



CITY OF ALBION PLANNING COMMISSION

REGULAR MEETING
TUESDAY, JUNE 28, 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 – April 19, 2016
- IV. Correspondence
- V. Order of Business
 - A. Formal consideration of Special Use Permit, application #2016-031, proposed three story hotel and parking lot, 200 S. Superior Street. Albion Downtown Hotel, LLC.
 - B. Site Plan review, application #2016-032, proposed three story hotel and parking lot, 200 S. Superior Street. Albion Downtown Hotel, LLC.
 - C. Misc. Items
 - Rosalyn Jones, Update on Comprehensive Plan
 - Danielle Nelson, Update on Citizen Engagement & Community Forums
 - D. Excuse Absent Commissioners
- VI. Citizen Comments (Persons addressing the Planning Commission shall limit their comments to no more than 5 minutes. Proper decorum is required.)
- VII. 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
April 19, 2016

I. Call To Order

The April 19, 2016 Planning Commission meeting was called to order at 7:00 p.m. by Chairperson Strander 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

Pitt moved, Washburn supported, CARRIED, to approve the March 15, 2016 Planning Commission minutes as drafted.

IV. Correspondence – None

V. Order of Business

A. Miscellaneous Items

- Ben Wade-Microbrewery

City Manager Mitchell gave a brief overview of the interest expressed in opening a microbrewery downtown.

Ben Wade gave the Planning Commission a brief overview of the microbrewery company he and his partners, Charles Monroe and John Rogers would like to open in the downtown area.

Mr. Wade highlighted the following:

- He and partners Charles Monroe and John Rogers formed Malleable Brewery Company, LLC.
- They are currently working on a business plan, securing a downtown location and working with investors.
- This will be a microbrewery and will produce approximately 400 barrels per year.

- They would like to create a great social atmosphere and help to grow the City's downtown business.
- It will take approximately 9 months to get the business set up. They would like to open in mid to late 2017.
- He has met with Director Tracy and Lenardson on zoning and water and sewer.
- They want to be transparent and build support.
- Items they will need help with are as follows:
 - They need to understand the process of opening a business in Albion
 - Would like to align with other things going on in the City.
 - Will need to deal with parking. Would like to use the public parking lot.
 - Will need zoning variances.
 - Looking for any guidance they can receive.
 - Will need a special use permit approved by the Planning Commission.
 - Need to complete state licensing.

Comments were received from Commissioners Dick, Domingo, Tracy, Strander and Strand.

- Proposed Hotel Update

City Manager Mitchell stated the unofficial preliminary drawings have been completed for the downtown hotel. The site plan should be going to zoning in the next week.

Commissioner Tracy gave the following update on the proposed hotel:

- The hotel will take up the entire block.
- It will be three (3) stories and 75 rooms. It will have a bistro/restaurant and a conference room area.
- The parking lot will be behind the hotel on Clinton Street. The hotel will have a Superior Street entrance and address. There will be an awning on the front of the building.
- Developer is asking for on-street and overnight parking.
- The developer must submit a site plan, special use permit and zoning. This may take 30 to 45 days for this process.
- Downtown parking may be an issue.
- The front of the building will maintain the historic look and architecture of downtown as much as possible.
- The developer has been in contact with MDOT and also Director of Public Services Lenardson pertaining to water and sewer.

Comments were received from Commissioners Brown, Tracy, Dick, Strand, Domingo, and Pitt.

- 101 N. Superior Street Update

City Manager Mitchell gave a brief overview of the 101 N. Superior Street building highlighting the following:

- Building will be a community hub
- It is anticipated that ownership will be transferred to Albion College
- The building will have a canopy on the front of the building that has been approved by MDOT
- The renovation is moving forward
- Albion College is working with Consumers Power for an easement for underground utilities
- They have had to remove a lot of the bricks and will be replacing with something similar. They will keep building as historic as possible.
- The building is currently a big improvement.
- The Albion Community Foundation will be moving into this space. They will be selling their current building to the Bohm Theatre that will enable the Bohm to have a second screening area.

Comments were received from Commissioners Pitt, Tracy and Strand.

- Redevelopment Ready Community Update

City Manager Mitchell highlighted the following updates on the Redevelopment Ready Community:

- We have received the contract with the MEDC to move forward.
- A series of community forums will be scheduled in the coming months for city engagement.
- Currently looking for partners to work with the RRC. Perhaps the AmeriCorps group.

B. Excuse Absent Commissioners

No action was necessary as all commissioners were present.

VI. Citizen Comments

Commissioner Tracy updated the Commission on other activities. They are as follows:

- Taco Bell will be ready to open in approximately 30 days. They have 3 weeks left of actual building and then a week of additional items to complete.

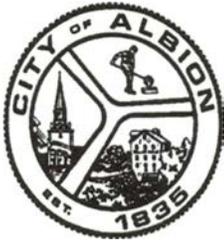
- A new 6500 sq. foot business will be opening in the east side strip mall. A lease has already been signed. It will be a clothing store similar to TJ Max. The other two buildings in the strip mall are also looking at opening new businesses. One will be 2,000 sq. ft. and the other 22,000 sq. ft. It looks very promising for these businesses to open.
- KFC and Arby's are both updating the exterior of their buildings.
- The Redevelopment Ready Committee has signed a joint memorandum with the MEDC and will be moving forward.
- Smoke Testing has begun and will run through the end of the month. This is testing the City's water and sewer lines.
- Superior St. between Michigan Ave. and Cass St. and Erie St. between Hannah St. and Darrow St. will be closed between **April 25, 2016 and May 7, 2016** for repairs to the railroad crossing.

Comments were received from Commissioner Pitt.

VII. Adjournment

Dick moved, Pitt supported, CARRIED, to adjourn the meeting. Meeting adjourned at 7:45 p.m.

Recorded By: Jill Domingo, City Clerk



CITY OF ALBION

Department of Planning, Building, Code Enforcement
112 W. Cass Street, Albion, Michigan 49224
Office: (517) 629-7189 Fax: (517) 629-7189

City of Albion Planning Department Report

Planning Commission

June 28, 2016

Subject property: Block 52, Lots 1 through 12, 200 S. Superior Street

Parcel Number: Combination of parcels into one, new parcel number 51-000-899-00

Zoned: B2 Central Business District

Property owner and mailing address of record:

Downtown Albion Hotel, LLC.
1100 S. Washington Ave., Suite 3
Saginaw, Michigan 48601

Applicant:

Downtown Albion Hotel, LLC.
1100 S. Washington Ave., Suite 3
Saginaw, Michigan 48601

Reference: Proposed Hotel

Zoning: #2016-030	Proposed Hotel (special use required)
Special Use: #2016-031	Proposed Hotel (site plan required for proposed special use)
Site Plan Review: #2016-032	Site plan review of new hotel structure proposed for downtown district.

Block 52, Lot 1 through 12, 200 S. Superior Street, consist of vacant - grade level property, located between S. Superior St. to N. Clinton St. and W. Center St. to W. Porter St.. Hotel and parking area are proposed to be erected on said location. Said property is zoned B2 located in B2 Central Business District.

Project Narrative submitted by DLZ Architecture-Engineering

This project consists of construction of a new 55,000 sq. ft., 2 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, 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.

Special Use - Compliance with standards required

General standards. Review the particular circumstances of the special use request under consideration in terms of the following standards, and approve special use only upon finding in compliance with each of the following standards, as well as applicable standards established elsewhere in chapter 30.

- (a) The special use shall be designed, constructed, operated and maintained in a manner harmonious with the character of adjacent property and the surrounding area and natural environment.
- (b) The special use shall not change the essential character of the surrounding area.
- (c) The special use shall not interfere with the general enjoyment of adjacent property.
- (d) The special use shall not be hazardous to the adjacent property, or involve uses, activities, materials or equipment which will be detrimental to the health, safety or welfare of persons or property through the excessive production of traffic, noise, smoke, odor, fumes or glare.
- (e) The special use shall protect natural resources, the health, safety and welfare, as well as the social and economic well-being of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.
- (f) The special use shall be adequately served by essential public facilities and services or is shall be demonstrated that the person responsible for the proposed special use shall be able to continually provide adequately for the services and facilities deemed essential to the special use under consideration.
- (g) The special use shall not place demands on public services and facilities in excess of current capacity unless proper provision is made for an increased capacity of those services and facilities.
- (h) The special use shall be consistent with the intent and purpose of chapter 30 and the objectives of any currently adopted master plan.

Competent authority (planning commission) may impose conditions on the approval of the special use which are necessary to ensure compliance with the standards for approval stated in this section, and any other applicable standards contained in chapter 30. Such conditions shall be considered an integral part of the special use permit and shall be enforced by the zoning administrator.

Approval of a special use permit shall be valid regardless of change of ownership, provided all terms and conditions of the permit are met by any subsequent owner or user.

Site Plan Review

Applicable sections of City of Albion Zoning Ordinance attached/enclosed:

- Sec. 30-426. Standards for Granting Site Plan Approval.
- Sec. 30-427 . Conformity to Approved Site Plan Required.
- Sec. 30-429. Amendments to Approved Site Plans.
- Sec. 30-430 . Appeals of Final Site Plans.

Applicable sections of the City of Albion Zoning Ordinance (In reference to special use and site plan)

- Sec. 30-222 . Intent. The B2 Central Business Districts is intended to provide for a variety of retail and office services which serve the needs of a consumer trade area that extends beyond the corporate boundaries of the city. This district is characterized by intense pedestrian activity and a unified architectural scale.
 - (1) To promote convenient comparison shopping by pedestrians for retail goods and business, professional, and personal services.
 - (2) To provide for the stability of retail development by encouraging a continuous retail frontage and by prohibiting automotive related uses and services.

- ③ To provide for more employment in the district and to promote the full utilization of downtown buildings, including the second or third floors for possible residential use.

The essential interpretation of activities is given precedence in the regulations and future planning of this district over any desire to permit automobiles to come directly to each establishment. Non retail uses are compatible with the purpose of this district as long as adequate and convenient parking can be provided for within the common parking element, ensuring the ease of pedestrian movement from both retail and non-retail uses.

- ④ To protect and enhance the district from over congestion of the traffic pattern, while providing adequate automobile access to, and parking in, the area.
- ⑤ To protect and enhance the value of property with the district.
- ⑥ To promote development which is compatible with the existing historic character of the district.

The essential interdependence of activities is given precedence in the regulation and future planning of this district over any desire to permit automobiles to come directly to each establishment. Non-retail uses are compatible with the purpose of the district as long as adequate and convenient parking can be provided for retail activity, the ease of pedestrian movement can be ensured, and the quality of life can be protected.

- **Sec. 30-223. Permitted uses. (2) Uses permitted by special use permit,** subject to the review and approval of the planning commission. The following uses shall be permitted in the B-2 Central Business District, subject to the review and approval the Planning Commission according to Article II. Division 5 (section 30-81 through 30-85), of this chapter. No special use permit for any such use shall be issued without the applicant first having obtained proof or certification of compliance with state and local barrier-free and fire safety construction codes from the city building inspector. Any special use permit shall be subject to the standards contained in [sections] 30-81 through 30-85, and subject further to the conditions hereinafter imposed for each use:

(Copy of sections 30-81 through 30-85 attached/enclosed)

- a. Any use which involves the construction of a new structure and/or exterior structural additions to existing structures which constitute an increase of fifty (50) percent of the gross square footage of any story of said existing structure, provided that this new construction fulfills the intent of this district by complying with the following requirements:
 - 1. The structure shall be used for a permitted or special use within this district.
 - 2. In order to promote convenient comparison shopping by pedestrians, the maximum front and side setbacks for the new building shall be the average of the corresponding setbacks of the adjacent structures, as measured from the common property lines.
 - 3. In order to promote development which is compatible with the district's historic character, any facade on any new construction under this subsection shall incorporate building materials, colors, and proportions which are compatible with those of the existing buildings within the district.
 - 4. In order to promote convenient pedestrian access, any automobile entry or parking on the site shall be confined to the rear or side of the site.
 - 5. Adequate automobile parking, as determined for each specific use must be either readily available in existing public facilities, as defined by capacity within the common parking element, or provided for by the owner in conjunction with the proposed new development.
- c. Hotels, provided that any unit shall contain not less than two hundred and fifty (250) square feet of floor area.
- d. Restaurants and taverns in which patrons are served outdoors or in an open-front building, and wherein said establishment does not extend as an integral part of, or accessory thereto, any service of a drive-in nature.

- **Sec. 30-224. Height of structures.** No use or accessory use structure permitted by right of by special use permit shall exceed four (4) stories or fifty (50) feet in height, whichever is taller.

