



## CITY OF ALBION PLANNING COMMISSION

### REGULAR MEETING

TUESDAY, AUGUST 16, 2016

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 – June 28, 2016
- IV. Correspondence
- V. Presentation of Preliminary Information/Findings for the 5 Year Comprehensive Master Plan - Phase 1
- VI. Public Comments - Five (5) year (2017-2021) Comprehensive Plan - Phase 1
- VII. Order of Business
  - A. Consideration/Approval of Recommendation of 5 year (2017-2021) Comprehensive Plan - Phase I
  - B. Excuse Absent Commissioners
- VIII. Citizen Comments (Persons addressing the Planning Commission shall limit their comments to no more than 5 minutes. Proper decorum is required.)
- IX. 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  
June 28, 2016

I. Call To Order

The June 28, 2016 Planning Commission meeting was called to order at 7:00 p.m. by Vice Chairperson Pitt and a quorum declared.

II. Roll Call of the Commission

T Pitt, G Brown, J Tracy, S Brown, G Strand, J Domingo, G Strander, L Washburn, W. Dick

Staff Present: S Mitchell, City Manager; J Domingo, City Clerk

Absent: None

III. Approval of Prior Meeting Minutes

T. Pitt asked for the following changes to the April 19, 2016 minutes:

Charles Monroe should be Charles Moreau  
Page 3-The Albion Community Foundation **may** be moving into this space.

Washburn moved, Brown supported, CARRIED, to approve the April 19, 2016 Planning Commission minutes with the above corrections.

IV. Correspondence – None

V. Order of Business

A. Formal consideration of a Special Use Permit, Application # 2016-31,  
Proposed three story hotel and parking lot, 200 S. Superior St., Albion  
Downtown Hotel LLC

This project consists of construction of a new 55,000 sq. ft., 3 story, 75 room hotel with conference facilities, restaurant, bar, exercise room, indoor pool, common areas and outdoor patio/fire pit area. The facade is primarily brick with limestone accents in keeping with the downtown Albion aesthetic. The project is proposed to be constructed on Block 52, S Superior Street and bounded by Center, Clinton, and Porter Streets. All parcels and the vacated alleyways, will be combined into a single approximately 1.6 acre site. The site will contain the building, 75 parking spaces, drive through entry portico, outdoor restaurant patio, outdoor conference patio and main patio with fire pit

area. The site entries will be off of Center and Porter Streets and the main building entry will be on the west side facing the parking lot (Clinton Street side). There will be a building entry for pedestrians off of the Superior Street sidewalk.

NOTE: See site plan, Courtyard by Marriott Hotel submitted by DLZ Architecture-Engineering in reference for application for special use permit (prints required for special use) and for site plan review, reference proposed hotel project.

Vice Chair Pitt opened the public hearing at 7:03 p.m. for both the Special Use Permit, Application # 2016-31 and Site Plan Review, Application # 2016-32, Proposed three story hotel and parking lot, 200 S. Superior St., Albion Downtown Hotel Project.

#### Planning Department Recommendation:

In review of application for special use submitted, site plan and application for site plan review, as indicated above, the location, size and setbacks meet zoning requirements. As per parking requirements for special use and site plan, Mr. Tracy strongly suggest planning commission members to thoroughly read applicable zoning listed in this report, there are multiple factors to take into consideration. Since original date application for special use and site plan review have been submitted, Mr. Tracy been in contact with the developer's representative, who is currently in the process of writing a letter to planning commission reference on premises parking and of premises street parking and public parking lot use.

Developer is also looking at alternative plan for on premise parking to meet requirement for parking space size and green space.

Special Use: In order for planning commission to make a decision to approve, grant approval with conditions, or deny, it is important for planning commission members to review and understand compliance standard requirements for special use and applicable zoning.

For your use, a copy of preparing for planning commission meeting chapter 3 has also been attached/enclosed.

Site Plan Review: It is also important for planning commission to be able to make a decision to approve, grant approval with conditions, or deny, by understanding site plan review and standards for site plan approval. I have attached/enclosed a copy of City of Albion Zoning Ordinance Sec.30-426. Standards for Granting Site Plan Approval; Sec. 30-427. Conformity to Approve Site Plan Required; Sec. 30-429. Amendments to Approved Site Plans; Sec. 30-430.

Appeals of Final Site Plans.

Due to the scope of this project, it is imperative for each member to understand above listed material, ask questions of applicant, take into consideration planning commissions options to approve, grant approval based on condition(s) to be met or deny application in the case of request for special use permit and in site plan review.

Questions/Comments were received from N. Seehafer, W Dick, S Brown, G Brown, T Pitt, J. Domingo and J. Lenardson.

Speaking in support of the project were P Sindt, EDC Director, A. French, 702 Erie St, M. Slater, 517 E. Michigan Avenue, J. Cascarelli, 116 S. Superior St. and B. Dobbins.

Speaking in opposition was J. Domingo who asked how the overflow of the parking would be handled and asked that current businesses in the downtown area be included in plans for the downtown.

