



CITY OF ALBION PLANNING COMMISSION

REGULAR MEETING

WEDNESDAY, JANUARY 18, 2017

COUNCIL CHAMBERS

7:00 P.M.

AGENDA

- I. Call To Order (Reminder: turn off cell phones)
- II. Roll Call of the Commission
- III. Approval of Prior Meeting Minutes –
 - A. December 20, 2016
- IV. Correspondence
- V. Order of Business
 - A. Discussion-Review of Community Garden Ordinance
 - B. Update on Redevelopment Ready Community
 - C. Review Comprehensive Plan
 - D. Miscellaneous-Boards & Commission Training-Feb. 4th, 2017 11 am - 3 pm
 - E. Excuse Absent Commissioners
- VII. Citizen Comments (Persons addressing the Planning Commission shall limit their comments to no more than 5 minutes. Proper decorum is required.)
- VIII. Adjournment

PLANNING COMMISSION PUBLIC HEARING PROCESS

- 1) The Planning Commission Chair opens the hearing
- 2) Chair summarized the process
- 3) Staff presents report on applicant's request
- 4) Chair reads any correspondence into the record
- 5) Public speaking portion of hearing
 - Individuals in support
 - Opposition speakers
 - Questions & rebuttal (directed through the Chair)
 - Public speaking portion of hearing closed
- 6) Finding of facts
- 7) Board begins deliberations
- 8) Motion is made
- 9) Roll call vote taken

Planning Commission
December 20, 2016

I. Call To Order

Due to a lack of quorum, the December 20, 2016 Planning Commission meeting was not opened until 7:30 p.m. when a quorum was reached.

II. Roll Call of the Commission

S Brown, T Pitt, G Strander, W Dick, S Kipp

G Brown arrived at 7:36 p.m.

Staff Present: S Mitchell, City Manager; J Domingo, City Clerk; D Nelson, Special Projects Manager and J Tracy, Director Building, Planning & Code Enforcement

Absent: G Strand

III. Approval of Prior Meeting Minutes-November 28, 2016

S Kipp moved, S Brown supported, CARRIED, to approve the November 28, 2016 Planning Commission minutes as presented. (Voice Vote)

IV. Correspondence – None

V. Public Hearing-Special Use Request of Albion Malleable Brewing Company

John Tracy, Director Building, Planning & Code Enforcement stated the current zoning for 416 a.k.a. 420 S. Superior St. allows for tavern/pub use, which is the proposed use under application submitted and has been approved, zoning permit #2016-060. In addition to the tavern use, the following special usage is requested per Sec. 30-223, (2) Uses permitted by special use permit b.5. and d...

Production of food product - microbrewery & small wine maker. Beer and wine products produced on site are a defining feature for Michigan's popular microbreweries, and increase tourism and traffic where such businesses are located

Open front - the current facade windows will be replaced with roll-up doors to allow for open front cafe-style when weather permits. This has added benefit for downtown attractiveness, encourages use and interaction of Superior St. as a pedestrian hub, and encourages foot traffic.

Findings: Subject property is an existing two story structure, request for said special use for Microbrewery, small wine maker and open front facade, fall under Sec.30-223, (2) b. & b.5.:

Light assembly, fabrication, processing, repair, warehousing, and/or wholesaling, wholly within an already existing structure; including, but not limited to: Manufacturing (including the production, processing, cleaning, testing, and distribution of materials, goods, foodstuffs, and products).

Restaurants and taverns in which patrons are served outdoors or in open-front building, and wherein said establishment does not extend as an internal part of, or accessory thereto, any service of a drive-in nature.

Planning Department Recommendation:

In review of applicable sections of zoning ordinance, it is of the opinion of the Planning Department to approve special use request for microbrewery and small wine maker, contingent on said applicant/owner obtaining license/permit as required by local, state and / or federal law for said use.

In review of applicable section of zoning ordinance, it is of the opinion of the Planning Department to approve special use request for open front building.

Chair G Strander opened the Public Hearing at 7:36 p.m.

Comments were received from Ben Wade, co-owner of Albion Malleable Brewing Company who stated beer and wine products will be produced on site and will have café-style with two (2) roll up doors as weather permits.

S Kipp asked the original intent of having the garage doors with the open café style was to have some means of being blocked off from the street.

Ben Wade stated they planned on having some type of railing to block patrons from walking onto the street with alcohol. They will be working with their architects to come up with the best way to do this.

G Strander closed the Public Hearing at 7:40 p.m.

G Brown asked if residents within the 300 feet radius have been given notice.

John Tracy, Director of Building, Planning & Code Enforcement stated all residents in the 300 foot radius had been sent letters and it was also in the newspaper.

S Kipp moved, S Brown supported, CARRIED, to approve the Special Use Request of Albion Malleable Brewing Company as presented. (Voice Vote)

VI. Order of Business

A. Formal Consideration of Special Use Permit (Case # 2016-061) for proposed Micro Brewery, Small Wine Maker and Open Front Structure for 416 (aka 420) South Superior Street. Albion Malleable Brewing Company

B. Update on 5 year (2017-2021) Comprehensive Plan-Phase I

City Manager Mitchell stated the Albion City Council approved the Comprehensive Plan-Phase 1 at the December 19th, 2016 Council meeting. She thanked Danielle Nelson, Special Projects Manager; John Tracy, Direction Building, Planning & Code Enforcement and Rosalyn Jones, Consultant for all their hard work on the Comprehensive Plan.

Danielle Nelson, Special Projects Manager stated the Council did ask for a few minor changes to the Comprehensive but nothing that made a significant change that it would need to come back to the Planning Commission for approval. The Goals and Objectives of the Plan were not changed.