- **Sec. 30-255. Lot area and yard requirements.** The following requirements shall be observed:

- (1) *Lot area.* No minimum lot area shall be required for use by right or accessory use structures.
- (2) *Front yard.* No front yard is required.
- (3) *Side yard widths (each side yard).* None required, except adjoining any R district, then not less than one-half the height of the building but not less than fifteen (15) feet in any case.
- (4) *Rear yard.* The depth of a rear yard for buildings not exceeding three (3) stories shall be ten (10) feet, plus two and one-half (2 1/2) feet for each additional story.

- **Sec. 30-227. Permitted signs .** See chapter 64 Signs, City of Albion Code of Ordinance.
- **Sec. 30-228. Site development standards.** In the B-2 Central Business District, all buildings or land shall be used, and all structures shall be designed, erected, altered, or used in compliance with the following site development standards:

- (1) Any such use, including storage, is conducted on the premises within a completely enclosed building unless otherwise specified with this division.
- (2) Levels of traffic, noise, smoke vibrations, odor, fumes, and glare shall not exceed those levels which are in keeping with the retail uses within the district .
- (3) All parking lots or areas shall be provided with a permanent, durable, and dustless surface, and shall be graded and drained as to dispose of all surface water accumulated within the area.
- (4) All lighting shall be shielded from adjacent properties.
- (5) Access shall be provided so as not to conflict with the adjacent business uses or adversely affect the traffic flow.
- (6) When any such use abuts the side and/or rear line of a lot in any R district a compact evergreen hedge, solid wall or treated wood fence not less than five (5) feet in height shall be maintained at the property line.
- (7) All parking and loading areas, including outdoor display areas, shall be subject to Article V. Division 2 and Division 3 (sections 30-311 through 30-327) of this chapter, provided, however, that in the event of conflict between said sections and this section, the stricter requirement shall prevail.

(Copy of sections 30-311 through 30-327 attached/enclosed)

- **Division 2. Off-Street Parking Requirements.** See attached/enclosed copy.
- **Division 3. Off-Street Loading Requirements.** See attached/enclosed copy (on page 4 & 5 of Division 2 copy)
- **Sec. 30-433. Landscaping and screening of parking areas.** Parking lots shall have the following perimeter landscaping and screening:
 1. Parking lots, or parts thereof, that are adjacent and/or visible from a public right-of-way, must include the following perimeter landscaping between the parking lot and the right-of-way (applies to public alleys only when a residential use or zone is located across from a public alley):
 - a. A landscaped greenstrip at least ten (10) feet in width.
 - b. A hedge forming a continuous screen at least thirty-six (36) inches above the street grade, or a berm, wall or combination thereof forming a continuous screen at least thirty-six (36) inches above the street grade, and located to provide maximum screening of the parking lot. Relocation of the hedge, berm, wall or combination thereof may be allowed to prevent traffic hazards, vision obstruction or other public safety dangers . The building may also be used to screen the parking lot.
 2. Parking areas of greater than ten thousand (10,000) square feet, in addition to Section 30-433(1)(A) and (B) above, must meet the following interior landscaping requirements :
 - a. . Within the interior of the parking lots there shall be one square foot of landscaped area for each fifteen (15) square feet of parking lot. In computing the lot area for this requirement, the paved area within twenty (20) feet of the perimeter may be excluded.
 - b. Each interior landscaped area shall have at least one hundred fifty (150) square feet.
 - c. The interior landscaped areas shall be located in a manner that breaks up the expanse of paving throughout the parking lot.

Partial - key requirements per zoning ordinance:

- o Application for Zoning
- o Application for Special Use.
- o Application for Site Plan Review.
- o Compatibly with the district's historic character .
- o No minimum lot are required for use by right.
- o Structure height not to exceed 4 stories or 50 feet in height.
- o Frontyard – no frontyard required.
- o Side yard - none required.
- o Rear yard - minimum required 10ft..
- o Hotel units - minimum, 250 sq. ft..
- o Parking required for hotel per unit
1 parking space per unit
Minimum space size - 9 ft. wide,
minimum 180sq. ft ..
- o Parking required for restaurant, bar –
1 parking space for each three (3) seats.
- o Parking required for conference room –
1 parking space for every 100sq. ft. of room.
- o Parking lot perimeter curbing required.
- o 10 ft. green space/landscaping required around
perimeter of parking lot between R.O.W. and
parking lot require.
- o Parking lots in excess of 10,000 sq. ft. require
1sq. ft. of green space for every 15sq. ft. of
parking lot.
- o Refuse screening required.
- o Driveway apron/ingress-egress required to
be located on side or rear of premises.
- o Soil erosion, Calhoun County.
- o Exterior and parking lot lighting.
- o City water and sewer.

Submitted by DLZ Architecture-Engineering:

- Submitted - #2016-030 (*copy attached/enclosed*)
- Submitted - #2016-031 (*copy attached/enclosed*)
- Submitted - #2016-032 (*copy attached/enclosed*)
- Submitted - (*Planning commission interpretation*)
- Approx. 1.6 acres
- Hotel structure 3 stories.
(Narrative states 2 stories, site plan indicates 3 stories)
- Structure meets requirement.
- Structure meets requirement.
- Meets requirement.
- To be submitted in writing by developer.
- Seventy five (75) spaces.
Parking spaces size – 9 ft. wide by 18ft. = 162sq. ft.
Developer researching alternative.
- Developer to submit to planning commission .
(See Sec. 30-223. a. 5.)
- Developer to submit to planning commission.
{See Sec. 30-223 . a. 5.)
- Meets requirement.
- Insufficient on west side of parking lot.
Developer researching alternative.
- In excess of 10,000 sq. ft.
- Indicated location on print.
- Side – W. Center St. & W. Porter St.
Copy of plans forwarded to Jim Lenardson, Director of
Public Services for review.
- To be determined – Calhoun County; Dept. of
Public Services. Copy of plans forwarded to Jim
Lenardson, Director of Public Service for review.
- Specific type not indicated.
- City water and sewer.

Copy of plans forwarded to Jim Lenardson, Director of Public Service for review.

- o Fire-emergency safety.

Copy of plans forwarded to A.D.P.S. -Verbal only, per A.D.P.S. meets requirement, waiting for written approval from A .D.P.S..

- o Existing topographic elevations.

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, I 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, I have been in contact with the developers 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.

John Tracy
Director of Planning, Building, Code Enforcement

DIVISION 2. OFF-STREET PARKING REQUIREMENTS

Section 30-311. Generally.

In all districts there shall be provided, at the time any buildings are erected, or are enlarged or increased in capacity, off-street parking spaces for automobiles in accordance with this division, except as otherwise provided for by district.
(Code 1980, § 20.16- 1(A))

Section 30-312. Size and location.

Each required parking space shall have an area of not less than one hundred eighty (180) square feet, with a minimum width of no less than nine (9) feet, exclusive of access drives or aisles, any parking area space or lot required to serve for off-street parking purposes shall be located as follows:

- 1) For one- and two-family dwellings--Parking spaces shall be provided on the same lot as the building they are intended to service. Furthermore, no parking shall be permitted in the front yard area except upon an improved driveway.
- 2) For multiple-family dwellings and all other uses subject to site plan review-- Parking spaces shall be located not more than three hundred (300) two hundred (200) feet from the building they are required to service. Furthermore, no parking shall be permitted in the front yard area except upon an improved driveway.

Section 30-313. Provision of Parking for Mixed Use and Multiple Use Properties.

Separate off-street parking space shall be provided for each use, or the parking space required of two (2) or more uses may be combined and used jointly; provided:

- 1) That the total of such off-street parking spaces supplied collectively shall not be less than the sum of the requirements for the various uses computed separately, except where determined by the Planning Commission, in its sole reasonable discretion during site plan review, that such uses do not pose a conflict and such parking requirements for one or more uses will satisfy that for such others.

That the requirements set forth above as to maximum distances between parking areas and the building or building group served shall apply to each building or building group participating in the collective provisions of parking.

Section 30-314. Number of spaces required.

The number of off-street parking spaces shall be as follows:

Use	No. of Spaces
(1) Dwellings:	
One-family	1
Two-family	3
Multiple-family--each dwelling unit.. ..	1Yi
Apartment hotel--each sleeping unit....	1
Fraternity--sorority--2 occupants for each room....	1*
Dormitory--each 2 occupants	1*
Roomer or boarder--for each person....	1
(2) Places of public assembly :....	
Churches--for each 4 seats . 1	1
Community center--for each 100 sq. ft. of floor area used for assembly	2
Junior high and elementary schools--each 8 auditorium seats	1
Senior high schools--each 4 students	1
Stadium or sports arena--each 4 seats....	1
Library , museum and art gallery each 5 seats	1
Auditorium , other than school each 4 seats	1
Theater--each 4 seats	1
Dance hall--studio--skating rink--each 100 sq. ft . of floor area used by public ...	2
Bowling alley--each alley	8
Mortuary or funeral home--each 50 sq. ft. of floor area used for assembly room (services)	1
Business and technical schools--each 3 students enrolled (day or night classes) whichever is the greater....	1
Colleges and universities--for each 3 students enrolled	
Civic or social club--for each 50 sq. ft. of floor area used for assembly room....	1
Public meeting halls--each 100 sq. ft . of floor area used by public....	1
(3) Hotels--for each bedroom....	1
Bed and Breakfast Inn Operations--for each sleeping room....	1
(4) Motel, motor inn or motor lodge--each sleeping unit... .	1
(5) Private clubs, lodge or hall (with or without bedrooms)--for each 100 sq. ft. of assembly space....	1
(6) Hospitals institutions and clinics--hospital--for each patient bed....	1Yi
Sanitariums and convalescent home--for each 2 beds....	1
Homes for aged and childrens' homes--for each 3 persons in residence ...	1

City of Albion Zoning Ordinance

Medical and dental clinic or office--for each doctor	5
Funeral Home--50 sq. ft. of floor area used for viewing and seating areas (services)	1
(7) Offices, all types except doctors and dentist--for each 200 sq. ft. of floor area	
(8) General business and any service establishment--for each 100 sq. ft. of floor area or sales space (loading or unloading space not included in parking space)....	300 sq. ft. of parking area
(9) Food, soft drinks and alcoholic beverages (served on the premises) restaurant, bar, grill, tavern, dining room of hotel or motel, dairy bar and soda fountain--for each 3 seats	1
10) "Drive-In" establishments--for each 125 sq. ft. of ground floor area....	8
(11) Manufacturing processing and/or fabrication, warehouse and storage buildings and experimental laboratories--for each 3 employees on maximum shift ...	
(12) Mechanical amusement arcades--for every two (2) mechanical amusement devices	

*Unless subject to campus policy and/or VD District requirements.
(Code 1980, § 20.16-I(D); Ord. No. 1987-8, § 2, 10-5-87)

Section 30-315. Development and maintenance of parking areas.

Every lot or parcel of land hereafter established as a public or private parking area, including a municipal parking lot, commercial parking lot, restricted residential, business, industrial, public assembly or institutional accessory parking lot and also an automobile, mobile homes or trailer sales (including rental) lot, shall be developed and maintained in accordance with the following requirements:

- 1) Screening and landscaping. Off-street parking areas for more than five (5) vehicles shall conform with the requirements of Article V, Division 9.
- 2) Maintenance. Any off-street parking area for more than five (5) vehicles:
 - a. Shall not be used for repair, dismantling or servicing of any vehicles.
 - b. Must be adequately surfaced with concrete or asphalt and must further be provided with adequate storm water runoff facilities so that surface water will not drain into adjacent properties or public rights-of-way.
 - c. Shall be provided with entrances and so located as to minimize traffic congestion.
 - d. Shall be provided with rolled asphalt curb, concrete curb or similar wheel or bumper guards around the perimeter of the site so located that no part of parked vehicles will extend beyond the parking area.
 - e. Lighting facilities shall be so arranged as to reflect the light away from adjoining residential properties and not interfere with traffic.
 - f. Shall conform with the landscaping and screening requirements of Article V, Division 9.

Section 30-316. Parking lots in R districts.

