



CITY OF ALBION PLANNING COMMISSION
REGULAR MEETING
TUESDAY, OCTOBER 20, 2020
ZOOM MEETING
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:
 - September 15, 2020
- IV. Correspondence
- V. Order of Business
 - A. Review/Approve Site Plan for Erecting Addition to Existing Structure & Parking Lot Alteration for Sinclair Design, & Engineering, 1104 Industrial Avenue
 - B. Excuse Absent Board Members
- 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
September 15, 2020

I. Call to Order

The September 15, 2020 Planning Commission meeting was called to order at 7:00 p.m. via Zoom by Chairman Strander and a quorum declared.

II. Roll Call of the Commission

PRESENT: M Lelle, T Pitt, S Ponds, G Strander, S Kipp and J Verbeke

ABSENT: A Amos, D Atchison, L Reid

Staff Present: Haley Snyder, Interim City Manager, Jill Domingo, City Clerk and John Tracy, Director of Planning, Building & Code Enforcement

III. Approval of Prior Meeting Minutes

A. September 1, 2020

M Lelle moved, T Pitt supported, CARRIED, to approve the prior Planning Commission minutes as presented. (vv) (6-0)

IV. Correspondence – N/A

V. Order of Business

A. Review/Approve Site Plan for Christ Apostolic Church, 440 Bemer St

Director Tracy provided the Planning Commission with the following site plan information for Christ Apostolic Church of Albion, 440 Bemer St:

Site Location: 440 Bemer Street
P.N.: 51-017-201-10

Site Zoned: C – General Commercial District

Acreage: 9

Property owner of record: Christ Apostolic Church of Albion
501 N. superior St.
Albion, MI. 49224

Applicant: Terron Erwin
965 Haven Rd.
Albion, MI. 49224



City of Albion

Planning, Building, Code Enforcement

Office: 517-629-7189

Email: jtracy@cityofalbionmi.gov

440 Bemer St. Property Back Round: Undeveloped 9-acre parcel zoned C – General Commercial District. Frontage located on south side of property adjacent to Bemer St... Surrounding property: East - Commercial; North - I-94; South R-2 Multiple Family District; West R-2 Multiple Family District.

Applicant Request: Site plan review for erecting 40,018 square foot structure. Christ Apostolic Church is planning to relocate primary campus to said property.

C – General Commercial District: This district is intended to provide for a diverse mix of retail business and services in areas which abut major thoroughfares. Uses within the commercial district tend to be more automobile-dependent.

Development Standards

Submitted Site Plan	
Lot & Structure Standards	
Lot area (min.)	None
Lot Width (min.)	None
Building Height (max.)	3 stories or 36'
	3 stories (<i>Plan.</i> Dept request expl.)
Setbacks	
Front (min.)	25 feet
Rear (min.)	10 feet
Side (min.)	None
	15 ft. when abuts residential
	Exceeds min. requirement
Parking	
Church	1 per each 4 seats
Office	1 per each 200 sq. ft.
Dwelling unit	2 per unit
	820 seats / 4 = 205
	1,711 sq. ft. / 200 = 9
	2 units x 2 = 4
	total required spaces 218
	236 spaces
	indicated on site plan
	(7 barrier free spaces)
Parking lot green space	Parking areas greater than 10,000 sq. ft. require 1 sq. ft. of landscaped area for each 15 sq. ft. of parking lot.
	<u>Site plan does not include requirements</u>
Refuse Enclosure	
	included on site plan

Additional site plan requirement – missing and / or insufficient

- **Location of sidewalks for public use.** Sidewalks indicated next to structure only.
- **Location / type of proposed perimeter and internal landscaping.**
- **Exterior lighting/light poles.** Listed as #9 on Key Notes, page CP101 but not located on site plan. Type of lighting not listed.

NOTE: Applicant indicates possible addition of structure for van garage.

Site plan copies issued to:

Albion Department of Public Safety for review – awaiting reply.

Public Services for review (water, sewer & streets) – awaiting reply.

Soil Erosion & Sedimentation Control Review: applicant required to have submitted plan to Calhoun County.

Staff Recommendation: Planning Commission review of site plan with applicant, address listed items not included on site plan with applicant. Conditional approval based on: applicant making corrections according to planning commission and supplying required information; approval of Albion Department of Public Safety; approval of City of Albion Public Services (water, sewer & street); approval for soil erosion & sediment by Calhoun County.

Applicable Sections of Chapter 100, City of Albion Zoning Ordinance:

- Article 4, Section 4.8 C-Commercial District
- Article 3, Section 3.11 Landscaping & Screening; Section 3.12 Parking & Circulation
- Article 5, Section 5.5 Site Plan Review Procedures

Comments were received from Commissioners G Strander, T Pitt, S Ponds, S Kipp and M Lelle; Noah Boyd, Wightman; Jim Hines, Zion Church Builders and Terron Erwin, property owner.

It was the consensus of the Commission to wait to approve site plan for Christ Apostolic Church, 440 Bemer St until additional information and recommendations from Director Tracy have been completed.

B. Review Planning Commission Parliamentary Procedures

Chair G Strander reviewed the following parliamentary procedures:

- A Planning Commissioner is a representative of the people and in theory allows you to act without the political considerations that influence elected officials (*Planning Commissioners Handbook*)
- The Zoning Ordinance (*Planning Commissioners Handbook*)
- Future Land Use and Zoning are not the same (*Planning Commissioners Handbook*)
- Site Plan Review (*Planning Commissioners Handbook*)
 - Using the Site Plan
 - Preservation of natural features or landscape
 - Compatibility with surrounding areas
- Making Tough Decisions (*Planning Commissioners Handbook*)

- Knowledge of the zoning ordinance
- Knowledge of relevant case facts
- Use of ordinance standards
- Planning Commission: Possesses powers and functions required of Planning Commissions under the provisions of PA 285 of 1931, State of Michigan, as amended, including, but not limited to, comprehensive planning, initiating zoning amendments, granting special use permits and planned unit developments (under certain situations), and recommending the Public Improvements Program. (*Boards & Commissions Guide*)
- Conflict of Interest (*Council Rules of Procedure*)

C. Excuse Absent Board Members

Commissioners A Amos, D Atchison and L Reid were not excused.

