

**OFFICIAL PROCEEDINGS  
OF THE  
PLANNING-CITIZEN ADVISORY COMMISSION  
CITY OF LOWELL, MICHIGAN**

For the Regular Meeting of the Planning-Citizen Advisory Commission June 25, 2007 at 7 p.m.

The Meeting was called to order at 7:00 p.m. by Chair LaPonsie and the Clerk called the Roll.

Present: Commissioners, Berry, Dimmick, Doyle, Hall, Jahnke, Mundt, Teelander and Chair LaPonsie.

Absent: Commissioner Noall.

Also Present: City Manager David Pasquale, City Clerk Betty Morlock, Building Inspector Doug Hopkins and Police Sergeant James Hinton.

IT WAS MOVED BY HALL and seconded by TEELANDER to excuse the absence of Commissioner Noall.

YEA: 8. NAY: 0. ABSENT: 1. MOTION CARRIED.

IT WAS MOVED BY HALL and seconded by BERRY to approve the minutes from the regular meeting of May 29, 2007 as written.

YEA: 8. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #1. **APPROVAL OF AGENDA.** Item 6A (Off Street Parking Lighting) was deferred until the July, 2007 meeting.

IT WAS MOVED BY HALL and seconded by JAHNKE to approve the agenda as modified.

YEA: 8. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #2. **PUBLIC HEARING.**

A. Special use permit – 214 West Main Street – Innovative Design – consideration of four new residential dwellings – set public hearing date (07/23). Jacob Staal of Innovative Design proposed four residential dwellings on the second floor of 214 West Main Street. Since the property is zoned Central Business District (C-2), a special use permit is required. Staal explained it appears there were apartment units at one time in this location. The existing staircase will be rebuilt.

City Manager Pasquale explained this is more of an internal renovation rather than a new building. Williams and Works has reviewed this and will provide an analysis at the next meeting.

Chair LaPonsie noted the two comments received from Williams and Works involve trash disposal and parking requirements. These issues should be addressed at the next meeting.

IT WAS MOVED BY JAHNKE and seconded by BERRY to set a public hearing for July 23, 2007 regarding the Special Use Permit involving four residential units at 214 West Main Street.

YEA: 8. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #3. **ANY OTHER BUSINESS/ON GOING BUSINESS.**

- A. Joint Signage Ordinance with Lowell Township. Commissioner Hall stated he has no update to provide. He inquired if another Commissioner should be appointed to the committee due to him not being reappointed to the Commission. Commissioner Berry stated he would notify the Commission when a meeting is established.

Chair LaPonsie suggested the issue be placed on the August agenda for review.

- B. Advertising signs in parks – ball fields – proposed ordinance. City Attorney Richard Wendt was unable to provide the language for the ordinance at this time. Such information will be provided at the next meeting.
- C. Storage Units. The East Grand Rapids ordinance was provided. Chair LaPonsie believed this was a great ordinance. However, she did not believe it would be necessary to have individuals register their storage unit in the City. Commissioner Doyle agreed.

Commissioner Hall wanted wording to state one can not have such a unit in their yard for more than 72 hours.

Commissioner Teelander believed the issue needed to be regulated in some way. However, she did not believe one should have to register the unit. If this is on a complaint basis, Building Inspector Hopkins could request to see the contract.

Commissioner Jahnke did not see the need to create a registration. He also suggested a limit of seven days. It seems many use such storage units when moving.

Commissioner Berry questioned what registration would entail. City Manager Pasquale explained registration would make it easier to track the storage units. He was in favor of registration in order to provide notice to Hopkins as well as making the individual aware of the stipulations. Commissioner Doyle agreed.

Commissioner Dimmick did not see the need for an ordinance at this time.

Commissioner Mundt was also unsure if there was a need. If it is the desire to be proactive and the whole idea is to prevent it from becoming a nuisance, then the ordinance could probably be adopted without a registration process.

Hopkins explained if there would be a limit on it, the easiest way to keep track of it is a registration. However, it is also cumbersome.

LaPonsie suggested the issue be placed on the agenda for the July meeting without the registration. She also suggested there be a seven day limit rather than 30 days. The subject shall be placed in ordinance form.

D. Site Plan Review Follow-up. Commissioner LaPonsie suggested the following issues be added to the Site Plan Review:

- Require that all site plans and applications be complete before bringing them before the Planning Commission for consideration. Pasquale noted such plans are now given to Williams and Works for review.
- Require a preliminary staff review in which the site plan requirements are discussed in person or over the phone before the applicant begins work on the site plan. Pasquale stated this is usually done by him.
- Ensure that the city's site plan fee covers all costs including notices if necessary.
- Once a lighting ordinance is enacted, require a photometric lighting plan
- Require evaluations of the building on the site plan.
- Require applicants to state on the application that they give permission for commission members and/or city staff to enter site for reasons of review.
- Require approved site plans to be signed and dated by Chair and City Manager.
- Require any conditions to the site plan approval be written on the signed and dated copy.

