



101 W. First Street
Lowell, North Carolina 28098

Phone: 704-824-3518
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Tuesday, January 2, 2024, 6:00 PM
City Hall
101 W. First Street
Lowell, North Carolina 28098

1: Call to Order

- 1A. Determination of Quorum
- 1B. Call to Order
- 1C. Changes to and Approval of Agenda
- 1D. Pledge of Allegiance

2: Approval of Minutes

- 2A. December 5, 2023 Planning Board Meeting Minutes

3: Old Business

4: New Business

- 4A. Consideration of Board Calendar for 2024
- 4B. Monthly Planning Report

5: Adjournment

Date Posted: January 2, 2024



City of Lowell

Planning Board Memorandum

Prepared By:

Call to Order

Meeting	Agenda Group
Tuesday, January 2, 2024, 6:00 PM	Call to Order Item: 1
Reference File	Presented By

The meeting is called to order



City of Lowell

Planning Board Memorandum

Prepared By:

Determination of Quorum

Meeting	Agenda Group
Tuesday, January 2, 2024, 6:00 PM	Call to Order Item: 1
Reference File	Presented By

Determination of Quorum



City of Lowell

Planning Board Memorandum

Prepared By:

Pledge of Allegiance

Meeting	Agenda Group
Tuesday, January 2, 2024, 6:00 PM	Call to Order Item: 1
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Pledge of Allegiance



City of Lowell

Planning Board Memorandum

Prepared By:

Changes to and Approval of Agenda

Meeting	Agenda Group
Tuesday, January 2, 2024, 6:00 PM	Call to Order Item: 1
Reference File	Presented By

Changes to and Approval of Agenda



City of Lowell

Planning Board Memorandum

Prepared By: Joe Gates

December 5, 2023 Planning Board Meeting Minutes

Meeting	Agenda Group
Tuesday, January 2, 2024, 6:00 PM	Approval of Minutes Item: 3A
Reference File	Presented By

To: Lowell Planning and Zoning Board
From: Joe Gates, Planning Director
Date: January 2, 2024
Re: Request for review of minutes from December 2023

Please review the attached minutes.

Attachments

Planning-Board-12-05-2023-minutesdraft.pdf

**** The following document is a draft of the minutes and the not the official approved minutes ****

Minutes for the Planning Board

101 W. First Street, Lowell, North Carolina 28098

December 5, 2023, 6:00 PM - December 5, 2023, 6:16 PM

Roll Call: *(The following members were in attendance)*

- **David Jennings**, Board Member
- **Norris Lamb**, Vice Charimen
- **Heather Seay**, Board Member
- **Scott Wilson**,
- **Natasha Shuford**, Board member

1. Call to Order

1A. Call to Order- 6:00 PM

Called to order by Chairman Scott Wilson.

1B. Determination of Quorum- 6:00 PM

Attendees included Chairman Wilson, Board Members Seay, Jennings, Lamb, and new Board Member Natasha Shuford were in attendance. Board Member Roberts was absent. It was determined a quorum was in place. City staff included, Planning Director Joe Gates, Planner Tyler Cobb, Stormwater Administrator Jamie Watkins, and City Clerk Cheryl Ramsey. Members of the public were also in attendance.

1C. Pledge of Allegiance- 6:00 PM

Led by Chairman Wilson

1D. Changes to and Approval of Agenda- 6:01 PM

No changes as presented

2. Approval of Minutes

2A. DRAFT - November 6th, 2023 Planning Board Meeting Minutes- 6:02 PM

Board Member Lamb made a motion to accept the minutes, seconded by Board Member Seay. The vote was unanimously in favor.