The establishment and operation of supplemental accessory off-street parking lots in any R district as special uses may be permitted upon application to

the planning commission and approval by it, subject to the special use conditions listed in Sections 30-81 through 30-85 and subject to an additional finding by the planning commission that:

- 1) The supplemental lot is necessary because the required number of parking spaces cannot be provided on the lot on which the building is located.
- 2) The parking lot shall be supplemental accessory to, and for use only in connection with one or more residential, business, industrial, public assembly or institutional buildings. No charge for parking shall be made.
- 3) Each entrance to and exit from such parking lot shall be not less than twenty (20) feet distant from any adjacent property line located in any R district.
- 4) No sign of any kind other than designating entrances, exits and ownership and conditions of use, shall be maintained on such parking lot.
- 5) Such supplemental accessory parking lot shall be subject to all the requirements of Section 30-315 and Article V, Division 9.
- 6) Any person, firm or corporation desiring to secure permission to establish and maintain a restricted residential, business, industrial, public assembly or institutional, supplemental accessory parking lot, within the meaning of this section, shall make application to the board, accompanied by a plan which clearly indicates the proposed development, including the location, size, shape, design, landscaping, curb cuts and other features and appurtenances of the parking lot.
- 7) Before making its final determination, the board shall hold a public hearing, notice of which shall be given to owners of property within the same block as the proposed parking lot, and all properties separated there from by not more than one street, any part of any one of which properties is within three hundred (300) feet of any part of said proposed parking lot and is located in an R district above described.
- 8) Any supplemental accessory off-street parking lot permit issued by the zoning inspector may be revoked any time that the aforementioned requirements are not complied with, and any permittee who uses premises to which said permit relates, in violation of any of the conditions herein specified or fixed to such permit shall be deemed in violation of this chapter and shall be subject to the penalty prescribed herein for such violations.
- 9) In any R district, supplemental accessory parking lots shall not have any parking space or spaces nearer the street than the front building line of the adjoining dwelling or structures or the established setback line whichever is greater and in any case not less than ten (10) feet from the street right-of-way line.

(Code 1980, § 20.16-2(2); Ord. No. 1985-2, § 2, 5-6-85)

Sections 30-317--30-325. Reserved.

DIVISION 3. OFF-STREET LOADING REQUIREMENTS

Section 30-326. Location of spaces.

Off-street loading space shall be located at the side or rear of the building for which provided.

City of Albion Zoning Ordinance

(Code 1980, § 20.16-3(A))

Section 30-327. Number of spaces.

At least the following amounts of off-street loading space shall be provided, plus an area or means adequate for maneuvering, ingress and egress:

- 1) For structures containing less than twenty thousand (20,000) square feet of gross floor area, one loading space shall be provided.
- 2) For structures containing twenty thousand (20,000) or more square feet of gross floor area, the number of berths specified in the following table. Each such berth shall be not less than ten (10) feet in width, thirty-five (35) feet in length and fourteen (14) feet in height :

SQure Feet of Gross Floor Area	ReQuired # of Berths
20,000 up to and including 40,000 ;...	1
40,001 up to and including 100,000....	2
100,001 up to and including 160,000....	3
160,001 up to and including 240,000....	4
240,001 up to and including 320 ,000	5
320 ,001 up to and including 400 ,000	6
For each additional 90,000 or over 400,000....	1 additional

- 3) Such off-street loading space may occupy any part of any required side or rear yard space but shall not occupy the front yard space in any district.
(Code 1980, § 20.16-3(B))

Section 30-81. Special use defined; competent authorities designated; prerequisites to issuance.

"Special uses" are those uses of land which are not essentially incompatible with the uses permitted in a zoning district, but possess characteristics or locational qualities which require individual review and restriction in order to avoid incompatibility with the character of the surrounding area, public services and facilities, and adjacent uses of land. The procedures and criteria set forth herein shall be applied in the determination of requests to establish special uses.

The competent authority for the review and issuance of special use permits shall be either the planning commission or the zoning administrator, as designated for each particular type of special use.

The competent authority shall grant a properly requested special use permit, provided:

- 1) The proposed use is one listed as a special use for that district in which the use is located; and
- 2) The competent authority ensures before approving a special use permit that both:
 - a) The standards of the district in which the special use is to be located are fulfilled; and
 - b) The other standards and requirements set forth herein are fully complied with.

(Ord. No. 1985-4, § 3, 5 -6-85)

Section 30-82. Procedures.

An application for permission to establish a special use permit shall be submitted and acted upon in accordance with the following procedures:

- 1) Any person owning or having an interest in the subject property may file an application for one or more special use permits provided for in this chapter in the zoning district in which the land is situated.
- 2) Applications for special use permits shall be submitted through the zoning administrator to the competent authority. Each application shall be accompanied by a check payable to the City of Albion, or a cash payment, in accordance with the schedule of fees adopted by the City Council resolution.
- 3) Copies of an application for special use permit shall be presented to the zoning administrator and accompanied by the following documents and information
 - a) A special use application form supplied by the zoning administrator which has been completed in full by the applicant;
 - b) A site plan, drawn to a readable scale, of the property involved and adjacent property which describes
 - i. all property boundaries;
 - ii. the location and use of all existing and proposed structures;
 - iii. the location of all existing and proposed streets, parking lots and driveways;
 - iv. the current zoning classification;
 - c) A statement and other evidence of proof by the applicant of present and future compliance with the criteria required for approval as set forth in

this chapter and other criteria imposed by this ordinance affecting the special use under consideration.

- 4) An application which is incomplete or otherwise not in compliance with this chapter shall be returned to the applicant. No application shall be processed until properly prepared and submitted and all required fees paid in full.
- 5) Any person having an interest in an application for a special use permit may present any petition or documents supporting his or her position, or that of a group, for or against the application.
- 6) Upon receipt of an application for a special land use which requires a decision on discretionary grounds, one notice that a request for special land use approval has been received shall be published in a newspaper of general circulation in the city, and shall be sent by mail or personal delivery to the owners of the property for which approval is being considered, to all persons to whom real property is assessed within three hundred (300) feet of the boundary of the property in question, and to the occupants of all structures within three hundred (300) feet, provided that the notice shall not be given less than fifteen (15) days before the application will be considered. If the name of the occupant is not known, the term "occupant" may be used in making notification.

Notification need not be given to more than one occupant of a structure, except that if a structure contains more than one dwelling unit or spatial area owned or leased by different individuals, partnerships, businesses, or organizations, one occupant in each unit or spatial area shall receive notice. In the case of a single structure containing more than four (4) dwelling units, or other distinct spatial areas owned or leased by different individuals, partnerships, businesses or organizations, notice may be given to the manager or owner of the structure who shall be requested to post the notice at the primary entrance of the structure.

The notice shall describe the nature of the special land use request, indicate the property which is the subject of the special land use request, state when and where the special land use request will be considered, indicate when and where written comments will be received concerning the request, and indicate the competent authority. The notice shall also indicate that a public hearing on the proposed special use may be requested by the applicant or by any property owner or the occupant of any structure located within three hundred (300) feet of the boundary of the property being considered for a special use permit, provided such request be received by the zoning administrator before the date set for consideration of the special use permit.

An affidavit of mailing or delivery shall be maintained. The competent authority may, but is not required to, hold a public hearing on the requested special use provided that the notice shall not be given less than fifteen (15) days before the application will be considered. Notice of such public hearing shall comply with the requirements listed earlier in this same subsection.

- 7) At the time and place set forth in the notice provided for above, the competent authority shall consider the special use request. The competent authority may deny, approve, or approve with conditions, the request for special land use approval. The decision on a special land use shall be incorporated in a statement of conclusions relative to the special land use under consideration. The decision shall specify the basis for the decision and any conditions imposed. Such a

City of Albion Zoning Ordinance

decision shall be rendered within fifteen (15) days of the time that the request was considered. All decisions of the competent authority relating to special use applications, including the findings supporting any decision, shall be recorded in written form and retained as permanent records on file with the zoning administrator and a copy of the records shall be kept on file in the office of the city clerk.

- 8) Upon approval by the competent authority, the zoning administrator shall issue a special use permit. It is the responsibility of the zoning administrator to ensure compliance with the terms, conditions and restrictions of any special use permit.
- 9) Within fifteen (15) days following the date of decision on any special use permit, an applicant or any aggrieved party, including any governmental body or agency, may appeal the decision of the competent authority. If the zoning administrator is the competent authority, the appeal shall be made to the zoning board of appeals. If the planning commission is the competent authority, the appeal shall be made to the circuit court. Upon the filing of an appeal, the application, all relevant documents and testimony, and the findings and decision of the competent authority shall be transmitted to the appropriate appeals forum .

(Ord. No. 1985-4, § 3, 5-6-85)

Section 30-83. Compliance with standards required.

Prior to approval of the special use application, the competent authority shall ensure that the standards specified in this section, as well as applicable standards established elsewhere in this chapter, shall be satisfied by the completion and operation of the special use under consideration.

General standards. The competent authority shall review the particular circumstances of the special use request under consideration in terms of the following standards, and shall approve a special use only upon a finding in compliance with each of the following standards, as well as applicable standards established elsewhere in this chapter:

- a) The special use shall be designed, constructed, operated and maintained in a manner harmonious with the character of adjacent property and the surrounding area and natural environment .
- b) The special use shall not change the essential character of the surrounding area.
- c) The special use shall not interfere with the general enjoyment of adjacent property .
- d) The special use shall not be hazardous to the adjacent property, or involve uses, activities, materials or equipment which will be detrimental to the health, safety or welfare of persons or property through the excessive production of traffic, noise, smoke, odor, fumes or glare.
- e) The special use shall protect natural resources, the health, safety and welfare, as well as the social and economic well-being of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole. The special use shall be adequately served by essential public facilities and services or it shall be demonstrated that the person

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responsible for the proposed special use shall be able to continually provide adequately for the services and facilities deemed essential to the special use under consideration.

- f) The special use shall not place demands on public services and facilities in excess of current capacity unless proper provision is made for an increased capacity of those services and facilities.
- g) The special use shall not place demands on public services and facilities in excess of current capacity unless proper provision is made for an increased capacity of those services and facilities.
- h) The special use shall be consistent with the intent and purpose of this chapter and the objectives of any currently adopted master plan.
- i) For State licensed facilities the proposed home shall not be located closer than 1,500 feet to any other licensed facility subject to a special use permit, nor any substance abuse facility providing services to 7 or more people, or a community correction center, resident home, halfway house or other facility provided treatment or incarceration under the jurisdiction of the Department of Corrections.

The competent authority may impose conditions on the approval of the special use which are necessary to ensure compliance with the standards for approval stated in this section, and any other applicable standards contained in this chapter. Such conditions shall be considered an integral part of the special use permit and shall be enforced by the zoning administrator.

In authorizing a special use permit the competent authority may require a cash deposit, certified check, surety bond, or other financial guarantee acceptable to the competent authority be furnished by the developer to ensure compliance with the special use requirements. In fixing the amount of any such financial guarantee, the competent authority shall take into account the size and scope of the proposed use, current prevailing cost of rehabilitating the premises upon default of the operator of the use, estimated expenses to compel the operator to comply with the requirements in the special use permit, and such other factors and conditions as may be relevant in determining the sum reasonable in light of all the facts and circumstances surrounding each application.

Conditions for special uses shall be part of the approval record and shall be changed only by the mutual consent of the competent authority and the owner of the subject property. The competent authority shall maintain a record of such changes.

The special use permit shall become effective when the application is approved by the competent authority, but a building permit shall not be issued until approval of such special use permit by the competent authority. The land subject to special use permit may not be used or occupied for purposes of such special use permit until after a certificate of occupancy has been issued pursuant to this chapter.

(Ord. No. 1985-4, § 3, 5-6-85)

Section 30-84. Validity.

Chapter 3

Preparing for Meetings

§14 Being a planning commissioner can mean either just showing up for the meeting, or putting in the time needed to make informed decisions . It is difficult to ask a volunteer to put forth an extra effort to be ready for a meeting, but those who occupy a seat as a commissioner have taken on the responsibility to do the best possible job for their community .

Planning commissioners cannot reach a fair and impartial decision without a firm base of knowledge about the matters placed before them. Gaining this knowledge will take the efforts of the community's staff , the applicant

and each commissioner .

As a planning commissioner , there are some positive "fact finding" steps you can take to make sure you are ready to make the best possible decision – based not on perception, but on facts .

Information

§16 In order to prepare for the meeting, you must make sure that you have all of the relevant information needed to make a decision. At a minimum, you will need to have copies of applications , site plans and other supporting material in sufficient time to allow you to study and prepare. You should expect to have at least a week to review the materials.

Site Visits

§17 Visiting the site is often a critical step in the decision making process. Even if you have lived in the community all of your life, individual sites take on a new personality when a specific project is to be built.

Some precautions should be used. **Site visits should always be made individually rather than as a group.** Meeting on site (even with less than a quorum) raises several concerns .

Q A site visit by a majority of the membership of a decision making body must be advertised under the Michigan Open Meetings Act and steps must be taken to insure that the requirements of the Americans With Disabilities Act (ADA) are met.