VI. Public Comments

Director Tracy stated if any commissioners did not have an updated copy of the zoning ordinance to let him know and he would get them a copy.

VII. Adjournment

T Pitt moved, S Kipp supported, CARRIED, to adjourn the September 15, 2020 Planning Commission Meeting (vv) (6-0)

Chair G. Strander adjourned the meeting at 7:37 p.m.

Recorded By: Jill Domingo, City Clerk



City of Albion

Planning, Building, Code Enforcement
Office: 517-629-7189
Email: jtracy@cityofalbionmi.gov

Planning Commission Meeting October 20, 2020, 7:00 p.m. on Zoom Site

Case Number: 2020-061

Reference: Preliminary site plan review for erecting addition to existing structure & parking lot alteration.

Site Location: 1104 Industrial Ave.
P.N.: 51-006-463-00

Site Zoned: M1 – Light Industrial District

Acreage: 2.4

Property owner of record: Sinclair Designs & Engineering
1104 Industrial Ave.
Albion, MI. 49224

Applicant: Collins Design/Build
Attn.: Jack Shelby
9325 S. Meridian Rd.
Clark Lake, MI. 49234

1104 Industrial Ave., Property Back Round: Existing building on property is 19,500 sq. ft., manufactures mounting rack systems for solar panels, and installations services. Permitted use in M-1 - Light Industrial District.

Applicant Request: Site plan review for erecting proposed 9,000 sq. ft. addition to existing 19,500 sq. ft. structure. Upon completion of proposed addition, existing structure and addition will be a total of 28,500 sq. ft... Alteration and addition to existing parking lot, proposed property line adjustment on north side of subject property to allow additional driveway access for truck traffic delivery of material and pick-up of product.

M1 Light Industrial District: this district is composed of certain land so situated as to be suitable for light industrial development, but where the modes of operations of the industry are restricted to the area of the district and in no manner affect the surrounding districts in a detrimental way. The regulations are so designed as to permit the normal operations of almost all light industries, subject only to those needed for their mutual protection and the equitable preservation of nearby nonindustrial uses of land.

Development Standards

Lot & Structure Standards		Submitted Site Plan
Lot area (min.)	None	
Lot Width (min.)	None	
Building Height (max.)	3 stories or 36'	21'-9"
Setbacks		
Front (min.)	10 feet	within min. requirement
Rear (min.)	10 feet	within min. requirement
Side (min.)	5 feet	within min. requirement
	15 ft. when abuts residential	

Development Standards

- **Parking**

Manufacturing 1 per each 3 employees

Office 1 per each 200 sq. ft.,

20 employees / 3 = 7

1,511 sq. ft. / 200 = 8

26 spaces (9'x20')

1 ADA compliant space

27 spaces proposed

Note: Parking for employees and truck docks to consist of asphalt pavement. Area's used for trucks to drive on are proposed to consist of new crushed asphalt (permeable) to facilitate site drainage and heavy trucks.

- **Landscaping**

36" Hedge row between parking lot and street.

- **Exterior Lighting**

Wall mount security lighting

- **Soil Erosion & Sedimentation Control Review:** applicant required to have submitted plan to Calhoun County.

Staff Recommendation: Planning Commission review of site plan with applicant. The use of permeable parking lots may be approved. Suggest conditional approval of site plan based on:

- Removal of solar rack display from right-of-way;
- Property line adjustment on north side of premises as shown on site plan;
- Approval for soil erosion & sediment by Calhoun County.

Applicable Sections of Chapter 100, City of Albion Zoning Ordinance:

- Article 4, Section 4.9 M-1 – Light Industrial District.
- Article 3, Section 3.12 Parking & Circulation; Section 3.13 Off-Street Loading Requirements.

John Tracy

Director of Planning, Building & Code Enforcement

Real Estate Summary Sheet

Information herein deemed reliable but not guaranteed

10/13/2020 3:31 PM

Parcel: 51-006-463-00
Owner's Name: SINCLAIR DESIGNS & ENGINEERING
Property Address: 1104 INDUSTRIAL AVE
ALBION, MI 49224

Current Class: 301.INDUSTRIAL - IMPROVED
Previous Class: 301.INDUSTRIAL - IMPROVED
Gov. Unit: 51 ALBION CITY
MAP#
School: 13010 MARSHALL SD (ALBION DEBT)
Neighborhood: 202 202-INDUSTRIAL

Liber/Page: Created: / /
Split: / / **Active:** Active

Public Impr.: Paved Road, Water, Sewer, Electric
Topography: None

Mailing Address: **Description:**
SINCLAIR DESIGNS & ENGINEERING ALBION CITY, INDUSTRIAL PARK SUBDIVISION LOT 13.
1104 INDUSTRIAL AVE
ALBION MI 49224

Most Recent Sale Information

Sold on 10/04/2018 for 135,000 by CITY OF ALBION EDC.

Terms of Sale: NOT USED

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Most Recent Permit Information

Permit PM12-0101 on 09/25/2012 for \$0 category COMMERCIAL, ADD/ALTER/REPAIR.

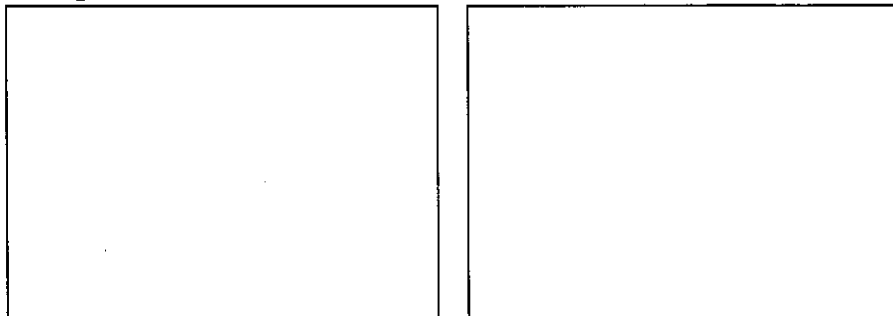
Physical Property Characteristics

2021 S.E.V.:	149,400	2021 Taxable:	149,400	Lot Dimensions:	
2020 S.E.V.:	159,900	2020 Taxable:	159,900	Acreage:	2.40
Zoning:	M1	Land Value:	25,791	Frontage:	372.6
PRE:	0.000	Land Impr. Value:	22,983	Average Depth:	0.0

