



## CITY OF ALBION PLANNING COMMISSION

### REGULAR MEETING

TUESDAY, AUGUST 18, 2020

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 – January 22, 2020
- IV. Correspondence
- V. Order of Business
  - A. Approve 2019 Planning Commission Report
  - B. Approval - Medical Marihuana Processor Application – Hongrui Enterprises
  - C. Approval -Medical Marihuana Grower Application-Hongrui Enterprises
  - D. Review/Approve Site Plan for 1100 Industrial Exterior of Premises
  - E. 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  
January 22, 2020

I. Call to Order

The January 22, 2020 Planning Commission meeting was called to order at 7:00 p.m. by Chairman Strander and a quorum declared.

II. Roll Call of the Commission

PRESENT: A Amos, D Atchison, M Lelle, T Pitt, G Strander and J Verbeke

ABSENT: S Kipp, S Ponds, L Reid

Staff Present: Haley Snyder, Interim Assistant City Manager/Deputy Clerk/Treasurer and John Tracy, Director of Planning, Building & Code Enforcement.

III. Approval of Prior Meeting Minutes

A. December 17, 2019

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. Election of Officers – Chair & Vice-Chair

T Pitt moved, M Lelle supported to nominate G Strander as Chairman.

**(Motion carried, vv) (6-0)**

M Lelle moved, A Amos supported to nominate T Pitt as Vice-Chairman.

**(Motion carried, vv) (6-0)**

B. Request Approval – Albion River Trail Expansion II Project Engineering Drawings

Mark Lelle provided the Commission with the following information on the Albion River Trail Expansion project:

- The trail expansion project has been underway for the past three (3) years.
- The City applied for a \$255,000 Michigan Natural Resources Trust Fund grant back in 2016. The grant was initially denied, but received approval in 2017.
- The funding is a reimbursement grant with an \$85,000 local match. The City has received additional grant funding to put towards the required local match - \$50,000 Michigan DNR Iron Belle Mini-grant, \$15,000 Albion Community

Foundation, \$10,000 Marshall Community Foundation, and \$10,000 City of Albion.

- A series of easements were required for the project – received four (4) easements from the Calhoun County Land Bank Authority, Albion Building Authority, and Albion Economic Development Corporation.
- Professional Engineering Associates (PEA) has completed the engineering drawings for the project.
- The project consists of new trail construction on North Albion Street and the south side of Michigan Avenue.
- The original grant application was submitted three (3) years ago. Since then, costs of construction have increased. The grant received will not cover the total costs of the entire project. If additional funding is not received, the bid documents are being drafted with language to allow for us to complete as much of the project as possible.

Questions/Comments received by Commissioners T Pitt, G Strander, and J Verbeke.

T Pitt moved, D Atchison supported, CARRIED, to approve the engineering drawings for the Albion River Trail Expansion II project.

**(Motion carried, vv) (6-0)**

C. Excuse Absent Board Members

T Pitt moved, M Lelle supported, CARRIED, to Excuse Commissioners S Kipp and S Ponds. (vv) (6-0)

Commissioner L Reid was not excused.

VI. Public Comments

No public comments were received.

VII. Adjournment

Chair G. Strander adjourned the meeting at 7:18 p.m.

Recorded By: Haley Snyder, Interim Assistant City Manager/Deputy Clerk/Treasurer

## Planning Commission Annual Report 2019

City of Albion

112. W. Cass Street

Albion, MI 49225

### 2019 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 commission member	Term expiration
Albert Amos	12/31/2020
**Dave Atchison	Ex-Officio
Scott Kipp	Ex-Officio
Tom Pitt	12/31/2021
Sharon Ponds	12/31/2019
**Lenn Reid	Ex-Officio
Mark Lelle	12/31/2021
George Strander	12/31/2020
Frances Valdes	12/31/2019
**Appointed Council Member Representative serves until the end of his/her elected term of office.	





