



## CITY OF ALBION PLANNING COMMISSION

### REGULAR MEETING

TUESDAY, APRIL 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. March 21, 2017
- IV. Correspondence
- VI. Order of Business
  - A. Update on RRC/Comprehensive Plan
  - B. Discussion-Updates/Changes to Ordinance # 2011-01, Community Gardens
  - C. Excuse Absent Commissioners
- VII. Public Comments (Persons addressing the Planning Commission shall limit their comments to no more than three (3) 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  
March 21, 2017

I. Call To Order

The March 21, 2017 Planning Commission meeting was called to order at 7:00 p.m. by Chairperson Strander and a quorum declared.

II. Roll Call of the Commission

PRESENT: G. Brown, B Decker, S Kipp, T Pitt, L Reid, G Strand, G Strander.

ABSENT: S Brown and S Ponds

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

III. Approval of Prior Meeting Minutes-

A. February 22, 2017

B. March 14, 2017

T Pitt moved, S Kipp supported, to Amend the March 14, 2017 minutes as follows:

T Pitt arrived at 6:50 p.m.

S Kipp moved, T Pitt supported, CARRIED, to approve the Prior Planning Commission minutes with the above amendment. (Voice Vote)

IV. Correspondence-None

V. Public Hearing

A. Albion Community Gardens Application

Director Planning, Building & Code Enforcement Tracy gave a brief background of the application by Vision of Life. They will garden on nine (9) plots which have been identified in the attached map on Jefferson Street.

Chair G Strander opened the Public Hearing at 7:09 p.m.

Comments were received from Mary Moore, Treasurer of Albion Community Gardens, Inc. stated the following application information:

- The Vision of Life Action Team owns three (3) lots and has signed a lease with the Calhoun County Land Bank for the remaining six (6) lots.
- The proposed building will be an 8' X 10' shed
- Snow fencing
- Liability insurance on the basis of permit approval from the Planning Commission.

Commissioner G Brown asked which parcels were owned by the Land Bank.

Mary Moore stated the following lots were owned by the Calhoun County Land Bank and they do have an option to purchase:

Parcels #'s

- 51-010-574-00
- 51-010-575-00
- 51-010-576-00
- 51-010-578-00
- 51-010-579-00
- 51-010-581-00

Commissioner G Strander asked Mary Moore if she had spoken to Director of Planning, Building & Code Enforcement Tracy about the review of the property.

Mary Moore stated she had not spoken to Director of Planning, Building & Code Enforcement Tracy about the review of the property. She stated the President of the Albion Community Gardens, Inc. will negotiate a flat rate for water with the City.

Chair G Strander closed the Public Hearing at 7:17 p.m.

#### B. 2017-2022 Capital Improvement Plan

City Manager Mitchell gave a brief overview of the Capital Improvement Plan.

Chair G Strander opened the Public Hearing at 7:19 p.m.

No public comments were received.

Chair G Strander closed the Public Hearing at 7:19 p.m.

No commissioner comments were received.

#### VI. Order of Business

- A. Approve Application for Community Garden Application located at 1021 Jefferson St; 1019 Jefferson St; 1017 Jefferson St; 1013 Jefferson St; 1011 Jefferson St; 1009 Jefferson St; Mallory St/Jefferson; 103.5 Jefferson St and 751 W. Broadwell St

Comments were received from Commission G Brown who thanked City Manager Mitchell and Planning, Building & Code Enforcement Director Tracy for their work on the Community Gardens process.

T Pitt moved, L Reid supported, CARRIED, to Approve Community Garden application located at 1021 Jefferson St; 1019 Jefferson St; 1017 Jefferson St; 1013 Jefferson St; 1011 Jefferson St; 1009 Jefferson St; Mallory St/Jefferson; 103.5 Jefferson St and 751 W. Broadwell St with the following additions:

1. Subject to all current codes unless opinion by City Attorney or change in codes
2. Contingent upon agreement of flat water rate service

CARRIED. (Voice Vote)

- B. Discussion/Approve 2017-2022 Capital Improvement Plan

Comments were received from Commissioner G Strand who stated the Capital Improvement Plan has identified projects per year with the understanding that the chronological order was not specific and can be moved around as funding becomes available.

City Manager Mitchell was implicit that resolution is a part of the process and thanked everyone for all their hard work. She also apologized for the delay in getting the Capital Improvement Plan to the Planning Commission as there were technical difficulties.

Commission L Reid echoed the thanks that City Manager Mitchell gave.

S Kipp moved, B Decker supported, to Approve 2017-2022 Capital Improvement Plan as presented.

CARRIED. (Voice Vote)

- C. Review Comprehensive Plan

Commissioner G Strander asked what needed to be done to move the Comprehensive Plan forward.

City Manager Mitchell stated approving the Capital Improvement Plan was a large portion of moving the Comprehensive plan forward.

D. Excuse Absent Commissioners

G Strand moved, B Decker supported, CARRIED, to excuse Commissioners S Brown and S Ponds. (Voice Vote)

VII. Public Comments

No public comments were received.

Commissioner comments were as follows:

Commissioner T Pitt asked about examples for updating the Community Garden Ordinances and if the food grown was for private or commercial assumption.

Director of Planning, Building & Code Enforcement Tracy stated the Community Garden Ordinance examples will be coming and the ordinance is written as such that they can sell the food grown.