Hall also requested a scaled plan of proposals be included.

LaPonsie noted the following items, which the Planning Commission may want to consider. These were recommended by LeBlanc:

- Development of a booklet or handout that can be given to applicants to outline the site plan review procedures. Pasquale noted each applicant receives an introductory letter which explains some of the reasons behind a site plan review. LaPonsie requested a copy of this.
- The implementation of form based codes to encourage buildings in the same area to have similar character regardless of use.
- Requiring that parking lots be curbed to prevent erosion and encourage proper drainage.
- Placing landscape standards in the ordinance.
- Requiring perennial plants, if appropriate, in addition to trees and shrubs.
- Requiring pictures of the trees that are listed on site plans.
- Requiring a sprinkling system or a performance bond to ensure that landscaping thrives.
- Requiring concrete wheel stops if parking terminates next to a sidewalk.
- Require additional drainage details on site plans.

LaPonsie suggested the Commission implement the first section during this meeting and bring the second session back to the July meeting. Pasquale stated a draft can be put together for review at the next meeting.

- E. Review of 2007 – 2012 Capital Improvements Plan. The proposed Capital Improvements Plan provides review and consideration covering City facilities. The first section involves the eventual addition to the Water Treatment Plant, replacing the roof to the DPW building, consideration of vehicular storage building behind the public works garage as a future improvement. Consideration of resurfacing the main road into the cemetery and also looking at a cemetery office maintenance building.

The City Airport Board has provided a list of improvements, which was approved a few months ago.

Water Distribution Supervisor Bob Robinson provided a list of improvements to the water main system.

Also, provided is a list of Street Capital Improvements. The first involves Bowes Road. The City is in the midst of completing reconstruction of Gee Drive. City Manager Pasquale noted the advantage with Gee Drive and Bowes Road is each qualify for federal funding. The City can receive 80% funding for those improvements. By 2010, from Valley Vista Drive proceeding approximately 1900 feet to the west for the first section of Bowes Road improvements they are hoping to complete the entire road a couple years later. Grindle will also be completed as well as Sibley.

The Parks and Recreation Commission have provided a listing of improvements to the park system. This has been approved for Burch Field, Stoney Lakeside Park and Richards Park.

This information is provided on a yearly basis and can be amended as needed.

LaPonsie inquired if the funding for Richards Park comes from the Lee Fund. Pasquale responded yes.

Commissioner Berry inquired why another well is being added to the Water Treatment Plant if it is only at 1/3 of its capacity. Pasquale explained the addition is listed for improvements as needed. At this point there is no immediate need.

IT WAS MOVED BY TEELANDER and seconded by BERRY to recommend to the City Council approval of the 2007 – 2012 Capital Improvements Plan.

YEA: 8. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #4. **BUILDING INSPECTOR'S REPORT.** Commissioner Teelander inquired regarding the trailer and boat which has been parked on Hunt Street. Building Inspector Doug Hopkins explained the trailer was gone on June 21, 2007. However, the boat is still there and faces Beech Street.

Teelander stated the trailer is back.

Item #5. **PUBLIC COMMENTS**. Real Estate Broker from Big Rapids, Clare Schaab, was present to discuss a property she has listed in the City in which Auto Zone will be built. She was told discussion would be held regarding this issue during tonight's meeting. City Clerk Morlock explained Auto Zone decided to table the review until the July 23, 2007 meeting.

Item #6. **COMMISSIONER COMMENTS**. Commissioner Mundt stated tonight completes his obligation of filling in the vacancy of serving on the Planning Commission.

Commissioner Dimmick stated Mundt would be missed. He wished he would continue to serve.

Commissioner Doyle was also sorry to see Mundt not return.

Commissioner Berry stated it has been a pleasure working with Mundt.

Commissioner Jahnke questioned how the enforcement regarding yard sale signs has been. City Manager Pasquale stated the signs are pulled every time one is seen.

Commissioner Hall stated this is his last meeting as a Planning Commissioner. It has been interesting and has been a pleasure. He hoped to serve the City again in the future in another capacity.

Commissioner Teelander also indicated this was her last meeting serving as a Planning Commissioner.

Chair LaPonsie inquired who the new member would be. Pasquale stated the Mayor needs to determine a slate of members who will serve beginning July 1, 2007.

LaPonsie stated the Commission is losing three fantastic individuals.

IT WAS MOVED BY HALL to adjourn at 7:51 p.m.

DATE:

APPROVED:

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Maryalene LaPonsie, Chairman

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Betty R. Morlock, City Clerk