



CITY OF ALBION PLANNING COMMISSION

REGULAR MEETING
TUESDAY, MAY 16, 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. April 18, 2017
- IV. Correspondence
- V. Order of Business
 - A. Discussion-Updates/Changes to Ordinance # 2011-01, Community Gardens
 - B. Review Comprehensive Plan
 - C. Approve 2016 Annual Planning Commission Report
 - D. Excuse Absent Commissioners
- VI. Public Comments (Persons addressing the Planning Commission shall limit their comments to no more than three (3) minutes. Proper decorum is required.)
- VII. 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
April 18, 2017

I. Call To Order

The April 18, 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 Brown, B Decker, S Kipp, T Pitt, S Ponds, L Reid, G Strand, G Strander.

ABSENT:

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

III. Approval of Prior Meeting Minutes-

A. March 21, 2017

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

IV. Correspondence-None

V. Order of Business

A. Update on RRC/Comprehensive Plan-Danielle Nelson

Danielle Nelson updated the Planning Commission on the Comprehensive Plan and the Redevelopment Ready Community with the following information:

❖ **Business Growth and Development:**

- ❖ Albion EDC Strategic Direction
- ❖ Albion EDC small business & entrepreneurial workshops
- ❖ Free 1-on-1 counseling for businesses through Albion EDC partnership with SBDC

❖ **Delivering Municipal Services:**

- ❖ Capital Improvements Plan-COMPLETED

❖ **Stabilizing Downtown:**

- ❖ Several for-profit developments
- ❖ Bohm Theatre expansion
- ❖ Commercial Business Development Process identified by Albion EDC

❖ **Strong K-12 Education System:**

- ❖ Marshall Public Schools established a Community Advisor Committee
- ❖ Early College Program offered through MPS and KCC
- ❖ **Improving Transportation:**
 - ❖ City Manager has upcoming meeting with MDOT to identify funding options for a public transit system
 - ❖ 2017 MDNR Trust Fund Grant Submitted
 - ❖ Superior Street construction has begun
- ❖ **Corridor Improvements:**
 - ❖ Eaton and Austin Corridors identified as a project by Albion EDC
 - ❖ MDOT Summer Youth Program
 - ❖ MDNR Trust Fund Grant (if accepted) will improve Austin Avenue non-motorized transit options
- ❖ **Community Health:**
 - ❖ Planning Commission approved five (5) community garden applications
 - ❖ Rural Health grant application submitted to bring Urgent Care Center to Albion

Comments were received from Commissioners S Brown; G Strand; S Ponds; G Strander

B. Discussion-Updates/Changes to Ordinance # 2011-01, Community Gardens

John Tracy, Director Planning, Building & Code Enforcement offered the following additions/deletions to Ordinance # 2011-01, Community Gardens as follows:

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**

Add *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.

B. Set back.

Change to 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.

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

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 shall not be allowed**). The temporary fence shall be removed at the end of the growing season.

Add

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. 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 table s, 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 set back 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

Add 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.

Add 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.

- 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

Questions/Comments from Planning Commission:

- **What is a typical setback from a property line?** *If a property is zoned a R1, R2, or R3, the setback is 25'.*
- **What is the purpose of a setback?** *A setback is used to keep the garden from going right up to the sidewalk.*

- **Have any complaints been received about the Community Gardens?** *No. not at this time.*
- **A suggestion was made to maintain the 5' setback from the sidewalk with a height requirement.**
- **Is a fence considered a structure?** *No*
- **Parcel lines are considered the property lines.**
- **Can you have multiple hoop houses?** *It should be one per parcel.*
- **Does an enclosed structure require a permit?** *Not as long as it is under 200 sq.ft, the State requires a permit for anything over that.*
- **Can the Planning Commission specify a specific color of plastic fence?** *One of the issues with plastic fencing is problems with winds and hazardous conditions. The Planning Commission however, can designate color.*
- **A suggestion was made to mandate that a plastic fence must be maintained and in good condition.**
- **What size is an average lot?** *An average lot is 66' x 132'*

The Planning Commission would like to see the following changes made to Ordinance # 2011-01 and brought back to the next Planning Commission meeting for approval:

B setback: Add language for adjacent properties for setbacks
 C Permitted structures: language pertaining to hoop houses
 G General Description: Move general description to O-Application
 H Add language for wind erosion
 I. Add combination or key lock
 L Add the setback area must be maintained as grass.