Improvement Data

of Commercial Buildings: 1
Type: Industrial - Light Manufacturing
Desc:
Class: S
Quality: Average
Built: 1977 Remodeled: 1977
Overall Building Height: 16
Floor Area: 19,500
Sale Price/Floor Area: 6.92
Estimated TCV: 249,987
Cmts:

Image/Sketch



Section 4.9 M-1 – Light Industrial District

A. Purpose.

M-1

This district is composed of certain land so situated as to be suitable for light industrial development, but where the modes of operations of the industry are restricted to the area of the district and in no manner affect the surrounding districts in a detrimental way. The regulations are so designed as to permit the normal operations of almost all light industries, subject only to those needed for their mutual protection and the equitable preservation of nearby nonindustrial uses of land.

B. Uses Allowed.

Permitted and Special Land Uses shall be limited to those listed below (also in **Section 4.12: Full Table of Permitted and Special Land Uses**) and shall be subject to all applicable provisions of **Article 5: Plot Plan & Site Plan Review**, **Article 6: Special Use Review**, and **Article 7: Supplemental Regulations**.

TABLE OF PERMITTED USES & SPECIAL LAND USES	
P = Permitted by right S = Permitted with a Special Use Permit *supplemental development regulations	M-1
Accommodation & Food/Event Services	
Convention Centers/Conference Centers	P
Hotels and Motels (attached or detached units) §7.17	P*
Restaurants (with or without Drive-Through or Eat in Car)	P
Agriculture & Forest Products; Animals	
Agricultural products processing and storage (excluding concentrated animal feeding operations)	P
Animal Sales Yards/Auctions for Livestock	S
Bulk seed, feed, fertilizer and nursery stock outlet and distribution centers (including wholesale)	P
Forest Products Processing (Saw Mills, Veneer Mills, Planing Mills & related operations); Firewood Sales	P
Grain Elevators	P
Greenhouse; Nursery; Hoophouse §7.8	P*
Kennels	P
Landscaping Establishment §7.8	P*
Slaughter Houses	P
Arts, Entertainment & Recreation	
Nature Parks/Nature Areas (Public)	P
Public Parks, Playgrounds, Playfields §7.3	P*

TABLE OF PERMITTED USES & SPECIAL LAND USES	
P = Permitted by right S = Permitted with a Special Use Permit *supplemental development regulations	M-1
Commercial, Services & Retail	
Auto Body/Paint/Interior & Glass; Auto Repair; Oil Change; Tire Sales §7.15	P*
Automobile Service Station §7.15	P*
Automobile Towing Businesses	P
Boat/RV/Recreational Equipment Repair & Storage	P
Business Incubator (Food Incubator listed under Manufacturing)	P
Commercial/Industrial Equipment Rental & Leasing	P
Commercial Equipment Repair & Maintenance	P
Crematoriums	P
Dry cleaning and laundry plants serving more than one outlet	P
Farm & Feed Supply Stores	P
Film Production Facilities including sound stages and other related activities	P
Garden Supply Stores (not greenhouse or landscaping supply; no outdoor storage of materials)	P

TABLE OF PERMITTED USES & SPECIAL LAND USES	
<i>P</i> = Permitted by right <i>S</i> = Permitted with a Special Use Permit *supplemental development regulations	M-1
Commercial, Services & Retail (continued)	
Manufactured Home Dealers	P
Medical Marijuana Grower Facilities §7.24	P*
Medical Marijuana Processor Facilities §7.24	P*
Medical Marijuana Provisioning Facilities §7.24	P*
Medical Marijuana Safety Compliance Facilities §7.24	P*
Medical Marijuana Secure Transporter §7.24	P*
Printing/Binding/Publishing of Print Material	P
Professional Cleaning Services	P
Recording Studios	P
Communications	
Wireless Communications Support Structures (ex: cell towers) §7.22	S*
Construction & Contractors	
Lumber/Building Material Sales and Storage	P
Special trade contractors Offices & Showrooms with outdoor storage of materials & contractor's equipment (electrical, plumbing, heating, excavation, well-drilling, etc)	P
Energy	
Propane Distributor/Propane Supply Facilities	P
Solar Energy Facility (Utility-Scale) §7.25	P*
Wind Energy Conversion Systems §7.23	S*
Human Care & Social Assistance	
Hospitals, Sanitariums, and Charitable Institutions for Human Care (not for penal purposes)	P
Manufacturing, Industrial & Waste Mgmt	
Manufacturing, Light –including the production, processing, cleaning, testing, and distribution of materials, goods, foodstuffs, and products.	P
<i>Light Manufacturing are those industries in which the modes of operation of the industry have no external effects and do not directly affect nearby development. External effects shall include but are not limited to air contaminants, blown material, odor, noise, glare, gasses, electrical disturbance, heat, and vibration.</i>	

TABLE OF PERMITTED USES & SPECIAL LAND USES	
<i>P</i> = Permitted by right <i>S</i> = Permitted with a Special Use Permit *supplemental development regulations	M-1
Miscellaneous	
Accessory Structures & Uses Incidental to Principal Uses §3.7	P*
Community Garden §7.7	P*
Planned Unit Developments, Commercial/Industrial §7.21	S*
Public Facilities	
Community Centers & Auditoriums (public)	P
Government Facilities	P
Transportation, Storage & Wholesale	
Airports, Aviation Support Services, Heliports & Landing Fields (aircraft/rotocraft)	P
Bus Garages	P
Couriers/Parcel Packing/Shipping/Delivery Establishments/Mail Order Establishments	P
Crating and Packing Services	P
Drone (Unmanned Aerial) Centers	P
Freight Terminals/Trucking Facilities	P
Mini-Warehouses or Storage Facilities (including self-storage)	P
Rail yards	P
Parking and Storage Yards	P
Scenic & Sightseeing Transportation/Ground Passenger Transportation	P
Towing Businesses	P
Truck Washes	P