The two major changes were:

1. Adding a section to the EDC that stated "While the City of Albion is focusing its economic development efforts within the City proper while working with the surrounding communities as opportunities arise to attract business and industry to the surrounding areas.
2. Adding language regarding Austin Avenue as a priority redevelopment site.

Comments were received from T Pitt who asked why the Austin Avenue redevelopment site was so detailed.

Danielle Nelson, Special Projects Manager stated this was due to a Council Member concern that Austin Avenue was not included in the initial plan.

John Tracy, Director Building, Planning & Code Enforcement stated the next piece of the Comprehensive Plan will be focused on Zoning. This will include streamlining the zoning and clearing up some of the zoning we currently have. It will also need to be determined if Eaton Street and Austin Avenue should be mixed use or just residential. John will be working with Amy Deprez, EDC Director and also with residents of the areas with zoning issues.

Comments were received from G Strander, G Brown and S Mitchell.

C. Excuse Absent Commissioners

S Brown moved, S Kipp supported, CARRIED, to excuse Commissioner G Strand. (Voice Vote)

VII. Citizen Comments

Chair Strander thanked Commissioner Dick for his service on the Planning Commission.

VIII. Adjournment

S Brown moved, S Kipp supported, CARRIED, to adjourn the meeting. Meeting adjourned at 8:07 p.m.

Recorded By: Jill Domingo, City Clerk

CITY OF ALBION
ORDINANCE #2011-01

AN ORDINANCE TO ADD DIVISION 9. TO ARTICLE V OF CHAPTER 30
OF THE CITY'S ZONING ORDINANCE

Findings and Purpose:

The Mayor and Council of the City of Albion, based upon recommendation by the Planning Commission, find that there is a need for the adoption of a Community Gardens ordinance to ensure that community gardens are appropriately located and protected to meet the need and demand for local food production, to enhance community health, community education, preservation of green space and community enjoyment. Because community gardens will typically exist in close proximity to residential users, concern should be given to ensuring compatibility between uses.

It is the intention of the City Council that the provisions of this ordinance shall become and be made part of the Code of Ordinances, City of Albion, Michigan, and the sections of this ordinance may be renumbered to accomplish such intention.

THE CITY OF ALBION ORDAINS:

Section 1 – Title. Ordinance to amend chapter 30 of the Code of the City of Albion by amending residential uses and to add a new division on community gardens.

Section 2 – Amendment.

That Section 30-133. Permitted Uses.

(1) Uses by right is hereby amended to read as follows:

- j. Gardening of food crops and non-food ornamental crops such as flowers, under the following conditions:
 - 1. Garden produce may be grown on the property for use by the property owner and/or be sold in the City at a location properly zoned for the sale of garden produce. The gardening activity must comply with the applicable portions of the City's home occupation requirements.
 - 2. The district front yard setback shall apply except when there are no residences on the same block face, in which case the front yard setback shall be five (5) feet.
 - 3. The district side and rear yard setbacks shall apply except for those lot lines that border properties with no residence; in which case the setback requirement shall be five (5) feet from the respective lot line.

- k. Livestock, farm animals and exotic animals are prohibited under this section.

(re-letter k. & l.)

- (3) Accessory uses
 - b. delete this paragraph

That Section 30-148. Permitted uses.

Uses by right is hereby amended as follows:

- k. Same as for Section 30-133.
- l. Livestock, farm animals and exotic animals are prohibited under this section.

Accessory uses.

- b. delete this paragraph

That Section 30-168. Permitted uses.

(1) a. Uses by right is hereby amended as follows:

- 17. Same as for Section 30-133.
- 18. Livestock, farm animals and exotic animals are prohibited under this section.

- (3) Accessory uses.
 - b. delete this paragraph

To Article V add new Division 9. as follows:

Renumber existing divisions 1-8

Division 9. Community Gardens

Section 30-500. Definition.

Community garden means an area of land managed and maintained by a community group, subdivision or non-profit organization to grow and harvest food crops and non-food, ornamental crops, such as flowers. Community gardens may be divided into separate plots for cultivation by one or more individuals or groups, or may be farmed collectively by members of a group, and may include common areas maintained and used by group members.

Section 30-501. General Provisions

COMMUNITY GARDENS

A. Approval

- 1. Residential Zoning Districts. A community garden in a residential district shall be reviewed and approved by the Planning Commission. The property owner and/or authorized agent shall file an application (provided by the City) with the City Clerk requesting Planning Commission approval.

2. Commercial and Industrial Zoning Districts. A community garden that is adjacent to property in a residential district shall be reviewed and approved by the Planning Commission. All others shall be reviewed and approved by the City Manager or his designated representative.
- B. Setback. All garden plots and any permitted structure shall meet the setbacks of the zoning district.
 - C. Permitted structures. Only the following temporary structures will be permitted in a community garden:
 1. Greenhouses, storage sheds, planting preparation sheds and hoopouses.
 - a. Height. No building or other structure may be greater than fourteen (14) feet in height.
 - b. Maximum coverage. The combined area of all buildings (not including principle structures), excluding hoopouses, shall not exceed three hundred (300) square feet.
 - c. All structures shall be properly maintained.
 - d. Hoopouse coverings must be maintained and kept intact. The coverings must be removed during non-growing seasons.
 - e. Temporary structures shall be removed if the property is no longer to be used for a community garden.
 2. Fences.
 - a. The installation of a permanent fence shall comply with the City's fence ordinance.
 - b. A temporary fence may be installed during the growing season. The fence shall be properly installed and maintained and be constructed of standard fence material. The temporary fence shall be removed at the end of the growing season.
 3. Above ground water tanks, or tanks mounted to trailers or skids, provided that no tank shall have a capacity greater than one thousand (1,000) gallons.
 4. Benches, picnic tables, trellises, arbors and garden art.
 5. Planting beds raised up to forty-two (42") inches above grade.
 6. Compost bins and rain barrel systems, which may not be located within the required setback or within ten (10) feet of a property line, whichever is greater.
 - D. Trash receptacles shall be provided on site and emptied in a timely manner.
 - E. Parking on site shall only be permitted on an improved driveway/parking area. All other parking shall be in legally approved on-street parking areas or nearby off-street parking areas. Parking of vehicles in grass or unimproved areas is not permissible.
 - F. Noise. The use or operation of power tools, mechanical equipment or agricultural implements used outdoors in a community garden area is prohibited between 9 p.m. and 7 a.m.