Q Practically, it is hard for the visiting members to avoid talking among themselves about the proposal. These

Before Attending the Meeting

§15 Make sure you have everything. Follow this checklist:

1. Do you have your zoning ordinance or other applicable ordinances?
2. Have you examined the agenda and related materials?
3. Do you have your questions written down?
4. Have you completed the site visit? (If not, at least drive by the sites on the way to the meeting.)
5. Have you reviewed the standards that will be used for each decision?
6. Remind yourself that the purpose of preparing for the meeting is not to **make** a decision, it is only to **gather** the information needed to **prepare** you for the decision that is to come.

side discussions , however , can violate the spirit as well as the letter of the Open Meetings Act.

There are two cautions to keep in mind when visiting a site .

1. Do not go onto the site unless specific written permission has been granted by the property owner or the site is otherwise available to the public (such as an existing shopping center) . This can help avoid misunderstandings and problems with trespassing .

Resist the temptation to design the site. Your job is to review the applicant's plans and to identify your concerns. It is the applicant's job to design the site to meet those concerns .

If permission has not been granted and you feel as though your decision cannot be made without viewing the site, look for other ways to get the same information. This might include aerial photos or surveys . Or, you may request that the applicant submit photographs , slides or video tape, particularly for larger, inaccessible sites.

Do not allow your decision to be influenced by the applicant's reluctance to allow you on the site. Many people are concerned about liability or they simply are determined to protect their privacy. There are other ways to gather the information and you should not make a decision until the information is obtained.

2. Do not discuss the proposal with the property owner , neighbors or applicant outside of the meeting. The intent of information gathering is to insure that everyone has the same information on which to base a decision. This is not

TIP: Consider adding a line to your application form that allows the applicant the option to grant permission for the planning commission members to conduct a site visit.

possible if individual commissioners contact or are contacted by interested parties outside of the meeting.

If you are contacted by the applicant or others, be prepared to tell them that you are required to conduct all of your discussions only when the other commissioners are present.

Encourage them to come to the meeting (tell them when and where) or ask them to submit their comments in writing (tell them to whom and by what date).

If a contact cannot be avoided, it should be reported to the rest of the members during the meeting, along with the general content of the conversation .

You may feel free to request information from the community's staff . But whatever information you receive should also be made available to each of the other members.

Remember, ..., YOU are only one person on the planning commission: The only time you should take action as a commissioner is in the presence of the other members at a scheduled meeting.

During Your Site Visit

§18 Look closely at traffic conditions , natural features , surrounding land uses and general neighborhood characteristics . Visits

§19 The Michigan Open Meetings Act (1976 PA 276, MCL 15.2621 et seq.) "(as intended to make sure that the decision making process followed by government bodies always takes place under the watchful eye of the public. Even though you can simply meet the letter of the Act, it is just as important that the spirit of open meetings be observed. Don't look for ways around the Act. Look for ways you can make it work better for you.

at different times and on different days of the week would also be useful. For example, visiting a site during a peaceful Sunday afternoon may not be representative of traffic conditions during rush hours.

Describe your site visit findings to the rest of the planning commission so that they may have the benefit of your observations.

Using the Site Plan

§20 For many proposals you will be asked to review a site plan. A site plan is merely a depiction of the property showing proposed buildings, parking areas, streets and other details. Your objective when looking at a site plan is to ensure that at least the minimum dimensional standards of the zoning ordinance are met with respect to yards, signs, parking, etc., and that the proposed use is designed in harmony with its existing and future surroundings.

To do this you need to be familiar with some basic site planning principles as they relate to the standards of the zoning ordinance. Some common standards, in abbreviated form, are described below to show their general intent.

1. Preservation of natural features or landscape.

§21 Site plans should show significant natural features in enough detail to see how they are affected by the project. The two

general approaches to natural features are preservation and integration.

Preservation measures should be used when features are so sensitive or so valued that any change to them would have a negative effect on the community in terms of aesthetics, environmental quality or safety. In these areas, development should be either prohibited or restricted to projects which have little negative effect. Regulated wetlands and identified flood prone areas are examples of lands requiring preservation techniques.

"I didn't realize it would look like this. . . "
Veteran commissioners will tell you that when a project is built, everything is bigger and closer than it looked on the site plan..

Natural features may also be integrated into a site allowing them to remain as natural as possible. This could include the use of small wetlands as aesthetic features or maintaining vegetated areas as screening or visual interest. In this way, natural features often help market projects.

These techniques can be implemented through conditions placed on project approvals, using this standard as support.

The potential of environmental contamination, particularly where underground storage tanks are or have been present, should also be considered. Many lending institutions now require an environmental audit to determine the likelihood of contamination prior to funding projects.

2. Compatibility with surrounding uses.

§22 This standard can be used to require landscaping, fences or walls to make sure that proposed uses will be adequately screened or separated from surrounding

property . It can also relate to locating buildings and parking areas to make sure one site does not unduly affect another.

3. Safety of vehicular and pedestrian circulation .

§23 The purpose of reviewing circulation is to ensure proper driveway spacing , adequate setbacks for clear visibility and proper placement of parking areas . Requiring parking lot setbacks, particularly along the roadway, can foster driveway safety , control glare and headlight spray and improve aesthetics .

Special consideration should be given to uses with large parking areas to ensure that circulation is safe and does not conflict with pedestrians , other vehicles and adjacent uses. Shared driveways may also be required to reduce the number of access points.

Service drives (front and/or rear) may be needed to allow access between properties so that vehicles do not have to enter the public street.

Site plans should not be reviewed as part of a rezoning.

§24 Inexperienced commissioners can easily be sidetracked by discussions of landscaping, setbacks and other issues. Site plans are essentially meaningless during a rezoning (except as part of a planned unit development (PUD)) since the approval cannot be conditioned on compliance with the plan.

Once zoned, the property can be used for any use permitted in the new district, regardless of any promises made or plans shown by the applicant.

A common misconception is that local communities have no input on driveway locations. Although local regulations cannot conflict with the road authority, it can control driveway locations through the site plan review process.

4. Ensuring adequate emergency access.

§25 Involve the fire and police authorities in the site plan review process and have them submit a recommendation to you. Your community may have regulations that address fire lane standards and building access .

5. Control of exterior lighting.

§26 Lighting should be adequate to illuminate the area, yet not shine on adjacent properties , particularly in residential areas . Requiring "cut-off" fixtures or reducing the height of light poles can be effective ways to meet this standard .

6. Proper drainage and removal/storage of surface waters.

§27 Most commissioners are not trained engineers . Normally, local engineering staff, drain commissioners or other sources need to be consulted to ensure that a site is properly engineered to avoid excessive stormwater runoff. The same is true of the adequacy of public and private sanitary sewer and water services .

7. Architectural controls.

§28 Generally , site plans will not deal with the actual design of a building. Rigid architectural controls tend to stifle creativity and can encourage monotony .

However, they may be appropriate in designated areas rich with historical buildings and character . There will usually be an architectural review board or historic commission with the authority to review

exterior finishes and improvements to ensure that the historical or unique character of the district is not jeopardized.

Site plans that meet all of the standards of the zoning ordinance must be approved.

Section 30-426. Standards for Granting Site Plan Approval.

- 1) Each site plan shall conform to applicable provisions of this Zoning Ordinance and the standards listed below :
 - a. All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of the lot, the character of adjoining property and the type and size of buildings. The site shall be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.
 - b. The landscape shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal, and by topographic modifications which result in maximum harmony with adjacent areas.
 - c. Special attention shall be given to proper site drainage so that removal of storm waters will not adversely affect neighboring properties.
 - d. The site plan shall provide reasonable, visual and sound privacy for all dwelling units located therein. Fences, walks, barriers and landscaping shall be used, as appropriate, for the protection and enhancement of property and for the privacy of its occupants.
 - e. All buildings or groups of buildings shall be so arranged as to permit emergency vehicle access by some practical means to all sides.
 - f. Every structure or dwelling unit shall have access to a public street, walkway or other area dedicated to public use.
 - g. There shall be provided a pedestrian circulation system which is insulated as completely as reasonably possible from the vehicular circulation system.
 - h. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public thoroughfares, shall be screened, by a vertical screen, consisting of structural or plant materials no less than six feet in height.
 - i. Exterior lighting shall be arranged that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets.
 - j. The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets and pedestrian or bicycle pathways in the area. Streets and drives which are part of an existing or planned street pattern which serves adjacent development shall be of a width appropriate to the traffic volume they will carry and shall have a dedicated right-of-way equal to that specified in the Comprehensive Plan.
 - k. All streets shall be developed in accordance with the Subdivision Control Ordinance and the County Road Commission specifications.

- 2) Site plans shall conform to all applicable requirements of state and federal statutes and approval may be conditioned on the applicant receiving necessary state and federal permits before final site plan approval or an occupancy permit is granted. Conditional Approvals. The Planning Commission or Department of Neighborhood Services may condition approval of a site plan on conformance with the standards of another local, county or state agency, such as but not limited to a Water and Sewer Department, County Road Commission, or Natural Resources Department. They may do so when such conditions:
 - a. would insure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity, would protect the natural environment and conserve natural resources and energy, would insure compatibility with adjacent uses of land, and would promote the use of land in a socially and economically desirable manner.
 - b. The Planning Commission and Neighborhood Services Director may conditionally approve a site plan on conformance with fencing, screening, buffering or landscaping requirements. When so doing, the following finding shall be made and documented as part of the review process:
 - i. that such fencing, screening, buffering or landscaping would mitigate negative effects of noise, dust, lighting, vehicular or pedestrian traffic, loading or unloading, parking or other properties in the area.

Section 30-427. Conformity to Approved Site Plan Required.

Following Final Approval of a site plan by the Department of Neighborhood Services the applicant shall construct the site plan improvements in complete conformity with the approved plan. Failure to do so is a violation of this ordinance and subject to the sanctions of Section 1-9.

Section 30-429. Amendments to Approved Site Plans.

- 1) Amendments to an approved site plan may be made by the Planning Commission or Department of Neighborhood Services provided that such changes conform to the Zoning Ordinance and the land owner agrees. Minor changes to an approved site plan may be approved by the Department of Neighborhood Services after construction has begun provided no such change results in any of the following:
 - A significant change in the use or character of the development.
 - An increase in overall coverage of structures.
 - A significant increase in the intensity of use.
 - A reduction in required open space.
 - A reduction in required off-street parking and loading.
 - A reduction in required pavement widths or utility pipe sizes.

A significant increase in traffic on public streets or an increase in the burden on public utilities or services.

- 2) No fees shall be required for the following minor amendments:
 - a) Moving building walls within the confines of the smallest rectangle that would have enclosed each original approved buildings(s). Relocation of building entrances or exits, or shortening of building canopies.
 - b) Changing to a more restricted use provided there is no reduction in the amount of off-street parking as originally provided.
 - c) Changing the angle of parking or aisle width provided there is no reduction in the amount of required off-street parking or in reduction of aisle width below ordinance requirements .
 - d) Moving of ingress and egress drives a distance of not more than 100 feet if required by the appropriate state, county or other local road authority with jurisdiction.
 - e) Substituting landscape plan species provided a nurseryman, landscape architect, engineer or architect certifies the substituted species is similar in nature and screening effects.
 - f) Change type and design of lighting fixtures provided an engineer or architect certifies there will be no change in the intensity of light at the property boundary.
 - g) Increase peripheral yards.
 - h) Changing the location of an exterior building wall or location not more than 10 feet because of a natural impediment or hazard such as bedrock or muck soils, provided that in so doing no setback requirement of the Ordinance is violated and no significant reduction in safety or in the amount of open space is thereby affected.

- 3) If the Zoning Administrator finds that a proposed amendment to an approved site plan does not qualify as a minor change, he or she shall immediately notify the permit holder, the City Inspector, the Department of Neighborhood Services and the Planning Commission in writing that site plan approval has been suspended pending approval by the Department of Neighborhood Services or Planning Commission, as applicable, of the proposed amendment. The permit holder's notice shall be delivered by certified mail. If construction has begun, a stop work order shall be issued by the City Inspector for the portion of the project which is not in compliance with the Ordinance. Once site plan approval for a project has been suspended, the permit holder has the option of changing the project plans to conform with the Ordinance requirements, or of restarting the Site plan Review process. When the issue has been resolved, the Zoning Administrator shall send a written notice to the permit holder, the Building Inspector, the Department of Neighborhood Services and the Planning Commission that the project's site plan has again been approved . This

provision is not to be construed to prohibit phased development of a project, provided that each phase is developed in accordance with an approved site plan.

Section 30-430. Appeals of Final Site Plans

Any person aggrieved by a decision of the Planning Commission or Department of Neighborhood Services in granting or denying approval of a final site plan may appeal the decision to the Zoning Board of Appeals. The appeal must be filed within seven (7) days of the decision and shall state the factual basis for the appeal. An appeal shall stay action on the issuance of any permit pursuant to an approved site plan.