Commissioner G Strand ask if the code required soil testing and if not, he would like to see that included.

Director of Planning, Building & Code Enforcement Tracy stated the code does not require soil testing.

VIII. Adjournment

T Pitt moved, G Brown supported, CARRIED, to adjourn the meeting. Meeting adjourned at 7:30 p.m.

Recorded By: Jill Domingo, City Clerk

# RRC Quarterly Progress Report 2 – Albion

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**Community Name: Albion**

**Name of Staff Member Completing Report: Danielle Nelson**

**Date:**

## 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	Currently working on future land use maps and zoning plan to meet RRC Best Practices	7/1/2017
1.1	The governing body has adopted a downtown plan	Post plan online	<a href="http://www.cityofalbionmi.gov/document_center/BoardsCommissions/2-2001%20DDA%20Downtown%20Development%20Plan.pdf">http://www.cityofalbionmi.gov/document_center/BoardsCommissions/2-2001%20DDA%20Downtown%20Development%20Plan.pdf</a>	12/28/2016



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	CIP approved by Planning Commission on 3/21/2017 and approved by City Council on 4/3/2017. <a href="http://cityofalbionmi.gov/visitors/2017-2022_capital_improvement_plan.php">http://cityofalbionmi.gov/visitors/2017-2022_capital_improvement_plan.php</a>	4/3/2017
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	Draft of Community Engagement Statement completed. Needs revisions and review/approval by Planning Commission and City Council.	6/5/2017
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	Sign-in sheets are always used and meeting notes and contact information for questions is always sent to participants. Local media is invited and attends public participation events. This was done for Comprehensive Plan events and meetings regarding Dalrymple School property. Process will be included in the Community Engagement Statement.	6/5/2017 and ongoing
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.	It has been determined that the zoning map and ordinance text changes are needed.	Click here to enter text.
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	Click here to enter text.	Click here to enter text.



		sensitive historic and environmental features		
2.1	The zoning ordinance allows for a variety of housing options	Adopt zoning ordinance provisions that allow for non-traditional housing types	Click here to enter text.	Click here to enter text.
2.1	The zoning ordinance includes standards to improve non-motorized transportation.	Adopt standards to improve non-motorized transportation in the zoning ordinance	Click here to enter text.	Click here to enter text.
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	Click here to enter text.	Click here to enter text.
2.1	The zoning ordinance is user-friendly	Add graphics, matrices or other visual tools to improve user-friendliness of the zoning ordinance	City is looking into <i>clearzoning</i> to create a user-friendly online version of zoning ordinance. Will need to find funding for this.	Click here to enter text.
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	This is being incorporated into the Community Engagement Statement.	5/1/2017
3.1	The community promptly acts on development requests.	Develop an easy to follow flowchart of development requests that include timelines	Task of creating a flowchart has been assigned to intern in the Planning Dept.	6/1/2017
3.1	The community has a method to track development projects	Create a formal tracking mechanism for development projects	Click here to enter text.	Click here to enter text.
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	Click here to enter text.	Click here to enter text.
3.2	The community maintains an online guide to development that explains	Collect and assemble all "Guide to Development" components	Click here to enter text.	Click here to enter text.



	policies, procedures and steps to obtain approvals.			
4.1	The community sets expectations for board and commission positions	Outline desired skill sets for board and commission members	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
4.1	The community provides orientation packets to all appointed and elected member of development-related boards and commissions	Provide orientation packets to all appointed and elected members of development related boards and commissions.	City Clerk has begun drafting orientation packets.	<a href="#">Click here to enter text.</a>
4.2	The community has a dedicated source of funding for training	Budget for training needs of elected and appointed officials and staff	<p>City Council and dept. heads completed MML Training on Sat., Feb 4, 2017 on “How to for Council, Boards, and Commissions” – topics included FOIA, OMA, Parliamentary Procedure</p> <p>Minutes can be found on the City’s website and can serve as proof of the training.</p> <p>The next MML Training will be Sat. April 22, 2017 (time TBD) – topics include Council Rules &amp; Procedures, Roles of Mayor, Council, and CM</p>	<a href="#">Click here to enter text.</a>
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	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
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	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
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	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>



		Prepare planning commission annual report, as required by the Michigan Planning Enabling Act		
5.1	The community has developed a vision for the priority redevelopment sites	Utilizing public input, articulate a vision for the priority redevelopment sites	Worked with the Calhoun County Land Bank Authority to gather input on what residents would like to see happen with the Dalrymple School property in November 2016. The input was used to secure a \$125,000 grant to go towards demolishing the building. Planning a charrette for June 2017 to seek input from the community and redevelopment sites will be included.	<a href="#">Click here to enter text.</a>
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	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
5.1	A property information package for the prioritized redevelopment site(s) is assembled.	Assemble a property information package, per Best Practice 5.1	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
5.1	Prioritized redevelopment sites are actively marketed.	Develop and market property information package(s) online in collaboration with partner entities	The City's redevelopment sites are listed on Zoom Prospector.	<a href="#">Click here to enter text.</a>
6.1	The community has approved an economic development strategy.	Develop an economic development strategy as outlined in RRC Best Practice 6.1	The Albion EDC has implemented a 2017-2019 Strategic Direction Roadmap that will be expanded into a full development strategy.	9/30/2017
6.1	The community annually reviews the economic development strategy.	Annually report progress made on the economic development strategy to the governing body	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
6.2	The community has developed a marketing strategy.	Create a unified marketing strategy as outlined in RRC Best Practice 6.2	Community Marketing Group has been organized by the Albion EDC and has	7/30/2017



			begun discussions about comprehensive marketing and branding strategy.	
6.2	The community has an updated, user-friendly municipal website.	<p>Add missing planning, zoning and development items to website as they are completed</p> <p>Better group planning, zoning and development items on the website</p>	Click here to enter text.	Click here to enter text.

