PLANNING COMMISSION AGENDA

Meetings: Third Tuesday - 7:00 p.m.
Tuesday, March 21, 2023

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

Page

I. CALL TO ORDER (REMINDER: TURN OFF CELL PHONES)

II. ROLL CALL OF THE COMMISSION

III. APPROVAL OF PRIOR MEETING MINUTES

2 - 4 A. DECEMBER 20, 2022 MINUTES
PLANNING COMMISSION - 20 Dec 2022 - Minutes - Pdf

IV. CORRESPONDENCE

V. PUBLIC HEARING

5 A. SPECIAL USE PERMIT APPLICATION FOR 119 E ELM STREET, ACE INVESTMENT PROPERTIES
pc public notice - Special Use Permit - 3-21-23

VI. ORDER OF BUSINESS

A. ELECT PLANNING COMMISSION CHAIR AND VICE CHAIR

6 - 27 B. APPROVAL OF SPECIAL USE PERMIT APPLICATION FOR 119 E ELM STREET, ACE INVESTMENT PROPERTIES
Special Use Permit Report
119 E Elm - Special Use Permit Application - Pending Approval - 2-15-23
119 E Elm - Affidavit of Mailing - 1-30-23 - Special Use Permit Application

28 - 32 C. APPROVE 2022 PLANNING COMMISSION ANNUAL REPORT
Planning Commission Annual Report Draft - 2-16-23

D. EXCUSE ABSENT BOARD MEMBER (S)

VII. PUBLIC COMMENTS

VIII. ADJOURNMENT

MINUTES
PLANNING COMMISSION
Tuesday, December 20, 2022 @ 7:00 PM
City Council Chambers

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

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

II ROLL CALL of the Commission

PRESENT: Albert Amos, Lenn Reid, Victoria Snyder; Mark Lelle; George Strander and Joseph Verbeke

ABSENT: Scott Kipp, Tom Pitt, Sharon Ponds

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

Sufficient representation to establish quorum-so declared

III APPROVAL OF Prior Meeting MINUTES

A. SEPTEMBER 19, 2022 MINUTES

Moved by Mayor Snyder, seconded by Commissioner Verbeke

To approve minutes as presented

Carried

IV CORRESPONDENCE- None

V Order of Business

A. APPROVE THREE (3) RENEWAL MEDICAL MARIHUANA GROWER PERMITS

Comments were received from Commissioners Snyder, Amos and Strander and Director of Planning & Building Arnold

Moved by Commissioner Lelle, seconded by Commissioner Verbeke

Approve Three (3) Renewal Medical Marihuana Grower Permits

Carried

B. APPROVE 2023 MEETING DATES

Moved by Mayor Snyder, seconded by Commissioner Amos

Approve 2023 Meeting Dates

Carried

C. EXCUSE ABSENT BOARD MEMBER

Moved by Commissioner Lelle, seconded by (2) Reid

Excuse Board Member Sharon Ponds

*** Scott Kipp and Tom Pitt were not excused*

Carried

VI PUBLIC COMMENTS

No public comments were received

Commissioner comments were received from Verbeke, Amos, Snyder and Strander and Director of Planning & Building Arnold

VII ADJOURNMENT

Moved by Commissioner Verbeke, seconded by Commissioner Amos

Adjourn Planning Commission meeting

Chair George Strander adjourned the Planning Commission meeting at 7:30 p.m.

Carried

Jill A. Domingo, City Clerk

City of Albion

Department of Planning and Building
112 West Cass Street (517) 629-7189
Albion, Michigan 49224 iarnold@cityofalbionmi.gov

NOTICE OF PUBLIC HEARING
ALBION PLANNING COMMISSION
Tuesday, March 21, 2023
Albion City Hall - City Council Chambers

PLEASE TAKE NOTICE that a meeting of the Albion Planning Commission will be held on Tuesday, March 21, 2023 at 7:00 P.M. in the City Council Chambers of Albion City Hall, 112 West Cass Street, Albion, MI.

The Albion Planning Commission will meet as noticed above to consider the following:

Discussion/Approval – Special Use Permit Application 119 E Elm Street

ALL CONCERNED CITIZENS are encouraged to be present at this meeting to express their opinions on these matters, as public input is an important element in the Commission deliberations. Furthermore, a Commission decision on these matters is likely at this meeting.

To comply with the **AMERICANS DISABILITIES ACT (ADA)**: Any citizen requesting accommodation to attend this meeting/function, and/or obtain this notice in alternate formats, please contact the Planning Department at (517) 629-7189, at least five days prior to the meeting/function.

Written comments or suggestions regarding these matters are also welcome and should be directed, by no later than 7:00pm, Tuesday, March 21, 2023 to the above address.

Ian Arnold
Director of Planning and Building
City of Albion

City of Albion
Department of Planning and Building
112 West Cass Street
Albion, Michigan 49224

