

Planning Commission
August 15, 2017

I. Call To Order

The August 15, 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, S Kipp, T Pitt, G Strand, G Strander.

ABSENT: S Ponds and L Reid

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

III. Approval of Prior Meeting Minutes-
A. May 16, 2017

G Strand moved, T Pitt supported, CARRIED, to approve the Prior Planning Commission minutes as presented. (Voice Vote)

IV. Correspondence-City Manager Mitchell stated the Festival of the Forks will be held in the area between Lloyd Park, Rieger Park and Stoffer Plaza. The parade will begin at Victory Park and head north to the downtown area of the Festival. Amy Robertson, Executive Director for the Greater Albion Chamber of Commerce has resigned her position. The Executive Director position will be posted.

V. Order of Business

A. Review & Approval of the Community Engagement Statement

Danielle Nelson, EDC Project Manager gave a brief overview of the Community Engagement Statement. She stated this is an administrative document seeking input and approval from the Planning Commission. This document will help with future developments and is a Redevelopment Ready Community requirement that provides objectives and methods of community participation.

Chair G Strander opened the Public Hearing at 7:05 p.m.

No public comments were received.

Chair G Strander closed the Public Hearing at 7:06 p.m.

Commissioner comments were received from G Strander and G Strand.

T Pitt moved, S Kipp supported, CARRIED, to Approve Community Engagement Statement as presented.

CARRIED. (Voice Vote)

B. Review & Authorization of Draft of Future Land Use & Zoning Plan

Danielle Nelson, EDC Project Manager gave the following update on the Review & Authorization of Draft of Future Land Use & Zoning Plan:

- The Plan has multiple parts
- Phase II will complete the Comprehensive Plan
- The intent of a Future Lands Use & Zoning Plan is to give graphic representation of how land should be used to best serve the public good in the coming years.
- The zoning ordinances need to be re-written as they are thirty three (33) years old and are not meeting the needs of our residents. The City will receive \$20,000 in technical assistance funding from the Michigan Economic Development Corporation for the re-write.
- The Future Land Use & Zoning Plan Timeline is as follows:
 - August 15th, 2017 Planning Commission Meeting to approve draft for City Council review and public comment.
 - August 21st, 2017 City Council Meeting to approve draft & release for public comment. Beginning of 60 day public comment period.
 - November 6th, 2017 City Council holds public meeting and submits final comments & edits to Planning Commission.
 - November 7th-10th, 2017 Final edits are incorporated into FLU/Zoning Plan.
 - November 21st, 2017 Planning Commission holds public hearing and approves final draft to send to City Council.
 - December 4th, 2017 City Council reviews final draft, holds public hearing and approves the final document.
 - This timeline will also meet the Redevelopment Ready Community requirements.

Comments from the Commission were as follows:

- What is the missing middle district? This could dramatically change neighborhoods, would there be town hall meetings to discuss this? *The missing middle district is a category of housing that accommodates the needs of the “middle of the housing market that would like to see denser, easier to*

maintain, urban residential developments. This information was obtained from the Community Visioning Celebration. Yes town hall meetings would be held to discuss the plan.

- What is the purpose of the commercial district? Very few comments were received pertaining to the Commercial District so this plan conforms to what is currently being used.
- One of the purposes of updating the zoning ordinances is to make the zoning districts simple.
- Is the area up near the cemetery considered mixed use? *Yes the area near the cemetery is mixed use.*
- Both sides of Watson Street are in the missing middle, would like to reach out to the schools for input.
- Change introduction to read Rosalyn Jones instead of consultant
- There are five future land use categories while on the map there appears to be six. *The missing middle is a “sub-category of residential. Using just the residential category and not defining the missing middle will allow for additional flexibility for zoning.*
- The college district is defined by bordering streets. All properties in that district are not owned by Albion College.
- The college district may be re-defined by the zoning re-write
- The five main zoning categories are:
 - Commercial
 - College
 - Manufacturing
 - Mixed Use
 - Residential
- Would like to see a narrative for the missing middle district but not shown on the map.

Comments were received from Commissioners G Strander, G Strand, T Pitt and G Brown; City Manager Mitchell and Director of Planning, Zoning & Code Enforcement Tracy.

G Brown moved, G Strand supported, CARRIED, to Approve Authorization of Draft of Future Land Use & Zoning Plan as presented.

CARRIED. (Voice Vote)

C. 3rd Quarter RRC Update

Danielle Nelson gave the following Redevelopment Ready Community 3rd Quarter Report:

Summary and Update

The current goal for the Redevelopment Ready Community Program in Albion is to have all projects/tasks completed by the end of 2017, save for the zoning ordinance update. This work will be done by a firm (an RFP will be issued soon so that bids can be evaluated) and some of the MEDC technical assistance funding will be used to pay for half of the cost of this work. Once RRC Certified, the MEDC will market 3 of Albion's redevelopment ready sites around the country and around the world to developers, businesses, manufacturers, and more.

