

**OFFICIAL PROCEEDINGS  
OF THE  
PLANNING COMMISSION-CITIZEN ADVISORY COMMITTEE  
CITY OF LOWELL, MICHIGAN  
FOR THE REGULAR MEETING OF  
MONDAY, MARCH 12, 2018 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, Tony Ellis, Colin Plank, Amanda Schrauben, and Chair Barker.

Absent: None.

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

2. **APPROVAL OF AGENDA.**

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

YES: 6. NO: 0. ABSENT: 0. MOTION CARRIED.

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

IT WAS MOVED BY CADWALLADER and seconded by CHAMBERS to approve the minutes of the February 12, 2018 regular meeting as written.

YES: 6. NO: 0. ABSENT: 0. MOTION CARRIED.

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

There were no comments.

5. **OLD BUSINESS.**

a. **Chapter 19 – Off Street Parking and Loading.**

Nathan Mehmed of Williams and Works reviewed the changes of Chapter 19 for Off Street Parking and Loading with the Commissioners. Mehmed explained the changes in Chapter 19, Sections 19.02 – Location of Parking, 19.03 – Parking Area Application and Design, 19.04 – Parking Restrictions, 19.05 – Parking Deferment, 19.06 – Landscaping and Design, 19.07 – Table of Off-Street Parking Requirements, and 19.08 – Off-Street Loading Requirements.

The Commission reviewed Chapter 19 changes and mentioned that in Section 19.03, the height needed to be changed to 20 feet in the drawing.

Commissioner Plank also suggested in Section 19.04(c), the text should specify the location of the bike parking.

After review of Chapter 19 from the Commissioners, it was consensus of the Commission to bring back to next meeting for approval on the final version.

6. **NEW BUSINESS.**

a. Chapter 20 - Signs.

Mehmed the reviewed the changes to Chapter 20 – Signs with the Commissioners. Mehmed explained the changes to Chapter 20, Sections 20.01 – Intent and Purpose, 20.02 – Scope, 20.03 – Definitions, 20.04 – Signs Prohibited, 20.05 – General Sign Provisions, 20.06 – Signs Not Requiring Permits, 20.07 – Supplementary Signs, 20.08 – Permitted Signs by Zoning District, 20.09 – Construction and Maintenance, 20.10 – Nonconforming Signs, and 20.11 – Discontinuance or Abandonment.

It was mentioned by Chair Barker that the definition of feather signs was missing.

City Manager Burns stated they did have an issue with feather signs and changeable copy signs. Burns stated that some of these signs were grandfathered in, but one started abusing the use of the sign and added political statements and the sign was not being used to promote the business anymore. The City ended up taking this issue to court and it has been resolved and the sign has been removed, but Burns asked what laws are in place if this happens again with a sign that has been grandfathered in.

Mehmed explained that now, it would be a little more difficult to get that sign removed if they were using it for other purposes.

Burns stated that the Commissioners will receive a copy of the Downtown Plan so they could take a look at it. He explained the Plan was about to be presented, but there were issues at the time and the City is looking for any modifications that need to be made. Burns stated the Planning Commission, DDA and City Council will be involved.

Chair Barker noted Andy Moore of Williams and Works has offered a training session for the Commissioners, City Council and Zoning Board of Appeals. The training session would be a benefit for all who could attend.

7. **STAFF REPORT.**

There was no report.

8. **COMMISSIONERS REMARKS**

Commissioner Chambers advised he attended the MML session.

Chair Barker welcomed Commissioner Tony Ellis to the Planning Commission.

Commissioner Ellis advised he has been an industrial arts teacher at the High School for ten years and before that, he taught math. He has been with the district for about twenty years and has two children. Ellis advised he knows construction, but not necessarily all the rules, but he has been in and out of construction for a while.

Chair Barker also thanked Nathan Mehmed for filling in for Andy Moore. Chair Barker also mentioned that there are three public hearings at the next meeting for Special Land Uses.

9. **ADJOURNMENT.**

IT WAS MOVED BY CADWALLADER and seconded by CHAMBERS to adjourn at 7:41 p.m.

DATE:

APPROVED:

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Bruce Barker, Chair

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Susan S. Ullery, City Clerk