

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

For the Regular Meeting of the Planning-Citizen Advisory Commission on Monday, June 28, 2010, at 7:00 p.m.

The Meeting was called to order at 7:00 p.m. by Chair Noall and City Clerk Betty Morlock called the Roll.

Present: Commissioners Barb Brown, Don Green, Jim Hall, Maryalene LaPonsie and Chair Noall.

Absent: Commissioners Folsom and Jahnke.

Also Present: City Manager David Pasquale, City Clerk Betty Morlock, DPW Director Dan DesJarden, Mayor Jim Hodges and Al Mathews.

IT WAS MOVED LAPONSIE and seconded by GREEN to excuse the absences of Commissioners Folsom and Jahnke.

YEA: 5. NAY: 0. ABSENT: 2. MOTION CARRIED.

IT WAS MOVED BY HALL and seconded by LAPONSIE to approve the minutes of the regular meeting of May 24, 2010 as amended.

YEA: 5. NAY: 0. ABSENT: 2. MOTION CARRIED.

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

Commissioner LaPonsie suggested Item 6A be tabled due to the absence of Commissioner Jahnke.

IT WAS MOVED BY LAPONSIE and supported by HALL to approve the agenda as amended.

YEA: 5. NAY: 0. ABSENT: 2. MOTION CARRIED.

Item #2. **PUBLIC HEARING**

A. 117 West Main – Greg Canfield – establish hotel/motel, bed and breakfast – special use permit – public hearing. As mentioned at the last meeting, Greg Canfield wished to establish a hotel/motel, bed and breakfast for 117 West Main, which is currently under renovation. Under Section 11.03, hotel and motels are considered special uses in the C-2 Central Business District and require a public hearing.

Al Mathews of 822 Grindle believed this was fantastic and a great improvement to the community.

Greg Canfield noted there will be a total of seven rooms, each with a private bath. There will also be an 18' X 22' conference room on the main floor available for businesses or individuals to rent.

Commissioner LaPonsie also felt it was a good idea and fills a need within the City.

IT WAS MOVED BY HALL and seconded by GREEN to approve the special use permit at 117 West Main, to establish a hotel/motel, bed and breakfast as proposed.

YEA: 5. NAY: 0. ABSENT: 2. MOTION CARRIED

- B. 103 Riverside Drive – William J. Wheeler – second floor addition of living space – special use permit – set public hearing (7/26). William Wheeler owns the building which is attached to the Back Water Café near Springrove Variety. He intends to add a second story with living quarters consisting of one bedroom, bath, laundry, living and dining room area on the east end.

Wheeler provided drawings of the building as well as a structural engineer's report regarding the second floor addition. He noted a soil and structure test has been completed. It was found the building will support the second story. A copy has been given to Building Inspector Doug Hopkins who has also approved it.

IT WAS MOVED BY GREEN and seconded by HALL to set a public hearing for the July 26, 2010 meeting regarding a special use permit for a second floor addition to 103 Riverside Drive.

YEA: 5. NAY: 0. ABSENT: 2. MOTION CARRIED.

- C. 119 Lincoln Lake (including vacant lot at the southeast corner of Chatham and Lincoln Lake) – rezoning request from PF (Public Facilities) and R-3 (Residential) to C-3 (General Business) – set public hearing (7/26). Jennifer Lopez, owner of Daisy Floral & Gift, wished to move her business (including retail and banquet facility) into the old Masonic Lodge.

Parking issues are met by using one parking space from the insurance company as well as off street parking. Commissioner LaPonsie requested further parking information be available at the next meeting.

City Manager Pasquale noted the Commission needs to consider the zoning at this time. The property is zoned Public Facilities (PF) where the building resides and Multiple Family Residential (R-3) for the vacant lot immediately north. Both lots would be zoned C-3 General Business to accommodate commercial. The vacant lot is designated for off street parking.

A public hearing should be established for the July 26 meeting. A recommendation then would be given to the City Council.

IT WAS MOVED BY LAPONSIE and seconded by HALL to set a public hearing for the July 26th meeting to consider rezoning 119 Lincoln Lake from PF (Public Facilities) and R-3 (Residential) to C-3 (General Business).

YEA: 5. NAY: 0. ABSENT: 2. MOTION CARRIED.

NEW BUSINESS

A. SITE PLAN REVIEW

1. 1400 Foreman Rd. – Litehouse, Inc. – 43,000 s.f. addition – preliminary review.
Dave Hendershott of Paradigm Design provided a preliminary site plan for a 43,000 square foot addition. Williams & Works has provided an initial review. If the project is determined to be within budget, Litehouse would then determine if it is appropriate to move forward. If all goes well, the company hopes to have construction begin in August or September.

In addition to the building, truck bays and truck parking areas, there will also be a 28 space parking lot for employees. The other significant site feature included adding a drive around the building to facilitate bulk receiving drop offs. Also, there is processed water which needs to be picked up and hauled out.

One new drive off of Foreman Street has been proposed, which will line up with the school drive across the road.

Commissioner Hall questioned what would happen to the tanks which are already placed on the property. Hendershott explained these will be relocated to the northwest portion of the building.

Hall questioned the expansion of the gravel parking lot. He asked if this had previously been approved for a gravel parking lot. City Manager Pasquale was unsure. However, he believed an expansion would require the lot to be hard surfaced.