- G. Burning. Open burning of garden materials and associated waste products is prohibited.
- H. Composting. On-site composting of garden waste is permissible if proper composting standards are followed and if a nuisance is not created for abutting property owners.
- I. Operating Standards.
 - 1. The community garden shall be appropriately cultivated which includes regular weeding and maintenance of the garden area.
 - 2. The area around the community garden shall also be properly maintained and comply with the City's noxious weed, grass and brush ordinance.
- J. For residential districts, there shall be no on-site retail sales. Sale of product in other Zoning districts shall meet the zoning district requirements for retail sales activity.
- K. Signs. Each community garden may have one (1) sign indicating the name of the community garden and the contact information of the principal operator. The sign may not exceed six (6) square feet in area nor exceed six (6) feet in height. The specific conditions for signage will be part of the review and approval of the application for a community garden.
- L. Application. An application (provided by the City) requesting approval for a community garden shall be filed with the City Clerk and shall include the following information:
 - 1. The application shall be signed by the property owner giving permission for use of the property as a community garden.
 - 2. The application shall also be signed by the individual and/or representative of the group or organization that will be responsible for the community garden.
 - 3. A sketch plan showing the property location and size with dimensions.
 - a. Show location of all existing and proposed structures
 - b. Proposed layout of garden plots, fencing, etc.
 - c. Identify available parking areas on or near property
 - d. Identify source of water that will be used for irrigation
- M. Termination.
 - 1. When the property owner or group or organization responsible for the community garden decides to no longer operate a community garden on the property, the property shall be brought into compliance with the City's noxious weed, grass and brush ordinance.
 - 2. If the individual, group and/or organization responsible for a community garden fails to properly maintain the community garden in compliance with requirements of this ordinance then the original approving authority (Planning Commission or City Manager) may after reasonable notification terminate the approval to operate a community garden. If the responsible party fails to

correct the deficiency then the City Manager will proceed with corrective action under the City's ordinances.

Section 3 – Separability.

If any section, sub-section, sentence, phrase or portion of this Amendment to the City of Albion Code of Ordinances is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 4 – Ordinance Repealed.

All Sections or parts of sections of this Code, Ordinances and parts of Ordinances in conflict with the provisions of this Ordinance are hereby repealed.

Section 5 – Effective Date.

This ordinance is declared to be an emergency ordinance and shall take immediate effect upon approval of not less than five (5) members of the City Council.

First reading and adoption:

April 4, 2011

| | |
|--------|----------|
| Ayes | <u>7</u> |
| Nays | <u>0</u> |
| Absent | <u>0</u> |



Kerry Helmick, Clerk



City of Albion
112 W. Cass Street
Albion, Michigan 49224
(517) 629-5535

APPLICATION FOR COMMUNITY GARDEN

Application # _____

Section A.

Name of Property Owner('s): _____

Property Address: _____

Parcel Number: _____ Zoned: _____

Owner's Address (if different): _____

Owner's Telephone Number: _____

Section B.

Responsible Party / Organization: _____

Address: _____

Contact Person: _____

Telephone Number: _____

E-Mail Address: _____

Section C.

1. Include a sketch plan showing the property location and size with dimensions.
2. Show location of all existing and proposed structures.
3. Show proposed layout of garden plots, fencing, etc.
4. Identify available parking areas on or near property.
5. Identify source of water that will be used for irrigation.

Responsible Party

I hereby request approval for use of the above identified property for a Community Garden. I agree to comply with all of the requirements of the City of Albion's Community Garden Ordinance.

Print Name: _____

Signature: _____

Date: _____

Property Owner

I hereby grant approval for the above Responsible Party to use my property for a Community Garden in compliance with all the requirements of the City of Albion's Community Garden Ordinance (*Ordinance #2011-01*). I understand that when the Responsible Party no longer wishes to operate the Community Garden that they are to bring the property back into compliance with the City's noxious weed, grass and brush ordinance. I also understand that if the Responsible Party (after written notification to the Responsible Party and the Property Owner) fails to correct the deficiency then the City Manager shall take action to correct the deficiency and all costs associated with this action shall be charged against the property by the Council as though an ad valorem tax.

Print Name: _____

Signature: _____

Date: _____

OFFICE USE ONLY

Application received by: _____

Date: _____

Approved Denied

Albion Planning Commission: _____

Meeting Date: _____

Approved Denied

Albion City Manager: _____

Date: _____

Comments: _____



RRC Quarterly Progress Report 1 – Albion

Community Name: Albion

Name of Staff Member Completing Report: Danielle Nelson

Date: 12/29/2016

Instructions

This document is designed to inform the RRC Team of progress made in your community in terms of implementing the necessary steps to meet the RRC Best Practices. Complete the table below and please be as thorough as possible in your comments.