C. Development Standards.

M-1

Table 4.9

See Figure 4.9

1. Lot & Structure Standards

a. Lot Area (min.)	None
b. Lot Width (min.)	None
c. Building Height (max.)	3 stories or 36' (over 3 stories up to 5 allowed as Special Use permit)
d. Building Coverage (max.)	None

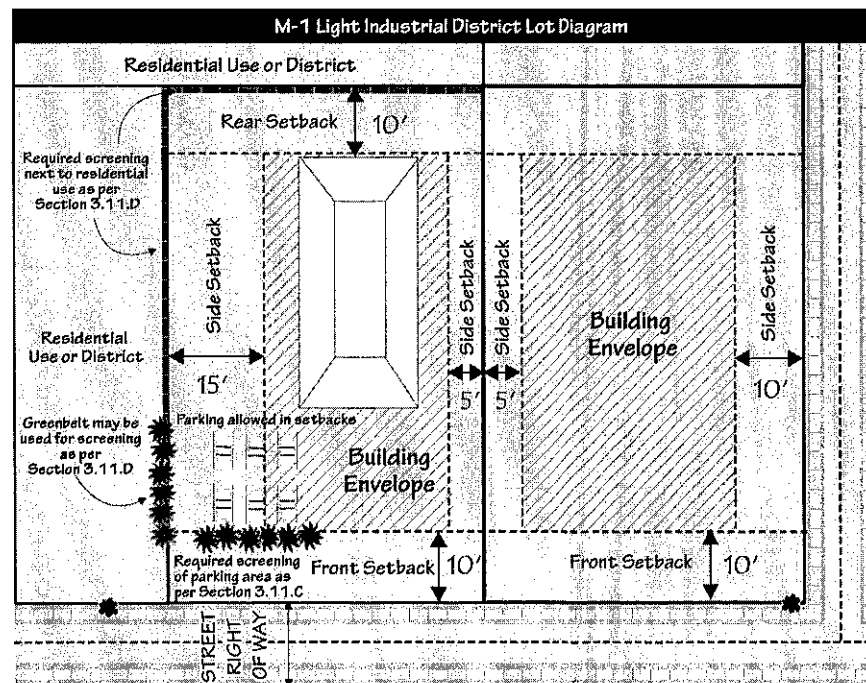
2. Setbacks

a. Front (min.)	10 feet
b. Rear (min.)	10 feet
c. Side (min.)	5 feet (15 feet when directly abutting residential district)
d. Side - street - corner (min.)	10 feet when abutting a street

3. Additional Development Standards

a. Accessory Structures	Regulated by §3.7.
b. Screening	When a non-residential use abuts a residential use or district, screening is required as per §3.11.
c. Fences	Regulated by Chapter 18, Article VII of the Code of Ordinances.
d. Parking	Regulated by §3.12.
e. Outdoor Cafes	Regulated by Chapter 22, Article IV of the Code of Ordinances.
f. Signs	Regulated by Chapter 64 of the Code of Ordinances.

Figure 4.9



Section 3.12 Parking & Circulation

A. General.

In all districts there shall be provided off-street parking spaces for automobiles in accordance with this Section, except as otherwise provided by district.

B. Compliance Required.

Off-street parking provisions of this Section shall apply to the following:

1. **New Construction.** For all buildings and structures erected and all uses of land established after the effective date of this Ordinance.
2. **Enlargement.** Whenever a building is expanded resulting in an increase in the required parking.
3. **Change in Use.** Whenever the use of a building or portion of a building is changed to accommodate a use requiring more parking than the former use.
4. **Parking Area Construction and Expansion (For all new parking areas and whenever existing parking areas are expanded or upgraded).** Normal maintenance, such as re-grading of legal nonconforming gravel parking areas or the addition of top coat or sealer to existing paved parking areas, will not trigger full off-street parking compliance; however, pulverizing an existing asphalt, concrete or other paved parking surface, the outright removal or substantial modification of the paved surface in preparation for paving and demolition which serves to return a parking area substantially to gravel or other aggregate surface, shall, for the purposes of this code, be considered a new parking area.

C. Size and Location.

Each required parking space shall have an area of not less than one hundred eighty (180 ft²) square feet, with a minimum width of no less than nine (9') feet, exclusive of access drives or aisles, any parking area space or lot required to serve for off-street parking purposes shall be located as follows:

1. **One- and Two-Family Dwellings.** Parking spaces shall be provided on the same lot as the building they are intended to service. Furthermore, no parking shall be permitted in the front yard area except upon an improved driveway.
2. **Multiple-Family Dwellings and All Other Uses Subject to Site Plan Review.** Parking spaces shall be located not more than two hundred (200') feet from the building they are required to service. Furthermore, no parking shall be permitted in the front yard area except upon an improved surface.

D. Collective Provision of Parking for Mixed Use and Multiple Use Properties.

1. **Provision of Parking for Mixed Use and Multiple Use Properties (Overlapping in Hours of Operation).** Separate off-street parking space shall be provided for each use, or the parking space required of two (2) or more uses may be combined and used jointly; provided:
 - a. That the total of such off-street parking spaces supplied collectively shall not be less than the sum of the requirements for the various uses computed separately except where determined by the Planning Commission, in its sole reasonable discretion during site plan review, that such uses do not pose a conflict and such parking requirement for one or more uses will satisfy that for such others.
 - b. That the requirements set forth above as to maximum distances between parking areas and the building or building group served shall apply to each building or building group participating in the collective provisions of parking.
2. **Collective Parking for Uses NOT Overlapping in Hours of Operation.** Joint use of a required parking area may be permitted for two (2) or more uses located on the same, adjacent, or nearby parcels provided that the developer or owner demonstrates that the uses will not overlap in hours of operation or in demand for shared spaces. In this case, a collective parking lot may be constructed providing the number of spaces required for only the use with the highest amount of required parking. The owners of all parcels used for or making use of shared parking areas shall record a commitment stating that the uses will not overlap in hours of operation or in demand for shared spaces. The commitment shall be binding on future owners of the property and shall be recorded with the City. Shared parking areas shall be located not more than three hundred (300') feet from the uses they are intended to serve and shall be connected to that use by a defined pedestrian walkway.