The Zoning Board of Appeals shall review the record of action taken on the final site plan and shall determine whether the record supports the action taken. No new evidence shall be presented. The Zoning Board of Appeals shall approve the final site plan if the requirements of this Section and other applicable ordinance requirements are met.

The Zoning Board of Appeals shall make written findings in support of its opinion on the appeal.



CITY OF ALBION—APPLICATION FOR SPECIAL USE PERMIT

City of Albion Planning Department (517) 629-5535
 Cornerstone Inspection Services (269) 729-9244

Application Instructions: Complete all 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:

- Twelve sets of plans, drawn to scale in black line or blueprint, showing the:
 - ◆ shape and dimensions of the lot to be built upon or to be changed in its use,
 - ◆ exact location, size, and height of all buildings or structures (including fences) on the lot,
 - ◆ location of sidewalks, public streets, and curb cuts,
 - ◆ location and dimensions of improved driveways and parking areas.
- Proof of payment for zoning permit application fee.

Fee: \$200 Plus Consultant Charge: Actual Cost

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.

FOR OFFICE USE ONLY
Permit #: 2016-031
Stamp here for "Date Received" <div style="text-align: center; border: 1px solid black; padding: 5px;"> RECEIVED JUN 03 2016 </div>
Received by: BY: _____
Deposit to Account #101-400-483.00
Stamp here for "Date" <div style="text-align: center; border: 1px solid black; padding: 5px;"> JUN 06 2015 </div>
Amount: BY: _____
Stamp here for "Approved/Deny" Date: _____

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

Street Address: <i>Use Complete Street Address, e.g. 101 North Main Street</i> Block 52, South Superior Street		Parcel Number 1 through 12
Zoning District B-2	Parcel Type: <input type="checkbox"/> Residential <input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Industrial <input type="checkbox"/> Other (describe)

2. Owner Information:

Name: <i>Include Contact Person If Applicable</i> Downtown Albion Hotel, LLC - Nick Seehafer, AIA, NCARB		Phone 989-799-5700, ext. 132
Street Address: <i>Use Complete Street Address, e.g. 101 North Main Street</i> 1100 S. Washington Avenue	City, State Zip Code: Saginaw, Michigan 48061	

3. Applicant Information:

Name: <i>Include Contact Person If Applicable</i> Downtown Albion Hotel, LLC - Nick Seehafer, AIA, NCARB		Phone 989-799-5700, ext. 132
Street Address: <i>Use Complete Street Address, e.g. 101 North Main Street</i> 1100 S. Washington Avenue	City, State Zip Code: Saginaw, Michigan 48061	

4. Proposed Use of Site

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 989-799-5700, ext. 132	Date 5-25-16
Street Address: <i>Use Complete Street Address, e.g. 101 North Main Street</i> 1100 S. Washington Avenue	City, State, Zip Code Saginaw, Michigan 48061	

For Planning Department Use Only

6. Evaluation and Determination

PUBLIC NOTICE

<i>Public Notice in Newspaper</i>	<i>Letter to Nearby Properties</i>	<i>Public Hearing Date</i>
-----------------------------------	------------------------------------	----------------------------

PUBLIC HEARING

<i>Planning Commission Action (In Favor, Opposed)</i>	<i>Date Applicant was Notified of Commission Decision</i>
---	---

PLANNING DEPARTMENT APPROVAL/DENY

<i>Signature</i>	<i>Date</i>
<i>Notes</i>	<i>Stamp</i>



INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
UNMATCHED CLIENT SERVICE

Project Narrative

This project consists of construction of a new 55,000 sq.ft., 2 story, 75 room hotel with conference facilities, restaurant, bar, exercise room, indoor pool, common areas, and outdoor patio/fire pit area.

The façade 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, off of the Superior Street sidewalk.



CITY OF ALBION—APPLICATION FOR SITE PLAN REVIEW

City of Albion Planning & Zoning Department (517) 629-7189
 Cornerstone Inspection Services (269) 729-9244
 Soil Erosion - Calhoun County Road Commission (269) 781-9841

Application Instructions: Complete all 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: (Major Projects)

- Twelve sets of plans, drawn to scale in black line or blueprint.

Base Fee: \$250 **Plus:** Consultant Charges *if applicable* (actual cost).

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 concerning this application.

NOTE:

- **Soil Erosion Control Permit**, contact Calhoun County Road Department. Ph.: 269-781-9841 or 800-781-5512.
- **Building and / or Trade Permits**, contact Cornerstone Inspection Services office at (269) 729-9244 to see what Permits may be necessary for your project.

FOR OFFICE USE ONLY	
Permit #:	2016-032
Stamp here for "Date Received"	RECEIVED JUN 03 2016
Received by:	BY: _____
Deposit to Account: #101-400-183.00	
Stamp here for "Paid"	PAID JUN 06 2015
Amount:	BY: _____
Stamp here for "Approved/Deny"	
Date:	

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

Street Address: <i>Use Complete Street Address, e.g. 101 North Main Street</i> Block 52, South Superior Street		Parcel Number 1 through 12
Present Zoning District B-2	Present Use of Site: <input type="checkbox"/> Residential <input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Industrial <input type="checkbox"/> Other (describe)
Requested Zoning District B-2	Proposed Use of Site: <input type="checkbox"/> Residential <input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Industrial <input type="checkbox"/> Other (describe)

2. Owner Information:

Name: <i>Include Contact Person If Applicable</i> Downtown Albion Hotel, LLC - Nick Seehafer, AIA, NCARB	Phone 989-799-5700, ext. 132
Street Address: <i>Use Complete Street Address, e.g. 101 North Main Street</i> 1100 S. Washington Avenue	City, State Zip Code: Saginaw, Michigan 48061

3. Applicant Information:

Name: <i>Include Contact Person If Applicable</i> Downtown Albion Hotel, LLC - Nick Seehafer, AIA, NCARB	Phone 989-799-5700, ext. 132
Street Address: <i>Use Complete Street Address, e.g. 101 North Main Street</i> 1100 S. Washington Avenue	City, State Zip Code: Saginaw, Michigan 48061

4. Engineer or Architect Information:

Name: <i>Include Contact Person If Applicable</i> Steven Berry Architectural Design, Inc.		Phone 330-726-6390
Street Address: <i>Use Complete Street Address, e.g. 101 North Main Street</i> 374 Boardman-Poland Road, Suite 201	City, State Zip Code: Youngstown, Ohio 45512	

5. Developer Information:

Name: <i>Include Contact Person If Applicable</i> Shaheen Development - Nick Seehafer, AIA, NCARB		Phone 989-799-5700, ext. 132
Street Address: <i>Use Complete Street Address, e.g. 101 North Main Street</i> 1100 S. Washington Avenue	City, State Zip Code: Saginaw, Michigan 48061	

6. Project Description:

Provide a narrative description of the project including gross and net acreage of all parcels in the project, the total number of proposed structures, square feet, total and usable floor space, parking spaces, garages, open space, and other related information pertinent to this application.

7. Site Plan Specifications:

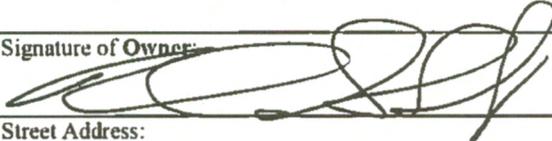
The site plan shall consist of an accurate, reproducible drawing at a scale of 1"= 100' or less, showing the site and all land within 150 feet of the site. If multiple sheets are used, each shall be labeled and the preparer identified. Each site plan shall depict the following:

- North arrow, scale and date of original submittal and last revision.
- Location of proposed and/or existing property lines, dimensions, legal descriptions and setback lines.
- Location of existing public roads, rights-of-way and private easements of record and abutting streets.
- Project description, including the total number of structures, square feet, total and usable floor area, parking spaces, garages, open space and related information as pertinent or otherwise required by the ordinance.
- Existing topographic elevations at two foot intervals, proposed grades and direction of drainage flows.
- Location and type of significant existing vegetation.
- Location and elevations of existing watercourses and water bodies, including county drains and man-made surface drainage ways, floodplains, and wetlands.
- Locations of existing and proposed building and intended uses thereof, as well as the length, width, and height of each building.
- Proposed location of accessory structures, buildings and uses, including but not limited to flagpoles, lightpoles, docks, storage sheds, transformers, air conditioners and the method of screening where applicable.

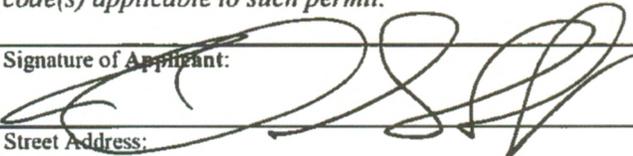
- Location and dimensions of existing and/or proposed curbing, carports, barrier free access, parking areas (including indication of all spaces and method of surfacing), fire lanes and all lighting thereof.
- Location, size and characteristics of all loading and unloading areas.
- Locations and design of all sidewalks, walkways, bicycle paths and areas for public use.
- Location of all other utilities on the site including, but not limited, to natural gas, electric, cable TV, telephone and steam.
- Location and specifications for all fences, walls, and other screening features.
- Location for all proposed perimeter and internal landscaping.
- Location and size for screening of all trash receptacles and other solid waste disposal facilities.
- Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salt, flammable materials, or hazardous materials as well as any containment structures or clear zones required by government authorities.
- Identification of any significant site amenities.

8. Certification

*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 989-799-5700, ext. 132	Date 5-25-16
Street Address: 1100 S. Washington Avenue	City, State, Zip Code Saginaw, Michigan 48061	

I hereby certify that I have been authorized by the owner to make this application as his/her 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 989-799-5700, ext. 132	Date 5-25-16
Street Address: 1100 S. Washington Avenue	City, State, Zip Code Saginaw, Michigan 48061	

For Planning Department Use Only

9. Evaluation and Determination

CORNERSTONE INSPECTION SERVICES

Mechanical Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Plumbing Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Electrical Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Residential Building Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Commercial Building Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Plans Examination	<input type="checkbox"/> YES	<input type="checkbox"/> NO

CALHOUN COUNTY ROAD DEPARTMENT

Soil Erosion Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
---------------------	------------------------------	-----------------------------

MDOT

Permit:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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PUBLIC SERVICES ZONING PERMIT

Right of Way	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Curb Cut	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Sewer Connection	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Water Connection	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Site Plan	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Non-conformity	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Special Use	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Variance	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Comments:

For Planning Department Use Only

REVIEWER

<i>Staff whom Reviewed the Application:</i>	<i>Staff Hours:</i>	<i>Approved/Deny:</i>	<i>Date Applicant Notified:</i>
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Commission Action Required? YES NO

PUBLIC NOTICE

<i>Public Notice in Newspaper</i>	<i>Letter to Nearby Properties</i>	<i>Public Hearing Date</i>
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PLANNING COMMISSION

<i>Planning Commission Action (Approved/Deny)</i>	CHECK HERE FOR CONDITIONAL APPROVAL _____	<i>Fate</i> <i>Approval:</i> _____ <i>Deny:</i> _____
---	--	--

PLANNING DEPARTMENT APPROVAL/DENY

<i>Signature</i>	<i>Date</i>
<i>Notes</i>	<i>Stamp</i>

Revised 01/20/16



CITY OF ALBION—APPLICATION FOR ZONING PERMIT

City of Albion Planning Department (517) 629-5535

Cornerstone Inspection Services (269) 729-9244

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

FOR OFFICE USE ONLY
Permit #: 20 16 - 030
Stamp here for "Date Received" RECEIVED JUN 17 2016
By: _____ Received by: _____
Deposit to Account: #101-400-483.00
Stamp here for "Paid"
Amount: _____
Stamp here for "Approved/Deny"
Date

1. Property Information:

Property Zoned: **B-2**

Street Address: *Use Complete Street Address, e.g. 101 North Main Street*

Parcel Number

BLOCK 52, SOUTH SUPERIOR STREET

1 through 12

Use Classification:

Residential

Commercial fee:

Industrial fee:

New Construction fee:

Existing Construction fee:

2. Owner Information:

Name: *Include Contact Person If Applicable*

Phone

DOWNTOWN ALBION HOTEL, LLC - NICK SEEHAFFER

989-799-5700

Street Address:

City, State Zip Code:

1100 S. Washington Ave

SAGINAW, MI 48601

3. Applicant Information:

Name: *Include Contact Person If Applicable*

Phone

DOWNTOWN ALBION HOTEL, LLC - NICK Seehafer

989-799-5700

Street Address:

City, State Zip Code:

1100 S. Washington Ave.

SAGINAW, MI 48601

Federal Employee ID Number/Social Security Number

Workers Compensation Insurance Carrier

38-2967211

Liberty Mutual Insurance

4. Plan Review Requirements

PLEASE ATTACH ADDITIONAL SHEETS TO ILLUSTRATE THE WORK BEING DONE. It is highly recommended that you show all public streets, sidewalks, and utilities that are near or will be affected by your project. For projects close to property lines, include any structures that may neighbor the property where the alteration will take place

5. Project Information: (Plot Plan is not required for projects that are only repair/replace.)

Estimated Start Date: <i>August 2016</i>	Estimated Finish Date: <i>May 2017</i>	Project Cost/Bid Price: <i>\$ 3,000,000.00</i>																		
<p>Application Request: <i>Check all that apply.</i></p> <table style="width:100%; border: none;"> <tr> <td style="width:33%;"><input checked="" type="checkbox"/> New Construction</td> <td style="width:33%;"><input type="checkbox"/> Relocation</td> <td style="width:33%;"><input type="checkbox"/> Home Occupation</td> </tr> <tr> <td><input type="checkbox"/> Addition</td> <td><input type="checkbox"/> Land Division</td> <td><input type="checkbox"/> Accessory Structure</td> </tr> <tr> <td><input type="checkbox"/> Foundation Only</td> <td><input type="checkbox"/> Variances</td> <td><input type="checkbox"/> Alteration</td> </tr> <tr> <td><input type="checkbox"/> Extraction/Fill/Grade</td> <td><input type="checkbox"/> Planned Unit Development</td> <td><input type="checkbox"/> Repair/Replace</td> </tr> <tr> <td><input type="checkbox"/> Fence(s)/Screening</td> <td><input type="checkbox"/> Change in Use</td> <td><input type="checkbox"/> Demolition</td> </tr> <tr> <td><input type="checkbox"/> Sign(s)/Billboard(s)</td> <td><input type="checkbox"/> Telecommunications</td> <td><input type="checkbox"/> Other</td> </tr> </table> <p>* Note, Describe Application Activity:</p> <p style="text-align: center; font-size: 1.2em;"><i>Hotel</i></p>			<input checked="" type="checkbox"/> New Construction	<input type="checkbox"/> Relocation	<input type="checkbox"/> Home Occupation	<input type="checkbox"/> Addition	<input type="checkbox"/> Land Division	<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Variances	<input type="checkbox"/> Alteration	<input type="checkbox"/> Extraction/Fill/Grade	<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Repair/Replace	<input type="checkbox"/> Fence(s)/Screening	<input type="checkbox"/> Change in Use	<input type="checkbox"/> Demolition	<input type="checkbox"/> Sign(s)/Billboard(s)	<input type="checkbox"/> Telecommunications	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> New Construction	<input type="checkbox"/> Relocation	<input type="checkbox"/> Home Occupation																		
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<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Variances	<input type="checkbox"/> Alteration																		
<input type="checkbox"/> Extraction/Fill/Grade	<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Repair/Replace																		
<input type="checkbox"/> Fence(s)/Screening	<input type="checkbox"/> Change in Use	<input type="checkbox"/> Demolition																		
<input type="checkbox"/> Sign(s)/Billboard(s)	<input type="checkbox"/> Telecommunications	<input type="checkbox"/> Other																		
Structure Frame: <i>Check all that apply</i>		Exterior Wall: <i>Check all that apply</i>																		
<input checked="" type="checkbox"/> Steel <input checked="" type="checkbox"/> Concrete <input type="checkbox"/> Masonry <input type="checkbox"/> Wood <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Steel <input type="checkbox"/> Concrete <input type="checkbox"/> Masonry <input type="checkbox"/> Wood <input type="checkbox"/> Other																		
Are there any structural assemblies that are being fabricated off site?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO																		
Will there be heating, air conditioning, or ducting installed as a part of this project?		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO																		
Will this project include new or upgraded attachments to water or sewer facilities?		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO																		
Will this project include the installation of new electrical circuits or fixtures?		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO																		
Will this project change the footprint of the existing structure(s)?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO																		
Manufactured/ Modular – Serial Number:																				

6. Site Plan Projects [As Required in Section 30-422 (1) (2)]

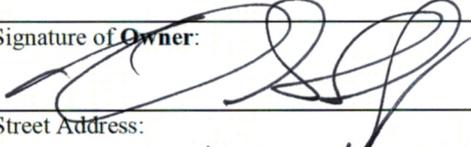
All Projects Regulated By Section (30-421)		
<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Mobile Home District	<input type="checkbox"/> Special Use Permits
<input checked="" type="checkbox"/> Commercial/Business	<input type="checkbox"/> Plats	<input type="checkbox"/> Planned Unit Development
<input type="checkbox"/> Industrial	<input type="checkbox"/> Condominium	<input type="checkbox"/> Other _____

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 **Cornerstone Inspection Services** at (269) 729-9244 to see what building permits will be required for the project. Cornerstone Inspection Services 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 989-799-5700	Date 6/13/2016
Street Address: 1100 S. Washington Ave.	City, State, Zip Code Saginaw, MI 48601	

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
Street Address:	City, State, Zip Code	

8. Evaluation and Determination

CORNERSTONE INSPECTION SERVICES

Mechanical Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Plumbing Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Electrical Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Residential Building Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Commercial Building Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Plans Examination	<input type="checkbox"/> YES	<input type="checkbox"/> NO

PUBLIC SERVICES

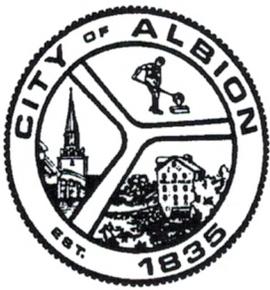
Right of Way	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Curb Cut	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Soil Erosion	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Sewer Connection	<input type="checkbox"/> YES	<input type="checkbox"/> NO

ZONING PERMIT

Site Plan	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Variance	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Non-conformity	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Special Use	<input type="checkbox"/> YES	<input type="checkbox"/> NO

PLANNING DEPARTMENT APPROVAL/DENY

<i>Signature</i>		<i>Date</i>
<i>Notes</i>		<i>Stamp</i>



City of Albion
Planning, Building, Code Enforcement
112 W. Cass Street
Albion, Michigan 49224

Office: 517-629-7189
Email: jtracy@cityofalbionmi.gov

NOTICE OF PUBLIC HEARING BEFORE THE CITY OF ALBION PLANNING COMMISSION

**TUESDAY, JUNE 28, 2016, 7:00 P.M. COUNCIL CHAMBERS, LOCATED ON
UPPER LEVEL OF CITY HALL 112 W. CASS STREET ALBION, MICHIGAN**

PLEASE TAKE NOTICE that the Albion Planning Commission will give formal consideration to a Special Use Permit Application #2016-031 and Site Plan Review #2016-032 for Albion Downtown Hotel, LLC., property located at 200 S. Superior Street, Block 52, lots 1 through 12. Applicants proposed project consist of construction of a new 55,000 sq. ft., three (3) story, 75 room hotel with conference facilities, restaurant, bar, exercise room, indoor pool, common areas, and outdoor patio/fire pit area. The façade 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 is proposed to 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 are propose to be off of Center St. and Porter St. and the main building entry will be on the west side facing the parking lot (Clinton St. side). Building entry proposed off of the Superior St. sidewalk.

As required and subject to B-2 Central Business District zoning:

- Section 30-223. (2) Uses permitted by special use permit.
- Section 30-224. Height of structures.
- Section 30-225. Lot area and yard requirements.
- Section 30-226. Off-street parking and loading space requirements.
- Section 30-227. Permitted signs – Amended see chapter 64. Signs.
- Section 30-228. Site development standards.
- All parking and loading areas, including outdoor display areas, shall be subject to Article V. Division 2 and Division 3 (sections 30-311 through 30-327).
- Division 9. Landscaping and screening (sections 30-431 through 30-437).

All Concerned citizens are encourage to be present at this meeting to express their opinions on this matter, as public input is an important element in the Board's deliberations.

To comply with the American Disabilities Act. (ADA), any citizen requiring accommodations to attend this meeting/function, and or obtain this notice in alternative formats, please contact the City Manager's office at (517) 629-5535 at least five (5) business days prior to the meeting/function.

Copies of information on the proposed variance are available in the City Manager's office Monday-Friday from 8:00 a.m. to 5:00 p.m.... Written comments or suggestions regarding this matter are also welcome and should be directed to the Planning, Building, Code Enforcement Department office at City Hall, by no later than 5:00 P.M., on June 28, 2016.

John Tracy
Director of Planning, Building, Code Enforcement for the City of Albion

FILE COPY

Calhoun County Land Bank Authority
315 W. Green St.
Marshall, MI. 49068

Occupant
109 S. Superior St.
Albion, MI. 49224

Occupant
111 S. Superior St.
Albion, MI. 49224

Occupant
113 S. Superior St.
Albion, MI. 49224

Occupant
115 S. Superior St.
Albion, MI. 49224

Occupant
117 S. Superior St.
Albion, MI. 49224

Occupant
119 S. Superior St.
Albion, MI. 49224

Friends of the Bohm Theatre
203 S. Superior St.
Albion, MI. 49224

Occupant
201 S. Superior St.
Albion, MI. 49224

Albion Civic Foundation
P.O. Box 156
Albion, MI. 49224

Occupant
203 S. Superior St.
Albion, MI. 49224

First Merit Bank
Accounts Payable
328 S. Saginaw St.
Flint, MI. 48502

First Merit Bank
207 S. Superior St.
Albion, MI. 49224

Occupant
207 S. Superior St.
Albion, MI. 49224

Bishop Acquisitions LLC
1100 S. Washington Ave., Ste. 3
Saginaw, MI. 48601

Illusions Hair Design
213 S. Superior St.
Albion, MI. 49224

Occupant
213 S. Superior St.
Albion, MI. 49224

Occupant
215 S. Superior St.
Albion, MI. 49224

Albion Land LLC
6001 S Pennsylvania Ave.
Lansing, MI. 48911

Albion Land LLC
217 S. Superior St.
Albion, MI. 49224

Singh & Singh of Albion LLC
217 S. Superior St.
Albion, MI. 49224

FEDCO
217 S. Superior St.
Albion, MI. 49224

Occupant
217 S. Superior St.
Albion, MI. 49224

Judy W. Warren
223 S. Superior St.
Albion, MI. 49224

Occupant
223 S. Superior St.
Albion, MI. 49224

Kids 'N' Stuff
P.O. Box 718
Albion, MI. 49224

Performance Automotive
309 S. Superior St.
Albion, MI. 49224

APC Stores Inc.
440 Kirtland St. SW
Grand Rapids, MI. 49507

Occupant
309 S. Superior St.
Albion, MI. 49224

Occupant
311 S. Superior St.
Albion, MI. 49224

FILE COPY

Occupant
106 S. Superior St.
Albion, MI. 49224

Occupant
108 S. Superior St.
Albion, MI. 49224

Cascarelli James
1991 Country Club Way
Albion, MI. 49224-9577

Cascarelli Family Trust
1991 County Club Way
Albion, MI. 49224-9577

Occupant
110 S. Superior St.
Albion, MI. 49224

Occupant
114 S. Superior St.
Albion, MI. 49224

Cascarellie's Tavern Inc.
116 S. Superior St.
Albion, MI. 49224

Occupant
116 S. Superior St.
Albion, MI. 49224

Albion Pizza Company
Robert Wilson
8530 Pebble Creek
Pinckney, MI. 48169

Hungry Howie's
111 W. Cass St.
Albion, MI. 49224

Plassman Properties Family
P.O. Box 70
Marshall, MI. 49068

Riley Rowley Weeks Agency
205 W. Cass St.
Albion, MI. 49224

Occupant
205 W. Cass St.
Albion, MI. 49224

Walters Robin E
2932 Eaton Rapids Rd.
Albion, MI. 49224

Randolph Smith
2932 Eaton Rapids Rd.
Albion, MI. 49224

Occupant
200 W. Center St.
Albion, MI. 49224

Bellisma Bridal
200 W. Center St.
Albion, MI. 49224

Solis Eusebio
208 W. Center St.
Albion, MI. 49224

Stahl Betty
P.O. Box 492
Albion, MI. 49224

Occupant
209 W. Center St.
Albion, MI 49224

Michigan Bell Telephone
Tax Matters District
444 Michigan Ave., Room 1460
Detroit, MI. 48226