The **“BP”** column includes which Best Practice is being addressed. The **“Recommended Action for Certification”** column was taken directly from the RRC Report of Findings report and depicts the RRC Team’s recommendations. While the RRC Report of Findings outlined recommended actions to meet each best practice criteria, the city may choose its own path of alternate strategies as long as the required criteria are being accomplished. The **“Progress Made”** column is for you to include comments explaining what steps have been taken towards meeting this specific recommendation. Finally, the **“Date Completed / Expected”** column allows you to attach a time frame of when a particular recommendation was met or a projected timeline for completion.

**Note: There are additional questions at the bottom of this document after the table is completed.*

| BP | Evaluation Criteria | Recommended Action for Certification | Progress Made | Date Completed / Expected |
|-----|--|--|-----------------------------|---------------------------|
| 1.1 | The governing body has adopted a master plan in the past five years. | Adopt an updated master plan in compliance with MPEA and Best Practice 1.1 | Master Plan Phase I adopted | 12/19/2016 |
| 1.1 | The governing body has adopted a downtown plan | Post plan online | Plan posted online | 12/28/2016 |



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| 1.1 | The governing body has adopted a capital improvements plan. | Adopt a six-year capital improvements plan as outlined in MPEA and Best Practice 1.1 | SAW Grant currently creating portion of capital improvements plan. Goal is to have a complete capital improvements plan to be adopted with the 2018 budget in December 2017. | 10/1/2017 |
| 1.2 | The community has a public participation plan for engaging a diverse set of community stakeholders | Develop a public participation strategy as outlined in BP 1.2 | Outline in place. Working on editing. | 7/1/2017 |
| 1.2 | The community shares outcomes of public participation processes | Consistently communicate the results of community engagement efforts and track the success of various outreach methods | Ongoing process. Creating consistent strategies and processes. | 7/1/2017 |
| 2.1 | The governing body has adopted a zoning ordinance that aligns with the goals of the master plan. | Once a master plan zoning plan is adopted, determine if zoning map or ordinance text changes are needed. Once a master plan is adopted, review zoning district intent statements to reflect master plan land use recommendations. | Seeking technical assistance for a zoning audit | 12/31/2018 |
| 2.1 | The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired. | Adopt zoning ordinance provisions in appropriate areas for concentrated development by right Determine if needed and adopt additional regulations to protect sensitive historic and environmental features | Seeking technical assistance. Planning Commission has put out a request for those interested in creating a Historic District Committee | 12/31/2018 |
| 2.1 | The zoning ordinance allows for a variety of housing options | Adopt zoning ordinance provisions that allow for non-traditional housing types | Exploring options and seeking more public input. | 12/31/2018 |
| 2.1 | The zoning ordinance includes standards to improve non-motorized transportation. | Adopt standards to improve non-motorized transportation in the zoning ordinance | Seeking more public input and examples from other communities. | 12/31/2018 |



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| | | | Potentially adopting Complete Streets Resolution. | |
| 2.1 | The zoning ordinance includes standards for green infrastructure | Adopt standards to improve green infrastructure in the zoning ordinance, per Best Practice 2.1 | Seeking examples of this in similar communities. | 12/31/2018 |
| 2.1 | The zoning ordinance is user-friendly | Add graphics, matrices or other visual tools to improve user-friendliness of the zoning ordinance | Will create as zoning is edited and updated. | 12/31/2018 |
| 3.1 | The community encourages a developer to seek input from neighboring residents and businesses at the onset of the application process | Incorporate policy that assists developers in seeking input into the public participation strategy | Will begin after Jan. 1, 2017. Seeking examples of such policy in other similar communities. | 7/1/2017 |
| 3.1 | The community promptly acts on development requests. | Develop an easy to follow flowchart of development requests that include timelines | Will begin after Jan. 1, 2017. Communication between EDC and Planning, Building, and Code Dept. | 7/1/2017 |
| 3.1 | The community has a method to track development projects | Create a formal tracking mechanism for development projects | Will begin after Jan. 1, 2017. Seeking examples. | 7/1/2017 |
| 3.1 | The community annually reviews the successes and challenges with the site plan review and approval procedures | Develop a formal customer feedback mechanism; integrate changes in process where applicable Hold joint site plan review team meetings, including permitting and inspections staff | Will begin after Jan. 1, 2017. Seeking examples from other similar communities. | 7/1/2017 |
| 3.2 | The community maintains an online guide to development that explains policies, procedures and steps to obtain approvals. | Collect and assemble all "Guide to Development" components | Will begin after Jan. 1, 2017. Communication between EDC and Planning, Building, and Code Dept. | 7/1/2017 |
| 4.1 | The community sets expectations for board and commission positions | Outline desired skill sets for board and commission members | Reviewing and editing current expectations. | 4/1/2017 |
| 4.1 | The community provides orientation packets to all | Provide orientation packets to all appointed and elected members of | Reviewing and editing current orientation packets. | 4/1/2017 |



| | | | | |
|-----|--|--|--|-----------------------|
| | appointed and elected member of development-related boards and commissions | development related boards and commissions. | | |
| 4.2 | The community has a dedicated source of funding for training | Budget for training needs of elected and appointed officials and staff | \$1500 allocated for MML Training for Council with possibility of being available to boards and commissions. | 12/19/2016 |
| 4.2 | The community identifies training needs and tracks attendance of the governing body, boards, commissions and staff | Create a simple tracking mechanism to log training needs and attendance | Will begin after Jan. 1, 2017 | 3/1/2017 |
| 4.2 | The community encourages the governing body, boards, commissions and staff to attend trainings. | Implement consistent processes to consistently notify elected and appointed officials and staff about training opportunities | Will begin after Jan. 1, 2017. | 3/1/2017 |
| 4.2 | The community shares information between the governing body, boards, commissions and staff. | Implement consistent processes for training participants to share information with those not in attendance Prepare planning commission annual report, as required by the Michigan Planning Enabling Act | Planning Commission to prepare annual report. | 3/1/2017 1/17/2017 |
| 5.1 | The community has developed a vision for the priority redevelopment sites | Utilizing public input, articulate a vision for the priority redevelopment sites | Will begin in mid-2017 | 12/31/2018 |
| 5.1 | The community identifies potential resources and incentives for prioritized redevelopment sites. | Verify that all negotiable resources and incentives for priority redevelopment site(s) are identified, including those offered by partner entities | Will begin mid-2017. | 12/31/2018 |
| 5.1 | A property information package for the prioritized redevelopment site(s) is assembled. | Assemble a property information package, per Best Practice 5.1 | Will come after public input. | 12/31/2018 |