### 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 interested in using *clearzoning* to create a user-friendly zoning ordinance but is unable to pay for it. In addition, zoning ordinance will need to undergo an audit and be at least partially rewritten and the City currently does not have the available funding to pay for this.

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

Yes. The City has used the Capital Improvements Guide, the Planning Commission Annual Report Template, the Public Participation Plan Strategy, the Economic Development Strategy Guide, and the Marketing and Branding Strategy Guide.

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

The Comprehensive Plan Phase I is already being used to direct the City in its efforts to meet the needs of Albion residents and improve the environment for economic development. Please see the Comprehensive Plan Quarterly Report that was included with the email that this document was sent in. The Capital Improvements Plan has been used to identify upcoming projects and funding sources. In addition, it has been used to apply for the Infrastructure Capacity Enhancements (ICE) Grant program through the State. The RRC program has also provided much motivation for the City to have a formalized Community Engagement Statement and a Comprehensive Marketing Plan which are currently underway.



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

We have currently not received any technical assistance but we have received much guidance from Karen Wieber on the RRC reporting process and clarification on some of the requirements for the best practices.

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

Since the last quarterly report, we have had two new businesses come to Albion's downtown as a result of the progress and the effort that is being made on the part of the City to improve its economic climate. Albion College's Ludington Center located in the downtown was finally opened in January of this year. The City has completed the Capital Improvements Plan so that it can apply for the ICE Grant. A major challenge that the City is facing is the demolition of the old Dalrymple School site. The Calhoun County Land Bank Authority owns the property and was able to secure \$125,000 for demolition but the CCLBA now expects the City to also pay \$125,000. The City does not currently have the funds to do so. This is one of the redevelopment sites that we have previously identified.

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:	420/416 S. Superior St.
Developer:	Albion Malleable Brewing Company
Current or proposed use:	Brewery/Restaurant
Time vacant or underutilized:	8 years
Proposed/approved incentives?	Click here to enter text.



Address:	400 S. Superior St.
Developer:	Ace Investment Properties, LLC
Current or proposed use:	Mixed use – residential and commercial
Time vacant or underutilized:	5 years
Proposed/approved incentives?	Have received letter of interest from MEDC for \$800,000 to fund the \$1.2 million project.

Address:	<a href="#">Click here to enter text.</a>
Developer:	<a href="#">Click here to enter text.</a>
Current or proposed use:	<a href="#">Click here to enter text.</a>
Time vacant or underutilized:	<a href="#">Click here to enter text.</a>
Proposed/approved incentives?	<a href="#">Click here to enter text.</a>

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

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

Goals and Objectives	Timeline	Status as of 4/1/2017	Lead Individuals or Orgs
1 Retain and attract jobs to Albion by supporting business growth, development, and attraction			
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	The AEDC has developed a Strategic Direction that will be fleshed out into a full plan by 9/30/2017.	City of Albion AEDC
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	Working with MDOT on summer youth employment program. AEDC Partner with Michigan Works on workforce assistance programs and resources.	City of Albion AEDC
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	AEDC has sponsored a series of small business and entrepreneurial workshops for 2017. AEDC partners with SBDC for free 1 on 1 counseling in Albion.	AEDC
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	AEDC has sponsored a series of small business and entrepreneurial workshops for 2017. AEDC implemented a Business Retention calling program.	City of Albion AEDC Greater Albion Chamber

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

Goals and Objectives	Timeline	Status as of 4/1/2017	Lead Individuals or Orgs
Work with the Albion EDC, businesses, developers, and others to encourage reuse and redevelopment of brownfield sites	1-10 years	The City and AEDC are planning a public input mechanism and programming for brownfield sites in Albion.	City of Albion AEDC / BRA
Highlight the progress of Albion's economic development strategy within the framework of the City's comprehensive marketing strategy	1-10 years	Marketing Committee has been organized to begin marketing strategy.	AEDC
Take all of the necessary steps to have Albion certified by the Michigan Economic Development Corporation as a Redevelopment Ready Community	1-2 years	See RRC QPR 1 and 2	City of Albion Albion EDC
2 Deliver high-quality municipal services that improve the quality of life in Albion			
Take all of the necessary steps to have Albion certified by the Michigan Economic Development Corporation as a Redevelopment Ready Community	1 - 2 years	See RRC QPR 1 and 2	City of Albion Albion EDC
Develop/formalize a Public Services Plan to determine needed enhancements in city administration, public safety, community health, and overall municipal services.	1 - 5 years	SAW Grant in process. CIP created and approved by Planing Commission on 3/21/2017. Adopted by City Council on 4/3/17.	City of Albion -Public Safety -Dept. Public Services

