



301 East Main Street
Lowell, Michigan 49331
Phone (616) 897-8457
Fax (616) 897-4085
www.ci.lowell.mi.us

MEMORANDUM

TO: Mayor Hodges and City Council
FROM: Mark Howe, City Manager
RE: Council Agenda for Monday, August 1, 2011

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE, ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE REGULAR MINUTES OF THE JULY 18, 2011 MEETING
4. APPROVAL OF ACCOUNTS PAYABLE
5. CITIZENS' COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS

Please see the attached Pending Council Projects Update.

7. RESOLUTION FOR THE DESIGNATION OF CITY MANAGER MARK HOWE AS STREET ADMINISTRATOR FOR THE MICHIGAN DEPARTMENT OF TRANSPORTATION.

With the retirement of City Manager David Pasquale, the Council is requested to pass a resolution designating City Manager Mark Howe as Street Administrator for the Michigan Department of Transportation. This is done only once during the tenure of the current City Manager.

8. JICE PHARMACEUTICALS (218 S. WASHINGTON) – REQUEST TO ESTABLISH AN INDUSTRIAL DEVELOPMENT DISTRICT UNDER P.A. 198 – SET PUBLIC HEARING (8/15).

Jice Pharmaceuticals has petitioned to the City to establish an Industrial Development District under Public Act 198 in order to qualify for property tax abatements in connection with future improvements and addition to its facilities.

Jice Pharmaceuticals have submitted plans for the proposed expansion to their existing office and manufacturing areas and the construction of a 60' x 100' metal building to the Planning Commission as well as filed for variances needed for this project.

A public hearing needs to be established for the August 15, 2011 meeting to consider the Industrial Development District for Jice Pharmaceuticals.

9. ZONING BOARD OF APPEALS

A. 218 SOUTH WASHINGTON – JICE PHARMACEUTICALS – VARIANCES RELATED TO BUILDING ADDITIONS – PUBLIC HEARING.

Jice Pharmaceuticals has submitted plans to add on to the existing office and manufacturing areas on South Washington Street while proposing a 60' x 100' metal building.

The Planning Commission reviewed the site plan at their June 27 and July 25, 2011 meetings. Attached is a memo dated July 27, 2011 from Jay Kilpatrick and Brian Wegener of Williams & Works. The following variances are requested:

- expansion of a nonconforming building in terms of front and side setbacks
- distance from residential lot line (currently 18 feet to 4 feet) is insufficient where 50 feet is required
- the maximum lot coverage is 60% appears to be exceeded with parking lot improvements

After receiving public comments, the Zoning Board of Appeals may consider the variance requests.

10. EXTENSION OF HUNT STREET WATER MAIN – SPECIAL ASSESSMENT – PUBLIC HEARING.

At the July 5, 2011 meeting the Council established a public hearing to consider the extension of Hunt Street water main and proposed Special Assessment District. The public hearing was advertised to include four properties but a property owner at 1060 Hunt Street has expressed interested in the project. Thus, the Council must conduct a public hearing tonight and again at the August 15th meeting. A public notice with all five properties must be advertised and mailed to each property owners in the proposed Special Assessment District.

11. APPROVAL OF LIGHT AND POWER PROCUREMENT POLICY.

Attached is a memo from Greg Pierce requesting approval of Light and Power procurement policy by increasing the spending limit for the General Manager to \$15,000.

The Light and Power Board approved this policy at its July 14, 2011. By charter (Section 16.4), the Council must approve the policy.

12. STREET PROJECTS UPDATE.

City Manager Howe will provide a update on street projects at the meeting.

13. COUNCIL REPORTS AND COMMENTS

Andrew Schrauben

Lowell Airport Board
Parks and Recreation Commission
Lowell Area Recreation Authority

Maryalene LaPonsie	Planning Commission Zoning Board of Appeals Lowell Area Fire and Emergency Services Authority
Jeff Altoft	Board of Review Downtown Development Authority
Sharon Ellison	Arbor Board LCTV Endowment Board
Jim Hodges	Lowell Light and Power Chamber of Commerce Board of Directors Look Memorial Fund
Commissions without Representatives:	Downtown Historic District Commission Construction Board of Appeals Building Authority Local Officers Compensation Commission

14. CITY MANAGER'S REPORT

The City Manager's Report will be presented at the meeting.

15. APPOINTMENTS

The following boards or commissioners positions need appointment or reappointment.

Board of Review		<u>Terms Expires</u>
Alternate Position	appointment	

16. ADJOURNMENT

CITY OF LOWELL
MICHIGAN
CITY COUNCIL
AGENDA

FOR THE REGULAR MEETING OF THE LOWELL CITY COUNCIL
MONDAY, AUGUST 1, 2011, 7:30 P.M.

AT
LOWELL CITY HALL
CITY COUNCIL CHAMBERS
SECOND FLOOR
301 EAST MAIN STREET

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10. EXTENSION OF HUNT STREET WATER MAIN – SPECIAL ASSESSMENT – PUBLIC HEARING
11. APPROVAL OF LIGHT AND POWER PROCUREMENT POLICY
12. STREET PROJECTS UPDATE
13. COUNCIL REPORTS AND COMMENTS
14. CITY MANAGER'S REPORT
15. APPOINTMENTS
16. ADJOURNMENT

NOTE: Any person who wishes to speak on an item included on the printed meeting agenda may do so. Speakers will be recognized by the Chair, at which time they will be required to state their name and will be allowed five (5) minutes maximum to address the Council. A speaker representing a subdivision association or group will be allowed ten (10) minutes to address the Council.