

PLANNING COMMISSION ANNUAL REPORT 2016

City of Albion, MI

1. Membership

Planning commission member	Term expiration
Scott Brown	12/31/2018
Tom Pitt	12/31/2018
George Strander	12/31/2017
Wesley Dick	12/21/2016
Gregg Strand	12/31/2017

2. Meetings *(MPEA requires four meetings annually)*

The City of Albion planning commission met 8 times. This meets the requirements of the MPEA.

3. Master plan review

- Review goals and recommendations of the plan and indicate progress, include goals of the commission that may not be included in the master plan
- Include the action plan table from the plan and indicate progress, actions completed, and next year's priorities
- Identify any potential plan amendments to work on for the upcoming year that can be prepared and adopted then incorporated at a later date
- Use master plan update review table (from the "Master Plan Update Guide") to decide whether the plan needs to be amended
Insert text on master plan review here:

4. Zoning ordinance amendments

- Document the section numbers amended and indicate any work in progress
- Review rezoning requests; indicate location, request description, and status
- Identify any zoning ordinance updates to undertake in the upcoming year Insert text on zoning ordinance amendments here:

5. Development reviews

Project type	Location	Description	Status	Recommendation to legislative body	Date of action
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<p>Albion College Sports Facility Site Plan Review</p>	<p>407 S Hannah</p>	<ul style="list-style-type: none"> •A new entrance and ticket shelter to be constructed •Existing baseball and softball fields to be reoriented, with new dugouts, backstop, perimeter fencing, bleachers and press box. •Three (3) storage/mechanical areas under bleachers, gross sq. ft. 1,869 •Four (4) dugouts, gross sq. ft. 2,864 •Baseball bleacher seating capacity-361 •Softball bleacher seating capacity-361 •Natural grass soccer/lacrosse field to be renovated with synthetic turf, new ornamental fence and pillars, a practice hitting wall, bleachers, press box, scoreboard and field lighting. Soccer-Lacrosse bleacher seating capacity: 578 •Concrete and brick paver walks to connect the fields. •Existing parking lots will be paved with asphalt (alternative listed for gravel parking). •Replace old bleachers with new bleachers, will have a CMU block enclosures. 	<p>Approved with contingent of erosion permit from Calhoun County and parking area an improved surface</p>	<p>Completed Winter 2016</p>	<p>March 15</p>
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Special Use Permit Application #2016-31 Albion Downtown Hotel LLC	200 S Superior St	Proposed three story hotel and parking lot	Approved		June 28 th , 2016
Site Plan Review Application #2016-32 Albion Downtown Hotel LLC	200 S Superior St	Proposed three story hotel and parking lot	Approved with <ul style="list-style-type: none"> •Approval from the County for the storm water runoff report. •Application of variance for interior parking green space and exterior belt of parking lot green space •Correct 2nd loading dock in drawing •Detail lighting that is properly shielded •Alleyways that need to be vacated •All parcels combined into one parcel 		June 28 th , 2016
Consideration/Approval of Recommendation of 5 year (2017-2021) Comprehensive Plan – Phase 1 to Albion City Council	N/A		Approved Recommendation		November 28 th , 2016

6. Variances *(Review actions taken by the Board of Zoning Appeals; request summary from BZA)*

Variance type	Location	Description	Status	Recommendation to legislative body	Date of action
Setback	1014 Fitch St	Accessory structure/garage to be erected on the south side of the premises without meeting the required side yard setback of five (5)	Approved the three (3) foot variance		April 12 th , 2016

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		feet from property line..			
Reduction in Green Strip Case #2016-038	200 S Superior Street, Block 52, Lots 1 through 12	Reduction in green strip required between parking lot and property line along W Center St by two (2) feet to a width of eight (8) feet and a reduction of seven (7) feet along S Clinton St to a width of three (3) feet.	CARRIED – unanimously to approve the variance request for reduction in width of the green strip required between parking lot and property line along W. Center St. by two (2) feet to a width of eight (8) feet and a reduction of seven (7) feet along S. Clinton St. to a width of three (3) feet for the Albion Hotel, LLC		July 26 th , 2016
Reduction of interior parking lot green space Case #2016-039	200 S Superior Street, Block 52, Lots 1 through 12	Reduction of interior parking lot green space required in order to allow for required number of parking spaces.	CARRIED, unanimously to approve the variance request for Variance is requested for reduction of interior parking lot green space required in order to allow for required number of parking spaces. Interior parking are is 24,424 square feet. Green space required for said sq. ft. is 1,362 sq. ft. Proposed parking lot has four landscaped islands located at the ends of the parking lanes that provide 200 sq. ft. each for a total of 800 sq. ft. Requesting a reduction of 562 sq. ft. of interior landscaping for the Albion Hotel, LLC.		July 26 th , 2016

7. Actions by legislative body

August 16th 2016 – CARRIED, to approve current comprehensive plan that may change due to additional input, comments and edits of the Consideration/Approval of Recommendation of 5 year (2017-2021) Comprehensive Plan – Phase 1

Consideration/Approval of Recommendation of 5 year (2017-2021) Comprehensive Plan- Phase 1 to Albion City

Council was approved November 28th, 2016

November 28th, 2016 – CARRIED, add clarification language in Appendix 1 as follows: State that all goals and objectives are not ranked but all are high priority and will be reviewed by the Planning Commission on a quarterly basis for progress. (Voice Vote)



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November 28th, 2016 – CARRIED, to strike the word “proposed” on page 40 for the Heritage River Water Trail as this is already an established project. (Voice Vote)

November 28th, 2016- CARRIED, to change the Pottawatomi Resource and Development Council to the Pottawatomi Resource Conservation and Development Council. (Voice Vote)

November 28th, 2016 – CARRIED, to change Page 40-4th paragraph-second line should read – Trails are good “for” the health of local residents. (Voice Vote)

November 28th, 2016 – CARRIED, to add “take all of the necessary steps to have Albion certified by the Michigan Economic Development Corporation as a Redevelopment Ready Community” to goals one (1) and three (3) as objectives. (Voice Vote)

November 28th, 2016 – CARRIED, to change page 39, I-94 Business loop runs east not west on Austin Avenue. (Voice Vote).