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

Goals and Objectives	Timeline	Status as of 4/1/2017	Lead Individuals or Orgs
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	<b>COMPLETED</b> Capital Improvements Plan 2017-2022 drafted by Planning Commission on 3/21/2017. Adopted by City Council on 4/3/2017	City of Albion Planning Commission <b>COMPLETED</b>
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	Initial conversations with MERIT regarding downtown fiber optic network. Also written into AmeriCorps VISTA position description with AEDC.	City of Albion
3 Achieve consistency between the existing zoning code and the City's long-term goals for housing, commercial, and industrial development			
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	Written into AmeriCorps VISTA position description for July '17 June '18.	City of Albion -Planning, Bldg, Code Albion EDC
Adopt and update standards in the zoning ordinance to improve non-motorized transportation and promote and encourage green infrastructure	1 - 2 years		City of Albion -Planning, Bldg, Code Albion EDC
Take all of the necessary steps to have Albion certified by the Michigan Economic Development Corporation as a Redevelopment Ready Community	1 - 2 years	See RRC QPR 1 and 2	City of Albion -Planning, Bldg, Code Albion EDC

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

Goals and Objectives	Timeline	Status as of 4/1/2017	Lead Individuals or Orgs
4 Strengthen and beautify Albion's neighborhoods			
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	Adopted Community Development Plan 4/3/2017	City of Albion AEDC CCLBA
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		City of Albion AEDC
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		City of Albion AEDC DDA
Develop and implement a certification/registration program for rental and vacant properties	1 - 2 years	Draft ordinance developed. Next step: work with Landlord Association to draft final version.	City of Albion - Planning. Bldg., Code/CM - City Council - Planning Commission
Identify neighborhood groups who can serve as ambassadors and champions for their respective areas	1 - 3 years	Written into AmeriCorps VISTA position description for July '17 June '18.	City of Albion AmeriCorps VISTA AEDC

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

Goals and Objectives	Timeline	Status as of 4/1/2017	Lead Individuals or Orgs
Highlight progress and achievements as part of the City's comprehensive marketing strategy	1 - 10 years	Marketing Committee has been organized to begin marketing strategy.	AEDC City of Albion Greater Albion Chamber & Visitors Bureau Albion College Local media & social media outlets
5 Stabilize the downtown, enhance its historic character, and support its economic growth			
Find creative ways to increase the number of Downtown Development Authority (DDA) initiatives	1 - 3 years		DDA City of Albion AEDC
Explore the establishment of a Local Historic District study committee	1 year	Planning Commission discussed the creation of a Local Historic District study committee on 9/20/16.	Planning Commission City of Albion
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		DDA City of Albion AEDC Downtown Businesses

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

Goals and Objectives	Timeline	Status as of 4/1/2017	Lead Individuals or Orgs
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	Current for-profit developments and new businesses in the downtown district: Albion Malleable Brewing Co., Courtyard Hotel, Brown's Home Furnishings, Yesterdays News, and others.	DDA City of Albion
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	AEDC defined a commercial business development process. AEDC partners with SBDC to offer free 1 on 1 business counseling in Albion.	AEDC City of Albion Greater Albion Chamber
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		Greater Albion Chamber & Visitors Bureau Albion College DDA AEDC City of Albion

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

Goals and Objectives	Timeline	Status as of 4/1/2017	Lead Individuals or Orgs
Highlight progress of downtown development efforts within the context of the City's comprehensive marketing strategy	1 - 10 years	Stakeholders group formulating community-wide marketing strategy. Led by AEDC.	AEDC City of Albion Greater Albion Chamber & Visitors Bureau Albion College Starr Commonwealth Marshall Public Schools
6 Support and strengthen a Pre K-16 education system for the community			
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	Dr. Randy Davis , Superintendent for Marshall Public Schools made presentation to City Council on 3/20/2017. MPS establishing a Community Advisory Committee. City Council extended an invitation for a meeting with MPS.	City Coucil Marshall Public Schools Albion College

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

Goals and Objectives	Timeline	Status as of 4/1/2017	Lead Individuals or Orgs
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	Meeting held 3/23/2017 with organizations that hold summer youth programs to coordinate activities and promote events. Next meeting scheduled for 4/27/2017.	Albion College - Virginia Kivel -Suellyn HenkeCity of Albion - Recreation Dept. AmeriCorps VISTA 4-H / Creative Arts Big Read Albion District Library Harrington Elem. School Bohm Theatre White House Nature Center Harry Bonner
Utilize Albion College and other institutions of higher education to support college preparation and access. Strengthen the Albion College Access Network.	1 - 3 years	MPS partnership with KCC for early college program has been brought to Albion through the annexation.	Albion College Harry Bonner - College Access KCC
Highlight progress and successes in the educational arena as part of the City's comprehensive marketing strategy	1 - 10 years	Marketing Committee led by AEDC is working to create comprehensive marketing strategy.	Marshall Public Schools Albion College KCC City of Albion

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

Goals and Objectives	Timeline	Status as of 4/1/2017	Lead Individuals or Orgs
7 Build capacity and a network of organizations and services to address poverty and meet the needs of residents who cannot afford basic services			
Update comprehensive community needs assessments and asset maps to identify assets and determine needs	1 - 2 years	Community Marketing Strategy group developed asset map. AmeriCorps VISTA conducting Community Needs Assessment survey 3/31/2017.	AEDC AmeriCorps VISTA City of Albion Community Marketing Strategy group
8 Improve Albion's transportation network to accommodate and promote various modes, including walking, biking, automobiles, passenger rail and public transportation			
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	City Manager met with new director of Albion-Marshall Connector. Meeting scheduled with MDOT to ID funding options. Calhoun County is seeking grant funding to conduct feasibility study for a county-wide transit system.	City of Marshall City of Albion Albion-Marshall Connector Calhoun County
Develop a non-motorized travel plan	1 - 5 years	Written into AmeriCorps VISTA position description for July '17 - June '18.	City of Albion

