



PLANNING COMMISSION AGENDA

*Meetings: Third Tuesday - 7:00 p.m.
Tuesday, December 15, 2020*

City Council Chambers ♦ Second Floor ♦ 112 West Cass Street ♦ Albion, MI 49224

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- I. CALL TO ORDER (REMINDER: TURN OFF CELL PHONES)
- II. ROLL CALL OF THE COMMISSION
- III. APPROVAL OF PRIOR MEETING MINUTES
- 2 - 5 A. OCTOBER 20, 2020 REGULAR SESSION MINUTES
[10-20-20 Planning Commission Minutes](#)
- IV. CORRESPONDENCE
- V. ORDER OF BUSINESS
 - A. APPROVAL TWELVE (12) MEDICAL MARIHUANA GROWER RENEWAL LICENSES- GREENHOUSE FARMS, LLC
 - B. APPROVAL MEDICAL MARIHUANA PROCESSOR RENEWAL LICENSE- GREENHOUSE FARMS, LLC
 - 6 C. APPROVE 2021 MEETING DATES
[2021 MEETING DATES](#)
- VI. ADJOURNMENT
- VII. PUBLIC COMMENTS

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

Planning Commission
October 20, 2020

I. Call to Order

The October 20, 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, A Amos, D Atchison and L Reid

ABSENT: All members were present

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 15, 2020

T Pitt moved, S Ponds supported, CARRIED, to approve the prior Planning Commission minutes as presented.

(voice vote) (carried)

IV. Correspondence – N/A

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

Director Tracy provided the Planning Commission with the following site plan information for Sinclair Design & Engineering:

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 Avenue
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 installation 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 the 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	
• Parking		
Manufacturing	1 per each 3 employees	20 employees/3=7 26 spaces (9'x20')
Office	1 per each 200 sq. ft.	1,511 sq ft/200=8 1 ADA compliant <u>space</u>
		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 Ordinances:

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

Comments were received from Commissioners G Strander, T Pitt, S Ponds, S Kipp M Lelle, A Amos and D Atchison; Jack Shelby, Collins Design/Build and Kyle Sinclair, Owner Sinclair Design & Engineering

T Pitt moved, supported by M Lelle, to Approve Site Plan for Erecting Addition to Existing Structure & Parking Lot Alteration for Sinclair Design & Engineering, 1104 Industrial Avenue with the following conditions:

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

(voice vote) (carried)

B. Excuse Absent Board Members

No action was necessary as all members were present

VI. Public Comments

No public comments were received

VII. Adjournment

S Ponds moved, T Pitt supported, CARRIED, to adjourn the October 20, 2020 Planning Commission Meeting
(voice vote) (carried)

Chair G. Strander adjourned the meeting at 7:27 p.m.

Recorded By: Jill Domingo, City Clerk

2021 MEETING DATES

PLANNING COMMISSION	COUNCIL CHAMBERS 7:00 P.M. 3rd TUESDAY OF THE MONTH
JANUARY 20, 2021 (Wednesday)	JULY 20, 2021
FEBRUARY 17, 2021 (Wednesday)	AUGUST 17, 2021
MARCH 16, 2021	SEPTEMBER 21, 2021
APRIL 20, 2021	OCTOBER 19, 2021
MAY 18, 2021	NOVEMBER 16, 2021
JUNE 15, 2021	DECEMBER 21, 2021

ZBA	COUNCIL CHAMBERS 5:30 P.M. 2ND TUESDAY OF THE MONTH
JANUARY 12, 2021	JULY 13, 2021
FEBRUARY 09, 2021	AUGUST 10, 2021
MARCH 09, 2021	SEPTEMBER 14, 2021
APRIL 13, 2021	OCTOBER 12, 2021
MAY 11, 2021	NOVEMBER 09, 2021
JUNE 08, 2021	DECEMBER 14, 2021

ABA	MAYOR'S OFFICE 8:00 A.M. QUARTERLY MEETINGS-2nd THURSDAY OF THE MONTH
MARCH 11, 2021	MAYOR'S OFFICE-CITY HALL
JUNE 10, 2021	MAYOR'S OFFICE-CITY HALL
SEPTEMBER 09, 2021	MAYOR'S OFFICE-CITY HALL
DECEMBER 09, 2021	MAYOR'S OFFICE-CITY HALL

DDA	MAYOR'S OFFICE 7:30 A.M. MONTHLY-2ND WEDNESDAY OF THE MONTH
JANUARY 13, 2021	JULY 14, 2021
FEBRUARY 10, 2021	AUGUST 11, 2021
MARCH 10, 2021	SEPTEMBER 8, 2021
APRIL 14, 2021	OCTOBER 13, 2021
MAY 12, 2021	NOVEMBER 10, 2021
JUNE 09, 2021	DECEMBER 8, 2021