Phone: **(517)-629-7189**
Email: **larnold@cityofalbionmi.gov**

Special Use Permit Application

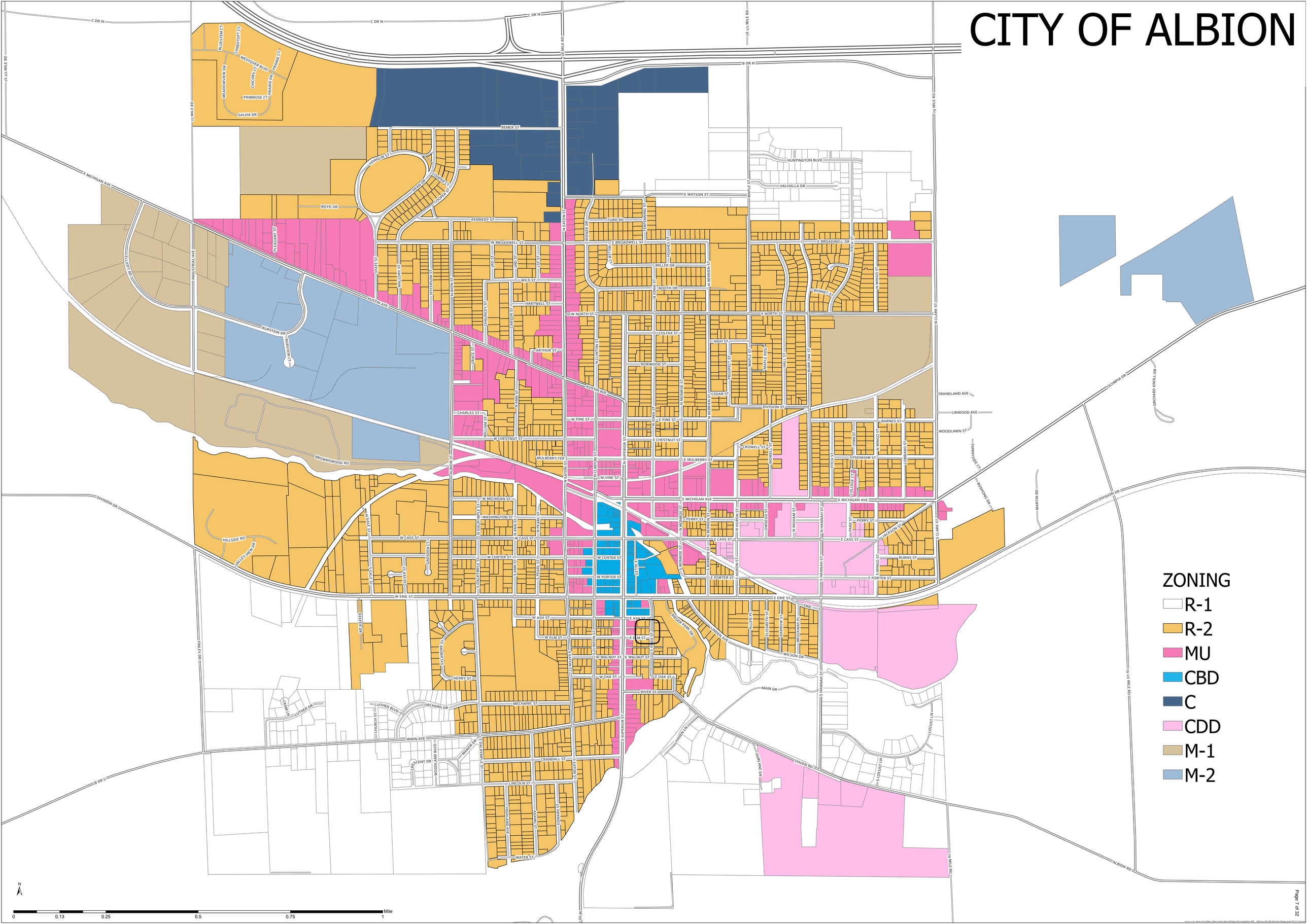
119 E Elm Street
Albion, MI 49224
Parcel ID# 51-001-227-00
Zoning District: R-2 – Multiple Family Residential

Current Use: Multiple-Family Dwelling – Nonconforming Use
Proposed Use: Multiple-Family Dwelling

Background: Ace Investment Properties is applying for a Special Use Permit for a multiple-family dwelling unit. The existing structure is a converted single-family home which has been used since before the adoption of our current zoning ordinance as a multiple-dwelling/multiple-family housing unit. It exists currently as a nonconforming use, requiring a special use permit for expansion. Ace Investments would like to increase the number of dwellings from three, to four. Though nonconforming, the use of the structure as a multiple-family dwelling unit is permitted to persist, but not expand. To expand from three dwellings to four requires a Special Use Permit.

Recommendation: I have received all appropriate application materials and found them to be satisfactory to the requirements outlined in the Zoning Ordinance. City Administration is recommending approval of this Special Use Permit Application.

CITY OF ALBION



CITY OF ALBION—ZONING SERVICE INVOICE

For Office Use Only:

2022-68

Property Address: 119 E Elm

Property Owner: Ace Investment

Parcel Number: 51-001-227 00

Applicant: Joe Verbeke

Zoning Permits	Fee	Due
Single Family Residential Uses:		
New Home	$45	
Addition/Alteration	$15	
Accessory Structure	$45	
Change in Use	$45	
Signs/Billboards	$45	
Fences/Screening	$45	
Home Occupation	$45	
Other	$45	
Multiple Family Uses:		
New Construction	$45	
Addition/Alteration	$45	
Accessory Structure	$45	
Repair/Replace	$45	
Change in Use	$45	
Signs/Billboards	$45	
Fences/Screening	$45	
Home Occupation	$45	
Other	$45	
Commercial and Industrial Uses:		
New Construction	$45	
Addition/Alteration	$45	
Accessory Structure	$45	
Repair/Replace	$45	
Change in Use	$45	
Signs/Billboards	$45	
Fences/Screening	$45	
Home Occupation	$45	
Other	$45	
Special Use Permits:		
Single Family	$250	
Other Uses	$250	$250.00
Plus Consultant Charges		
Rezoning Applications:		
Rezoning Application	$375	
Text Amendment	$275	