| | | | | |
|-----|---|---|--|------------|
| 5.1 | Prioritized redevelopment sites are actively marketed. | Develop and market property information package(s) online in collaboration with partner entities | Once property information packages are created, marketing will be created. | 12/31/2018 |
| 6.1 | The community has approved an economic development strategy. | Develop an economic development strategy as outlined in RRC Best Practice 6.1 | New EDC President hired in September. Discussions regarding the economic development strategy to begin after Jan. 1, 2017. | 12/31/2018 |
| 6.1 | The community annually reviews the economic development strategy. | Annually report progress made on the economic development strategy to the governing body | Annual progress reporting to come after plan has been developed. Annual updates will be given to council prior to plan completion. | 12/31/2018 |
| 6.2 | The community has developed a marketing strategy. | Create a unified marketing strategy as outlined in RRC Best Practice 6.2 | Working with EDC, City, Albion College, and other partners to seek funding and technical assistance for this. | 12/31/2018 |
| 6.2 | The community has an updated, user-friendly municipal website. | Add missing planning, zoning and development items to website as they are completed Better group planning, zoning and development items on the website | Ongoing. Training more staff to be able to update site. | 12/31/2017 |

Additional Questions

1. Describe technical assistance needed by your community to achieve RRC certification. Does your community have funds available to complete these projects?

The City is looking to complete a zoning audit in order to update its zoning ordinances. The City does not currently have the funding to do so.

2. Has your community used any of the [RRC Resource Guides](#)?



Not yet.

3. How is your community using materials/resources developed as a result of the RRC process?

The Comprehensive Plan is being used to guide decision-making and to set goals for the City.

4. Has your community been provided any technical assistance from RRC Team or Community Assistance Team (CA Team) members? Please be specific.

So far, none that I am aware of. With the Comprehensive Plan being complete, the City is now at a place where it is ready for technical assistance related to auditing and updating our zoning ordinances.

5. Please include any additional information concerning community successes, lessons learned, or redevelopment challenges since the last progress report.

We were pleased with the turnout that we had at public input meetings for the Comprehensive Plan. Residents were engaged and appreciated the chance to contribute their input to the Plan. We tried new places that are more welcoming to the public and we had a better turn out at some rather than others so we will keep this in mind for the future. Adopting the Comprehensive Plan in December was a major community success. There is a group in town that is interested in hosting an event called "For the Love of Albion" and the celebration of the comprehensive plan will be the main focus. It has shown the community that the City is ready to hold itself accountable for the goals and objectives that the community has identified. The Planning Commission were committed to creating a plan that is actionable and measurable and have been successful in their efforts.

6. My community has identified additional prioritized redevelopment sites since the last progress report.

| | Site #1 | Site #2 | Site #3 |
|-----------------|---------------------------|---------------------------|---------------------------|
| Address: | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Current owner: | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Former use: | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Present status: | Click here to enter text. | Click here to enter text. | Click here to enter text. |

7. The following sites are in process or have been redeveloped since the last progress report:

| | |
|----------|---------------------------|
| Address: | Click here to enter text. |
|----------|---------------------------|



| | |
|-------------------------------|---------------------------|
| Developer: | Click here to enter text. |
| Current or proposed use: | Click here to enter text. |
| Time vacant or underutilized: | Click here to enter text. |
| Proposed/approved incentives? | Click here to enter text. |

| | |
|-------------------------------|---------------------------|
| Address: | Click here to enter text. |
| Developer: | Click here to enter text. |
| Current or proposed use: | Click here to enter text. |
| Time vacant or underutilized: | Click here to enter text. |
| Proposed/approved incentives? | Click here to enter text. |

| | |
|-------------------------------|---------------------------|
| Address: | Click here to enter text. |
| Developer: | Click here to enter text. |
| Current or proposed use: | Click here to enter text. |
| Time vacant or underutilized: | Click here to enter text. |
| Proposed/approved incentives? | Click here to enter text. |

8. Please provide any additional comments to improve the RRC program.

| |
|---------------------------|
| Click here to enter text. |
|---------------------------|

Appendix 1: 2017 Comprehensive Plan Goals and Objectives

Goals and objectives are not ranked, because each is a high priority. Progress will be reviewed by the Planning Commission on a quarterly basis.