Michigan Bell Telephone
210 S. Clinton St.
Albion, MI. 49224

Occupant
210 S. Clinton St.
Albion, MI. 49224

Moye Calvin
210 E. Broadwell St.
Albion, MI. 49224

Moye Rose
210 E. Broadwell St.
Albion, MI. 49224

Occupant
212 W. Porter St.
Albion, MI. 49224

Occupant
212 W. Porter St., Apt. 1
Albion, MI. 49224

Occupant
212 W. Porter St., Apt. 2
Albion, MI. 49224

Occupant
212 W. Porter St., Apt. 3
Albion, MI. 49224

Downtown Development Authority
Ismon House
112 W. Cass St.
Albion, MI. 49224

FILE COPY

Occupant
300 S. Clinton St.
Albion, MI. 49224

Fee Wynonna
207 W. Porter St.
Albion, MI. 49224

Fee Brontina
207 W. Porter St.
Albion, MI. 49224

Albion College
Business Office
KC Box 4667
Albion, MI. 49224

Albion Appliance Service
113 W. Porter St.
Albion, MI. 49224

Occupant
113 W. Porter St., Apt.
Albion, MI. 49224

Reynolds Joseph
21110 D Dr. South
Marshall, MI. 49068

Reynolds Carole
21110 D Dr. South
Marshall, MI. 49068

Charlies Tavern
111 W. Porter St.
Albion, MI. 49224

Charlies of Albion Inc.
111 W. Porter St.
Albion, MI. 49224

Reynolds Joseph
111 W. Porter St.
Albion, MI. 49224

Reynolds Carole
111 W. Porter St.
Albion, MI. 49224

Occupant
105 W. Porter St.
Albion, MI. 49224

Omega Development Group LLC
Amy Plassman
P.O. Box 70
Marshall, MI. 49068

Occupant
300 S. Superior St.
Albion, MI. 49224

Gerry's Beauty Shop
300 S. Superior St.
Albion, MI. 49224

Superior Barber Shop
Gerald Collier
302 S. Superior St.
Albion, MI. 49224

Edward D Jones & Co #06741
Attn: Tax Reporting
P.O. Box 66528
Saint Louis, MO. 63166-6528

Edward Jones
306 S. Superior St.
Albion, MI. 49224

Occupant
306 S. Superior St.
Albion, MI. 49224

Gateway Properties of Albion LLC
P.O. Box 568
Albion, MI. 49224

Secretary of State
308 S. Superior St.
Albion, MI. 49224

Parks Drug Inc
318 S. Superior St.
Albion, MI. 49224

Marjorie D Shedd Trust
Shedd Marjorie/Kathleen
10780 29 Mile Rd.
Albion, MI. 49224

Parks Drug Store
318 S. Superior St.
Albion, MI. 49224

Marvin Scott
108 W. Erie St.
Albion, MI. 49224

Occupant
108 W. Erie St.
Albion, MI. 49224

Palmer House Inn Bed & Breakfast
108 W. Erie St.
Albion, MI. 49224

Palmer House Inn Bed & Breakfast
C/O Mr. Scott Marvin
1221 Edwards St.
Albion, MI. 49224

Verderber, LLC
102 S. Monroe St., Apt. 2
Albion, MI. 49224

Occupant
112 W. Erie St., Apt. 1
Albion, MI. 49224

Occupant
112 W. Erie St., Apt. 2
Albion, MI. 49224

FILE COPY

Occupant
104 S. Superior St.
Albion, MI. 49224

Foxy Nails
110 S. Superior St.
Albion, MI. 49224

Occupant
110 W. Erie St.
Albion, MI. 49224

Occupant
112 W. Erie St.
Albion, MI. 49224

Occupant
219 ½ S. Superior St.
Albion, MI. 49224

Occupant
300 ½ S. Superior St.
Albion, MI. 49224

Occupant
304 S. Superior St.
Albion, MI. 49224

Greater Albion Chamber of Commerce
310 S. Superior St.
Albion, MI. 49224

Albion Moose Lodge
406 S. Superior St.
Albion, MI. 49224

AIM
114 W. Erie St.
Albion, MI. 49224

Occupant
308 S. Superior St., Apt. 1
Albion, MI. 49224

Occupant
308 S. Superior St., Apt. 2
Albion, MI. 49224

Occupant
306 S. Superior St., Apt. 1
Albion, MI. 49224

Occupant
306 S. Superior St., Apt. 2
Albion, MI. 49224

Albion Community Foundation
203 S. Superior St.
Albion, MI. 49224

Albion Summit Point
105 S. Superior St.
Albion, MI. 49224

DIVISION 7. B-2 CENTRAL BUSINESS DISTRICT

Section 30-221. Scope.

The provisions of this division shall apply to the B-2 central business district with said boundaries described as:

Beginning at the intersection of E. Ash Street and S. Ionia Street; thence west to a line 38 feet west of the west line of Lot 9, Block 64 of the Original Plat; thence north to the centerline of the vacated alley in said block; thence west to east line of lot 2 in said block; thence north to the centerline of W. Erie Street; thence west to the centerline of S. Clinton Street; thence north to south line of Lot 5, Block 62, of the Original Plat; thence west to the west line of said lot 5; thence north to the centerline of W. Porter Street; thence west to a line 19.42 feet west of the west line of Lot 7, Block 51, of the Original Plat; thence north to the centerline of the alley in said block; thence east to the center of Lot 4 of said block; thence north to the centerline of W. Center Street; thence west to the west line of Lot 8, Block 50, of the Original Plat; thence north to the centerline of the alley in said block; thence east to the centerline of S. Clinton Street; thence north to the centerline of Michigan Avenue; thence east to the centerline of N. Superior Street; thence south to a line which is 95.5 feet south of the south line of the railroad right-of-way (measured along the east right-of-way line of Superior Street); thence east 109.5 feet (from the centerline of Superior Street); thence south 68n -10' east approximately 145 feet to the west line of the City (Water Works) property; thence south to the Kalamazoo River; thence southeasterly along the Kalamazoo River to the north line of Lot 17 of the "Assessor's Replat of Mill Reserve and Block 48 of the Original Plat"; thence west to a line which is 14 feet east of the west line of Lot 16 of said plat; thence south to the centerline of East Erie Street; thence west to the centerline of S. Ionia Street; thence south to the place of beginning.

(Ord. No. 1987-4, § 2, 4-6-87)

Section 30-222. Intent.

The B-2 Central Business Districts is intended to provide for a variety of retail and office services which serve the needs of a consumer trade area that extends beyond the corporate boundaries of the city. This district is characterized by intense pedestrian activity and a unified architectural scale.

The district regulations are designed for these purposes:

- (1) To promote convenient comparison shopping by pedestrians for retail goods and business, professional, and personal services.
- (2) To provide for the stability of retail development by encouraging a continuous retail frontage and by prohibiting automotive related uses and services.

- (3) To provide for more employment in the district and to promote the full utilization of downtown buildings, including the second or third floors for possible residential use.

The essential interpretation of activities is given precedence in the regulations and future planning of this district over any desire to permit automobiles to come directly to each establishment. Non retail uses are compatible with the purpose of this district as long as adequate and convenient parking can be provided for within the common parking element, ensuring the ease of pedestrian movement from both retail and non-retail uses. {Amended by ordinance #2005-10, 6/15/05 }

- (4) To protect the district from over congestion of the traffic pattern, while providing adequate automobile access to, and parking in, the area.
- (5) To protect and enhance the value of property within the district.
- (6) To promote development which is compatible with the existing historic character of the district.

The essential interdependence of activities is given precedence in the regulation and future planning of this district over any desire to permit automobiles to come directly to each establishment. Non-retail uses are compatible with the purposes of this district as long as adequate and convenient parking can be provided for retail activity, the ease of pedestrian movement can be ensured, and the quality of life can be protected.

(Code 1980, § 20.21-1; Ord. No. 1987-4, § 2, 4-6-87)

Section 30-223. **Permitted** uses.

In the B-2 Central Business District, no buildings or land shall be used and no structure shall be erected, altered, or used except for either one or several of the following uses by right, permitted special uses, and/or lawful accessory uses.

- (1) Uses permitted by right. The following may be operated as a use by right, provided that any such use, including storage, is conducted on the premises within a completely enclosed, existing building unless otherwise specified below:
 - a. Any generally recognized retail business which supplies commodities on the premises including, but not limited to: antiques or second-hand goods, apparel and accessories, household appliances, automobile parts or accessories, bicycles, books, business equipment and supplies, cameras, drugs and medical equipment and supplies, flowers, foods and grocery items, furniture, garden supplies, gifts, hardware, jewelry, liquor (by package only), luggage, mail-order goods, musical instruments and appliances, shoes, sporting goods, toys, wall and-floor coverings.
 - b. Any personal service establishment including, but not limited to: beauty parlors, barber shops, interior decorators, locksmiths, photographers, repair shops

(electronics, shoes, watches, etc.), tailor shops, laundries, dry cleaners, and wherein said establishment does not extend as an integral part of, or accessory thereto, any service of a drive-in nature.

- c. Restaurants and taverns in which patrons are served while seated within an enclosed building, and wherein said establishment does not extend as an integral part of, or accessory thereto, any service of a drive in nature.
- d. Offices characterized by personal, on-premise service of customers, including, but not limited to financial, insurance, real estate, travel agencies, public utilities, and medical or dental clinics and laboratories.
- e. Public and quasi-public buildings, including, but not limited to: fraternal organizations, clubs and lodge halls, libraries, municipal offices, and museums.
- f. Banks and other financial institutions , with drive-in facilities permitted only when said drive-in facilities are incidental and accessory to the principal function.
- g. Commercial recreation facilities which conduct business within a completely enclosed building, including, but not limited to: movie theaters, skating rinks, concert and dance halls, etc., where alcoholic and/or nonalcoholic beverages may be served, provided:
 - I. That establishments which serve non-alcoholic beverages be limited to the same hours of operation of those which are permitted to serve alcoholic beverages.
 - 2. That all related building, fire, and safety codes be met.
- h. Offices and retail showrooms of plumbers, electricians, decorators, or similar trades. Storage of non-retail materials and the making, assembling, remodeling, repairing, altering, finishing, or refinishing or its products or merchandise shall be permitted, provided that:
 - I. These activities are completely enclosed within the premises occupied by said establishment.
 - 2. These activities are clearly accessory to sales and display activities.
 - 3. In all cases, the first story premises facing upon or visible from any abutting street may not be used for other than retail display and associated office space.
- i. Studios or business schools, including, but not limited to: dance, music, art, and voice schools and studios.
- J. Bakeries, confectioneries , delicatessens, and other carryout food service

establishments without drive-in facilities, provided that noise and odor levels shall not exceed those levels which are in keeping with the retail uses within the district.

- k. Apartment units and/or multiple-family residences, only in already existing structures, provided that there shall be no dwelling units in basements, nor shall first-story dwelling units be permitted in structures designed and built with commercial storefronts. Conversion of existing space on the second or third floors for the new residential use shall be subject to special use approval. {amended by Ordinance #2005-10, 6/15/2005}
- l. Radio and television broadcastings studios excluding transmission facilities.
- m. Mechanical amusement arcades, provided that any such establishment shall comply with Chapter 3 of the Code of Ordinances.
- n. Public parks and plazas.

(A) *Permitted uses with conditions.*

Bed and Breakfast Inns Operations

{Ordinance #2000-03, 3/6/2000. Note: Section 30-223 (l)(A)(a)(A-F) added}

Building requirements.

Applicants shall submit a site and floor plan of the residential dwelling unit illustrating that the proposed operation meets all zoning ordinance requirements.

Bed and breakfast operations shall be confined to an existing single-family dwelling unit which is the principal dwelling unit on the property.

The dwelling unit in which the bed and breakfast operation takes place shall be the principal residence of the operator, and the operator shall live on the premises when the bed and breakfast operation is active. The operator shall not let out the principal residence.

Each dwelling utilized as a bed and breakfast inn operation shall comply with the provisions of Chapter 18 and shall comply with those provisions of the State Construction Code, the Electrical Code, the Property Maintenance Code, the Mechanical Code and the Fire Prevention Code applicable to dwellings and lodging houses.

No building or structure either on the premises of the bed and breakfast inn operation or on the property adjacent thereto shall be removed in order to provide for parking for the bed and breakfast inn operation.

No bed and breakfast inn operation shall have on its premises any restaurant which is open to the general public any store or any separate gift shop.

No portion of any bed and breakfast inn operation shall be operated in any accessory structure.

All such bed and breakfast inn operation shall be designed, constructed, operated and maintained so as to be compatible with the surrounding neighborhood.

Annual inspection by the zoning administrator, fire chief and building inspector shall be required.

Bed and breakfast operations shall be limited to five (5) guest sleeping rooms.

A structure or premise utilized for a bed and breakfast inn operation must have at least two (2) exits to the outdoors from such structure or premise.