E. Number of Spaces Required.

1. The number of off-street parking spaces shall be as listed in the Parking Space Table below. When units or measurements determining number of required parking spaces result in requirement of a fractional space, any fraction shall require one (1) parking space. If the use is not listed in the Parking Space Table, the Planning Director shall classify the use according to a similar use listed.
2. **Central Business District (CBD).** In the event such adequate space is not available to supply on-site parking, municipal lots may be utilized for off street parking and/or loading, subject to the approval of the Zoning Administrator according to generally accepted parking ratios.

Parking Space Table

Residential Uses

USE	NUMBER OF PARKING SPACES
Single- or Two-Family Dwelling	2 per dwelling unit
Multiple-Family Dwelling	1 for 1 bedroom dwelling unit; 1.5 per dwelling unit for units with more than 1 bedroom
Apartment Hotel	1 per each sleeping unit
Rooming House/Boarding House	1 per each person
Bed and Breakfast/Tourist Home	1 for each sleeping room

Institutional Uses & Places of Public Assembly

USE	NUMBER OF PARKING SPACES
Community Center	2 for each 100 sq ft of floor area used for assembly
Public Meeting Halls	1 for each 100 sq ft of floor area used by the public
Dormitory, Fraternity and Sorority (2 occupants for each room)	1 per room (unless subject to campus policy and/or CD District requirements)
Churches	1 per each 4 seats
Civic or Social Club	1 per each 50 square feet of floor area used for assembly
Private Clubs, Lodge or Hall (with or without bedrooms)	1 per each 100 square feet of floor area used for assembly
Hospitals	1.5 per each patient bed
Sanitariums and Convalescent Homes	1 per each 2 beds
Homes for the aged and children's' homes	1 for each 3 persons in residence
Business and Technical Schools, Colleges and Universities	1 per each 3 students enrolled - day or night classes - whichever is greater
High Schools	1 per each 4 students
Elementary and Middle Schools	1 per each 8 auditorium seats
Child Care Center or Nursery Schools	1 per each five (5) students, plus 1 per each employee
Day care homes	1 per each employee and/or caregiver
Stadiums, Sports Arenas, Auditoriums (other than school)	1 per each four (4) seats
Libraries, Museums and Art Galleries	1 per each 4 seats
Theaters	1 per each 4 seats
Dance Hall, Studio, Skating Rink	2 per each 100 square feet of floor space used by the public
Bowling Alley	8 per each alley
Mortuary or Funeral Home	1 per each 50 square feet of floor area used for assembly, viewing, seating

Commercial, Office and Industrial Uses

USE	NUMBER OF PARKING SPACES
General Business and Service Establishments	300 square feet of parking area for each 100 square feet of floor area or sales space. (loading and unloading space not included in parking space)
Medical & Dental Clinic Office	5 per each doctor
Offices (all types except doctors/dentists)	1 per each 200 sq. ft. of floor area
Hotels, Motels, Motor Inn or Motor Lodge	1 per each bedroom or sleeping unit
Drive-In Establishments	8 per each 125 square feet of ground floor area
Food, Soft Drinks, and Alcoholic Beverages (served on the premises): Restaurants, Bars, Grills, Taverns, Dining Room of Hotel or Motel, Dairy Bar, and Soda Fountain	1 per each 3 seats
Mechanical Amusement Arcades	1 per each 2 mechanical amusement devices
Manufacturing processing and/or fabrication, warehouse and storage buildings and experimental laboratories	1 per each 3 employees on maximum shift

F. Development and Maintenance of Parking Areas.

Every lot or parcel of land hereafter established as a public or private parking area, including a municipal parking lot, commercial parking lot, restricted residential, business, industrial, public assembly or institutional accessory parking lot and also an automobile, manufactured homes or trailer sales (including rental) lot, shall be developed and maintained in accordance with the following requirements:

1. **Screening and Landscaping.** Off-street parking areas for more than five (5) vehicles shall conform with the requirements of **Section 3.11**.
2. **Construction Standards and Maintenance.** Any off-street parking area for more than five (5) vehicles:
 - a. Shall not be used for repair, dismantling or servicing of any vehicles.
 - b. Must be adequately surfaced with concrete or asphalt and must further be provided with adequate storm water runoff facilities so that surface water will not drain into adjacent properties or public rights-of-way. The use of permeable parking lots may be approved to facilitate site drainage.
 - c. Shall be provided with entrances and so located as to minimize traffic congestion.
 - d. Shall be provided with rolled asphalt curb, concrete curb or similar wheel or bumper guards around the perimeter of the site so located that no part of parked vehicles will extend beyond the parking area.
 - e. Shall be provided with clearly marked parking spaces.

- f. Lighting facilities shall be so arranged as to reflect the light away from adjoining residential properties and not interfere with traffic.

G. Supplemental Parking Lots in R Districts.

The establishment and operation of supplemental accessory off-street parking lots in any R or MU district as Special Uses may be permitted upon application to the Planning Commission and approval by it, subject to the special use conditions listed in **Article 6** and subject to an additional finding by the Planning Commission that:

1. The supplemental lot is necessary because the required number of parking spaces cannot be provided on the lot on which the building is located.
2. The parking lot shall be supplemental accessory to, and for use only in connection with one or more residential, business, industrial, public assembly or institutional buildings. No charge for parking shall be made.
3. Each entrance to and exit from such parking lot shall be not less than twenty (20') feet distant from any adjacent property line located in any R district.
4. No sign of any kind other than designating entrances, exits and ownership and conditions of use, shall be maintained on such parking lot.
5. Such supplemental accessory parking lot shall be subject to all the requirements of **subsection F** above.
6. Any person, firm or corporation desiring to secure permission to establish and maintain a restricted residential, business, industrial, public assembly or institutional, supplemental accessory parking lot, within the meaning of this Section, shall make application to the Planning Commission, accompanied by a plan which clearly indicates the proposed development, including the location, size, shape, design, landscaping, curb cuts and other features and appurtenances of the parking lot.
7. Before making its final determination, the Planning Commission shall hold a public hearing, notice of which shall be given pursuant to **Section 9.11**.
8. Any supplemental accessory off-street parking lot permit may be revoked any time that the aforementioned requirements are not complied with, and any permittee who uses premises to which said permit relates, in violation of any of the conditions herein specified or fixed to such permit shall be deemed in violation of this Ordinance and shall be subject to the penalty prescribed herein for such violations.
9. In any R or MU district, supplemental accessory parking lots shall not have any parking space or spaces nearer the street than the front building line of the adjoining dwelling or structures or the established setback line whichever is greater and in any case not less than ten (10) feet from the street right-of-way line.