Jay Kilpatrick of Williams and Works explained this area is where they park the trailers from the facility. Thus, it is not a regular parking lot. He believed the code is somewhat vague as to whether a hard surface is required. Pasquale noted there are industrial areas which exclusively use heavy duty trucks and are concerned about the deterioration of asphalt.

Hendershott reviewed the items listed by Williams and Works as follows:

- Dimensions of the overall plan will be provided.
- Some of the improvements go off the property slightly. The City will be contacted to discuss an easement near the southwest corner of the building for these improvements.

- The path along the east side will remain as is. (Pasquale explained Lighthouse provided an easement many years ago). This is a walking path to encourage school children to use this area to get to Cherry Creek Elementary, Bushnell Elementary and Lowell Middle Schools.
- Storm sewer system details will be provided during the final stages.
- The parking calculations will be provided and coordinated with Williams and Works.

Hendershott referred to the employee parking lot. The ordinance requires parking islands, which would cause the asphalt to be broken up. However, the area is already landscaped very nicely and questioned if this would be sufficient rather than lose employee parking spaces. Hall believed a variance should be requested, but would agree, the landscaping is attractive. Hall also believed the gravel parking lot could be expanded.

By general consensus, the Commission agreed the gravel parking and landscape would be appropriate.

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

- A. Review of 2010 – 2015 Capital Improvements Plan. City Manager Pasquale reviewed the Capital Improvements Plan as follows:

Water Treatment Plant

- Additions to the Water Treatment Plant. Currently, the facility is at 50% capacity. The City does have the opportunity to expand the plant.

Department of Public Works

- Storage additions for the garage – Vehicular Storage Building, Relocate sign shop to the Public Works facility, Road salt bin building

Cemetery

- Resurface main road into Cemetery
- Cemetery office/maintenance building

Bob Robinson has provided a list of water main improvements.

Street Improvements

- Bowes Road is almost completed from Valley Vista going approximately 2000 feet to the west where the Ada/Lowell storage building entrance is. This has been completed with curb and gutter as well as sidewalk. The intent is to continue to go west. However, much of it depends on federal funding. Pasquale noted the City can receive 80% federal up to \$375,000 of federal funds. This gives the City about

½ million dollars of construction funds. The City has also received stimulus money which has been added. Pasquale noted Bowes Road has also been milled and repaved from West Street to Valley Vista. Another application will continue Bowes Road until the City gets to the relocated section of Bowes. The City would do a mill and repaving of Bowes from West Street back to S. Hudson. The final phase would be to provide some improvements to the relocated section of Bowes. The City will also continue sidewalks going from one end of Bowes to the other. The desire of the community is to make sure there are sidewalks in every appropriate area within the community.

- The City is also looking at upgrading Grindle
- Sibley has been a tough area to resolve. Fortunately, monies have been received through the Community Development Block Grant. Thus, Sibley from North Center Street to Valley Vista will be reconstructed. The City will receive \$140,000 in federal stimulus monies for Sibley. Construction will begin after July 4th, 2010. A neighborhood meeting was held to inform the community of the project. Curb and gutter will be added as well as sidewalks.
- N. Center has curb, gutter and sidewalk. However, the base is in poor condition and the City is proposing it be upgraded. An estimate has been received from Williams and Works in the amount of \$189,000. The City wishes to provide a stabilization of the road this year. DPW Director DesJarden explained once the Sibley project is completed, the City will fill the pot holes and then seal coat the street making it last a few more years or until the funding is received.

Parks

- park improvements were completed last year and has become part of the City recreation plan.

Airport

- The Airport Board updates the improvements to the airport every year. It needs to be brought to general utility standards making the facility qualify for State funding. The board has been working hard to ensure there are adequate air easements and that trees are cut at the ends of the runways to ensure sufficient improvements to the airport itself. Their primary source of funding has been hangar rentals. Some State grant funds have been received.

Commissioner Hall asked if the Capital Improvements plan is filed with the State of Michigan. Pasquale explained the plan is guidance to both the City Council and the Planning Commission. The Parks and Recreation Plan itself is part of the Master Plan and is filed with the State DNR. There are applications that are given to various agencies that do require action as part of the Capital Improvements Plan.

IT WAS MOVED BY LAPONSIE and seconded by GREEN to approve the Capital Improvements Plan as presented.

YEA: 5. NAY: 0. ABSENT: 2.

Item #4. **BUILDING INSPECTORS REPORT.** Commissioner LaPonsie questioned tarps being placed on rooftops and why has this not been addressed until now.

Item #5. **PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA.** On behalf of the City, Mayor Jim Hodges of 422 N. Jefferson thanked Laurie Noall for her years of service and her time serving as Chair person.

Item #6. **COMMISSIONERS REMARKS.** Commissioner Green questioned the requirement of fences being placed around pools. Commissioner LaPonsie believed this was a State law.

Green also thanked Noall for her services to the community.

Chair Noall thanked everyone and appreciated the opportunity to serve the community.

IT WAS MOVED BY GREEN to adjourn at 7:50 p.m.

DATE:

APPROVED:

Laurie Noall, Chair

Betty R. Morlock, City Clerk