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

Goals and Objectives	Timeline	Status as of 4/1/2017	Lead Individuals or Orgs
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	Submitted MDNRT fund grant for expansion of Albion River Trail heading west. Calhoun County submitted MDNRT fund grant for acquisition of property connecting trail to Equestrian Center	City of Albion Albion College Calhoun County Trail
Establish Albion as a "Trail Town"	1 - 2 years	Current MDNR Trail Expansion Project and applied for another MDNR Trust Fund Grant to add another expansion to Albion's River Trail in 2019.	City of Albion Albion College AEDC Greater Albion Chamber & Visitors Bureau
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	Superior Street/M-99 reconstruction begins April 2017. CDBG-ICE grant submitted for Irwin St. project.	City of Albion MDOT AMTRAK Greyhound AMC
Highlight progress, achievements, and testimonials as part of the City's comprehensive marketing strategy	1 - 10 years	Community Marketing Group has been established	City of Albion Community Marketing Strategy Group Local media & social media

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

Goals and Objectives	Timeline	Status as of 4/1/2017	Lead Individuals or Orgs
9 Focus planning and resources to enhance and transform the city's major corridors			
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	Albion EDC identified as a project the improvement of the Eaton/Austin Corridor into town. The City to focus on the M-99 Corridor improvements. Has been written into AmeriCorps VISTA position description for July '17 - June '18.	AEDC City of Albion DDA
Enhance the City's major gateways (as described above) with appropriate landscaping, streetscaping, and signage	1 - 10 years	MDOT Summer Youth Program will help with cleaning and beautifying state trunklines. Citizens to Beautify Albion plant flowers each year along corridors.	Citizens to Beautify Albion MDOT Summer Youth Program AEDC City of Albion
Explore the possibility of establishing a Corridor Improvement Authority	1 - 2 years		AEDC City of Albion DDA

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

Goals and Objectives	Timeline	Status as of 4/1/2017	Lead Individuals or Orgs
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	Submitted MDNRT fund grant for Albion River Trail Expansion including improvements along Austin Ave. City to begin work on developing a non-motorized plan.	City of Albion AmeriCorps/Vista AEDC Calhoun County Trailway Alliance
Highlight progress and achievements as part of the City's comprehensive marketing strategy	1 - 10 years	Community Marketing Group has been established.	City of Albion Community Marketing Strategy Group Local media & social media
10 Forge local, regional and global collaborations that support the City of Albion -- its people, its needs and its opportunities.			
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	AmeriCorps VISTA is working in conjunction with the Albion Food Hub on new initiatives and partnering with new community organization on expansion of community gardens. City Planning Commission approved 5 community garden applications. Rural Health grant application submitted to establish an Urgent Care Center in Albion.	City of Albion AmeriCorps VISTA AEDC / Food Hub Albion Farmer's Market CCLBA Starr Commonwealth Albion Healthcare Alliance Albion Community Gardens Albion College BCCF Albion Community Foundation

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

Goals and Objectives	Timeline	Status as of 4/1/2017	Lead Individuals or Orgs
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	AmeriCorps/Vista is working in conjunction with the Albion Food Hub on new initiatives. Also, partnering with new community organization on expansion of community gardens. City Planning Commission approves 5 community garden applications.	City of Albion AmeriCorps VISTA AEDC / Food Hub Albion Farmer's Market Calhoun County Land Bank Starr Commonwealth Albion Healthcare Alliance Albion Community Gardens Albion College Battle Creek Community Foundation Albion Community Foundation
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	Sister City Committee is hosting events. Plans for French Market and trip to France in June 2017.	Sister City Committee City of Albion Noisy-le-Roi and Bailly, France

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

Goals and Objectives	Timeline	Status as of 4/1/2017	Lead Individuals or Orgs
Develop and utilize a Partnership & Collaboration Agreement with appropriate community partners (tbd) to further define goals, objectives and roles	1 - 3 years	Prof. Patrick McLean volunteers his services to assist Albion City Council is defining their goals and objects. Michigan Municipal League provide council and commissions/boards with training. AEDC defined a Strategic Direction for 2017-2019.	City of Albion Planning Commission Albion College Albion EDC MML
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	Community Marketing Strategy group established to identify brand and promote community.	City of Albion AEDC Albion College Greater Albion Chamber & Visitors Bureau
11 Support networks and systems that promote healthy living			
Partner with the Food Hub and other local organizations to increase access to healthy, affordable, and nutritious food	1 - 3 years		AmeriCorps VISTA Food Hub Albion Community Gardens

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

Goals and Objectives	Timeline	Status as of 4/1/2017	Lead Individuals or Orgs
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	AmeriCorps VISTA is working in conjunction with the Albion Food Hub on new initiatives and partnering with new community organization on expansion of community gardens. City Planning Commission approved 5 community garden applications.	AmeriCorps VISTA Food Hub Albion Community Gardens
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		AmeriCorps VISTA
Enhance safe walking and cycling routes for citizens through transportation, land use, and design decisions	1 - 5 years		City of Albion Planning Commission AEDC

## Appendix 1: 2017 Comprehensive Plan Goals and Objectives

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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)



**City of Albion**  
**112 W. Cass Street**  
**Albion, Michigan 49224**

DRAFT

**Ordinance 2011-01**

**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. *Community gardens are not intended to be for-profit commercial farming operations.*
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.

