

**OFFICIAL PROCEEDINGS
OF THE
PLANNING COMMISSION-CITIZEN ADVISORY COMMITTEE
CITY OF LOWELL, MICHIGAN
FOR THE REGULAR MEETING OF
MONDAY, JUNE 27, 2016, 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 City Clerk Susan Ullery and the Pledge of Allegiance was recited.

Present: Commissioners John Gerard, Bruce Barker, Jim Salzwedel and Alan Teelander
Absent: Chair James Zandstra, Marty Chambers and Dave Cadwallader
Also Present: City Clerk Susan Ullery and Andy Moore from Williams & Works

2. **APPROVAL OF ABSENCES.**

IT WAS MOVED BY GERARD and seconded by BARKER to approve the absence of James Zandstra Marty Chambers and Dave Cadwallader.

YES: 4. NO: 0. ABSENT: 3. MOTION CARRIED.

3. **APPROVAL OF AGENDA.**

IT WAS MOVED BY BARKER and seconded by SALZWEDEL to approve the agenda as amended, tabling "Old Business" until a full commission is present.

YES: 4. NO: 0. ABSENT: 3. MOTION CARRIED.

4. **APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 9, 2016.**

IT WAS MOVED BY TEELANDER and seconded by BARKER that the minutes of the May 9, 2016 meeting be approved as written.

YES: 4. NO: 0. ABSENT: 3. MOTION CARRIED.

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

No comments were received.

6. **OLD BUSINESS.** These items were tabled until a full commission can be present.

- a. 2016 Goals/Priorities.
- b. Proposed Amendment to the Zoning Ordinance.
- c. Zoning Ordinance – Audit.

7. **NEW BUSINESS.**

- a. Site Plan Review – Litehouse Foods.

Brian Holleman from Paradigm Design spoke on behalf of Litehouse Foods. The construction will consist of an addition of approximately 26,500 square feet to the northern portion of the existing facility. The project will also include parking improvements to replace the parking lost in the area located within the footprint of the building addition. The applicant is proposing a total of 181 parking stalls, including 6 accessible stalls. The subject parcel is approximately 17.96 acres and is currently zoned Industrial. According to the City of Lowell Master Plan, the future land use designation of the parcel is Industrial. They would like to get started on the parking changes as soon as possible.

IT WAS MOVED BY BARKER and seconded by GERARD to approve the site plan for Litehouse Foods as recommended, subject to the following conditions:

- No grading, preliminary or final earthwork shall be undertaken on the site until a building permit has been issued, consistent with this site plan approval.
- Prior to issuance of any City permits, the applicant shall have paid all application, permit, reimbursable escrow, and other fees related to the request.
- The applicant shall comply with the stipulations of the County Drain Commissioner and all other reviewing agencies as appropriate and submit copies of applicable permits to the City prior to construction.
- All outdoor lighting shall be downward facing, fully cut-off fixtures to the satisfaction of the Zoning Enforcement Officer and shall not exceed 20 feet in height.
- In any additional signage is proposed, such signage shall comply with Chapter 20 of the Zoning Ordinance and shall be reviewed and approved by the Zoning Enforcement Officer prior to installation.
- Any additional conditions the Planning Commission deems appropriate.

YES: 4. NO: 0. ABSENT: 3. MOTION CARRIED.

8. **STAFF REPORT.**

A couple more houses are being built in Highland Hills area.

9. **COMMISSIONERS COMMENTS.**

Commissioner Barker stated that it was nice to officially be on the Commission and thanked the other Commissioners for being so welcoming.

Commissioner Teeland stated that he was impressed by all of the progress in Lowell.

Commissioner Gerard and City Clerk Sue Ullery mentioned that the next meeting would be on July 25 due to the open house for the city manager candidates being on July 11.

Commissioner Salzwedel mentioned the Commissioners should submit their top three goals to the City Clerk.

IT WAS MOVED BY GERARD and seconded by BARKER to adjourn at 7:11 p.m.

DATE:

APPROVED:

James Zandstra, Chair

Susan S. Ullery, City Clerk