	Fee	Due
Site Plan Review:		
Subdivision/Site Condo/PUD Review		
Base Fee	$350	
Plus Consultant Charges		
Other Uses		
Base Fee	$275	
Plus Consultant Charges		
Zoning Board of Appeals/Sign Appeals Board:		
Variance Application *(Including Zoning Permit Fee):*		
Single Family Uses	$250	
Other Uses	$250	
Building Board of Appeals:		
Outdoor or Sidewalk Café Appeal	$100	
Residential	$100	
Commercial	$100	
Land Division/Combination		
Per Lot	$55	
Meet & Bounds Description	$90	
Lot Line Adjustment	$55	
Other Fees		
Special Fee	$45	
Re-Inspection Fee	$45	
Publications, Maps, Copies:		
Zoning Ordinance (Map Included)	$50	
Zoning District Maps 11 ½" x 17"	$25	
30" x 42"	$50	
Other Blueprints (per page)	$50	
Other GIS Maps (per page)	$50	
Data Copies/Zoning Reports ($3/1st.25 e. add. pg.)	$3.+	
Grand Total		$250

Fee Total Approved By: Jan Arnold **Date:** 12/9/2022

2022 - 68.

City of Albion—Application for Special Use Permit

Application Instructions: Complete all sections of this form. Type or use black or blue ink. No application will be considered submitted or processed by the Planning Department until a complete application and all required documents are received.

- Zoning invoice required.
- Plot Plan or Stamped Site Plan may be required.

Fee: $250.00

Additional Instructions: The applicant, or a representative with a letter of authority or power of attorney for the applicant, must be present at a meeting of the Albion Planning Commission and at a public hearing concerning this application.

Street Address: *Use Complete Street Address, e.g. 101 North Main Street*		Parcel Number
1. Property Information: 119 E Elm St.		51-001-227-00
Zoning District R-2	Parcel Type: [✓] Residential [] Commercial	[] Industrial [] Other (describe)

2. Owner Information:

Name: *Include Contact Person If Applicable*		Phone
ACE Investment Properties		517-680-0081
Street Address: *Use Complete Street Address, e.g. 101 North Main Street* 16000 W Michigan Ave.	City, State Zip Code: Albion, MI 49224	

3. Applicant Information:

Name: *Include Contact Person If Applicable*		Phone
Joseph Verbeke		517-515-2125
Street Address: *Use Complete Street Address, e.g. 101 North Main Street* 1217 E Porter St.	City, State Zip Code: Albion, MI 49224	

4. PROPOSED USE OF SITE:

Use space below or attach additional pages describing the present and proposed uses of the property for which a new zoning classification is requested. Explain reasons why the applicant believes a Special Use Permit should be granted.

5. Certification

I hereby certify that I am the owner of record of the named property, or that the special use permit is requested by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, I agree to allow members of the Albion Planning Commission and Planning Department staff to inspect the site as a part of the consideration of this request. I hereby affirm that if this special use permit is granted, I will comply with all general and specific special-use conditions required by the Planning Commission under the zoning ordinances. However, I retain the right to decline the special use permit if I find those conditions unacceptable. Finally, should a special use permit be granted, I shall apply for and receive all applicable permits before beginning any construction.

Signature of Applicant:	Phone	Date
[illegible]	517-515-2125	12/5/22
Street Address: *Use Complete Street Address, e.g. 101 North Main Street*	City, State, Zip Code	
1217 E Porter St.	Albion, MI 49224	

For Planning Department Use Only

6. Evaluation and Determination

Application Received: 12/12/2022 Initials: IA

Application Completed: 12/12/2022 Initials: IA

Fee Paid: $ 250 12/09/2022 Initials: IA

Public Notice In Newspaper: 2/2/2023 Initials: IA

Letter to Nearby Properties: 01/30/2023 Initials: IA

Public Hearing Date: 2/22/2023 Initials: IA

Planning Commission Action: Granted/Denied ___/___/_____ Initials:_____

Applicant Notified of Planning Commission Action: ___/___/_____ Initials:_____

Notes:

ACE
INVESTMENT PROPERTIES

MEMO

To: City of Albion Planning/Building Department

From: Joseph Verbeke, Manager, ACE Investment Properties LLC

Date: December 5, 2022

Subject: Special Use Permit Proposed Use of Site

ACE Investment Properties LLC is applying for a special use permit for 119 E Elm St. The house on the property was previously divided into three apartments when purchased in March, 2022. The two units on the second floor are 1-bedroom apartments and the first floor has one 2-bedroom apartment.

ACE Investment Properties would like to separate the first floor into two 1-bedroom apartments and thus add an additional apartment to make the building a 4-unit apartment house. This change would not require any changes to the exterior of the building or parking facilities. ACE Investment Properties has seen an increasing need for 1-bedroom units in the past two years in Albion and is trying to adapt and meet that demand.

A rough sketch of the first floor of the building is attached.

ACE
INVESTMENT PROPERTIES

ACE Investment Properties
Bill & Karen Dobbins, Members
16000 W Michigan Ave.
Albion, MI 49224

SAFEbuilt, INC.
107 S Capital Ave.,
PO Box 190
Athens, MI 49011

To Whom It May Concern:

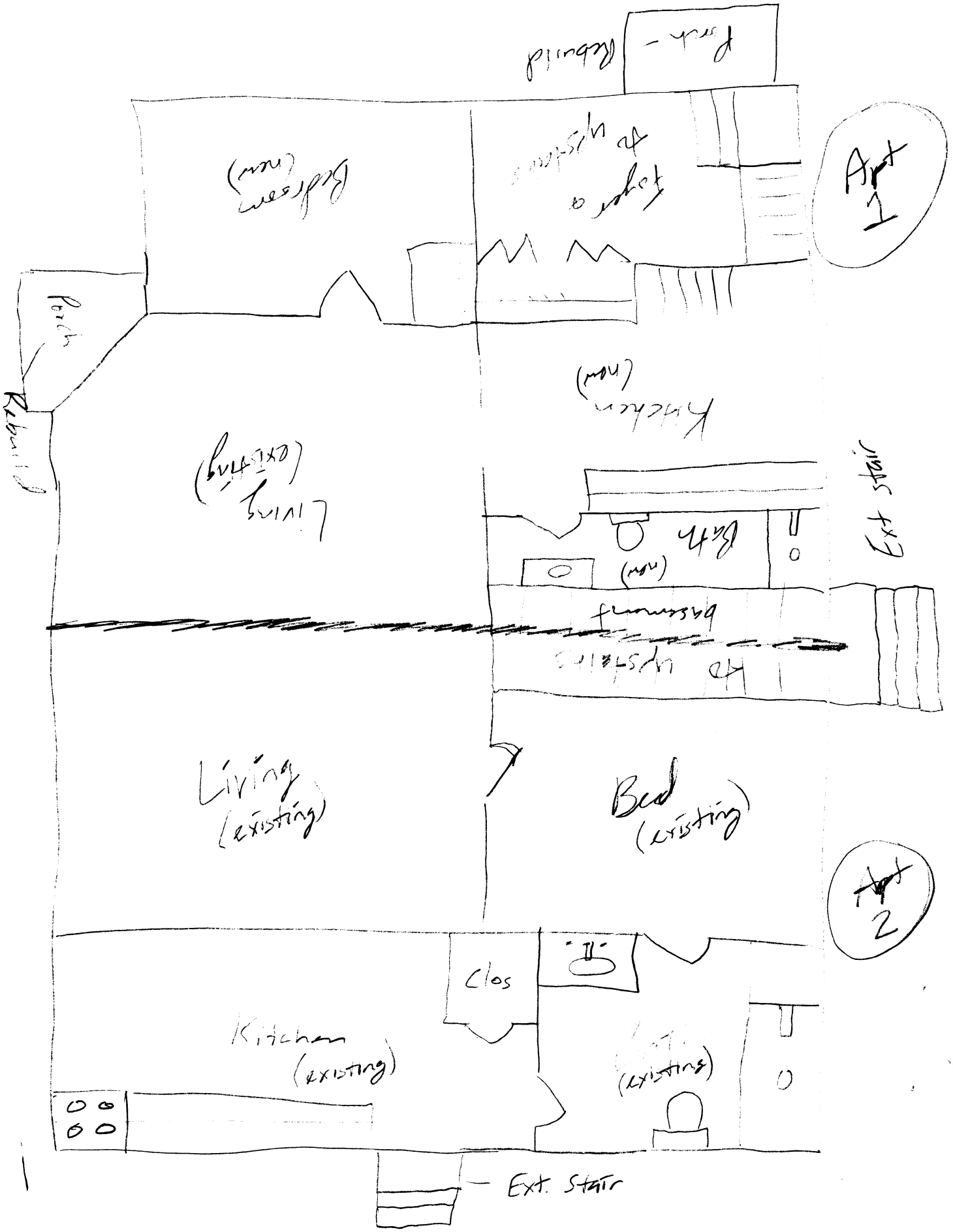
With this letter, I grant our manager, Joseph Verbeke, the authority to apply for permits on the project at 119 E Elm Street in Albion.

Kindest Regards,

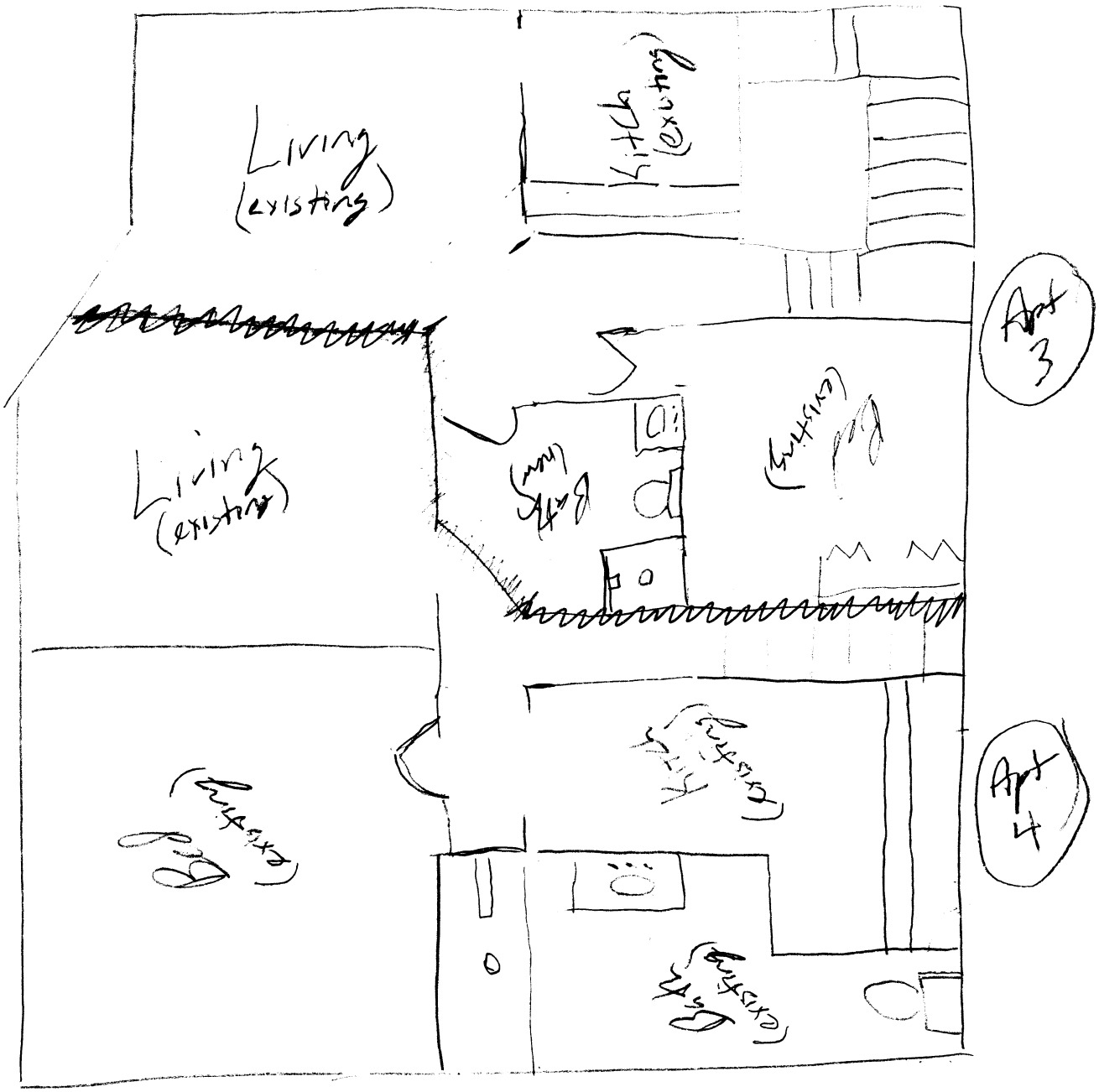
DocuSigned by:
Bill Dobbins
934CC6799A544B3...

