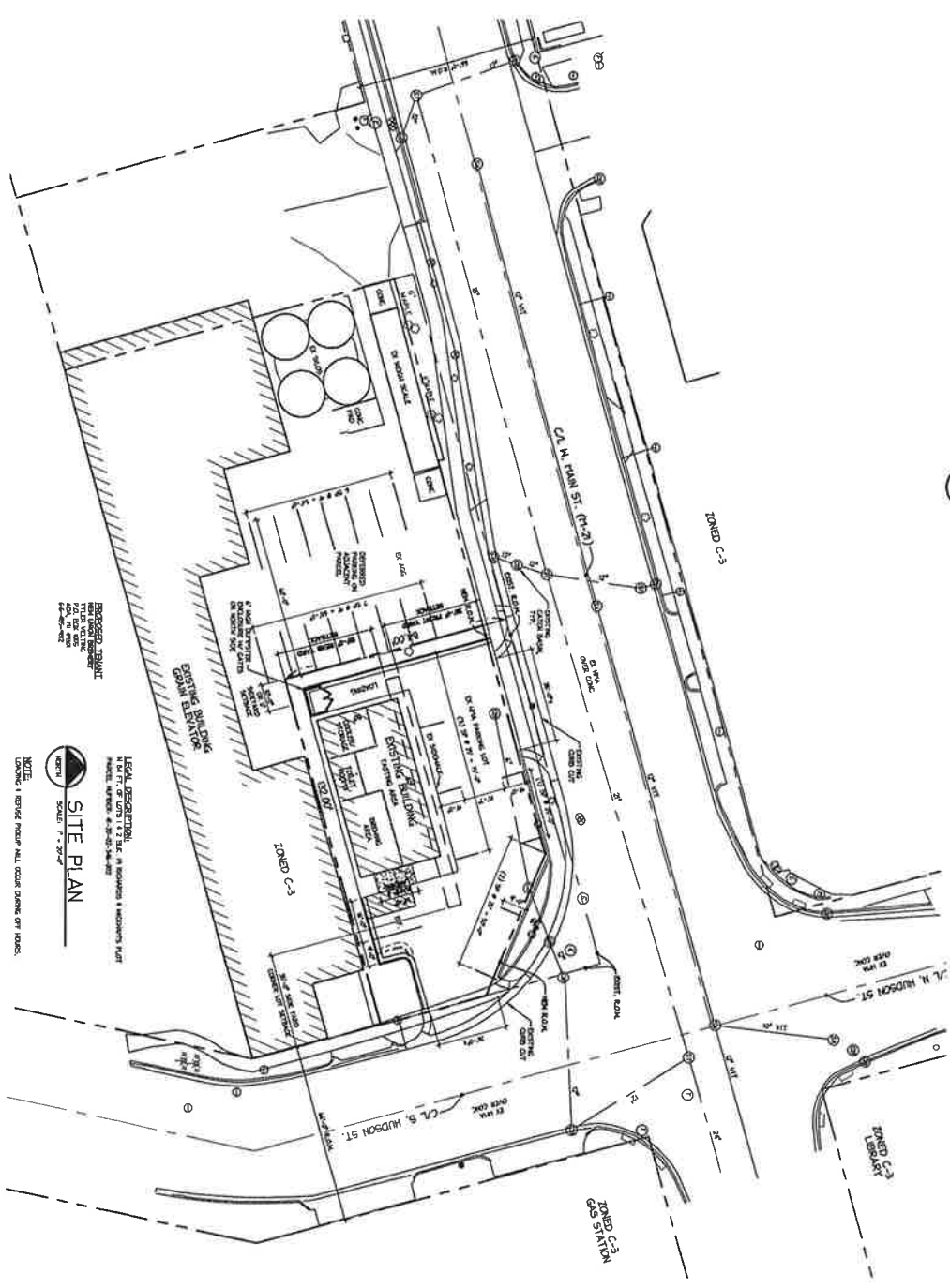


LOCATION MAP



SITE DATA	
PROPERTY ADDR.	1422 S.W. 23rd Avenue
ZIP CODE	33135
OWNER	W.P. RAY
DESIGNER	W.P. RAY & ASSOCIATES
PROJECT NO.	15-194

BUILDING DATA	
FEDERAL BUILDING CODE	202
PERMITS	APPROVED
FOUNDATION	CONCRETE
ROOFING	ASPH/FLT
WALLS	CMU
FLOORING	CONCRETE
CEILING	CONCRETE
MECHANICAL	CONCRETE
ELECTRICAL	CONCRETE
PLUMBING	CONCRETE
PAINT	CONCRETE
GLASS	CONCRETE
WOOD	CONCRETE
IRON	CONCRETE
COPPER	CONCRETE
LEAD	CONCRETE
ASBESTOS	CONCRETE
HAZARDOUS	CONCRETE
ENVIRONMENTAL	CONCRETE
ARCHITECTURAL	CONCRETE
INTERIOR	CONCRETE
EXTERIOR	CONCRETE



PROPOSED PLANT
 17th St. Station
 15th St. Station
 14th St. Station

LEGAL DESCRIPTION:
 PART OF THE
 1/4 AC. TRACT
 15-194
 15-194

SITE PLAN

W.P. RAY & ASSOCIATES

3001 PALMER BL. SUITE 1

DADE COUNTY, FL 33106

TEL: (305) 344-1144

FAX: (305) 344-1144

www.wpray.com

NEW UNION BREWERY

PROPOSED BUILDING PLAN

15-194

<p>DESIGNER: W.P. RAY & ASSOCIATES</p> <p>PROJECT NO.: 15-194</p> <p>DATE: 05/14/94</p> <p>SCALE: AS SHOWN</p>	<p>PROJECT NO.: 15-194</p> <p>SHEET NUMBER: C-11</p> <p>TOTAL SHEETS: 15</p>
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1. The trailer is to be painted the same color as the existing brewery building and will be placed completely or partially under/in the existing covered building
2. No additional public facilities or services will be needed to incorporate the use of the trailer. All utilities are obtained through the existing building at 400 W Main. Disposal of gray water is removed by a disposal company with no use of the city sewage.
3. No additional requirements for public cost or facilities will be needed.
4. The trailer is inspected by the Kent County Health Department and will not involve uses , activities, materials, equipment and conditions that would be detrimental to any person or property.
5. There will be no physical or service related impact to the city or residents. This special land use is for a temporary use and it is intended to enhance the already established business at 400 W. Main.