## **2019 Meetings** (*MPEA requires four (4) meetings annually*)

The City of Albion Planning Commission met nine (9) times. This meets the requirements of the MPEA. Meetings are held on the 3<sup>rd</sup> Tuesday of each month at 7pm in the Council Chambers

February 20, 2019

March 19, 2019

May 21, 2019

July 16, 2019

August 20, 2019

September 25, 2019

October 15, 2019

November 19, 2019

December 17, 2019

### **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.

### **Actions by Legislative Body in 2019**

**March 19, 2019** – CARRIED, to approve American Colloid Site Plan Review #2019-006. (Voice Vote)

**May 21, 2019** – CARRIED, to approve the Grower Medical Marihuana License for Greenhouse Farms, LLC. (Voice Vote)

**July 16, 2019** - CARRIED, to approve the Albion College Dow Center Site Plan Review #2019-043. (Voice Vote)

**August 20, 2019** – CARRIED, to approve a Special Use Permit for 313 Fitch Street contingent on recommendation made by City Staff – two (2) family unit requires two (2) parking spaces. Each space shall have an area of not less than 180 sq. ft., with minimum width of 9 ft.; front yard parking on improved driveway only; and proposed conversion of two family unit meet building, electrical, mechanical, and plumbing codes as required. (Voice Vote)

- CARRIED, to approve the 2018 Planning Commission Annual Report. (Voice Vote)



- CARRIED, to approve 902 Burstein Drive Site Plan Review – Medical Marihuana Grow Facility. (Voice Vote)

**September 25, 2019**– CARRIED, to approve the proposed Zoning Ordinance with the Director of Planning, Building & Code Enforcement’s recommended additions and changes to Article 4 District Regulations – Page 4-12 Purpose, Page 4-13 Residential Uses, Page 4-39 Campus Development District; addition of Medical Provisioning Facilities – Page 4-34, Page 4-37, Page 4-30; remove three (3) parcels near Haven Road from the Campus Development District and re-zone as R-1; and exclude part of the Methodist Church not owned by the College from the College Development District and re-zone as Mixed Use. (Roll Call Vote)

**October 15, 2019** – CARRIED, to approve one (1) Medical Marihuana Grower Renewal License and one (1) Medical Marihuana Processor Renewal License for Greenhouse Farms, LLC. (Voice Vote)

**November 19, 2019** – CARRIED, to approve one (1) Medical Marihuana Grower Renewal License for Greenwell BioMedicinals. (Voice Vote)

- CARRIED, to approve 2020 meeting dates. (Voice Vote)

**December 17, 2019** – CARRIED, to approve #2019-84 Special Use Permit – change of existing use of an owner-occupied residence in a R2 multiple family district to all for (include) a group childcare home with a capacity of 7 to 12 children. (Roll Call Vote)

- CARRIED, to approve one (1) Medical Marihuana Grower Renewal License and one (1) Medical Marihuana Processor Renewal License for Michael Moore. (Voice Vote)
- CARRIED, to approve Medical Marihuana Provisioning Center Renewal License for Pincanna RX Albion. (Voice Vote)
- CARRIED, to approve Medical Marihuana Provisioning Center Renewal License for Greenhouse Farms. (Voice Vote)

## Zoning

The City of Albion continues to take all necessary steps to have Albion certified by the Michigan Economic Corporation as a Redevelopment Ready Community. Zoning is a significant mechanism for achieving desired land use patterns and quality development. Clarity of ordinance rules, requirements, definitions, and processes is critical to entice investment in a community. A zoning re-write subcommittee consisting of four (4) Planning Commissioners, with the assistance of Denise Kline, Deputy Director/Chief Planner with Northeast Michigan Council of Governments, met throughout the year to review and update Albion’s current zoning ordinance.

The Planning Commission Zoning Rewrite Subcommittee with the aid of Denise Cline worked on and drafted the following articles in 2019:

- Article 5 – Plot Plan & Site Plan Review
- Article 6 – Special Land Uses
- Article 7 – Supplemental Regulations
- Future Zoning Map



Currently, there are nineteen (19) zoning districts in Albion. The proposed zoning ordinance consist of eight (8) zoning districts. The zoning re-write has simplified the zoning process and has added flexibility to all zoning areas within the city. The City of Albion Zoning Rewrite was adopted by the Albion City Council on October 7, 2019.

