

Planning Commission  
September 15, 2020

I. Call to Order

The September 15, 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

ABSENT: A Amos, D Atchison, L Reid

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 1, 2020

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. Review/Approve Site Plan for Christ Apostolic Church, 440 Bemer St

Director Tracy provided the Planning Commission with the following site plan information for Christ Apostolic Church of Albion, 440 Bemer St:

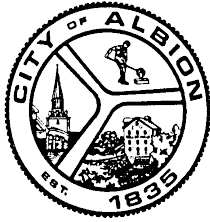
**Site Location:** 440 Bemer Street  
P.N.: 51-017-201-10

**Site Zoned:** C – General Commercial District

**Acreage:** 9

**Property owner of record:** Christ Apostolic Church of Albion  
501 N. superior St.  
Albion, MI. 49224

**Applicant:** Terron Erwin  
965 Haven Rd.  
Albion, MI. 49224



# City of Albion

Planning, Building, Code Enforcement

Office: 517-629-7189

Email: [jtracy@cityofalbionmi.gov](mailto:jtracy@cityofalbionmi.gov)

**440 Bemer St. Property Back Round:** Undeveloped 9-acre parcel zoned C – General Commercial District. Frontage located on south side of property adjacent to Bemer St... Surrounding property: East - Commercial; North - I-94; South R-2 Multiple Family District; West R-2 Multiple Family District.

**Applicant Request:** Site plan review for erecting 40,018 square foot structure. Christ Apostolic Church is planning to relocate primary campus to said property.

**C – General Commercial District:** This district is intended to provide for a diverse mix of retail business and services in areas which abut major thoroughfares. Uses within the commercial district tend to be more automobile-dependent.

## Development Standards

### • Lot & Structure Standards Submitted Site Plan

Lot area (min.)	None	
Lot Width (min.)	None	
Building Height (max.)	3 stories or 36'	3 stories ( <i>Plan.</i> Dept request expl.)

<b>• Setbacks</b>		
Front (min.)	25 feet	Exceeds min. requirement
Rear (min.)	10 feet	Exceeds min. requirement
Side (min.)	None	
	15 ft. when abuts residential	Exceeds min. requirement

<b>• Parking</b>		
Church	1 per each 4 seats	820 seats / 4 = 205
Office	1 per each 200 sq. ft.	1,711 sq. ft. / 200 = 9
Dwelling unit	2 per unit	2 units x 2 = 4
		total required spaces 218

236 spaces

indicated on site plan

(7 barrier free spaces)

Parking lot green space	Parking areas greater than 10,000 sq. ft. require 1 sq. ft. of landscaped area for each 15 sq. ft. of parking lot.	<u>Site plan does not include requirements</u>
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<b>• Refuse Enclosure</b>	included on site plan
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**Additional site plan requirement – missing and / or insufficient**

- **Location of sidewalks for public use.** Sidewalks indicated next to structure only.
- **Location / type of proposed perimeter and internal landscaping.**
- **Exterior lighting/light poles.** Listed as #9 on Key Notes, page CP101 but not located on site plan. Type of lighting not listed.

**NOTE:** Applicant indicates possible addition of structure for van garage.

**Site plan copies issued to:**

Albion Department of Public Safety for review – awaiting reply.

Public Services for review (water, sewer & streets) – awaiting reply.

**Soil Erosion & Sedimentation Control Review:** applicant required to have submitted plan to Calhoun County.

**Staff Recommendation:** Planning Commission review of site plan with applicant, address listed items not included on site plan with applicant. Conditional approval based on: applicant making corrections according to planning commission and supplying required information; approval of Albion Department of Public Safety; approval of City of Albion Public Services (water, sewer & street); approval for soil erosion & sediment by Calhoun County.

Applicable Sections of Chapter 100, City of Albion Zoning Ordinance:

- Article 4, Section 4.8 C-Commercial District
- Article 3, Section 3.11 Landscaping & Screening; Section 3.12 Parking & Circulation
- Article 5, Section 5.5 Site Plan Review Procedures

Comments were received from Commissioners G Strander, T Pitt, S Ponds, S Kipp and M Lelle; Noah Boyd, Wightman; Jim Hines, Zion Church Builders and Terron Erwin, property owner.

It was the consensus of the Commission to wait to approve site plan for Christ Apostolic Church, 440 Bemer St until additional information and recommendations from Director Tracy have been completed.

**B. Review Planning Commission Parliamentary Procedures**

Chair G Strander reviewed the following parliamentary procedures:

- A Planning Commissioner is a representative of the people and in theory allows you to act without the political considerations that influence elected officials (*Planning Commissioners Handbook*)
- The Zoning Ordinance (*Planning Commissioners Handbook*)
- Future Land Use and Zoning are not the same (*Planning Commissioners Handbook*)
- Site Plan Review (*Planning Commissioners Handbook*)
  - Using the Site Plan
  - Preservation of natural features or landscape
  - Compatibility with surrounding areas
- Making Tough Decisions (*Planning Commissioners Handbook*)

- Knowledge of the zoning ordinance
- Knowledge of relevant case facts
- Use of ordinance standards
- Planning Commission: Possesses powers and functions required of Planning Commissions under the provisions of PA 285 of 1931, State of Michigan, as amended, including, but not limited to, comprehensive planning, initiating zoning amendments, granting special use permits and planned unit developments (under certain situations), and recommending the Public Improvements Program. (*Boards & Commissions Guide*)
- Conflict of Interest (*Council Rules of Procedure*)

C. Excuse Absent Board Members

Commissioners A Amos, D Atchison and L Reid were not excused.

VI. Public Comments

Director Tracy stated if any commissioners did not have an updated copy of the zoning ordinance to let him know and he would get them a copy.

VII. Adjournment

T Pitt moved, S Kipp supported, CARRIED, to adjourn the September 15, 2020 Planning Commission Meeting (vv) (6-0)

Chair G. Strander adjourned the meeting at 7:37 p.m.

Recorded By: Jill Domingo, City Clerk