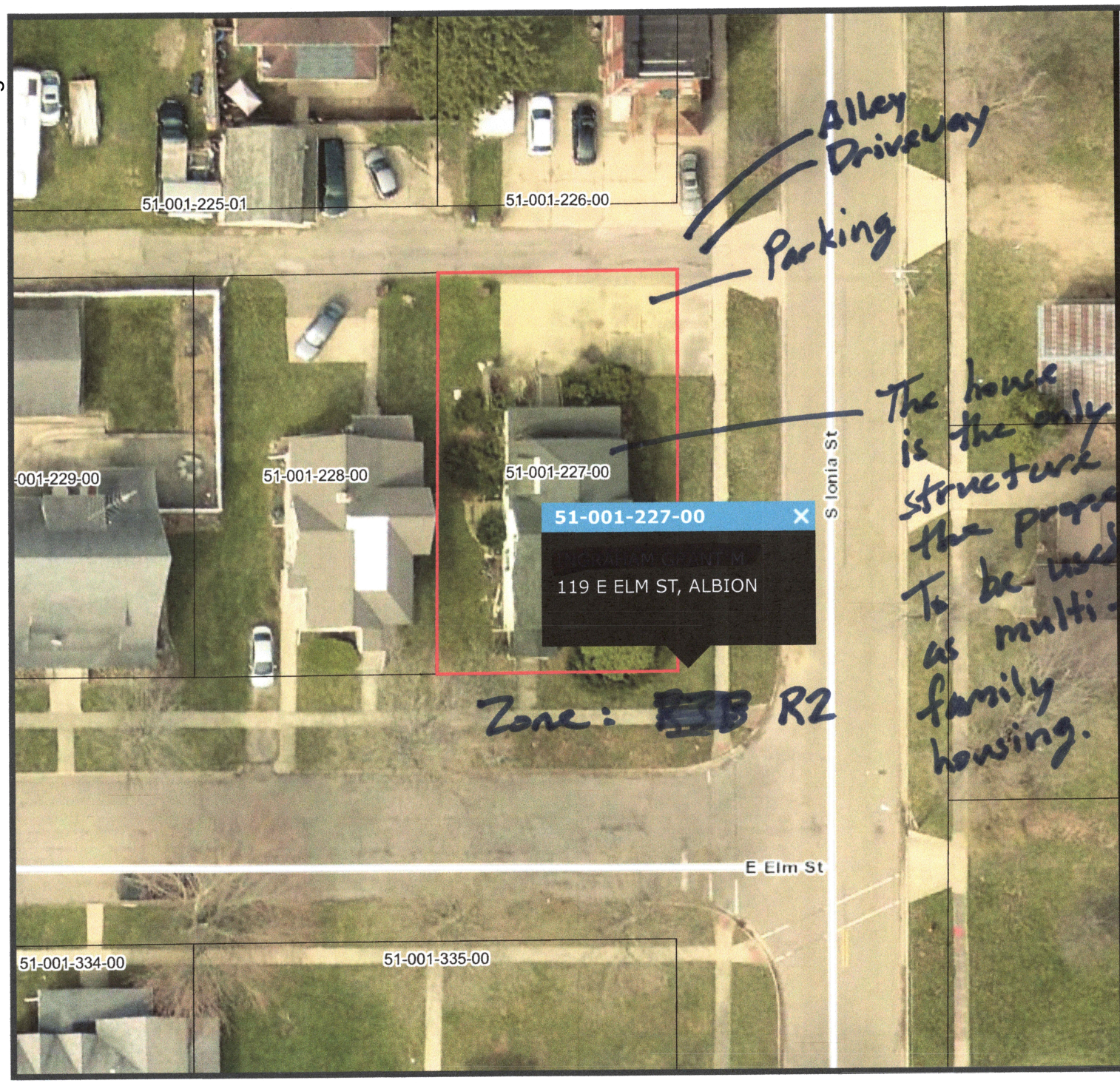
Bill Dobbins, Member
ACE Investment Properties

119 E Elm, Albion
First Floor



119 E Elm, Albion
2nd Floor





Calhoun GIS

Map Publication:
12/20/2022 9:15 AM

10m
40ft

powered by FetchGIS

Disclaimer: This map does not represent a survey or legal document and is provided on an "as is" basis. Calhoun County expresses no warranty for the information displayed on this map document.