Comments were received from Commissioners S Brown; S Kipp; G Strand; B Decker; G Brown; L Reid; T Pitt.

C. Excuse Absent Commissioners

All Commissioners were present.

VI. Public Comments

No public comments were received.

Commissioner comments were as follows:

City Manager Mitchell asked the Planning Commission to review the 2016 Planning Commission Annual Report so changes could be made at the next meeting.

VII. Adjournment

G Brown moved, supported, T Pitt CARRIED, to adjourn the meeting. Meeting adjourned at 8:15 p.m.

Recorded By: Jill Domingo, City Clerk



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City of Albion, MI

City of Albion Planning Commission
 112 W Cass St
 Albion MI 49224

2016 Planning Commissioners

Membership: Nine voting members, including the Mayor and one Councilmember (appointed annually) and one staff member. One member may be a non-resident, with the consent of Council, who possess an interest in planning in the City of Albion. Appointed by Mayor with confirmation by City Council.

Residency: Except for one member as indicated above, all must be City residents.

Term: Three (3) years

Compensation: None

Planning Commissioners	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
**Scott Kipp	12/31/2018
**Joseph Domingo	Automatic
**Garrett Brown	12/31/2016
** Appointed Council Member Representative serves until the end of his elected term of office	



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Establishment: The City of Albion Planning Commission is an allowed nine-member commission provided by Charter Section 8.14 and MCL Section 125.33. The statute does not impose a residency requirement on appointment. The Charter, however, requires that the six persons, whom the Mayor appoints and the Council confirms, have the qualifications of a City elector. Residency is, therefore, required for appointment to the Planning Commission. The other three members are the Mayor, a Councilperson and a City Administrative officer.

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- I. City of Albion Planning Commission By-Laws
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- III. Purpose of Planning Commission
- IV. Master Plan
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 - b. First Step- Notice of Intent to Plan
- V. City of Albion – Comprehensive Plan
- VI. 2017 Comprehensive Plan Goals and Objectives
- VII. Development Review
- VIII. Variances in 2016
- IX. Actions by Legislative Body in 2016
- X. Zoning Map
- XI. Joint Map

The City of Albion Planning Commission, created and operating under the provisions of the Michigan Enabling Act (Public Act 33 of 2008), possess the powers and functions required for comprehensive planning, initiating zoning amendments, granting special use permits, and planned unit developments.

In accordance with Article IX of the adopted Bylaws of the Planning Commission, an annual report is to be presented to the City Council by the first day of April of each year that highlights the activities of the previous fiscal year. This report addresses the status of the master Plan, overview of 2016 activities and goals for 2017.



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By – Laws for City of Albion Planning Commission

Adopted: March 2, 1967

Amended: February, 1979

Revised and adopted: August 20, 1991



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By-Laws for City of Albion Planning Commission

- I. ARTICLE AREA
- II. ARTICLE POWERS AND PURPOSES
- III. ARTICLE MEMBERSHIP AND PRESNETATION
- IV. ARICLE COMMISSION MEETINGS
- V. ARTICLE OFFICERS
- VI. ARTICLE COMMITTEES
- VII. ARTICLE COMPENSATION
- VIII. ARTICLE FISCAL YEAR
- IX. ARTICLE ANNUAL REPORT
- X. ARTICLE AMENDMENT OF BY-LAWS
- XI. ARTICLE RULES OF PROCEDURE

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Albion City Planning Commission By-Laws

Adopted by the City Planning Commission, pursuant to Act 285, Public Acts of 1931, as amended.

ARTICLE 1- AREA

The area served by the City Planning Commission shall include all lands legally included within the present boundaries of the City of Albion, and any areas outside of its boundaries, in the Commission's judgment, bear relation to the planning of the municipality.

ARTICLE II – POWERS AND PURPOSES

Section 1 – Powers

The Albion Planning Commission shall have all powers vested in it by the City Charter and State statutes, including, but not limited to the Municipal Planning Act (P.A. 285 of 1931, as amended) and the City or Village Zoning Act (P.A. 207 of 1921, as amended). In addition, the Commission shall have the application according to the program regulations, pursuant to City Council resolution #90-5.