Add

**B. Setback.**

1. All garden plots and any permitted structure shall meet the front yard setbacks of the zoning district. *Exception: in the case where there are no residential structures within one hundred (100) feet of side parcel lines on either side of parcel where proposed community garden is to be located, minimum front yard setback shall not be less than ten (10) feet.*
2. *Minimum side yard setback from parcel lines shall not be less than five (5) feet.*
3. *Minimum rear yard setback from parcel line shall not be less than five (5) feet.*

Change to

**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.~~

Change to

- b. Maximum coverage. The combined area of all buildings (not including principal structures), excluding hoopouses, shall not exceed three hundred (300) square feet. Size of hoopouses shall not exceed thirty five (35%) percent coverage of the individual parcel of land on which it is located. Calculation of hoopouse coverage shall include coverage of principal structure if applicable.*

- c. All structures shall be properly maintained.
  - d. Hoopouses 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 and maintained and be constructed of standard fence material (*plastic snow fence or similar plastic fence shall not be allowed*). The temporary fence shall be removed at the end of the growing season.
  - Add** c. *Temporary fence setback:*
    - 1. *Minimum side yard setback of five (5) feet.*
    - 2. *Minimum rear yard setback of five (5) feet.*
    - 3. *Minimum front yard setback of ten (10) feet.*
  - Add** d. *Temporary fence height:*
    - 1. *Temporary fence shall not exceed four (4) feet in height within twenty five (25) feet of the front parcel line.*
    - 2. *Temporary fence on a corner lot shall not exceed three (3) feet in height within twenty five (25) feet of front parcel line or twenty five (25) feet of side yard parcel line adjacent to street.*
    - 3. *Temporary fence shall not exceed six (6) feet in height in side yard or rear yard. Side and rear yard start at a minimum of twenty five (25) feet back from front parcel line.*
- 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 community garden area is prohibited between 9 p.m. and 7 a.m.
- Add** G. *A general description describing the:*
  - 1. *The types, methods of application, storage of proposed pesticides, herbicides, fertilizers, and any other chemicals that will be used.*
  - 2. *Evaluation of existing soil conditions and plans to mitigate soil issues, as necessary.*
  - 3. *The types of machinery and equipment proposed and description of the noise, vibration, smoke, odor, dust, dirt that may be a nuisance to surrounding properties.*

- H. *The Community Garden must be designed and maintained so that water, chemicals, dirt, mud or fertilizer will not drain onto public sidewalks, into the streets, alleys or adjacent properties. Any use of pesticides or fertilizers must comply with applicable state or federal regulations.*
- I. *Power equipment, tools, supplies, and machinery shall be stored in an enclosed structure or removed from the property daily. All chemicals and fuels shall be properly stored off of the ground, in an enclosed, locked structure when the site is unattended.*
- J. Burning. Open burning of garden materials and associated waste products is prohibited.
- K. 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.
- L. 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.
  - 3.
- M. For residential districts, there shall be no on-site retail sales. Sales of product in other Zoning districts shall meet the zoning district requirements for retail sales activity.
- N. 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 community garden.
- O. 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 (*include measurement from parcel lines*).
    - b. Show dimensions of existing and proposed structures.
    - c. Proposed layout of garden plots.
    - d. Temporary fencing if applicable: type, location and height.
    - e. Identify available parking areas on or near property.
    - f. Identify source of water that will be used for irrigation.

**Add**

P. 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.

**INFORMATION  
ONLY**

# PLANNING COMMISSION ANNUAL REPORT 2016

## City of Albion, MI

### 1. Membership

Planning commission member	Term expiration
Scott Brown	12/31/2018
Tom Pitt	12/31/2018
George Strander	12/31/2017
Wesley Dick	12/21/2016
Gregg Strand	12/31/2017

### 2. Meetings *(MPEA requires four meetings annually)*

The City of Albion planning commission met 8 times. This meets the requirements of the MPEA.

### 3. Master plan review

- Review goals and recommendations of the plan and indicate progress, include goals of the commission that may not be included in the master plan
- Include the action plan table from the plan and indicate progress, actions completed, and next year's priorities
- Identify any potential plan amendments to work on for the upcoming year that can be prepared and adopted then incorporated at a later date
- Use master plan update review table (from the "Master Plan Update Guide") to decide whether the plan needs to be amended  
Insert text on master plan review here:

### 4. Zoning ordinance amendments

- Document the section numbers amended and indicate any work in progress
- Review rezoning requests; indicate location, request description, and status
- Identify any zoning ordinance updates to undertake in the upcoming year Insert text on zoning ordinance amendments here:

### 5. Development reviews

Project type	Location	Description	Status	Recommendation to legislative body	Date of action
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# PLANNING COMMISSION ANNUAL REPORT 2016