Goal 1

Retain and attract jobs to Albion by supporting business growth, development, and attraction

Objectives:

- Encourage broader participation with local stakeholders (public, private, non-profit, higher education, civic, and business) in the formulation of Albion's economic diversification strategy (1-3 years)
- Work with the EDC to strengthen Albion's workforce development network and connect Albion's talent base with employment opportunities (e.g. partnering with Michigan Works, Albion College Career & Internship Center, etc.) (1-3 years)
- Continue support for programs and initiatives that foster entrepreneurship (e.g. promote Albion business incubators and encourage entrepreneurship among all segments of the population, including minorities, women, youth,) (1-10 years)
- Work closely with the Albion EDC, Chamber and other partner entities to support local businesses with a proactive business retention and development strategy (1-3 years)
- Work with the Albion EDC, businesses, developers, and others to encourage reuse and redevelopment of brownfield sites (1-10 years)
- Highlight the progress of Albion's economic development strategy within the framework of the City's comprehensive marketing strategy (1-10)
- Take all of the necessary steps to have Albion certified by the Michigan Economic Development Corporation as a Redevelopment Ready Community (1-2 years)

Goal 2

Deliver high-quality municipal services that improve the quality of life in Albion

Objectives:

- Take all of the necessary steps to have Albion certified by the Michigan Economic Development Corporation as a Redevelopment Ready Community (1-2 years)
- Develop/formalize a Public Services Plan to determine needed enhancements in city administration, public safety, community health, and overall municipal services. (1-5 years)
- Develop a Capital Improvements Plan to enhance and maintain quality technological and physical infrastructure. Infrastructure includes: Roads and sidewalks; parking; water, sewer, and storm sewer utilities, dam and millrace removal (1 year)
- Evaluate and implement appropriate fiber optic communications and other emerging technology infrastructure in order to address the current and future needs of the community's diverse array of stakeholders (1-5 years)

Goal 3

Achieve consistency between the existing zoning code and the City's long-term goals for housing, commercial, and industrial development

Objectives:

- Evaluate and implement changes in the zoning code and map that are necessary to achieve desired land use patterns and align with the goals of the Comprehensive Plan (1-2 years)
- Adopt and update standards in the zoning ordinance to improve non-motorized transportation and promote and encourage green infrastructure (1-2 years)
- Take all of the necessary steps to have Albion certified by the Michigan Economic Development Corporation as a Redevelopment Ready Community (1-2 years)

Goal 4

Strengthen and beautify Albion's neighborhoods

Objectives:

- Develop and implement a neighborhood revitalization strategy to eliminate blight, improve public safety and environmental health, and strengthen residential areas as well as former industrial sites that are in close proximity to neighborhoods (1-10 years)
- Work with private and nonprofit housing developers and others to encourage infill forms of development and the redevelopment of vacant, underutilized and brownfield sites (1-10 years)
- Expand, diversify and market housing options to meet the needs of residents of varying life stages, life styles and income levels (e.g. Senior/retirement living, College corridor neighborhood, downtown lofts, affordable and low income housing, etc.) (1-10 years)
- Develop and implement a certification/registration program for rental and vacant properties (1-2 years)
- Identify neighborhood groups who can serve as ambassadors and champions for their respective areas (1-3 years)
- Highlight progress and achievements as part of the City's comprehensive marketing strategy (1-10 years)

Goal 5

Stabilize the downtown, enhance its historic character, and support its economic growth

Objectives:

- Find creative ways to increase the number of Downtown Development Authority (DDA) initiatives (1-3 years)
- Explore the establishment of a Local Historic District study committee (1 year)
- Analyze and evaluate the City's parking situation and create a plan for improving parking management and balancing parking space supply with demand (1-3 years)
- Maintain a robust nonprofit sector, while monitoring the balance between nonprofit and revenue generating development in the downtown district, in order to expand and build the tax base (1-3 years)
- Attract commercial development to the downtown that will serve the needs of the community and complement the existing mix of businesses (e.g. restaurants, retail, entertainment, etc.) (3-5 years)
- Continue to create incentives and attractions for residents, college students and tourists to visit the downtown (e.g. Hotel, Bohm Theater, Kids N Stuff, the Ludington Center) (1-5 years)
- Highlight progress of downtown development efforts within the context of the City's comprehensive marketing strategy (1-10 years)

Goal 6

Support and strengthen a Pre K-16 education system for the community

Objectives:

- Continue joint meetings with Marshall Public Schools, Albion College, other area schools and community partners to assess, document and support a comprehensive, "post-annexation" K-16 education strategy (ongoing)
- Strengthen and promote City programs (summer and after school tutoring, the arts, recreational programs, etc.) that support youth in and around Albion (1-5 years)
- Utilize Albion College and other institutions of higher education to support college preparation and access. Strengthen the Albion College Access Network. (1-3 years)
- Highlight progress and successes in the educational arena as part of the City's comprehensive marketing strategy (1-10 years)

Goal 7

Build capacity and a network of organizations and services to address poverty and meet the needs of residents who cannot afford basic services

Objectives:

- Update comprehensive community needs assessments and asset maps to identify assets and determine needs (1-2 years)

Goal 8

Improve Albion's transportation network to accommodate and promote various modes, including walking, biking, automobiles, passenger rail and public transportation

Objectives:

- Develop a motorized public transportation plan working in conjunction with the Calhoun County Transit system, Albion-Marshall Connector and other strategic partners (1-5 years)
- Develop a non-motorized travel plan (1-5 years)
- Encourage walking, biking and other recreation by strengthening Albion's non-motorized trail network within the city as well as its connections with the region's non-motorized network (e.g. Iron-Belle Trail, North Country Trail, Kalamazoo River Water Trail, etc.) (1-3 years)
- Establish Albion as a "Trail Town" (1-2 years)
- Fortify relationships with MDOT, AMTRAK, Greyhound and regional transportation partners and authorities to coordinate improvements to major streets and public transit systems (1-5 years)
- Highlight progress, achievements, and testimonials as part of the City's comprehensive marketing strategy (1-10 years)

Goal 9

Focus planning and resources to enhance and transform the city's major corridors

Objectives:

- Develop a Corridor Improvement Plan that strengthens the visual and physical connections between the Downtown Commercial District, Albion College, the I-94 Business Corridor, and Austin Avenue, and the south entrance on M-99. (1-5 years)
- Enhance the City's major gateways (as described above) with appropriate landscaping, streetscaping, and signage (1-10 years)
- Explore the possibility of establishing a Corridor Improvement Authority (1-2 years)
- Work with surrounding communities to extend/connect Albion's major corridors to the region (e.g. establishing an MLK corridor between Albion and Marshall, and complementing corridors with non-motorized, regional trail systems) (1-5 years)
- Highlight progress and achievements as part of the City's comprehensive marketing strategy (1-10 years)

Goal 10

Forge local, regional and global collaborations that support the City of Albion -- its people, its needs and its opportunities.