Section 2 – Purposes

The purposes of the Commission shall be:

- A. To prepare a plan to guide the physical development of the City of Albion and to continually keep it up to date thereafter.
- B. To promote the adoption and execution of such plans by the City, school, county and other governments and agencies responsible for making public or other improvements in the City Municipality.
- C. To effect economies in the City through the recommendation of a wise expenditure of funds to provide for sound development.
- D. To encourage and assist public and private agencies in improving the attractiveness of the City Municipality.
- E. To work toward a “planned community” for the City by officially adopting a plan to guide the physical development of the community.
- F. To further cooperation between governmental and private agencies toward these ends.

ARTICLE III- MEMBERSHIP AND PRESENTATION

Section 1 – Membership Composition

The Commission shall be composed of nine (9) members, and shall be comprised of the Mayor, a member of the City Council who shall be appointed annually in the month of December, an administrative officer of the City, and six (6) persons who possess the qualifications of membership.

Section 2 – Membership Qualifications

All members shall be residents of the City, provided that with the consent of City Council, one member may be a non-resident of the City who has an interest in the planning of the general area of which the City of Albion is a part. The members shall represent, as much as possible, different professions and occupations, and different areas within the City, provided that all members shall have an interest in the overall betterment of the City.

Section 3 – Terms of Office

All members shall serve for three (3) year terms, unless filling an unexpired term, except as specified in these by-laws and City Charter.

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Section 4 – Selection of Members

The Mayor of the City of Albion, with the advice and consent of the Albion City Council shall appoint the members of the Commission.

Section 5 – Conflict of Interest

All Commission members shall have the right and responsibility to participate and vote on all Commission business, unless a conflict of interest exists. Any member who has a direct interest in any matter before the Commission shall disclose his/her interest prior to the Commission taking any action with respect to the matter. This disclosure shall become part of the record of the Commission's official proceedings, and the interested Commission shall further refrain from participation in the Commission's proceedings relating to the matter.

Section 6 – Removal

The Commission may recommend to the City Council the removal of any regular or ex-officio member from the Commission for non-performance of duty or habitual absenteeism. Unexcused absences of Commission members for three (3) or more consecutive Commission meetings or for more than one-third of the Commission meetings during any calendar year will be sufficient cause for removal from the Commission. An unexcused absence is one in which the Commission member does not notify the Planning Department office by 5:00 p.m. on the day prior to the meeting date that he or she will not be present for the meeting.

ARTICLE IV – COMMISSION MEETINGS

Section 1 – Meetings

Regular Meetings of the Commission shall be held at least once each month at the time and place to be designated by the Commission, and special meetings may be held, as needed, upon the call of either the Chair or any three (3) Commission members.

Section 2 – Open Meetings

All meetings of the Commission shall be conducted in accordance with the Open Meetings Act (P>A. 267 of 1976) including applicable notice requirements.

Section 3 – Quorum

Five (5) members of the Commission shall constitute a quorum to take action at any Commission meetings. A majority of the members present at the meeting shall constitute the action of the Commission, unless stated otherwise by these by-laws, City Charter, the Code of Ordinances, or State or Federal statutes.

Article V – Officers

Section 1 – Officers

The officers of the Commission shall consist of a Chair, Vice-Chair, and Secretary. All officers shall be elected in January of each year from the Commission membership, provided that the duties of the office of Secretary may be assumed by City staff upon a mutual agreement between staff and the Commission. Each officer shall serve for a period of one (1) year, or until successors are elected. Such officers shall be elected by a majority vote of the membership of the Commission present at the time of the election.

Section 2 – The Chair

The Chair shall be the chief executive officer of the Commission; and shall preside at all meetings of the Commission. The Chair shall appoint all committees or advisory committees established by the Commission and shall be an ex-officio voting member of all committees. The Chair shall have a vote of all resolutions as a

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commissioner, and shall sign all resolution, contracts, or legal other documents authorized by the Commission.

Section 3 – The Vice Chair

- A. In the event that the office of Chair becomes vacant by death, resignation, or otherwise, the Vice-Chair shall serve as Chair until a new Chair is elected.
- B. In the event of the absence of the Chair or his/her inability to discharge the duties of the office, such duties shall, for the time being, be assumed by the Vice-Chair.