CITY OF ALBION—ZONING SERVICE INVOICE

For Office Use Only:

2019 - 69

Property Address: 119 E Elm St

Property Owner: Ace Investment

Parcel Number: 51-001-227-00

Applicant: Joe Verbeke

Zoning Permits	Fee	Due
Single Family Residential Uses:		
New Home	$45	
Addition/Alteration	$15	
Accessory Structure	$45	
Change in Use	$45	
Signs/Billboards	$45	
Fences/Screening	$45	
Home Occupation	$45	
Other	$45	
Multiple Family Uses:		
New Construction	$45	
Addition/Alteration	$45	$45
Accessory Structure	$45	
Repair/Replace	$45	
Change in Use	$45	
Signs/Billboards	$45	
Fences/Screening	$45	
Home Occupation	$45	
Other	$45	
Commercial and Industrial Uses:		
New Construction	$45	
Addition/Alteration	$45	
Accessory Structure	$45	
Repair/Replace	$45	
Change in Use	$45	
Signs/Billboards	$45	
Fences/Screening	$45	
Home Occupation	$45	
Other	$45	
Special Use Permits:		
Single Family	$250	
Other Uses	$250	
Plus Consultant Charges		
Rezoning Applications:		
Rezoning Application	$375	
Text Amendment	$275	

	Fee	Due
Site Plan Review:		
Subdivision/Site Condo/PUD Review		
Base Fee	$350	
Plus Consultant Charges		
Other Uses		
Base Fee	$275	
Plus Consultant Charges		
Zoning Board of Appeals/Sign Appeals Board:		
Variance Application *(Including Zoning Permit Fee):*		
Single Family Uses	$250	
Other Uses	$250	
Building Board of Appeals:		
Outdoor or Sidewalk Café Appeal	$100	
Residential	$100	
Commercial	$100	
Land Division/Combination		
Per Lot	$55	
Meet & Bounds Description	$90	
Lot Line Adjustment	$55	
Other Fees		
Special Fee	$45	
Re-Inspection Fee	$45	
Publications, Maps, Copies:		
Zoning Ordinance (Map Included)	$50	
Zoning District Maps 11 ½" x 17"	$25	
30" x 42"	$50	
Other Blueprints (per page)	$50	
Other GIS Maps (per page)	$50	
Data Copies/Zoning Reports ($3/1st.25 e. add. pg.)	$3.+_	
Grand Total		$45

Fee Total Approved By: Jan Arnold

Date: 10/20/2022

CITY OF ALBION—APPLICATION FOR ZONING PERMIT

City of Albion Planning Department (517) 629-7189
SAFEbuilt (269) 729-9244

FOR OFFICE USE ONLY
Permit #: 2022-69
Stamp here for "Date Received" 10/20/2022
Received by IH
Deposit to Account. #101-400-483.00
Stamp here for "Paid" 10/20/22
Amount $45
Stamp here for "Approved/Deny"
Date

ALBION ZONING ORDINANCE
ARTICLE II. ADMINISTRATION AND ENFORCEMENT

Section 30-23. Zoning Permit

(a) No land shall be used or occupied and no structure shall be designed, erected, altered or used hereafter until a zoning permit shall have been issued by the zoning inspector. It shall be the duty of the zoning inspector to issue a zoning permit, provided he is satisfied that the building, structure or premises, and the proposed use thereof, conform with all the requirements of this chapter. A zoning permit issued by the zoning inspector shall be required prior to the issuance of any building permit.

Application Instructions: Complete all applicable sections of this form. Type or use black ink. No application will be considered submitted or processed by the Planning Department until a complete application and all required documents are received.

Required Documents:

- Plot Plan or Site Plan as required (see handout materials)
- Proof of ownership
- Proof of payment for zoning permit application fee (see fee schedule invoice)

Residential and Commercial Application for Zoning Fee: ~~$35.00~~ $45.00

1. Property Information: **Property Zoned:** R-2

Street Address: *Use Complete Street Address, e.g. 101 North Main Street*	Parcel Number
119 East Elm Street	51-001-227-00

Use Classification:
[x] Residential [] Commercial [] Industrial
[] New Construction [] Existing Construction

2. Owner Information:

Name: *Include Contact Person If Applicable*	Phone
ACE Investment Properties	517-680-0081
Street Address: 16000 W Michigan Ave	City, State Zip Code: Albion, MI 49224

3. Applicant Information:

Name: *Include Contact Person If Applicable*	Phone
Joseph Verbeke	517-515-2125
Street Address: 1217 E Porter St.	City, State Zip Code: Albion, MI 49224
Federal Employee ID Number/Social Security Number	Workers Compensation Insurance Carrier

7. Declarations and Certification

Applicants who wish to appeal the decision of the Zoning Administrator must do so in writing to the Planning Department within 10 days of receiving notification that the Zoning Permit has been denied. The Zoning Board of Appeals typically meets on the second Wednesday of each month and will seek to deal with all appeals in a timely fashion.

Remember to contact SAFEbuilt at (269) 729-9244 to see what building permits will be required for the project. SAFEbuilt will not issue an occupancy permit until all ZONING and BUILDING permits have been completed and approved by the appropriate authorities.

