

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**

<b>Lot &amp; Structure Standards</b>		<b>Submitted Site Plan</b>
Lot area (min.)	None	
Lot Width (min.)	None	
Building Height (max.)	3 stories or 36'	21' 9"
<b>Setbacks</b>		
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	
<b>Parking</b>		
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
 <b>Note:</b> 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.		
<b>Landscaping</b>		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