

**OFFICIAL PROCEEDINGS
OF THE
PLANNING COMMISSION-CITIZEN ADVISORY COMMITTEE
CITY OF LOWELL, MICHIGAN
FOR THE REGULAR MEETING OF
MONDAY, SEPTEMBER 14, 2015, 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 Dave Cadwallader, Jim Salzwedel, James Zandstra and Chair Shannon Hanley.
Absent: Commissioners Carney, Gerard and Hall.
Also Present: City Manager Mark Howe, City Clerk Susan Ullery and Williams and Works Planner Andy Moore.

2. EXCUSE OF ABSENSE.

IT WAS MOVED BY CADWALLADER and seconded by ZANDSTRA to excuse the absences of Commissioners Carney, Gerard and Hall.

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

3. APPROVAL OF AGENDA.

IT WAS MOVED BY CADWALLADER and seconded by SALZWEDEL to approve the agenda as amended.

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

4. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 10, 2015.

IT WAS MOVED BY CADWALLADER seconded by ZANDSTRA that the minutes of the August 10, 2015 meeting be approved as written.

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

5. PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA. Katherine Henry of Belding introduced herself to the Commission. She stated she is running for the 86th District House of Representative's vacancy seat.

6. OLD BUSINESS

- a. Cell Tower Ordinance – Williams and Works Planner Andy Moore explained the Commission reviewed the draft ordinance pertaining to Commercial Wireless Communication Facilities at its last meeting. A few changes in the ordinance were made, which Moore pointed out.

IT WAS MOVED BY CADWALLADER and seconded by SALZWEDEL to recommend to the City Council adoption of the Cell Tower Ordinance.

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

7. NEW BUSINESS

a. South Monroe Parking Lot – Informational Review - Approved Administratively.

Williams and Works Planner Andy Moore explained the lot is temporary and provides safer conditions until a permanent one can be completed in the spring. City Manager Howe provided a picture of a sign that will be installed informing individuals of the new expanded parking lot. He noted a site plan approval process will be completed. Thirty-nine spaces will be created initially with a total of 55 when everything is complete. Howe explained there will be many utility improvements as well.

After discussion with the business owners, a decision was made to actually do the project in the spring.

b. Community Facilities Report.

City Manager Howe presented the City of Lowell Community Facilities Report to the Commission. This is a report that has been worked on over a period of time and has recently been presented to the City Council. One suggestion from the Council included the cost of each park and city hall.

Howe noted these facilities include the Englehardt Public Library, Graham Building, Riverwalk Building, Showboat and Riverwalk, Community Parks and Oakwood Cemetery. There is a net cost to the City of Lowell taxpayers of about \$300,000 a year. This equates to a little over 3 mills. Those facilities are taken care of and maintained by the City of Lowell taxpayers but are used by the community as a whole.

c. Five Year Street Plan.

City Manager Howe presented a five year street plan summary. Street planning is a complicated project to put together. As this is done, a street asset management plan will be created and submitted to the State. Once the plan is in place, the Major and Local Street funds can be combined into one fund and used in accordance with the plan. This creates many financial benefits.

This will be an annual process and will be updated every year. Continued public input is needed.

Howe explained the types of street repair (Mill & Resurface, Crush and Shape, Crack Sealing, Chip Seal).

d. N. Washington Street Project. City Manager Howe explained work will be completed on N. Grove and High Streets soon. He questioned the Commissioners thoughts on whether or not N. Washington Street should be milled with the asphalt laid back down while the machine is still here. City engineer Dave Austin and Interim DPW Director Ron Woods believed this would be an improvement over the surface of the road. The estimated cost is \$7,700.

Letters were distributed to the area residents regarding their concerns and a mix of feelings were returned.

Howe questioned the Commissioner's thoughts. Commissioners Cadwallader and Salzwedel agreed the work should be completed.

Howe also referred to a discussion the Planning Commission had several years ago regarding parking lots that have a hard surfaced pavement of poured concrete or rolled asphalt, or other such surfaces

approved by the Planning Commission. This may be a conversation the Planning Commission wants to revisit.

Moore stated there is language that refers to rolled asphalt, cement or such surfaces approved by the Planning Commission. This is very common language.

Moore believed parking lots could be considered on a case by case basis depending on the use and how many cars would be traveling on it.

Howe believed the surface of a parking a lot is a policy issue and should be discussed further.

Salzwedel suggested this be added to the list of 2016 goals. "What is considered to be a hard surface".

8. **STAFF REPORT.** City Clerk Susan Ullery provided the Commission with a list of updated building permits since the last meeting.

City Manager Howe reminded the Commission of the workshop on September 29, 2015 at 6:00 p.m.

9. **COMMISSIONERS COMMENTS.** Commissioner Salzwedel thanked the city for putting up new speed limit signs and truck route signs.

IT WAS MOVED BY CADWALLADER and seconded by SALZWEDEL to adjourn at 8:02 p.m.

DATE:

APPROVED:

Shannon Hanley, Chair

Susan S. Ullery, City Clerk