Objectives

- Work in collaboration with local and regional partners and AmeriCorps VISTA volunteers to assess community needs, increase organizational capacity and expand access to education, health care, quality food, economic opportunity and the overall quality of life for all residents (1-3 years)
- Develop a local food culture through increased access to healthy food and nutrition education that utilizes community resources including businesses, farms, community gardens, farmers market, food hub, and other organizations (1-5 years)
- Strengthen and increase the number of strategic collaborations with global partners (e.g. Noisy-le-Roi and Bailly, France, the Albion College/Global Liberal Arts Alliance, etc.) that bring international perspective and attention to Albion (1- 5 years)
- Develop and utilize a *Partnership & Collaboration Agreement* with appropriate community partners (tbd) to further define goals, objectives and roles (1-3 years)
- Develop a comprehensive marketing strategy, working in collaboration with partner entities, to promote Albion as a desirable place in which to live, play, study, and invest (1-5 years)

Goal 11

Support networks and systems that promote healthy living

Objectives:

- Partner with the Food Hub and other local organizations to increase access to healthy, affordable, and nutritious food (1-3 years)
- Partner with the Food Hub and other local organizations to promote food security and public health by encouraging and supporting locally-based food production and distribution, e.g. the Farmers Market and community gardens (1-5 years)
- Partner with various healthcare providers, patient advocacy groups, transportation services, AmeriCorps VISTA, and other stakeholders to support healthcare access and wellness programming in Albion (1-3 years)
- Enhance safe walking and cycling routes for citizens through transportation, land use, and design decisions (1-5 years)

INFORMATION
ONLY

Jill Domingo

From: Sheryl Mitchell
Sent: Monday, January 09, 2017 6:10 PM
To: Jill Domingo
Cc: John Tracy
Subject: FW: Citizen Planner News January 2017

Jill – could you please include this as informational in the next Planning Commission agenda packet?

Sheryl L. Mitchell, DBA, MSA
Albion City Manager
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Albion, MI 49224

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From: MSU Extension Citizen Planner [mailto:cplanner@msu.ccsend.com] **On Behalf Of** MSU Extension Citizen Planner
Sent: Monday, January 09, 2017 4:49 PM
To: planner <planner@cityofalbionmi.gov>
Subject: Citizen Planner News January 2017

MICHIGAN STATE
UNIVERSITY | **Extension**



Citizen Planner News

January 2017

Master Citizen Planners,

Included in this newsletter are events, trainings, webinars and options for you to earn your educational credits. You are required to earn six (6) credits from approved programs every calendar year to maintain your certificate. The Citizen Planner team has expanded the possibilities for credits and will continue to do so in the coming years, including the popular Advanced Academy in 2018. Watch for this newsletter to begin arriving in your inbox monthly to help provide you with information about upcoming events.

MSU Extension News

It is not just any attorney: Find the lawyer that has a focus in municipal law

December 19, 2016 | **Kurt Schindler** |

There are many different kinds of law. Different attorneys have experience in certain types of law. The task is to find the lawyer that focuses on the type of law you need.

When to call an attorney for planning and zoning issues

December 19, 2016 | **Wendy Walker** |

Land use decision making is not always a do it yourself proposition for local officials; there are times when you really should hire a lawyer.

How to handle appeals of administrative decisions

December 22, 2016 | **Brad Neumann** |

The zoning board of appeals is the only entity authorized to hear appeals on the administration and enforcement of the zoning ordinance at the local level. When doing so, careful considerations must be made.

These articles were published by Michigan State University Extension. For more information, visit <http://www.msue.msu.edu>. To have a digest of information delivered straight to your email inbox, visit <http://bit.ly/MSUENews>. To contact an expert in your area, visit <http://expert.msue.msu.edu>, or call 888-MSUE4MI (888-678-3464).

Find other articles on community planning written by MSU Extension Educators [here](#).

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[Michigan State University Extension](#)

[Michigan Citizen Planner](#)

[MSU Extension Program Registration](#)

[Land Use Education Services](#)

Citizen Planner Social Media

Citizen Planner Ramps-up Social Media Presence

Are you on Facebook or Twitter? We are, and we've ramped-up our posting and tweeting to keep you even more informed about upcoming educational opportunities, the latest land policy research, and recent amendments to planning and zoning statutes. Facebook user, please go to [MSU Michigan Citizen Planner](#) and 'Like' us to see occasional updates from us on your newsfeed. Those of you on Twitter can follow [@CplannerMSU](#) to catch our tweets about streets (and more)! Help us spread the word and invite your fellow Citizen Planner graduates to like and follow us too.

MCP Educational Opportunities

2017 MCP Webinar Series

Next webinar is *February 16, 2017*

The 2017 Master Citizen Planner (MCP) Webinar Series is designed to offer participants the latest updates and information on current topics. Using Zoom, MSU Extension educators will provide an overview of topics of interest to planning and zoning officials. The first class in the 2017 series is February 16 from 6:30-7:30 PM.