November 28th, 2016 -CARRIED, to Approve Recommendation of 5 year (2017-2021) Comprehensive Plan Phase I to Albion City Council with the following changes:

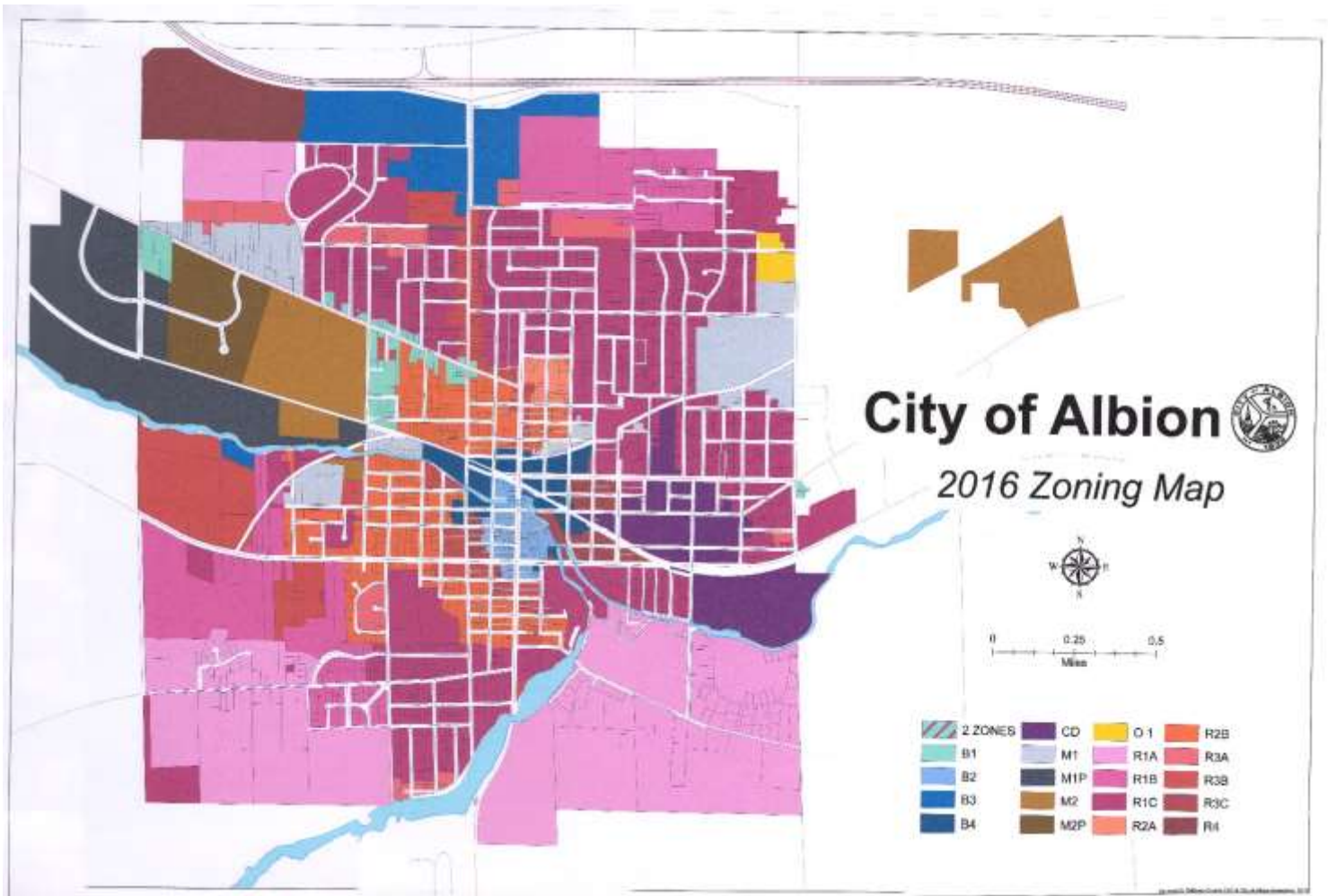
1. Add clarification in Appendix 1-State that all goals and objectives are not ranked but all are a high priority and will be reviewed by the Planning Commission on a quarterly basis for progress.
2. Page 40-strike “proposed” for the Heritage River Water Trail and this is already an established project.
3. The Pottawatomi Resource and Development Council should be the Pottawatomi Resource Conservation and Development Council.
4. Page 40-4th paragraph-second line should read-Trails are good “for” the health of local residents.
5. Page 43-Appendix 1-Add “Take all of the necessary steps to have Albion certified by the Michigan Economic Development Corporation as a Redevelopment Ready Community” to goals one (1) and three (3) as objectives.

8. Zoning map



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9. Joint meetings

- Albion City Council and Planning Commission
- August 16th, 2016
- Albion College Downtown Housing Development Plan

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3122-150105