I hereby certify that I am the ***owner*** *of record of the named property and that I have authorized the proposed work. I further agree to conform to all applicable laws of this jurisdiction. If a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.*

Signature of **Owner**:	Phone	Date
Karen Dobbins	517-206-0355	10/20/22
Street Address: 15901 Dobbins Dr.	City, State, Zip Code: Albion, MI 49224	

I hereby certify that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of **Applicant**:	Phone	Date
[illegible]	517-515-2125	10/20/22
Street Address: 1217 E Porter St.	City, State, Zip Code: Albion, MI 49224	

For Planning Department Use Only

8. Evaluation and Determination

SAFEBUILT *(BUILDING & TRADES INSPECTIONS)*

Mechanical Permit	[]YES	[]NO
Plumbing Permit	[]YES	[]NO
Electrical Permit	[]YES	[]NO
Residential Building Permit	[]YES	[]NO
Commercial Building Permit	[]YES	[]NO
Plans Examination	[]YES	[]NO

PUBLIC SERVICES

Right of Way	[]YES	[]NO
Curb Cut	[]YES	[]NO
Sewer Connection	[]YES	[]NO

CALHOUN COUNTY

Soil Erosion	[]YES	[]NO

ZONING PERMIT

Site Plan	[]YES	[]NO
Variance	[]YES	[]NO
Non-conformity	[]YES	[]NO
Special Use	[]YES	[]NO

PLANNING DEPARTMENT APPROVAL/DENY

Signature	*Date*
Notes	*Stamp*

City of Albion
Department of Planning and Building
112 West Cass Street
Albion, Michigan 49224

Phone: (517)-629-7189
Email: iarnold@cityofalbionmi.gov

Affidavit of Mailing of Public Notice
City of Albion Planning Commission
Special Use Permit Application – 119 E Elm Street
January 30, 2023

I, Ian Arnold, Director of Planning and Building for the City of Albion, Michigan, verify that on January 30, 2023, I sent via first-class mail notice of Public Hearing for consideration of a Special Use Permit by the City of Albion Planning Commission to the attached list of addresses.

1/30/23

Ian Arnold Date

Jill Domingo 1-30-23

PIN	Name	Property Street Address	Property City	Property State	Property Zipcode
51-001-117-01	ERIE STREET APARTMENTS LLC	112 E ERIE ST	ALBION	MI	49224
51-001-118-00	CITY OF ALBION	119 E ASH ST	ALBION	MI	49224
51-001-118-01	WOLF JAMES R/NIDIA G	116 E ERIE ST	ALBION	MI	49224
51-001-122-00	CITY OF ALBION	117 E ASH ST	ALBION	MI	49224
51-001-126-01	HOMESTEAD SAVINGS & LOAN	415 S SUPERIOR ST	ALBION	MI	49224
51-001-180-00	SILBERNAGEL A/J	201 S IONIA ST	ALBION	MI	49224
51-001-181-00	CITY OF ALBION	203 S IONIA ST-SHUFFLEBOARD COU	ALBION	MI	49224
51-001-182-00	PRATT LISA D	213 S IONIA ST	ALBION	MI	49224
51-001-221-00	ALBION DISTRICT LIBRARY	501 S SUPERIOR ST	ALBION	MI	49224
51-001-225-01	ROBINSON SUSAN A	116 E ASH ST	ALBION	MI	49224
51-001-226-00	DOCTOR UDHAV	118 E ASH ST	ALBION	MI	49224
51-001-227-00	INGRAHAM GRANT M	119 E ELM ST	ALBION	MI	49224
51-001-228-00	ACE INVESTMENT PROPERTIES LLC	117 E ELM ST	ALBION	MI	49224
51-001-229-00	ASH DREW D & BRADE LAURA E	115 E ELM ST	ALBION	MI	49224
51-001-230-00	ALBION HISTORICAL SOCIETY	509 S SUPERIOR ST	ALBION	MI	49224
51-001-230-01	CITY OF ALBION	507 S SUPERIOR ST-PK AREA BEHIN	ALBION	MI	49224
51-001-331-00	REDEEMED CHRISTIAN CENTER	601 S SUPERIOR ST	ALBION	MI	49224
51-001-332-00	FAITH COMMUNITY BAPTIST	603 S SUPERIOR ST	ALBION	MI	49224
51-001-333-00	TURNER ERICKA JEANINE	106 E ELM ST	ALBION	MI	49224
51-001-334-00	TRINE MICHAEL	110 E ELM ST	ALBION	MI	49224
51-001-335-00	CRIDER RANDY	302 S IONIA ST	ALBION	MI	49224
51-001-337-00	BOLLE LINDE	310 S IONIA ST	ALBION	MI	49224
51-001-338-00	GOBLE DANIEL	117 E WALNUT ST	ALBION	MI	49224
51-001-339-00	QUINN CHERYL L & ROBERT E	109 E WALNUT ST	ALBION	MI	49224
51-001-340-00	QUINN CHERYL L & ROBERT E	107 E WALNUT ST	ALBION	MI	49224
51-001-341-00	GKR INVESTMENTS LLC	609 S SUPERIOR ST	ALBION	MI	49224
51-001-351-01	GOTT WILLIAM/ELAINE	307 S IONIA ST	ALBION	MI	49224
51-001-357-00	GIBBS BRETT JARED	211 E WALNUT ST	ALBION	MI	49224
51-001-358-00	SALDANA DAVID D	209 E WALNUT ST	ALBION	MI	49224
51-001-359-00	FOWLER JAMES/RICHMOND ERIN	313 S IONIA ST	ALBION	MI	49224
51-001-360-00	HINDENACH MICHAEL	311 S IONIA ST	ALBION	MI	49224
51-001-534-00	CITY OF ALBION	RIEGER PARK	ALBION	MI	49224