H. Sidewalks and Pedestrian Walkways.

1. **Public Sidewalk.** Public sidewalks shall be constructed pursuant to **Chapter 74** of the City of Albion Code of Ordinances.
2. **Required Pedestrian Walkway.** All developments except for single- and two-family dwellings shall provide clearly defined pedestrian walkways from the public sidewalk to main entrances of the buildings or to the sidewalk fronting the building in the case of a multi-entrance building.
3. **Pedestrian Walkway Standards.** Pedestrian walkways shall be designed to be recognizable to both drivers and pedestrians. Any combination of at least two (2) of the following walkway treatments shall be used:
 - a. Constructing the walk/crosswalk with different materials, such as concrete or brick or other material approved or recognized under The Americans with Disabilities Act (ADA) requirements;
 - b. Placing bollards at sufficient regular intervals to delineate the walk/crosswalk;
 - c. Aligning planting islands to define the walk/ crosswalk;
 - d. Raising the walk/ crosswalk; and
 - e. Colored pavement with walk/crosswalk striping.

Pedestrian travelways shall be physically separate from the parking area except where they cross a vehicle maneuvering lane, in which case the travel way shall be defined with a separate and contrasting material such as the use of a textured concrete or brick paver.

I. Bicycle Parking Substitution.

In off-street parking areas with twenty-five (25) or more automobile parking spaces, bicycle parking spaces may be substituted for automobile parking spaces at the rate of ten (10) bicycle spaces per one (1) off-street parking space with a maximum of ten (10) automobile spaces replaced with bicycle parking.

J. Flexibility in Application.

The City recognizes that, due to the specific requirements of any given development, flexible application of the parking standards set forth in this Section may be required to prevent traffic congestion, unauthorized parking on adjacent streets or neighboring site, excessive paving and storm water runoff and misuse of space which could otherwise be left as open space.

- a. The Planning Commission, based on a recommendation from the Planning Director, may permit deviations from the requirements of this Section and may require more or allow less parking whenever it finds that such deviations are more likely to provide a sufficient number of parking spaces to accommodate the specific characteristics of the use in question.
- b. The Planning Commission may attach conditions to the approval of a deviation from the requirements of this Section that bind such approval to the specific use in question. Where a deviation results in a reduction of parking, the Planning Commission may further impose conditions which ensure that adequate reserve area is set aside for future parking, as needed.
- c. The Planning Commission, based on a recommendation from the Planning Director, may allow deviations from the hard durable surface lot requirement for seasonal or auxiliary lots. The recommended surface shall be suitable for the given parking area in question.

Section 3.13 Off-Street Loading Requirements

A. Location and Design of Spaces.

1. Off-street loading space shall be located at the side or rear of the building for which provided.
2. Each such berth shall be not less than ten (10') feet in width, thirty-five (35') feet in length and fourteen (14') feet in height.

B. Number of Spaces.

At least the following amounts of off-street loading space shall be provided, plus an area or means adequate for maneuvering, ingress and egress:

1. For structures containing less than twenty thousand (20,000 ft²) square feet of gross floor area, one loading space shall be provided.
2. For structures containing twenty thousand (20,000) or more square feet of gross floor area, the number of berths specified in the following table.

Square Feet of Gross Floor Area	Required # of Berths
20,000 up to and including 40,000....	1
40,001 up to and including 100,000....	2
100,001 up to and including 160,000....	3
160,001 up to and including 240,000....	4
240,001 up to and including 320,000....	5
320,001 up to and including 400,000....	6
For each additional 90,000 or over 400,000....	1 additional

3. Such off-street loading space may occupy any part of any required side or rear yard space but shall not occupy the front yard space in any district.

The Planning Commission may reduce or eliminate the loading space requirements on a case-by-case basis.

Section 3.14 Unclassified Uses

When a use is not expressly mentioned in the Zoning Ordinance in **Article 4**, the Planning Commission shall make an interpretation as to what district or districts should accommodate the use. The decision shall be based on the intent of each district and similar uses allowed in the district. The decision of the Planning Commission regarding unclassified uses may be appealed to the Zoning Board of Appeals.

Section 3.15 Groundwater Protection

A. Intent.

The intent of the Groundwater and Wellhead Protection standards are to provide supplemental development regulations within the City so as to permanently protect the drinking water source from long-term contamination originating from the improper use, storage or generation of hazardous substances or polluting materials. Due to the vulnerability of ground water aquifers to contamination, the need for public health protection, and the significant public investment in the municipal water supply system, these regulations contain protective measures which apply to all new development within the City that requires Site Plan Review and Approval pursuant to **Article 5** of this Ordinance.

These provisions are intended to protect groundwater drinking sources within the City as they relate to the municipal water supply system of the City of Albion.

B. Scope.

The provisions of the Groundwater and Wellhead Protection Standards shall apply to all nonresidential uses and facilities, including private and public facilities, which use, store or generate hazardous substances in a quantity greater than one hundred (100) kilograms per month (twenty-five (25) gallons or two hundred twenty (220) pounds), and which shall be subject to site plan review under the provisions of this Zoning Ordinance. Agricultural uses that operate under a **Generally Accepted Agricultural Management Practice (GAAMP)** as defined by the **Michigan Commission of Agriculture**, are exempt from these provisions.

C. Definitions.

The terms used in this subsection shall have the meanings set forth in the definitions for **Groundwater Protection (Article 2)**.

