

## PLANNING COMMISSION AGENDA

*Meetings: Third Tuesday - 7:00 p.m.*

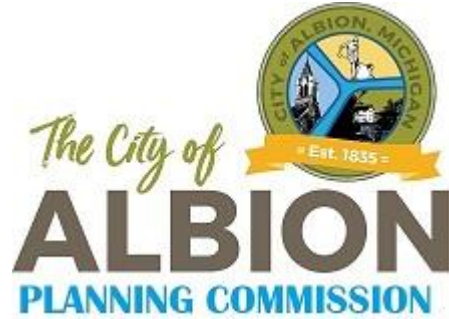
*Tuesday, June 15, 2021*

*Zoom Meeting*

---

Page

- I. CALL TO ORDER (REMINDER: TURN OFF CELL PHONES)
- II. ROLL CALL OF THE COMMISSION
- III. APPROVAL OF PRIOR MEETING MINUTES
- 2 - 6 A. MAY 18, 2021 MINUTES  
[PLANNING COMMISSION - 18 May 2021 - Minutes - Pdf](#)
- IV. CORRESPONDENCE
- V. ORDER OF BUSINESS
  - A. APPROVE ADULT USE PROCESSOR PERMIT FOR 1009 INDUSTRIAL BLVD
  - B. APPROVE ADULT USE GROWER PERMIT FOR 1007 INDUSTRIAL BLVD
  - C. APPROVE ADULT USER GROWER PERMIT FOR 1009 INDUSTRIAL BLVD
  - D. APPROVE ADULT USE GROWER PERMIT FOR 929 ELLIOTT
  - E. APPROVE ADULT USE PROCESSOR PERMIT FOR 929 ELLIOTT
  - F. DISCUSSION MOBILE FOOD ORDINANCE
  - G. DISCUSSION UPDATING THE STRATEGIC PLAN
  - H. EXCUSE ABSENT BOARD MEMBER
- VI. PUBLIC COMMENTS
- VII. ADJOURNMENT



**MINUTES**  
**PLANNING COMMISSION**  
Tuesday, May 18, 2021 @ 7:00 PM  
City Council Chambers

**I CALL TO ORDER (Reminder: turn off cell phones)**

Chair G Strander called the Planning Commission to order at 7:00 p.m.

**II ROLL CALL of the Commission**

PRESENT: Albert Amos (Albion, MI) ; Mayor Victoria Snyder (Albion, MI); Mark Lelle (Albion, MI); Tom Pitt (Albion, MI); Scott Kipp (Albion, MI); Lenn Reid (Albion, MI); George Strander (Albion, MI) and Joseph Verbeke (Albion, MI)

ABSENT: Sharon Ponds

ADMINISTRATION: Haley Snyder, City Manager, Jill Domingo, City Clerk and Ian Arnold, Planning & Building Director

**III APPROVAL OF Prior Meeting MINUTES**

A. MARCH 16, 2021 MINUTES

Moved by Commissioner Pitt, seconded by Commissioner Amos

*Approve minutes as presented*

Carried

**IV CORRESPONDENCE- None**

**V Order of Business**

A. REVIEW OF REVISED SITE PLAN FOR CHRIST APOSTOLIC CHURCH AT 440 BEMER STREET

Comments were received from Commissioners G Strander and T Pitt; Noah Boyd, Civil Engineer Wightman Associates; Terron Erwin, Pastor Christ Apostolic Church and Planning & Building Director Arnold

Moved by Commissioner Amos, seconded by Chief Public Safety/Commissioner Kipp

*Approve Revised Site Plan for Christ Apostolic Church at 440 Bemmer St*

Carried

B. APPROVE MEDICAL MARIHUANA GROWER LICENSE FOR COMCO, LLC

Comments were received from Commissioners T Pitt and S Kipp and Director of Planning & Building Arnold

Moved by Commissioner Pitt, seconded by Commissioner Lelle

*Approve Medical Marihuana Grower License for Comco, LLC*

Carried

C. DISCUSSION MOBILE FOOD VENDING ORDINANCE

Director of Planning & Building Arnold provided a 1st draft Mobile Food Ordinance to the Planning Commission. He would like the Planning Commission's suggestions on additions/deletions to the ordinance. City Attorney Harkness will also be reviewing the legalities of the ordinance

Questions/Comments from the Commission were as follows:

- Is there a time limit for food trucks to operate?
  - **9 a.m. to 9 p.m. in districts R1 and R2, there are no restrictions in other districts**
- When would the Planning & Building Director like the ordinance finalized and in place?
  - **Would like to have approved at the June Planning Commission meeting**
- How will these licenses work with Special Events?
  - **Under Item 4 (d) Food trucks would be required to obtain permission from the event sponsor to operate within 500 ft. of the special event**

- Be sure that vendors understand the "Special Event" portion of the ordinance
- Ordinance offers protection for food trucks but not brick & mortar businesses
- The sub-committee discussed a central location such as Stoffer Plaza which may conflict with the Farmers Market
- The sub-committee also discussed food trucks setting up in front of brick and mortar businesses and it was determined that this creates competition and will bring more people downtown
- Is there anything that prevents a food truck from setting up now?
  - **Currently because we do not have a specific food truck ordinance, the Charter requires those doing temporary business to get a transient merchant license from the Clerk's Office**
- Need to get information out on how food trucks can operate now
- Ordinance will allow City to regulate food trucks
- If the property is owned, do they still need permission?
  - **Ordinance will require permission from land owner**
- Traverse City has a specific location for food trucks

The Planning Commission will review the draft ordinance and provide questions at the next Planning Commission meeting

Comments were received from Commissioners G Strander; T Pitt; L Reid; J Verbeke; A Amos; Mayor Snyder and M Lelle and Director of Planning & Building Arnold

#### D. DISCUSSION OF COMPREHENSIVE PLAN PUBLIC ENGAGEMENT

Director of Planning & Building Arnold stated we need to adequately involve residents in public engagement for the Comprehensive Plan update

Mayor Snyder stated the Council has approved posting a RFP for a public engagement consultant for the community at large and also for the Comprehensive Plan

Commissioner G Strander stated he feels it is important to allow residents to provide input and get them involved in the process

Commissioner Reed stated previous City Manager Sheryl Mitchell had several small settings and meetings for the public

Commissioner Amos stated that at the Council meetings, the public is only allowed 3 minutes to speak and they can only ask questions but do not get a response

Commissioner T Pitt asked that a copy of the current master plan be emailed out so Commissioners could start to review

Director of Planning & Building Arnold stated a kick off strategic planning meeting will be held on June 12, 2021 from 9 a.m. - 1 p.m. for the Planning Commission and Albion City Council with Al Vanderburg, Ottawa County Administrator

City Manager Snyder stated this will be a hybrid meeting with the members of the Planning Commission and Albion City Council meeting in person and members of the public attending via Zoom

**E. EXCUSE ABSENT BOARD MEMBER**

Moved by Commissioner Pitt, seconded by (2) Reid

*Excuse Commissioner S Ponds*

Carried

**VI PUBLIC COMMENTS**

Comments were received from Amy Rose Robinson, Calhoun County Landbank; Council Member Linda LaNoue and Commissioners T Pitt and J Verbeke

**VII ADJOURNMENT**

Moved by Commissioner Pitt, seconded by (2) Reid

*Adjourn Planning Commission meeting*

*Chair G Strander adjourned the Planning Commission meeting at 8:13 p.m.*

Carried

---

Jill A. Domingo, City Clerk