Section 4 – The Secretary

The Secretary shall perform the usual duties of the office and such other duties as the Commission may direct.

- A. The Secretary shall attend all meeting of the Commission and shall maintain the official minute books and records of the Commission, which shall be stored in the City Planning and Community Development Office.
- B. The Secretary shall be responsible for all correspondence and notices pertaining to meetings and official acts of the Commission.

ARTICLE VI – COMMITTEES

Section 1 – Committees of the Commission. The Commission may appoint committees to collect information, to carry out commission work, and/or to make recommendations to the Commission. These committees may be short – or long-term in nature, according to the will and intent of the Commission. These committees may consist solely of Commission members, or may include governmental officials and individuals whose experience, training and interest in the Commissions work qualifies them to lend valuable assistance to the Commission. Each committee and each member thereof, shall serve at the pleasure of the Commission.

Section 2 – Committee Meetings. The meetings of any committees of the Commission shall not be subject to the notice and Open Meetings Act requirements of Commission meetings, unless a quorum of Commission members are members of said committee.

ARTICLE VII – COMPENSATION

No members of the Commission shall receive any compensation for his work, but the Commission may expend monies appropriate by the City for training, technical services and incidental expenses.

ARTICLE VIII- Fiscal Year

The fiscal year of the Commission shall correspond to the fiscal year of the City of Albion

ARTICLE IX- ANNUAL REPORT

The Commission shall, before the first day of April of each year, submit to the City Council, a written report of its activities covering the previous fiscal year.

ARTICLE X - AMENDMENT OF BY-LAWS

These by-laws, in whole or in part, may be altered, amended, added to or repealed by a vote of 2/3 of the Commission members at any regular or special meeting, provided that notice of the proposed alterations, amendment or repeal shall be submitted by mail to all members of the commission at least fifteen (15) days before the regular or special meeting of the Commission at which they are to be considered.

ARTICLE XI-RULES OF PROCEDURE

The Planning Commission meetings shall be conducted in an orderly manner which facilitates decision-making and information flow. The rules of parliamentary practice as set forth in “Robert’s Rules of Parliamentary Procedure” shall govern in all cases in which, in the Chair’s judgment, formality is necessary to conduct meetings according to these standards.



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The Continuation of the 2016 City of Albion Planning Commission Annual Report

2016 Meetings (MPEA requires four meetings annually)

The City of Albion Planning Commission met eight (8) times. This meets the requirements of the MPEA. Meetings held on the 3rd Tuesday of each month at 7pm in Council Chambers

March 15th, 2016
April 19th, 2016
June 28th, 2016
August 16th, 2016
September 20th, 2016
October 18th, 2016
November 15th, 2016
November 28th, 2016
December 20th, 2016

Purpose of the Planning Commission - The purposes of the Planning Commission include:

- Preparing a plan to guide the physical development of the City of Albion, and to continually keep it up to date thereafter.
- Promoting the adoption and execution of such plans by the City, school, county, and other governments and agencies responsible for making public or other improvements in the City Municipality.
- Effecting economics in the City through the recommendation of a wise expenditure of funds to provide sound development.
- Encouraging and assisting public and private agencies in improving the attractiveness of the City Municipality.
- Working toward a “planned community” for the City by officially adopting a plan to guide the physical development of the community.
- Furthering cooperation between governmental and private agencies toward these ends.

MASTER PLAN

Purpose of a Master Plan

MCL 125.381 describes the role of a planning commission is to make and approve a master plan as a guide for development within the planning jurisdiction. In preparation of a Master Plan, the planning commission is required to:

- (a) Make careful and comprehensive surveys and studies of present conditions and future growth within the planning jurisdiction with due regard to its relation to neighboring jurisdictions.
- (b) Consult with representatives of adjacent local units of government in respect to their planning so that conflicts in master plans and zoning may be avoided.



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- (c) Cooperate with all departments of the state and federal governments, public transportation agencies, and other public agencies concerned with programs for economic, social, and physical development within the planning jurisdiction and seek the maximum coordination of the local unit of government's programs with these agencies.

In the preparation of the master plan, the planning commission may meet with other governmental planning commissions or agency staff to deliberate.