D. Hazardous Substance Protection Standards.

1 Purpose & Authority	2 Definitions	3 General Provisions	4 District Regulations	5 Plot Plan & Site Plan Review
6 Special Use Review	7 Supplemental Regulations	8 Zoning Board of Appeals	9 Administration & Enforcement	10 Adoption & Amendments



CITY OF ALBION—APPLICATION FOR SITE PLAN REVIEW

City of Albion Planning Department (517) 629-7189

SAFEbuilt Inspection (269) 729-9244

Application Instructions: Complete all sections of this form. Type or use black ink. No application will be considered submitted or processed by the Planning Department until a complete application and all required documents are received.

Required Documents: (Major Projects)

- Twelve sets of plans, drawn to scale in black line or blueprint.

Base Fee: \$275 Plus: Consultant Charges if applicable (actual cost).

Additional Instructions: The applicant, or a representative with a letter of authority or power of attorney for the applicant, must be present at a meeting of the Albion Planning Commission concerning this application.

Remember to contact **SAFEbuilt Inspection office at (269) 729-9244** to see what building and/or trade permits may be necessary for your project.

FOR OFFICE USE ONLY	
Permit #	20 20-061
Stamp here for "Date Received"	RECEIVED OCT 01 2020
Received By	

Deposit to Account #101-400-483-00	
Stamp here for "Paid"	OCT 01 2020
By	
Amount	

Stamp here for "Approved/Deny"	
Date	

1. Property Information:

Property Zoned: M-1

Street Address: Use Complete Street Address, e.g. 101 North Main Street

1104 Industrial Ave Albion, MI 49224

Parcel Number

51-006-463-00

Present Zoning District

M-1 Light Industrial

Present Use of Site:

☐ Residential

☐ Commercial

☒ Industrial

☐ Other (describe)

Requested Zoning District

M-1 Light Industrial

Proposed Use of Site:

☐ Residential

☐ Commercial

☒ Industrial

☐ Other (describe)

2. Owner Information:

Name: Include Contact Person If Applicable

Sinclair Designs & Engineering Attn: Kyle Sinclair

Phone

877-517-0311

Street Address: Use Complete Street Address, e.g. 101 North Main Street

1104 Industrial Ave.

City, State Zip Code:

Albion, MI 49224

3. Applicant Information:

Name: Include Contact Person If Applicable

Collins Design/Build Attn: Jack Shelby

Phone

517-250-4831

Street Address: Use Complete Street Address, e.g. 101 North Main Street

9325 S. Meridian Rd.

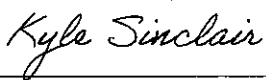
City, State Zip Code:

Clark Lake, MI 49234

- Location and dimensions of existing and/or proposed curbing, carports, barrier free access, parking areas (including indication of all spaces and method of surfacing), fire lanes and all lighting thereof.
- Location, size and characteristics of all loading and unloading areas.
- Locations and design of all sidewalks, walkways, bicycle paths and areas for public use.
- Location of all other utilities on the site including, but not limited, to natural gas, electric, cable TV, telephone and steam.
- Location and specifications for all fences, walls, and other screening features.
- Location for all proposed perimeter and internal landscaping.
- Location and size for screening of all trash receptacles and other solid waste disposal facilities.
- Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salt, flammable materials, or hazardous materials as well as any containment structures or clear zones required by government authorities.
- Identification of any significant site amenities.

8. Certification

*I hereby certify that I am the **owner** of record of the named property and that I have authorized the proposed work. I further agree to conform to all applicable laws of this jurisdiction. If a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.*

Signature of Owner : 	Phone 808-554-2304	Date 10/05/2020
Street Address: 1104 Industrial Ave	City, State, Zip Code Albion, MI 49224	

I hereby certify that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant : 	For Collins Design/Build	Phone 517-250-4831	Date 09/30/20
Street Address: 9325 S. Meridian Rd.	City, State, Zip Code Clark Lake, MI 49234		

For Planning Department Use Only

9. Evaluation and Determination

SAFE BUILT SERVICES

Mechanical Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Plumbing Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Electrical Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Residential Building Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Commercial Building Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Plans Examination	<input type="checkbox"/> YES	<input type="checkbox"/> NO

PUBLIC SERVICES

Right of Way	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Curb Cut	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Soil Erosion	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Sewer Connection	<input type="checkbox"/> YES	<input type="checkbox"/> NO

ZONING PERMIT

Site Plan	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Non-conformity	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Special Use	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Variance	<input type="checkbox"/> YES	<input type="checkbox"/> NO

REVIEWER

<i>Staff whom Reviewed the Application:</i>	<i>Staff Hours:</i>	<i>Approved/Deny:</i>	<i>Date Applicant Notified:</i>
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Commission Action Required? ☐ YES ☐ NO

PUBLIC NOTICE

<i>Public Notice in Newspaper</i>	<i>Letter to Nearby Properties</i>	<i>Public Hearing Date</i>
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PLANNING COMMISSION

<i>Planning Commission Action (Approved/Deny)</i>	<i>CHECK HERE FOR CONDITIONAL APPROVAL</i> _____	<i>Vote</i> <i>Approval</i> _____ <i>Deny</i> _____
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PLANNING DEPARTMENT APPROVAL/DENY

<i>Signature</i>	<i>Date</i>
<i>Notes</i>	<i>Stamp</i>

Revised 01-30-14



CITY OF ALBION—APPLICATION FOR ZONING PERMIT

City of Albion Planning Department (517) 629-7189

SAFEbuilt (269) 729-9244

ALBION ZONING ORDINANCE

ARTICLE II. ADMINISTRATION AND ENFORCEMENT

Section 30-23. Zoning Permit

(a) No land shall be used or occupied and no structure shall be designed, erected, altered or used hereafter until a zoning permit shall have been issued by the zoning inspector. It shall be the duty of the zoning inspector to issue a zoning permit, provided he is satisfied that the building, structure or premises, and the proposed use thereof, conform with all the requirements of this chapter. A zoning permit issued by the zoning inspector shall be required prior to the issuance of any building permit.

Application Instructions: Complete all applicable sections of this form. Type or use black ink. No application will be considered submitted or processed by the Planning Department until a complete application and all required documents are received.