## City of Albion, MI

<p>Albion College Sports Facility Site Plan Review</p>	<p>407 S Hannah</p>	<ul style="list-style-type: none"> <li>•A new entrance and ticket shelter to be constructed</li> <li>•Existing baseball and softball fields to be reoriented, with new dugouts, backstop, perimeter fencing, bleachers and press box.</li> <li>•Three (3) storage/mechanical areas under bleachers, gross sq. ft. 1,869</li> <li>•Four (4) dugouts, gross sq. ft. 2,864</li> <li>•Baseball bleacher seating capacity-361</li> <li>•Softball bleacher seating capacity-361</li> <li>•Natural grass soccer/lacrosse field to be renovated with synthetic turf, new ornamental fence and pillars, a practice hitting wall, bleachers, press box, scoreboard and field lighting.</li> </ul> <p>Soccer-Lacrosse bleacher seating capacity: 578</p> <ul style="list-style-type: none"> <li>•Concrete and brick paver walks to connect the fields.</li> <li>•Existing parking lots will be paved with asphalt (alternative listed for gravel parking).</li> <li>•Replace old bleachers with new bleachers, will have a CMU block enclosures.</li> </ul>	<p>Approved with contingent of erosion permit from Calhoun County and parking area an improved surface</p>	<p>Completed Winter 2016</p>	<p>March 15</p>
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# PLANNING COMMISSION ANNUAL REPORT 2016

## City of Albion, MI

Special Use Permit Application #2016-31 Albion Downtown Hotel LLC	200 S Superior St	Proposed three story hotel and parking lot	Approved		June 28 <sup>th</sup> , 2016
Site Plan Review Application #2016-32 Albion Downtown Hotel LLC	200 S Superior St	Proposed three story hotel and parking lot	Approved with <ul style="list-style-type: none"> <li>•Approval from the County for the storm water runoff report.</li> <li>•Application of variance for interior parking green space and exterior belt of parking lot green space</li> <li>•Correct 2nd loading dock in drawing</li> <li>•Detail lighting that is properly shielded</li> <li>•Alleyways that need to be vacated</li> <li>•All parcels combined into one parcel</li> </ul>		June 28 <sup>th</sup> , 2016
Consideration/Approval of Recommendation of 5 year (2017-2021) Comprehensive Plan – Phase 1 to Albion City Council	N/A		Approved Recommendation		November 28 <sup>th</sup> , 2016

### 6. Variances *(Review actions taken by the Board of Zoning Appeals; request summary from BZA)*

Variance type	Location	Description	Status	Recommendation to legislative body	Date of action
Setback	1014 Fitch St	Accessory structure/garage to be erected on the south side of the premises without meeting the required side yard setback of five (5)	Approved the three (3) foot variance		April 12 <sup>th</sup> , 2016

# PLANNING COMMISSION ANNUAL REPORT 2016

## City of Albion, MI

		feet from property line..		
Reduction in Green Strip Case #2016-038	200 S Superior Street, Block 52, Lots 1 through 12	Reduction in green strip required between parking lot and property line along W Center St by two (2) feet to a width of eight (8) feet and a reduction of seven (7) feet along S Clinton St to a width of three (3) feet.	CARRIED – unanimously to approve the variance request for reduction in width of the green strip required between parking lot and property line along W. Center St. by two (2) feet to a width of eight (8) feet and a reduction of seven (7) feet along S. Clinton St. to a width of three (3) feet for the Albion Hotel, LLC	July 26 <sup>th</sup> , 2016
Reduction of interior parking lot green space Case #2016-039	200 S Superior Street, Block 52, Lots 1 through 12	Reduction of interior parking lot green space required in order to allow for required number of parking spaces.	CARRIED, unanimously to approve the variance request for Variance is requested for reduction of interior parking lot green space required in order to allow for required number of parking spaces. Interior parking are is 24,424 square feet. Green space required for said sq. ft. is 1,362 sq. ft. Proposed parking lot has four landscaped islands located at the ends of the parking lanes that provide 200 sq. ft. each for a total of 800 sq. ft. Requesting a reduction of 562 sq. ft. of interior landscaping for the Albion Hotel, LLC.	July 26 <sup>th</sup> , 2016

### 7. Actions by legislative body

August 16<sup>th</sup> 2016 – CARRIED, to approve current comprehensive plan that may change due to additional input, comments and edits of the Consideration/Approval of Recommendation of 5 year (2017-2021) Comprehensive Plan – Phase 1

Consideration/Approval of Recommendation of 5 year (2017-2021) Comprehensive Plan- Phase 1 to Albion City

Council was approved November 28<sup>th</sup>, 2016

November 28<sup>th</sup>, 2016 – CARRIED, add clarification language in Appendix 1 as follows: State that all goals and objectives are not ranked but all are high priority and will be reviewed by the Planning Commission on a quarterly basis for progress. (Voice Vote)



# PLANNING COMMISSION ANNUAL REPORT 2016

## City of Albion, MI

November 28<sup>th</sup>, 2016 – CARRIED, to strike the word “proposed” on page 40 for the Heritage River Water Trail as this is already an established project. (Voice Vote)

November 28<sup>th</sup>, 2016- CARRIED, to change the Pottawatomi Resource and Development Council to the Pottawatomi Resource Conservation and Development Council. (Voice Vote)

November 28<sup>th</sup>, 2016 – CARRIED, to change Page 40-4<sup>th</sup> paragraph-second line should read – Trails are good “for” the health of local residents. (Voice Vote)

November 28<sup>th</sup>, 2016 – CARRIED, to add “take all of the necessary steps to have Albion certified by the Michigan Economic Development Corporation as a Redevelopment Ready Community” to goals one (1) and three (3) as objectives. (Voice Vote)

November 28<sup>th</sup>, 2016 – CARRIED, to change page 39, I-94 Business loop runs east not west on Austin Avenue. (Voice Vote).