3rd Quarter Progress:

[Economic Development Strategic Plan](#)

A steering committee of 16 individuals representing residents, City Council, local businesses, the DDA, Planning Commission, Albion College, and Albion Reinvestment Corporation have come together to draft the Albion EDC's Economic Development Strategic Plan. It is currently in a draft phase. It will be reviewed and edited by the steering committee and sent to the Albion EDC Board of Directors for approval. The steering committee will receive the Strategic Plan on August 21st, 2017 and will meet for discussion on August 28th, 2017.

[Future Land Use and Zoning Plan](#)

The Future Land Use and Zoning Plan is Phase II of the Comprehensive Plan. This document is in draft form and will be sent to Planning Commission on August 15th for authorization for public comment. After that, it will be on the August 21st Council meeting agenda for authorization for public comment as well. The public will have 63 days to submit input before it goes back to City Council and Planning Commission for final edits and adoption. The plan was drafted with input from the Comprehensive Plan process and the June 28th Community Visioning Celebration which was well attended and people were able to give input on redevelopment sites and future land use.

[Zoning Ordinance Update](#)

The City is in need of an updated zoning ordinance and code. This will require the City to hire a firm to rewrite the existing ordinance to meet the City's needs. The City is working with Southwest Michigan Planning Council to prepare an RFP. The MEDC will fund half of the cost of this work. Funding sources for the match are being identified. \$4,000 has been received from the Albion Community Foundation for the zoning re-write.

[Community Engagement Statement](#)

The Community Engagement Statement is a document that formalizes the City's methods for consulting, engaging, and informing residents. The document will be adopted by Planning Commission on August 15, 2017. The document not only states the City's commitment to active citizen engagement but also encourages everyone from grassroots organizations to developers to take the same approach to new initiatives and developments.

Marketing and Branding

The Albion EDC has convened a community marketing committee to identify funding sources and generate ideas for a community brand. MEDC technical assistance funding can be used for this project as well. The Albion EDC is exploring options to work with graphic design students at Kellogg Community College to lower the cost of this project and provide valuable experience to local students.

What is Next?

Redevelopment Ready Sites

The Albion EDC is currently working to produce property information packages (“PIPs” for short) that will be marketed online and will be used to get developers in the door for Albion’s “redevelopment ready” sites.

[Guide to Development](#)

To streamline the process for property developers and new/existing businesses looking to expand, the City and the AEDC are working together to have a Guide to Development in place that outlines the timelines and procedures for permits, site plan reviews, and other development-related processes. This will help to more quickly accommodate interested businesses and developers, bringing jobs and investment to Albion.

D. Comprehensive Plan-Quarterly Update

City Manager Mitchell gave the following update:

- We are currently tracking the progress of areas previously identified. Many of these overlap with the Redevelopment Ready Community.
- The Albion City Council approved a \$15,000 contribution to support the Albion-Marshall Connector. Marshall Schools contributed \$10,000 and Oaklawn Hospital contributed \$5,000 for a total of \$30,000 that will be used to maintain the Albion-Marshall Connector until June 2018.
- A committee will be formed to create sustainability for the Albion-Marshall Connector.

Comments were received from Chair G Strander.

E. Update-Medical Marijuana Regulations & Proposals

City Manager Mitchell updated the Planning Commission on the Medical Marijuana Regulations & Proposals as follows:

- The State of Michigan has signed a package of bills that will significantly expand the types of medical marijuana facilities under state law.

- This will allow for an annual license for the following entities to operate a marijuana facility:
 - Growers
 - Processors
 - Provisioning Centers
 - Secure Transporters
 - Safety Compliance Facilities
- The application process begins in November 2017, however, The State will not have the new medical marijuana regulations out until December 15th, 2017.
- Zoning ordinances would be needed if the City chooses to move forward with allowing marijuana facilities in the City. This process would start with the Planning Commission.
- Council will have a study session on Monday, August 28th, 2017 and is a public meeting so all are invited to attend. Council will make the determination on whether they would like to move forward with this process.
- The City of Marshall has approved four (4) of the above entities.
- Albion should be prepared for the process.

Comments were received from Commissioners G Strand, S Kipp, G Brown and T Pitt.

F. Approval of Interested Candidates for Local Historical District Committee

City Manager Mitchell stated that a list of candidates have been identified per the Comprehensive Plan to serve on a Local Historical District Committee. The Planning Commission is asked to recommend creation of this committee and consider the list of interested candidates that have been identified to the Albion City Council. This committee would investigate what advantages a local historical district would offer for the City of Albion.

Comments were received from Commissioner G Brown.

G Strand moved T Pitt supported, CARRIED, to Approve Creation of the Local Historical District Committee and Consider List of Interested Candidates to the Albion City Council.

(Voice Vote)

G. Excuse Absent Commissioners

T Pitt moved, G Brown supported, CARRIED, to excuse Commissioners S Ponds and L Reid.

(Voice Vote)

VI. Public Comments

No public comments were received.

VII. Adjournment

G Brown moved, G Strand supported, CARRIED, to adjourn the meeting.
Meeting adjourned at 7:55p.m.

Recorded By: Jill Domingo, City Clerk