MCPs will earn one credit per webinar

Citizen Planner Training

Citizen Planner Fundamentals of Planning & Zoning 2017 Class schedule

Citizen Planner on the Web-ZAC

This is a special version of the Citizen Planner: Fundamentals of Planning and Zoning course offered using web conferencing technology. It is a live, interactive classroom style presentation which participants can view from their home or office computer. In coordination with the MSU Land Policy Institute, this course is being offered during the workday to allow participants to fulfill the prerequisite for the Zoning Administrator Certificate training being offered Feb. 15-16 2017 in Plymouth, MI. You do not have to enroll in the ZA certificate program to participate in this Citizen Planner class.

For more information visit:

<https://events.anr.msu.edu/CPZAC17/>

Registration is open until January 16 at midnight.

Macomb County

Thursdays, March 9 - May 4, 2017

Classes will be held from 6 - 9 PM at the MSU Extension Assembly Rooms, 21885 Dunham Road, Suite 12, Clinton Township, MI 48036. This Citizen Planner classroom program is sponsored by Macomb County. The last, 8th session, is not part of the core program and is not required for the certificate and cannot be substituted for a missed core class.

For more details, including Macomb County Scholarship options visit:

<https://events.anr.msu.edu/CPMacomb17/>

Registration will be open soon, check www.citizenplanner.msu.edu for a registration link.

Citizen Planner Online

The Citizen Planner program is again available online after a migration to a new platform -- Moodle on eXtension. The new Citizen Planner Online is divided into three courses, Michigan Citizen Planner 101, 201 and 301. MiCP 101 introduces planning officials to their new roles covering topics that include ethics, drafting the master plan, and working with the public. MiCP 201 covers the basic legal framework of planning and zoning, sources and limitations of government power over land use, and making zoning decisions.

February 16: Is there such a thing as Rural Placemaking?

April 20: Writing Parks and Recreation Plans

June 15: Tools, Tips, and Techniques for Local Government Success in the New Economy

August 17: Real Estate Law for Planning Commissioners

October 19: Understanding and Planning for the Shared Economy

December 21: Land Use Legislative and Case Law Recap for 2017

\$20 Regular registration

\$10 Master Citizen Planner

For more information and to register:

<https://events.anr.msu.edu/mcp17/>

Master Citizen Planner (MCP) Webinar Series Recordings are available at:

<https://events.anr.msu.edu/MCPwebrec/>

Recorded webinars are available at \$10 each and each one is worth 1 MCP educational credit. You can meet your annual requirement by purchasing and viewing any 6 of these webinars. Make sure you complete the evaluation at the end to receive credit. New webinars are added regularly, check back to see the new options.

Regulating Medical Marijuana Facilities: A Workshop for Local Government

6:00 PM - 9:00 PM

On September 21, 2016, Gov. Snyder signed three new laws that clarify and add to the state's voter-approved Michigan Medical Marijuana Act from 2008. The new laws give local governments the authority to regulate the location and number of medical marijuana provisioning centers, allow marijuana-infused products, and create a "seed-to-sale" tracking system to ensure that any marijuana being dispensed to patients has been tested for safety. The bills are now PA 281-283 of 2016.

This workshop is an opportunity for local government officials to learn about options in prohibiting or accepting and regulating medical marijuana dispensaries, growing

MiCP 301 covers roles and power in public policy, choosing appropriate meeting types, and placemaking and innovative techniques. Participants complete all three modules to receive a certificate of completion. The registration for the three-course package is \$275, a \$20 discount from the equivalent classroom-based program. Interested individuals can enroll in the program at: [CPOne](#). Questions should be directed to the Citizen Planner office, 269 657-8213 or cplanner@msu.edu.

PZC Zoning Administrator Certificate Program

Wed. - Thurs., February 15-16, 2017
Hilton Garden Inn, 14600 Sheldon Road
Plymouth, MI 48170

Since 2009, the Planning & Zoning Center (PZC) at MSU (<http://pzcenter.msu.edu>) has held the Zoning Administrator Certificate Program. This program was designed to offer zoning administration techniques in ways to reduce legal risks to the zoning administrator (ZA) and their community. It is the ONLY such program in the state!

Please contact us for more information and registration. Space is limited.
[ZA Certificate Program](#)

Quick Links for more Information:
[Planning & Zoning Resources](#)
[Planning and Master Plan Resources](#)
[Zoning Ordinance Resources](#)
[Citizen Education](#)
[Questions and Answers](#)
[Archive](#)

Michigan Citizen Planner | 269 657-8213 | cplanner@msu.edu | <http://www.citizenplanner.msu.edu/>
MSU Extension- Citizen Planner
219 E. Paw Paw St., Suite 201
Paw Paw, MI 49079

facilities, processing, product testing, and transport facilities. The workshop will cover:

- The Overall Regulatory Framework
- Introduction to the new Medical Marijuana Facilities Licensing Act
- Applications to Planning & Zoning
- Enforcement Issues
- State Authority on the Topic
- Options for how to Proceed

This program is available in 11 locations statewide. The fee is \$55 for Regular participants, \$50 for MCPs and 3 educational credits. For more information, locations and dates and registration visit: <https://events.anr.msu.edu/LocalGovMMW>

How to Run Effective Meetings West Shore ESD, 2130 W. US-10, Ludington February 2, 2017 6 - 8:30 PM

Learn factors necessary for productive meetings, how to ensure ALL voices are heard in discussion and strategies to help you facilitate effective meetings where decisions are made and results happen! MCPs can earn 2.5 credits for this program.

Cost: \$55

For more information and registration:
<https://events.anr.msu.edu/MasonCounty>

**Read more MSUE news articles related to community planning
here (<http://msue.anr.msu.edu/topic/info/planning>)**

Michigan Citizen Planner, 219 E. Paw Paw Street, Paw Paw, MI 49079

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