Abstained by Scott Wilson

3. Old Business

4. New Business

4A. Master Sign Plan Application - 831 S. Main Street, Lowell, NC 28098 - - 6:03 PM

Gastonia Chevrolet, Buick, GMC Dealership is seeking approval of their proposed master sign plan. Presented by Joe Gates. He stated that the Planning Department received a request for a Master Sign Application from Rick Gonzalez of Automotive Management Services. The request is to replace the existing sign at 831 S. Main St in Lowell from McKenney [Property owner] to a new sign that says Gastonia. He stated that the applicant, who was in attendance, submitted a complete application, site plan and other supporting documentation to support their request to replace the one sign. Staff is recommending approval from the board with them taking into consideration the review procedure noted in the agenda packet from Section 17.10-4 of the Lowell Development Ordinance. He also brought to the attention of the Board the letter provided by the applicant of the request, also located within the agenda packet. Board Member Lamb asked, to verify, that this was only to change the one sign, correct? Mr. Gates said yes. Board Member Shuford asked the applicant if is agreeing to go with the smaller sign [as stated in the application and letter to the city]? Ryan Fay, Director of Business Operations for the dealership answered saying the sign is smaller because there are less letters. With no other questions, Board Member Lamb made a motion to accept the proposed change in signage based on Section 17.10-4 Review Procedure for approving the change finding the items true [see agenda packet], seconded by Board Member Shuford. The vote was unanimously approved.

Abstained by Scott Wilson

4B. Planning Board Monthly Report - 6:13 PM

Presented by Joe Gates. He explained to the board that he will be keeping the board abreast of what his department is doing and opened the floor up for questions. Board Member asked Mr. Gates to go over the permit count for the record. Mr. Gates said from January 2023 to now [December 1, 2023] at 161 permits. At the same time last year, only 65 were done for the entire year. We have more than doubled. He expects it to get to the 180's maybe 200 by the end of the year. He said this does not include site plan reviews, subdivision reviews as they are calculated on a project basis. This is including zoning of any kind, new home, remodels or additional accessory structure signs for example. There were no questions for Mr. Gates.

5. Adjournment

Board Member Jennings made a motion to adjourn, seconded by Board Member Seay at 6:16 pm. The vote was unanimously approved.



City of Lowell

Planning Board Memorandum

Prepared By: Joe Gates

Consideration of Board Calendar for 2024

Meeting	Agenda Group
Tuesday, January 2, 2024, 6:00 PM	New Business Item: 5A
Reference File	Presented By

To: Lowell Planning and Zoning Board
From: Joe Gates, Planning Director
Date: January 2, 2024
Re: Review meeting calendar for 2024

Please see the attached meeting calendar for review and approval.

Attachments

2024 Planning and Zoning - Stormwater Committee Meeting Calendar_Proposed.pdf

Lowell Planning Board/ Stormwater Commission

2024

Meeting Schedule

1st Tuesday of each month starting at 6:00pm. Stormwater Commission meeting to follow immediately after adjournment of Planning Board.

January 2nd, 2024

February 6th, 2024

March 5th, 2024

April 2nd, 2024

May 7th, 2024

June 4th, 2024

July 2nd, 2024

August 6th, 2024

September 3rd, 2024

October 1st, 2024

****Monday November 4th, 2024****

December 3rd, 2024

Lowell
North Carolina

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City of Lowell

Planning Board Memorandum

Prepared By: Tyler Cobb

Monthly Planning Report

Meeting	Agenda Group
Tuesday, January 2, 2024, 6:00 PM	New Business Item: 5B
Reference File	Presented By

To: Scott Attaway, City Manager
From: Joe Gates, Planning Director
Date: December 27th, 2023
Re: Monthly Department Update

Code Enforcement:

- Multiple nuisance violation letters issued.

Enforcement Action:

- All violations corrected by property owners.

Zoning:

- Processed (5) zoning permits in December.
- Permit count (166) for calendar year 2023 to-date.
- Attended on-site Preconstruction meeting with Lowell Woods to begin construction of new single family homes.
- Planning Director and other Lowell staff met with Construction Manager for Northpoint regarding construction of a new road.

Planning:

- Attended Lowell Community Committee meeting 12/18/2023.
- Attended Lowell Planning and Zoning meeting, 12/5/2023.
- Attend monthly G-Camp meeting at Gaston County Admin Building.
- Attended meeting with Centralina Regional Council.

Other:

- Attended monthly department head meeting.
- Attended November City Council Meeting.
- Attended Polimorphic Monthly update meeting.
- Planning Director presented at AI conference .