Vice Chair Pitt closed the public hearing at 8:10 p.m.

Brown moved, Strand supported, CARRIED, Approval of Special Use Permit, Application # 2016-031, proposed three story hotel and parking lot, 200 S. Superior St., Albion Downtown Hotel LLC as presented. (Roll call vote).

B. Site Plan Review, Application # 2016-32, Proposed three story hotel and parking lot, 200 S. Superior St., Albion Downtown Hotel LLC

Director Tracy, Building, Planning and Code Enforcement recommended approval of the Site Plan Review, Application # 2016-32, proposed three story hotel and parking lot, 200 S. Superior St, Albion Downtown Hotel LLC with the following conditions:

- 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 2<sup>nd</sup> loading dock in drawing
- Detail lighting that is properly shielded
- Alleyways that need to be vacated
- All parcels combined into one parcel

S. Brown moved, G Strand supported, CARRIED, to Approve Site Plan Review, Application # 2016-32, proposed three story hotel and parking lot, 200 S. Superior St., Albion Downtown Hotel LLC with the above conditions. (Roll call vote)

C. Misc. Item:

- Rosalyn Jones, Update on Comprehensive Plan

Rosalyn Jones, Consultant to help the City update the Comprehensive Master Plan which is required by law to be done every five years and will also help to reach out to developers. The Master Plan needs to be credible, actionable and the objectives must fit with our goals. She would like a block of 8 hours to work with the Planning Commission to go over the goals and see which are relevant. She will be reaching out to surrounding municipalities to make them aware that we are updating our Master Plan. We will be sending out blocks of time for the Planning Commission to meet and work through the Plan.

- Danielle Nelson, Update on Citizen Engagement Community Forums

Danielle Nelson, Special Projects Manager updated the Planning Commission on the Citizen Engagement Community Forums with the following:

- The first event was held on May 12<sup>th</sup>, 2016 and the focus was on walkable cities. They had approximately 35 participants. Participants were asked to use the idea of what makes a “good walk” which is a walk that is safe, useful, comfortable, and interesting.
- The major strengths were:
  1. Victory Park and Rieger Park
  2. Albion College campus
  3. Bohm Theatre
- The challenges were:
  1. Lack of opportunity for certain activities-shopping, canoeing, try new food, go to art exhibits, and youth activities
  2. Lack of public benches
  3. Lack of continuity between downtown and neighborhoods/parks
  4. Blighted/abandoned properties
  5. Inadequate street lighting
- The wish list were:
  1. Shopping-groceries, clothing, hardware, home goods, art and outdoor recreation
  2. Benches
  3. Public art (statues, murals)
  4. Art competitions, art fairs
  5. Street lighting
  6. Historic markers
  7. Bike lanes

8. Fix up store fronts
9. More rental units
10. Canoe livery/launch
11. Repaired sidewalks
12. Informational kiosks

Feedback/Comments about the Workshop were:

1. 19 of the 35 participants said they would like to have more events like this. 10 were neutral, 6 did not respond.
2. Comments were received that participants enjoyed that they were given the chance to voice their individual input and to hear others input.
3. It was a good way for people to come together on the challenges and strengths in our community.
4. They would like to have more than an hour to continue conversing with their neighbors about how to improve Albion.
5. They would like to see a more diverse group of participants.

The next steps are:

- Organize volunteers for upcoming events
- Plan next community workshop with consultant, Rosalyn Jones-June 29<sup>th</sup>
- Continue to develop surveys and attend various community events to collect survey data
- Begin planning for July community workshop-Tentative topic: Transportation and Energy

#### D. Excuse Absent Commissioners

S. Brown moved, G Brown supported, CARRIED, to excuse Commissioner Strander. (voice vote)

#### VI. Citizen Comments

No comments were received.

#### VII. Adjournment

S. Brown moved, Strand supported, CARRIED, to adjourn the meeting. Meeting adjourned at 8:50 p.m.

Recorded By: Jill Domingo, City Clerk

**CITY OF ALBION**  
**NOTICE OF PUBLIC COMMENT ON THE RECOMMENDATION OF THE**  
**FIVE YEAR (2017-2021) COMPREHENSIVE MASTER PLAN PHASE 1**

The Planning Commission will receive a public comment at their regularly scheduled meeting on August 16, 2016 at 7:00 P.M. at City of Albion, City Hall, 2<sup>nd</sup> Floor Council Chambers, 112 W. Cass Street, Albion, MI 49224 for the purpose of the consideration/ approval of recommendation of the Five Year (2017-2021) Comprehensive Master Plan Phase 1. Comments may be submitted in writing or made in person at the public comment. Citizen views and comments on the proposed Recommendation of the Five Year Comprehensive Master Plan Phase 1 are welcome. Copies will be available after August 15th, on the City's website at [www.cityofalbionmi.gov](http://www.cityofalbionmi.gov) Clerk's Office, Albion District Library and the Greater Albion Chamber of Commerce.

City of Albion  
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