

**OFFICIAL PROCEEDINGS
OF THE
PLANNING COMMISSION-CITIZEN ADVISORY COMMITTEE
CITY OF LOWELL, MICHIGAN
FOR THE REGULAR MEETING OF
MONDAY, DECEMBER 11, 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.

Present: Commissioners David Cadwallader, Marty Chambers, Amanda Schrauben, Colin Plank, and Chair Barker.

Absent: None.

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

2. **APPROVAL OF AGENDA.**

IT WAS MOVED BY CHAMBERS and seconded by CADWALLADER to move item 6c, Mark Batchelor -1151 Bowes Road under Public Comments, and to approve the agenda as amended.

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

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

IT WAS MOVED BY CHAMBERS and seconded by CADWALLADER to approve the minutes of the November 13, 2017 regular meeting as written.

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

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

Ashton Shaw of Lowell Township spoke in reference to transporting Medical Marihuana and the Medical Marihuana Facilities Licensing Act.

5. **NEW BUSINESS.**

a. **Site Plan Review—Mark Batchelor—1151 Bowes Road.**

Mr. Mark Batchelor has submitted an application for site plan review for the construction of an addition to an existing office building located at 1151 Bowes Road. The subject property has an area of approximately 12,208 square feet and is located at 1151 Bowes Road. They are seeking to construct a 16'x40' addition to the west elevation of an existing office building on the subject property, which is zoned C3, General Business zoning district.

Andy Moore of Williams and Works then went through the Site Plan Review Standards with the Commission and answered questions.

After discussion and review, the Commission felt the standards had been met with one exception of a sidewalk connection to the front entrance of the building.

IT WAS MOVED BY CHAMBERS and seconded by CADWALLADER to accept the Site Plan of Mark Batchelor-1151 Bowes Road 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 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 access to the new structure.
5. If additional lighting is proposed, the applicant shall submit lighting details to be reviewed and approved by the City Zoning Enforcement Officer.
6. The applicant is required to install a sidewalk connection on the handicap side to the City sidewalk on the East side of the building.

YES: Commissioners Cadwallader, Schrauben, Plank, Chambers, and Chair Barker.
NO: 0. ABSENT: 0. MOTION CARRIED.

6. **OLD BUSINESS**

There was none.

7. **NEW BUSINESS CONT.**

a. Election of Officers and Review and adoption of Planning Commission Rules of Procedure.

IT WAS MOVED BY CHAMBERS and seconded by CADWALLADER to nominate Chair Barker to remain as Chairperson.

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

IT WAS MOVED BY CHAMBERS and seconded by SCHRAUBEN to nominate Commissioner Cadwallader as Vice-Chairperson.

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

The Commissioners voted to adoption of Planning Commission Rules and Procedures.

YES: Commissioners Chambers, Plank, Schrauben, Cadwallader, and Chair Barker.
NO: 0. ABSENT: 0. MOTION CARRIED.

The Commissioners viewed the 2018 meeting dates and there were no conflicts.

8. **STAFF REPORT**

No comments were provided.

9. **COMMISSIONERS REMARKS**

Commissioner Cadwallader had no remarks.

Commissioner Chambers congratulated Chair Barker and Vice-Chairperson Cadwallader.

Commissioner Plank stated he was glad to be on the Commission.

Commissioner Schrauben welcomed Commissioner Plank and wished everyone a Merry Christmas and Happy New Year.

Chair Barker welcomed Commissioner Plank and thanked the other Commissioners. Chair Barker also wished everyone a Merry Christmas and Happy New Year.

IT WAS MOVED BY CADWALLADER and seconded by CHAMBERS to adjourn at 7:40 p.m.

DATE:

APPROVED:

Bruce Barker, Chair

Susan S. Ullery, City Clerk