

## PLANNING COMMISSION AGENDA

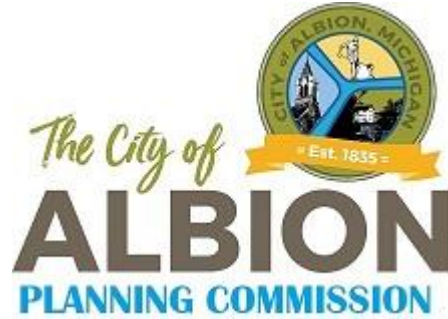
Meetings: Third Tuesday - 7:00 p.m.  
Tuesday, July 20, 2021

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

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Page

- I. CALL TO ORDER (REMINDER: TURN OFF CELL PHONES)
- II. ROLL CALL OF THE COMMISSION
- III. APPROVAL OF PRIOR MEETING MINUTES
  - A.
    - JUNE 12, 2021 JOINT STUDY SESSION WITH ALBION CITY COUNCIL MINUTES
    - JUNE 15, 2021 REGULAR SESSION MINUTES
    - [PLANNING COMMISSION - 12 Jun 2021 - Minutes - Pdf](#)
    - [PLANNING COMMISSION - 15 Jun 2021 - Minutes - Pdf](#)
- IV. CORRESPONDENCE
- V. ITEMS FOR INDIVIDUAL DISCUSSION
  - A. DISCUSSION OF LOT WIDTH REQUIREMENTS FOR ATTACHED SINGLE-FAMILY STRUCTURES
  - B. DISCUSSION OF MOBILE FOOD VENDING ORDINANCE
  - C. DISCUSSION OF MOBILE FOOD VENDING AS A **ZONING ORDINANCE USE**
  - D. DISCUSSION OF COMPREHENSIVE PLAN
- VI. PUBLIC COMMENTS
- 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



## **MINUTES**

### **PLANNING COMMISSION**

**Saturday, June 12, 2021 @ 9:00 A.M.**

Ludington Center, 101 N. Superior St., Albion, Michigan 49224

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

Mayor Snyder called the Joint Study Session of the Albion City Council and Planning Commission to order at 9:14 a.m.

#### **II ROLL CALL of the Commission**

PLANNING COMMISSION: Commissioners V Snyder; S Kipp; T Pitt; S Ponds; L Reid; J Verbeke and Chair G Strander

ABSENT: A Amos and M Lelle

ALBION CITY COUNCIL: Vicky Clark (1); Lenn Reid (2); Nora Jackson (3); Marcola Lawler (4); Linda LaNoue (5) and Mayor Snyder

ABSENT: Shane Williamson (6)

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

#### **III Order of Business**

##### **A. DISCUSSION COMPREHENSIVE PLAN**

Director of Planning & Building Arnold stated the Comprehensive Plan is a state requirement to operate as a City and also provides RRC and grant opportunities. The plan should set priorities and goals for the City.

**Strengths:**

- Resilient people
- Resourceful
- Natural Resources
  - Parks
  - River
  - Trail System
- Small Town & Industrial Businesses
- Location
- Neighborhoods
- Culture
  - Friendly
- Strong Liberal Arts
  - Albion College
    - Jobs
    - Youth Camps/Programs
    - Community Involvement
- Infrastructure
- Kellogg Community College (KCC)
- Jackson Community College (JCC)

**Weaknesses:**

- Environmental Contaminants
- Institutional Racism
- Lack of Shared Vision
- Internet Quality
  - Outages
  - No Options
- Lack of Fiber Infrastructure
- Homelessness
  - No Support
- Programming for All Ages
- Lack of Local School System
  - Few Opportunities
  - Long Commute
- Transportation Resources
- Child Care
- Food Desert
- Location

**Opportunities:**

- Location
- Leveraging Partnerships

- Albion College
- Small Businesses
- Community Organizations
- Community Connectivity
- Financial Position

**Threats:**

- Hopelessness
- Workforce
- Lack of Support Services
  - Addiction Treatment
- Transportation
- Shrinking Foundation
- Financial Position

**Action Steps:**

- HARA-Programs for Housing, Rental Assistance for Homelessness (Federal Funds)
- Redevelopment Ready Community (RRC) Checklist

Comments were received from Council Members Clark, Reid, Jackson, Lawler and LaNoue; Mayor Snyder; Commissioners J Verbeke, S Kipp, S Ponds, T Pitt and Chair G Strander; City Manager Snyder; Director of Planning & Building Arnold and City Attorney Harkness.

**IV ADJOURNMENT**

Moved by Mayor Snyder, seconded by Commissioner Verbeke

*Adjourn Joint Albion City Council and Planning Commission Study Session*

*Mayor Snyder adjourned the Albion City Council and Planning Commission Study Session at 10:59 a.m.*

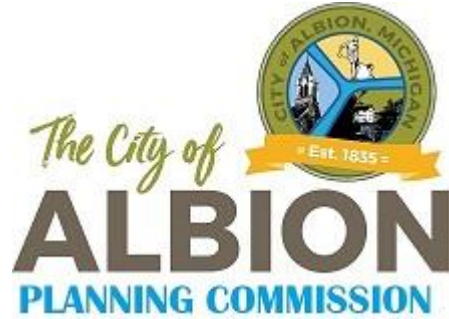
	<b>For</b>	<b>Against</b>	<b>Abstained</b>	<b>Absent</b>
Verbeke Commissioner	x			
Snyder Mayor	x			
Ponds Commissioner	x			
Lelle Commissioner				x
Pitt Commissioner	x			

Kipp Chief Public Safety/Commissioner	x			
Reid (2)	x			
Strander Chairman	x			
Amos Commissioner				x
	7	0	0	2