First Step - Notice of Intent to Plan - The Coordinated Planning Act requires municipalities that are in the process of amending or adopting a new master plan are to request cooperation and comments from adjacent communities to assist in the planning process. Notices must be sent by first class mail to:

- Planning commissions (or legislative body) of every township, village, or city located within or contiguous to the city.
- County or Regional Planning Commission
- Any railroad company or public utility that registers for such notice
- Other governmental entities may include: Downtown Development Authorities, Tax Increment Finance Authorities, school boards, road commissioners and other local governmental units

City of Albion - Comprehensive Plan

In 1990, the City of Albion adopted a comprehensive plan, which updated the original plan that was adopted in 1964. There was a particular emphasis on land use, particularly related to zoning, economic development, the provision of utilities, and capital improvements. The Comprehensive Plan for the City of Albion was again updated in 2000, in order to reflect upon, reassess, adjust or affirm previous planning goals and objectives.

Between 2011 and 2014, the Planning Commission has initiated steps to again update the Comprehensive Plan as the master planning document for the City of Albion. The following committees were established to address specific areas:

- Community Profile
- Land Use and Planning
- Infrastructure and Community Service
- Vision and Goals

Some recommendations have already been incorporated into the most recent draft document. A review of the Planning Commission minutes for this period of time indicates that the following areas still require attention:

- A community visioning process to identify the strengths, weaknesses, goals, and objectives to address the needs of the community for the next 10-20 years.
- Updating the census and geographic data
- Updating the housing inventory
- Updated surveys and maps of community facilities and community amenities
- Land use maps - updating for future land use and zoning

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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 and 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)



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- 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)



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- 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 nonmotorized, regional trail systems) (1-5 years)
- Highlight progress and achievements as part of the City's comprehensive marketing strategy (1-10 years)

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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)

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Development Review in 2016

Project Type	Location	Description	Status	Date of Action
Albion College Sports Facility Site Plan Review	407 S Hannah	<ul style="list-style-type: none"> •A new entrance and ticket shelter to be constructed •Existing baseball and softball fields to be reoriented, with new dugouts, backstop, perimeter fencing, bleachers and press box. •Three (3) storage/mechanical areas under bleachers, gross sq. ft. 1,869 •Four (4) dugouts, gross sq. ft. 2,864 •Baseball bleacher seating capacity-361 •Softball bleacher seating capacity-361 •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. Soccer-Lacrosse bleacher seating capacity: 578 •Concrete and brick paver walks to connect the fields. •Existing parking lots will be paved with asphalt (alternative listed for gravel parking). •Replace old bleachers with new bleachers, will have a CMU block enclosures. 	Approved with contingent of erosion permit from Calhoun County and parking area an improved surface	March 15

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Special Use Permit Application #2016-31 Albion Downtown Hotel LLC	200 S Superior St	Proposed three story hotel and parking lot	Approved	June 28 th , 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"> •Approval from the County for the storm water runoff report. •Application of variance for interior parking green space and exterior belt of parking lot green space •Correct 2nd loading dock in drawing •Detail lighting that is properly shielded •Alleyways that need to be vacated •All parcels combined into one parcel 	June 28 th , 2016
Consideration/Approval of Recommendation of 5 year (2017-2021) Comprehensive Plan – Phase 1 to Albion City Council	N/A		Approved Recommendation	November 28 th , 2016

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Variations in 2016

(Review actions taken by the Board of Zoning Appeals; request summary from BZA)

Variance Type	Location	Description	Status	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) feet from property line..	Approved the three (3) foot variance	April 12 th , 2016
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 th , 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 th , 2016

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Actions by legislative body in 2016

August 16th 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 (Voice Vote)

Consideration/Approval of Recommendation of 5 year (2017-2021) Comprehensive Plan- Phase 1 to Albion City Council approved November 28th, 2016 (Voice Vote)

November 28th, 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)

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

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

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

November 28th, 2016 -CARRIED, to Approve Recommendation of 5 year (2017-2021) Comprehensive Plan Phase I to Albion City

Council with the following changes:

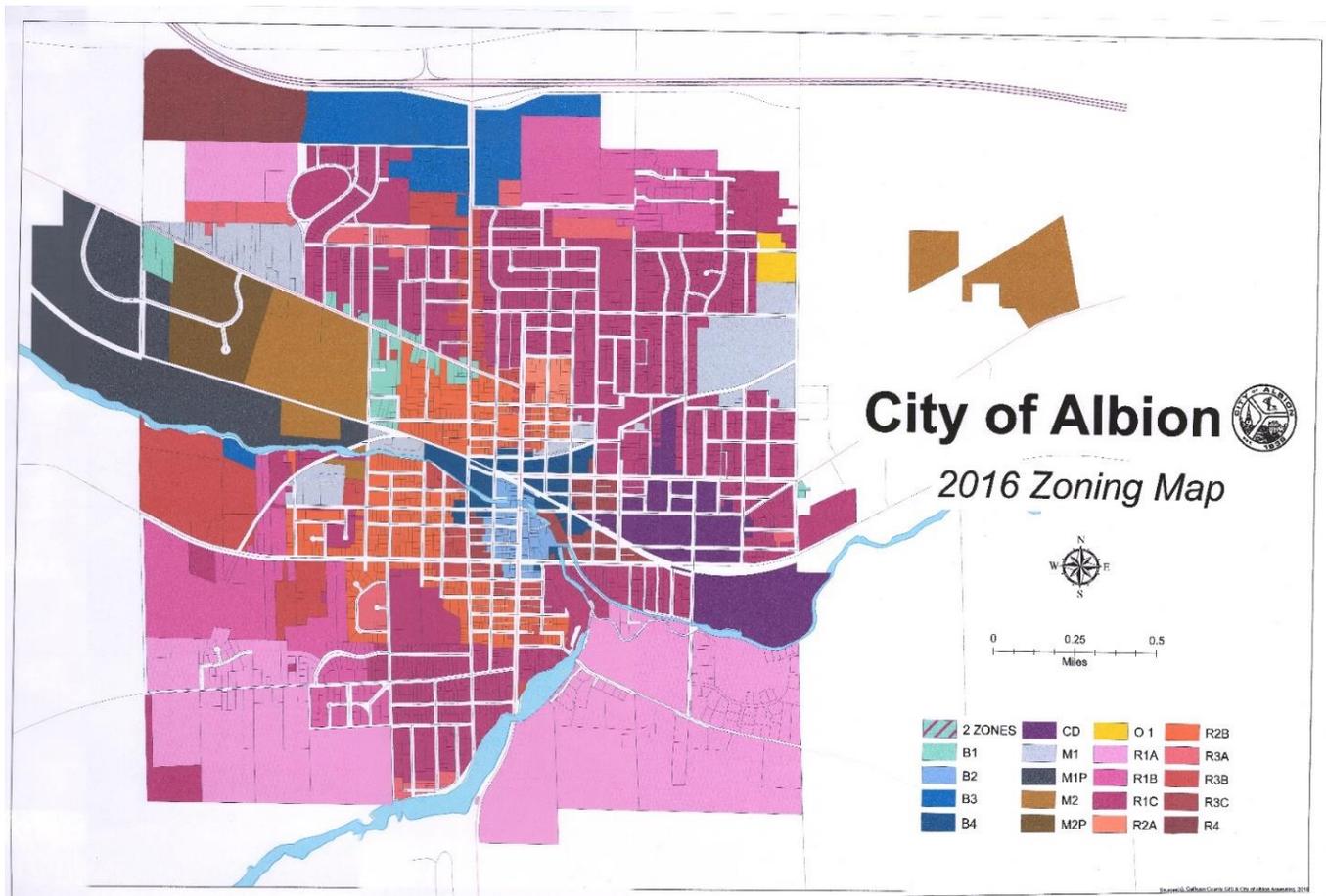
1. Add clarification in Appendix 1-State that all goals and objectives are not ranked but all are a high priority and will be reviewed by the Planning Commission on a quarterly basis for progress.
2. Page 40-strike “proposed” for the Heritage River Water Trail and this is already an established project.
3. The Pottawatomi Resource and Development Council should be the Pottawatomi Resource Conservation and Development Council.

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4. Page 40-4th 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.

Zoning map



Joint Meetings in 2016

Boards	Date	Discussion
Albion City Council and Planning Commission	August 16th, 2016	Albion College Downtown Housing Development Plan