

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

For the Regular Meeting of the Planning-Citizen Advisory Commission November 28, 2005 at 7 p.m.

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

Present: Commissioners Berry, Hall, LaPonsie, Mundt, Teelander and Chairman Jahnke.

Absent: Commissioner Dimmick, Grimm and Schmaltz.

Also Present: City Manager David Pasquale, City Treasurer Suzanne Olin, DPW Director Dan DesJarden, Councilmember Jim Hodges, Mayor Jeanne Shores, and Building Inspector Doug Hopkins.

IT WAS MOVED BY LAPONISE and seconded by HALL to excuse the absence of Commissioners Dimmick, Grimm and Schmaltz.

YEA: 6. NAY: 0. ABSENT: 3. MOTION CARRIED.

IT WAS MOVED BY HALL and seconded by BERRY to approve the minutes from the regular meeting of October 24, 2005 as submitted.

YEA: 6. NAY: 0. ABSENT: 3. MOTION CARRIED.

Item #1. **APPROVAL OF AGENDA.**

IT WAS MOVED BY LAPONSIE and seconded by HALL to approve the agenda as presented.

YEA: 6. NAY: 0. ABSENT: 3. MOTION CARRIED.

Item #2. **PUBLIC HEARING.**

- A. Ordinance regulating canopies and awnings in the business and public facilities districts as well as in the Historic District – review and consider setting public hearing date (1/23). City Attorney Richard Wendt prepared proposed ordinances amending the Zoning Ordinance as well as the Historic District Ordinance.

Chairman Jahnke referred to Section 4.23 “Canopies and Awnings”. He suggested removing “Such awnings shall not extend more than one foot on each side of such installed equipment and shall be compatible with the building or structure” replacing with “such awnings shall be compatible with the building or structure”.

Commissioner Mundt questioned if the car wash was able to install canopies on their building without an ordinance. Jahnke explained there was no ordinance established at such time. City

Manager Pasquale stated this was done under a site plan review. The Planning Commission had no problem with the plan. It was noted any new construction or additions need to come before the Planning Commission for a site plan review. However, minor alterations do not require to be presented. Mundt was unsure if such an ordinance was necessary considering the site plan review process seems to work. Jahnke believed the purpose would allow a property owner to establish improvements without having to go through a lengthy process. An ordinance provides guidelines to follow.

IT WAS MOVED BY HALL and seconded by LAPONSIE to set a public hearing for January 23, 2006 regarding the ordinance regulating canopies and awnings in the business and public facilities districts as amended.

YEA: 6. NAY: 0. ABSENT: 3. MOTION CARRIED.

Item #3. **NEW BUSINESS**

A. **SITE PLAN REVIEW** None.

B. **VARIANCES – RECOMMENDATION TO THE ZONING BOARD OF APPEALS** None.

Item #4. **ANY OTHER BUSINESS/ON GOING BUSINESS.**

A. Review of Joint Meeting with Lowell Township Planning Commission. On November 16, City Planning Commissioners met with the Lowell Township Planning Commission to review land use and sign issues. The issue will be brought back to the City with recommendations regarding a joint zoning district along the M-21 corridor.

Jahnke was hopeful to receive information by January or February.

B. Monday, December 12 Worksession (7 p.m.) set agenda. The Commissioners placed the following items on the agenda for the December 12, 2005 worksession meeting:

- Lighting ordinance
- Discuss the proposals submitted by the Planning Consultants for the Master Plan.
- Discuss zoning enforcement
- City's procedure for building permits.

By general consensus, the Commission agreed on the agenda set for the December 12, 2005 worksession.

C. 2006 Meeting Dates. The Planning Commission reviewed the following meeting dates:

Fourth Monday of each month, except December:

January	23	July	24
February	27	August	28
March	27	September	25
April	24	October	23
May	22	November	27
June	26	December	11 (work session)

IT WAS MOVED BY HALL and seconded by BERRY to approve the 2006 meeting dates as proposed.

YEA: 6. NAY: 0. ABSENT: 3. MOTION CARRIED.

Mundt suggested changing the Planning Commission meeting to an earlier time. Planning Commission Chairman Jahnke stated it would be difficult for him get here earlier.

Item #5. **BUILDING INSPECTOR'S REPORT.** Commissioner Hall questioned the business at the east City limits with the trailers setting around. Building Inspector Doug Hopkins stated he has checked the property a few times. The business is following the ordinance.

Mundt commented on the shed issue at 206 S. Pleasant. The issue has a December 1, 2005 deadline. He wanted to ensure there was enforcement in place which would prevent the attachment from being an eyesore. Hopkins explained a building permit is required, if the building is over 200 square feet. Therefore, the zoning ordinance must be followed rather than the building code if the two buildings, being joined together, are less than 200 square feet.

Mundt questioned the Daily Cash Outlet having a used car for sale. Hopkins stated no cars are allowed for sale in this location.

Item #6. **PUBLIC COMMENTS.** DPW Director Dan DesJarden asked for clarification under Chapter 16 Public Facilities Districts under "Use Permitted by Right". DesJarden stated he wanted to install a fence around the back portion of the DPW. He questioned if this was permitted by right. Can he install a 6 foot security fence?

Jahnke suggested Hopkins review the issue and provide an opinion.

It was noted a 7 foot barbed wire fence could be placed around a public facility.

By consensus, the Commission agreed to such a fence.

Item #7. **COMMISSIONER COMMENTS.** Commissioner Mundt questioned if the Planning Commission felt it necessary to receive a list of all building permits issued including electrical, plumbing as well as the value of each permit.

Commissioner LaPonsie questioned why Christmas Through Lowell is held so early. Commissioner Teelander believed it had to do with deer hunting season.

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

DATE:

APPROVED:

Clark K. Jahnke, Chairman

Betty R. Morlock, City Clerk