Carried

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Jill A. Domingo, City Clerk



**MINUTES**  
**PLANNING COMMISSION**  
Tuesday, June 15, 2021 @ 7:00 PM  
Zoom Meeting

**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: 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 Sharon Ponds (Albion, MI)

ABSENT: Albert Amos and Joseph Verbeke

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

**III APPROVAL OF Prior Meeting MINUTES**

A. MAY 18, 2021 MINUTES

Moved by Commissioner Pitt, seconded by Mayor Snyder

*To approve minutes as presented*

Carried

**IV CORRESPONDENCE - None**

**V Order of Business**

A. APPROVE ADULT USE PROCESSOR PERMIT FOR 1009 INDUSTRIAL BLVD

Comments were received from Commissioners L Reid; V Snyder and Chair G Strander; Director of Planning & Building Arnold and City Manager Snyder

**ITEMS A -E WERE VOTED ON AS ONE UNIT**

Moved by Commissioner Pitt, seconded by Commissioner Lelle

*Approve Three Grower and Two Processor Adult Use Permits for 1007 Industrial, 1009 Industrial and 929 Elliott*

	<b>For</b>	<b>Against</b>	<b>Abstained</b>	<b>Absent</b>
Ponds Commissioner	x			
Lelle Commissioner	x			
Pitt Commissioner	x			
Kipp Chief Public Safety/Commissioner	x			
Reid (2)		x		
Verbeke Commissioner				x
Snyder Mayor	x			
Strander Chairman	x			
Amos Commissioner				x
	6	1	0	2

Carried

B. APPROVE ADULT USE GROWER PERMIT FOR 1007 INDUSTRIAL BLVD

**ITEMS A-E WERE VOTED ON AS ONE UNIT**

C. APPROVE ADULT USER GROWER PERMIT FOR 1009 INDUSTRIAL BLVD

**ITEMS A -E WERE VOTED ON AS ONE UNIT**

D. APPROVE ADULT USE GROWER PERMIT FOR 929 ELLIOTT

**ITEMS A -E WERE VOTED ON AS ONE UNIT**

E. APPROVE ADULT USE PROCESSOR PERMIT FOR 929 ELLIOTT

**ITEMS A -E WERE VOTED ON AS ONE UNIT**

**F. DISCUSSION MOBILE FOOD ORDINANCE**

Director of Planning & Building Arnold stated he is still in the drafting stage of the ordinance. The City Attorney has reviewed and is changing some existing verbiage. The City Clerk has created an application form that may need to have items added based on changes made to the ordinance language. Comments are encouraged and welcome from the Planning Commission.

Commissioner L Reid asked about the fee.

Director of Planning & Building Arnold stated Council would set the fee but he would suggest it be very moderate

**G. DISCUSSION UPDATING THE STRATEGIC PLAN**

Director of Planning & Building Arnold stated members of the Council and Planning Commission participated in a joint Study Session on Saturday, June 12, 2021 and did a SWOT analysis which is a structured planning method used to evaluate the strengths, weaknesses, opportunities, and threats involved in a project. The main comments he received were as follows:

- Finding & keeping jobs
- Transportation
- Fresh food options

The Comprehensive Master Plan must include the following best practices:

- The master plan reflects the community's desired direction for the future
- The master plan identifies strategies for priority redevelopment areas
- The master plan addresses land use and infrastructure, including complete streets
- The master plan includes a zoning plan
- The master plan establishes goals, implementation actions, timelines and responsible parties
- The master plan is accessible online
- Progress on the master plan implementation is assessed annually

The Comprehensive Master Plan must be complete by February, 2022. Director Arnold and City Manager Snyder's goal is to have it complete by mid November-early December of this year



Director Arnold and City Manager Snyder met with Julia Turnbull from the MEDC who is the coordinator for the Redevelopment Ready Community (RRC) program. The City will need to renew the RRC status in 2023. There are two classifications for RRC:

1. Essentials-those cities just starting the process from scratch
2. Certifications-those cities that meet requirements and just need to be updated.

The City of Albion is in the certifications classification. There is a fund program with a match available through the RRC program which can be used for hiring a consultant to help with the Comprehensive Plan. City Manager Snyder stated we should receive an answer if we will receive the funding on Monday and will be working on an RFP for the consultant. The RFP will be sent to the Board prior to the release

Commissioner V Snyder asked if a survey for community input could be done. Council Members are beginning to have in-person precinct meetings and this would be a good time to gain public input on the Comprehensive Plan

Commissioner M Lelle offered his services to help with the community input survey

Chair G Strander asked if a calendar could be put in place to help get things done for the Comprehensive Plan update

Commissioner Reid asked for a list of what has been accomplished under the current Comprehensive Plan and if all members of the Planning Commission and Albion City Council could get a hard copy of the current plan

Commissioner S Kipp stated the current Comprehensive Plan is available on the City's website

#### H. EXCUSE ABSENT BOARD MEMBER

Reid moved, Snyder supported, **FAILED**, to Excuse Commissioners A Amos and J Verbeke (3-3, rcv) (T Pitt, S Kipp and G Strander dissenting)

T Pitt moved, no support, **FAILED**, to make a friendly amendment to above motion to excuse only Commissioner A Amos

Moved by Commissioner Pitt, seconded by Commissioner Lelle

*Excuse Commissioner A Amos*

Carried

**VI PUBLIC COMMENTS**

Comments were received from Teatrice Williams and Commissioner L Reid

**VII ADJOURNMENT**

Moved by (2) Reid, seconded by Commissioner Lelle

*Adjourn Planning Commission meeting*

*Chair G Strander adjourned the Planning Commission meeting at 7:45 p.m.*

Carried

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Jill A. Domingo, City Clerk