November 28<sup>th</sup>, 2016 -CARRIED, to Approve Recommendation of 5 year (2017-2021) Comprehensive Plan Phase I to Albion City Council with the following changes:

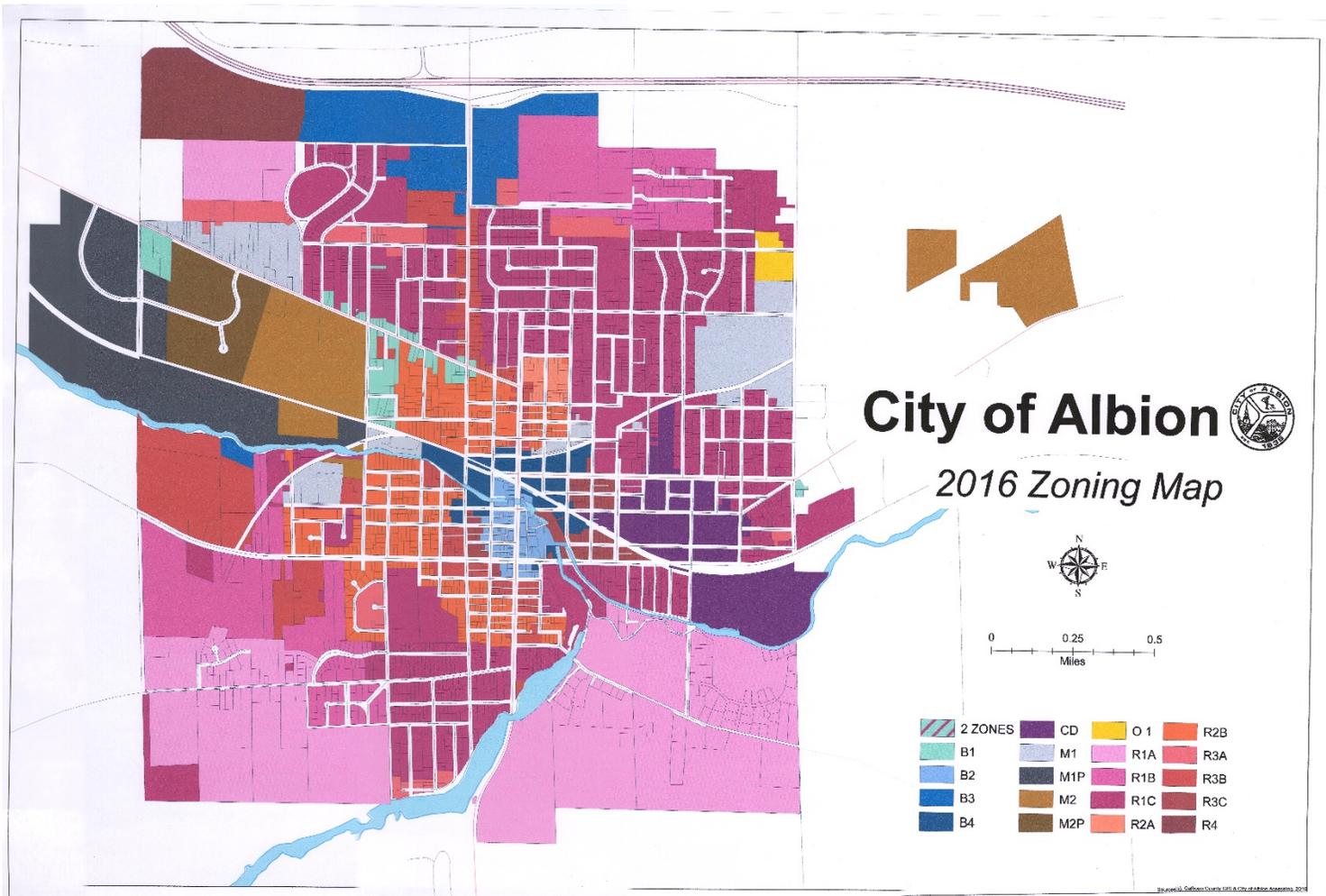
1. Add clarification in Appendix 1-State that all goals and objectives are not ranked but all are a high priority and will be reviewed by the Planning Commission on a quarterly basis for progress.
2. Page 40-strike “proposed” for the Heritage River Water Trail and this is already an established project.
3. The Pottawatomi Resource and Development Council should be the Pottawatomi Resource Conservation and Development Council.
4. Page 40-4<sup>th</sup> paragraph-second line should read-Trails are good “for” the health of local residents.
5. Page 43-Appendix 1-Add “Take all of the necessary steps to have Albion certified by the Michigan Economic Development Corporation as a Redevelopment Ready Community” to goals one (1) and three (3) as objectives.

## 8. Zoning map



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### 9. Joint meetings

- Albion City Council and Planning Commission
- August 16<sup>th</sup>, 2016
- Albion College Downtown Housing Development Plan

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