Required Documents:

- Plot Plan or Site Plan as required (see handout materials)
- Proof of ownership
- Proof of payment for zoning permit application fee (see fee schedule invoice)

Residential and Commercial Application for Zoning Fee: \$45.00

FOR OFFICE USE ONLY	
Permit #	2020-060
Stamp here for "Date Received"	
RECEIVED OCT 01 2020	
Received by	

Deposit to Account #101-400-483.00	
Stamp here for "Paid"	
P OCT 01 2020 D	
Amount	

Stamp here for "Approved/Deny"	
Date	

1. Property Information:

Property Zoned: **M-1**

Street Address: *Use Complete Street Address, e.g. 101 North Main Street*

1104 Industrial Ave Albion, MI 49224

Parcel Number

51-006-463-00

Use Classification:

☐ Residential

☐ Commercial

☒ Industrial

☐ New Construction

☐ Existing Construction

2. Owner Information:

Name: *Include Contact Person If Applicable*

Sinclair Designs & Engineering Attn: Kyle Sinclair

Phone

877-517-0311

Street Address:

1104 Industrial Ave

City, State Zip Code:

Albion, MI 49224

3. Applicant Information:

Name: *Include Contact Person If Applicable*

Collins Design/Build Attn: Jack Shelby

Phone

517-250-4831

Street Address:

9325 S. Meridian Rd.

City, State Zip Code:

Clark Lake, MI 49234

Federal Employee ID Number/Social Security Number

38-3034012

Workers Compensation Insurance Carrier

Farm Bureau WCC0458553

4. Plan Review Requirements

PLEASE ATTACH ADDITIONAL SHEETS TO ILLUSTRATE THE WORK BEING DONE. It is highly recommended that you show all public streets, sidewalks, and utilities that are near or will be affected by your project. For projects close to property lines, include any structures that may neighbor the property where the alteration will take place

5. Project Information: (Plot Plan is not required for projects that are only repair/replace.)

Estimated Start Date: November, 2020	Estimated Finish Date: July, 2121	Project Cost/Bid Price: Still in estimating stage. Full cost will be submitted at building permit application
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Application Request: *Check all that apply.*

<input type="checkbox"/> New Construction	<input type="checkbox"/> Relocation	<input type="checkbox"/> Home Occupation
<input checked="" type="checkbox"/> Addition	<input type="checkbox"/> Land Division	<input type="checkbox"/> Accessory Structure
<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Variances	<input type="checkbox"/> Alteration
<input type="checkbox"/> Extraction/Fill/Grade	<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Repair/Replace
<input type="checkbox"/> Fence(s)/Screening	<input type="checkbox"/> Change in Use	<input type="checkbox"/> Demolition
<input type="checkbox"/> Sign(s)/Billboard(s)	<input type="checkbox"/> Telecommunications	<input type="checkbox"/> Other

*** Note, Describe Application Activity:**

9,000 S.F. Manufacturing warehouse addition to existing building

Project includes lot line adjustment and re-working parking area, drive area and approach on the north side of the building. Also includes adding crushed asphalt on existing drive on south side of building.

Structure Frame: <i>Check all that apply</i>	Exterior Wall: <i>Check all that apply</i>
<input checked="" type="checkbox"/> Steel <input type="checkbox"/> Concrete <input type="checkbox"/> Masonry <input type="checkbox"/> Wood <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Steel <input type="checkbox"/> Concrete <input type="checkbox"/> Masonry <input type="checkbox"/> Wood <input type="checkbox"/> Other

Are there any structural assemblies that are being fabricated off site?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Will there be heating, air conditioning, or ducting installed as a part of this project?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Will this project include new or upgraded attachments to water or sewer facilities?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Will this project include the installation of new electrical circuits or fixtures?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Will this project change the footprint of the existing structure(s)?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

Manufactured/ Modular – Serial Number:

6. Site Plan Projects [As Required in Section 30-422 (1) (2)]


All Projects Regulated By Section (30-421)		
<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Mobile Home District	<input type="checkbox"/> Special Use Permits
<input type="checkbox"/> Commercial/Business	<input type="checkbox"/> Plats	<input type="checkbox"/> Planned Unit Development
<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Condominium	<input type="checkbox"/> Other _____

7. Declarations and Certification

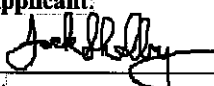
Applicants who wish to appeal the decision of the Zoning Administrator must do so in writing to the Planning Department within 10 days of receiving notification that the Zoning Permit has been denied. The Zoning Board of Appeals typically meets on the second Wednesday of each month and will seek to deal with all appeals in a timely fashion.

Remember to contact SAFEbuilt at (269) 729-9244 to see what building permits will be required for the project. SAFEbuilt will not issue an occupancy permit until all ZONING and BUILDING permits have been completed and approved by the appropriate authorities.

*I hereby certify that I am the **owner** of record of the named property and that I have authorized the proposed work. I further agree to conform to all applicable laws of this jurisdiction. If a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.*

Signature of Owner: 	Phone 808-554-2304	Date 10/05/2020
Street Address: 1104 Industrial Ave	City, State, Zip Code Albion, MI 49224	

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Signature of Applicant:  for Collins Design/Build	Phone 517-250-4831	Date Sept 30, 2020
Street Address: 9325 S. Meridian Rd.	City, State, Zip Code Clark Lake, MI 49234	

8. Evaluation and Determination

SAFE BUILT (BUILDING & TRADES INSPECTIONS)

Mechanical Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Plumbing Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Electrical Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Residential Building Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Commercial Building Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Plans Examination	<input type="checkbox"/> YES	<input type="checkbox"/> NO

PUBLIC SERVICES

Right of Way	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Curb Cut	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Sewer Connection	<input type="checkbox"/> YES	<input type="checkbox"/> NO

CALHOUN COUNTY

Soil Erosion	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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ZONING PERMIT

Site Plan	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Variance	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Non-conformity	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Special Use	<input type="checkbox"/> YES	<input type="checkbox"/> NO

PLANNING DEPARTMENT APPROVAL/DENY

<i>Signature</i>		<i>Date</i>
<i>Notes</i>		<i>Stamp</i>