Owner Street Address	Owner City	Owner State	Owner Zipcode
16000 E MICHIGAN AVE	ALBION	MI	49224
112 W CASS ST	ALBION	MI	49224
409 IRWIN AVE	ALBION	MI	49224
112 W CASS ST	ALBION	MI	49224
415 S SUPERIOR ST	ALBION	MI	49224
130 YANCEY CT	APPLE VALLEY	MN	55124-9760
112 W CASS ST	ALBION	MI	49224
213 S IONIA ST	ALBION	MI	49224
501 S SUPERIOR ST	ALBION	MI	49224
116 E ASH ST	ALBION	MI	49224
5057 GRAND VIEW LN	JACKSON	MI	49201
119 E ELM ST	ALBION	MI	49224
16000 E MICHIGAN AVE	ALBION	MI	49224
115 E ELM ST	ALBION	MI	49224
509 S SUPERIOR ST	ALBION	MI	49224
112 W CASS ST	ALBION	MI	49224
601 S SUPERIOR ST	ALBION	MI	49224
603 S SUPERIOR ST	ALBION	MI	49224
13433 FREMINGTON RD	HUNTERSVILLE	NC	28078
16095 COMDON RD	ALBION	MI	49224
11501 HOAILBOUGH RD	SPRINGPORT	MI	49284
310 S IONIA ST	ALBION	MI	49224
117 E WALNUT ST	ALBION	MI	49224
109 E WALNUT ST	ALBION	MI	49224
109 E WALNUT ST	ALBION	MI	49224
609 S UPERIOR ST	ALBION	MI	49224
307 S IONIA ST	ALBION	MI	49224
211 E WALNUT ST	ALBION	MI	49224
209 E WALNUT ST	ALBION	MI	49224
313 S IONIA	ALBION	MI	49224
2109 DALE EVANS HWY	KINGMAN	AZ	86409
112 W CASS ST	ALBION	MI	49224

City of Albion

Planning Commission Annual Report

Covering activity from 01/01/2022 – 12/31/2023

Introduction

The Michigan Planning Enabling Act (MPEA) allows for the establishment of local Planning Commissions, master plans, and other associated activities. The City of Albion's Planning Commission is established in City of Albion Code of Ordinances, Chapter 8, Sec. 8.14, and consists of nine (9) members. The Planning Commission is responsible for:

- Developing the community's Comprehensive Plan which provides a framework for orderly growth and redevelopment.
- Creating a zoning ordinance to translate master planning goals to land use regulations.
- Review and approval of development requests.
- Drafting a capital improvements plan
- Studying special topics or conducting other special projects as requested by the governing body

This report contains a record of the Planning Commission's activity over the past year. Highlights of the commission's work include:

Site Plans

The Planning Commission Reviewed three site plans and issued approval to all three. Construction of two of the three site plans has commenced.

Membership

Planning Commission members for this reporting period were:

Name	Meetings Attended	Term Expires	Voting Member
George Strander, Chair	8/8	2023	Yes
Mayor Victoria Garcia Snyder	8/8	NA	Yes
Albert Amos	5/8	2020	Yes
Scott Kipp	7/8	2023	Yes
Mark Lelle	6/8	2021	Yes
Tom Pitt	7/8	2024	Yes
Sharon Ponds	3/8	2019	Yes
Lenn Reid	6/8	2026	Yes
Joe Verbeke	8/8	2022	Yes

Meetings

The MPEA requires that local Planning Commissions meet at least four times a year. The City of Albion Planning Commission meets on the third Tuesday of every month and held eight (8) meetings during the year. A summary of meeting activity is below:

Meeting Date	Summary
January 19	Discussed Comprehensive Plan Updates
February 15	Discussed Comprehensive Plan Updates
March 15	Public Hearing – Special Use Permit, Public Hearing - Marihuana Overlay District, Conditional approval on two site plans and one special use permit. Comprehensive Plan Discussion
April 19	Provided Update on Conditional Approvals from March 15, voted to request Council Distribution of Comprehensive Plan
May 17	Received Correspondence on Marihuana Overlay District, Approved Grower/Processor Licenses
June 21	Meeting Canceled – No Agenda
July 19	Received comments on Comprehensive Plan
August	Meeting Canceled – No Agenda
September 20	Comprehensive Plan Adopted, Approved Marihuana Overlay District, Approved Marihuana Grower/Processor Licenses
October	Meeting Canceled – No Agenda
November	Meeting Canceled – No Agenda
December 20	Approved Marihuana Grower/Processor License

Master Plan Status

The Planning Commission is responsible for regularly reviewing and updating the master plan to ensure it continues to be relevant to the community's needs. The community's current Comprehensive Plan was adopted on 09/20/2022. The MPEA requires a formal review (and update or reaffirmation) occur at least every five years.

RRC Certified Opportunity

In addition to the MPEA-required five-year review, the community's efforts to maintain alignment with the Redevelopment Ready Communities Best Practices includes annual progress assessments to determine if the community is on track for meeting the plan's goals and actions. City Administration meets regularly with MEDC representatives to ensure our compliance with Master Plan, and Redevelopment Ready Community requirements.

Zoning Ordinance Amendments & Rezoning

Zoning is the legal mechanism which turns planning goals into reality via development regulations. It is imperative that a community maintain an up-to-date zoning ordinance which aligns with those goals and addresses emerging trends. Throughout the year, the Planning Commission discussed the following amendments:

Topic	Summary	Status
Marihuana Business	At the request of City Council, the Planning Commission determined an overlay district to recommend to City Council for adoption. This overlay district designates suitable land for Marihuana business and allows City Council greater discretionary power on Marihuana business	Recommended: Yes Adopted by Council: Yes [Chapter 100, Sec. 7, 7.24 A, 7.24B]

City of Albion Zoning Ordinance