The main structure of the bed and breakfast inn operation shall have a minimum floor area space of two thousand (2,000) square feet, excluding garage and basement, with a maximum of forty (40) percent of that space designated as a sleeping room. Sleeping rooms shall be a minimum size of one hundred (100) square feet for two (2) occupants with an additional thirty (30) square feet for each additional occupant, to a maximum of four (4) occupants per room if that sleeping room unit has a private bathroom.

Each sleeping room used for the bed and breakfast inn operation shall have a separate hard wired smoke detector alarm. (Battery operated smoke detectors are prohibited)

Lavatories and bathing facilities shall be available to all persons using any bed and breakfast inn operation.

In no case shall there be fewer than two (2) shared bathrooms for every four (4) sleeping rooms.

B. Site Development.

Minimal outward modification of the structure may be made only if such changes are compatible with the character of the area or neighborhood and the intent of the zoning district in which the bed and breakfast inn operation is located.

Refuge container areas shall be fully enclosed and have a minimum of fifteen (15) square foot enclosure area with an overall height of not more than five (5) feet.

Cyclone fencing is prohibited for any use.

Screening requirements shall be reviewed on an individual basis when residential use is adjacent to a Bed and Breakfast Inn Operation.

Parking requirements.

One off-street parking space shall be provided for the owner-occupant and one additional off-street parking space for each sleeping room designated for bed and breakfast inn operation use.

Municipal parking may be used to facilitate required parking if permission is granted by city council. (sec. 82-126 Definition of Downtown parking)

Required parking shall be located only in the side and rear yard areas.

Security lighting is permitted, but shall be restricted to a maximum height of fifteen (15) feet.

Signs.

A bed and breakfast inn operation shall be permitted only one non-animated non-illuminated exterior sign attached to the principal structure or one free-standing sign located not less than five (5) feet from the property line, have an overall face area of six (6) square feet, and indirect lighting may be allowed with permission from planning commission.

Additional Conditions.

Guest register: Each operator shall keep a list of names and dates of stay of all persons staying at the bed and breakfast inn operation. Such list shall be available for inspection by city officials at any time.

Length of stay: The maximum stay for all customers of a bed and breakfast operation shall be fourteen (14) continuous days.

License for Bed and Breakfast Inn Operations:

Required, License:

No person shall operate, lease, rent or occupy a bed and breakfast inn, as that term is defined under section: 30-4 of the zoning ordinance, unless there is a current, valid license issued by the city clerk in the name of the owner for the specific bed and breakfast inn operation. A license issued pursuant to this section shall be issued for a bed and breakfast inn operation and shall at all times be displayed by the owner in a conspicuous place within the bed and breakfast inn. The license shall only be issued

upon compliance with the requirements of the section: 30-223 of the Zoning Ordinance and the City Code, after inspection by the city and shall be valid for a period of one year from the date of issuance.

Required, Inspections:

The inspections required by subsection (1) above shall be conducted by the city annually prior to the issuance or re-issuance of the license and shall determine the following:

Compliance with the State Construction Codes applicable to dwellings and lodging houses.

Compliance with the requirements of section: 30-223 of the Zoning Ordinance and the City Code.

Compliance with the definition of bed and breakfast inn operation as set forth in section: 30-4 of the Zoning Ordinance.

Compliance with such health and sanitation standards as may from time to time be enacted by the city, Calhoun County and or the state.

Compliance with all other requirements of the Code.

(2) *Uses permitted by special use permit*, subject to the review and approval of the planning commission. The following uses shall be permitted in the B-2 Central Business District, subject to the review and approval of the Planning Commission according to Article II, Division 5 (section 30-81 through 30-85) of this chapter. No special use permit for any such use shall be issued without the applicant first having obtained proof or certification of compliance with state and local barrier-free and fire safety construction codes from the city building inspector. Any special use permit shall be subject to the standards contained in [sections] 30-81 through 30-85, and subject further to the conditions hereinafter imposed for each use:

- a. Any use which involves the construction of a new structure and/or exterior structural additions to existing structures which constitute an increase of fifty (50) a per cent of the gross square footage of any story of said existing structure, provided that this new construction fulfills the intent of this district by complying with the following requirements:
 1. The structure shall be used for a permitted or special use within this district. {amended by Ordinance #2005-10, 6/15/2005}
 2. In order to promote convenient comparison shopping by pedestrians, the maximum front and side setbacks for the new building shall be the average of the corresponding setbacks of the adjacent structures, as measured from the common property lines.

3. In order to promote development which is compatible with the district's historic character, any facade on any new construction under this subsection shall incorporate building materials, colors, and proportions which are compatible with those of the existing buildings within the district.
 4. In order to promote convenient pedestrian access, any automobile entry or parking on the site shall be confined to the rear or side of the site.
 5. Adequate automobile parking, as determined for each specific use must be either readily available in existing public facilities, as defined by capacity within the common parking element, or provided for by the owner in conjunction with the proposed new development. {amended by Ordinance #2005-10, 6/15/2005 }
- b. Light assembly, fabrication, processing, repair, warehousing, and/or wholesaling, wholly within an already existing structure; including, but not limited to:
1. Crating and packing service;
 2. Dry cleaning and laundry plants serving more than one outlet;
 3. Electronic assembly and repair;
 4. Furniture cleaning and refinishing shops;
 5. Manufacturing (including the production , processing, cleaning, testing, and distribution of materials, goods, foodstuffs, and products);
 6. Mini-warehouses or storage facilities;
 7. Mirror supply and refinishing shops;
 8. Pest control establishments;
 9. Printing and publishing, including the processing thereto.

Provided that:

- I 0. Any such use which occurs on the first story must be in conjunction with a related use-by-right which is conducted by the same establishment within the same building. The first story premises facing upon or visible from any abutting street shall be used only for that use-by-right , in an area of not less than five hundred (500) square feet.
11. Any such use which has no related use-by-right shall not be permitted on the

first story.

12. Levels of traffic, noise, smoke, vibrations, odor, fumes, and glare shall not exceed those levels which are in keeping with the retail uses within the district.

13. No separate entrance to the front of the building shall be constructed for any such use.

- c. Hotels, provided that any unit shall contain not less than two hundred and fifty (250) square feet of floor area.
 - d. Restaurants and taverns in which patrons are served outdoors or in an open-front building, and wherein said establishment does not extend as an integral part of, or accessory thereto, any service of a drive-in nature.
 - e. Off-street parking facilities as a principal use, subject to section 30-226 and 30-228, and Article V, Division 2 and Division 3 (sections 30-311 through 30-327) of this chapter.
 - f. Off-premise business signs, provided that any such sign comply with the standards of Article V, Division 3 (sections 30-341 through 30-372) of this chapter.
 - g. Apartment units and/or multiple family residences in new structures or through conversion of existing structures provided such use is located on the second or third floor of the building and each unit has separate kitchen and bathroom facilities. { amended by Ordinance #2005-10, 6/15/2005 }
- (3) Accessory uses, which are clearly incidental and customary to and commonly associated with the operation of the uses by right.
- a. Business signs which pertain only to the principal permitted use on the premises, provided that any such sign comply with the standards of Article V, Division 4 (sections 30-341 through 30-372) of this chapter.
 - b. Off-street parking and loading areas which pertain only to principal permitted use on the premises, according to sections 30-226 and 30-228, and Article V, Division 3 and Division 3 (sections 30-311 through 30-327) of this chapter.
 - c. Mechanical amusement devices, provided that the number of said devices shall not exceed four (4), and all requirements for such devices in Chapter 3 of the Code of Ordinances have been met.
 - d. Dumpsters for the temporary storage of refuse.

(Code 1980, § 20.12-2; Ord.No. 1985-2, § 2, 5-6-85; Ord.No. 1985-1I, § 2, 10-7-85; Ord.No. 1987-4, § 2, 4-6-87)

Section 30-224. Height of structures.

No use or accessory use structure permitted by right or by special use permit shall exceed four (4) stories or fifty (50) feet in height, whichever is taller.

(Code 1980, § 20.12-3; Ord. No. 1987-4, § 2, 4-6-87)

Section 30-225. Lot area and yard requirements.

The following minimum requirements shall be observed:

- (1) *Lot area.* No minimum lot area shall be required for use by right or accessory use structures.
- (2) *Front yard.* No front yard is required.
- (3) *Side yard widths (each side yard).* None required, except adjoining any R district, then not less than one-half the height of the building but not less than fifteen (15) feet in any case.
- (4) *Rear yard* The depth of a rear yard for buildings not exceeding three (3) stories shall be ten (10) feet, plus two and one-half (2 1/2) feet for each additional story.

(Code 1980, § 20.12-4)

Section 30-226. Off-street parking and loading space requirements.

In the B-2 Central Business District, no building shall be erected or structurally altered, and no land or building shall be used unless adequate off-street parking and/or loading space is provided and maintained [as required under section 30-228 and Article V. Division 2 and Division 3 (sections 30-311 through 30-327) of this chapter] on the premises operated for such use, or on other nearby premises provided and maintained by the proprietors of such use. In the event such adequate space is not available, municipal lots may be utilized for off street parking and/or loading, subject to the approval of the zoning administrator according to generally accepted parking ratios, and subject further to such rules and regulations as the chief of public safety and the city manager or the city council shall determine.

(Code 1980, § 20.12-5; Ord.No. 1987-4, § 2, 4-6-87)

Section 30-227. Permitted signs. *See chapter 64 Signs.*

The provisions of ~~Article V, Division 4~~ (sections 30-34-1 through 30-3J2) shall be in full force and effect in this district.

(Code 1980, § 20.12-6; Ord. No. 1987-4, § 2, 4-6-87)

Section 30-228. Site development standards.

In the B-2 Central Business District, all buildings or land shall be used, and all structures shall be designed, erected, altered, or used in compliance with the following site development standards:

- (1) Any such use, including storage, is conducted on the premises within a completely enclosed building unless otherwise specified within this division.
- (2) Levels of traffic, noise, smoke, vibrations, odor, fumes, and glare shall not exceed those levels which are in keeping with the retail uses within the district.
- (3) All parking lots or areas shall be provided with a permanent, durable, and dustless surface, and shall be graded and drained as to dispose of all surface water accumulated within the area.
- (4) All lighting shall be shielded from adjacent properties
- (5) Access shall be provided so as not to conflict with the adjacent business uses or adversely affect the traffic flow.
- (6) When any such use abuts the side and/or rear line of a lot in any R district a compact evergreen hedge, solid wall or treated wood fence not less than five (5) feet in height shall be maintained at the property line.
- (7) All parking and loading areas, including outdoor display areas, shall be subject to Article V, Division 2 and Division 3 (sections 30-311 through 30-327) of this chapter, provided, however, that in the event of a conflict between said sections and this section, the stricter requirement shall prevail.

(Ord. No. 1987-8, § 2, 4-6-87)

Sections 30-229--30-240. Reserved.

City of Albion Comprehensive Plan Update

2006 Goals and Objectives

*Fortify and strengthen Albion's neighborhoods and the overall quality of its housing stock	*Preserve and enhance the historic character of the community	Strengthen visual and physical connections between the Downtown Commercial District, Albion College, and the North Eaton Street "gateway"	Enhance the image of Albion as an attractive, inviting, and visually interesting place to visit and live	Strengthen Albion's position as a commercial center	*Improve Albion's transportation network to accommodate various modes, including walking, biking, automobiles, passenger rail and public transportation	Promote opportunities for industrial expansion, while protecting the viability of established residential and commercial zones
Identify priority redevelopment sites and recruit developers for residential infill projects	Work to increase the number of historic district and landmark designations throughout the City	Develop a strong and consistent visual theme along North Eaton that ties into Michigan and Erie Streets via Superior Street. Extend visual theme along Cass Street to the main quad of Albion College	*Leverage Albion's parks and trails as part of its economic development strategy	Work with DDA, EDC, and Chamber of Commerce to promote downtown Albion to a local and regional audience	*Leverage Albion's opportunity to position itself as a Trail Town, based on its location on the North Country Trail. A Trail Town is a community through which the North Country Trail passes that supports hikers with services, promotes the Trail to its citizens and embraces the Trail as a resource to be protected and celebrated. Trail Towns are built on a relationship between a town, the Trail and its volunteers.	Continue to work to reduce the number of non-conformities and land use conflicts in industrial zones. Work to acquire/assemble these properties for future industrial use.
*Expand housing options to meet the needs of residents at varying life stages and income levels		Promote walkability and encourage new development by improving pedestrian corridors between the College and Downtown	Implement a gateways/streetscape program at strategic locations at main entrances and thoroughfares in the city. Encourage landscaping standards for new commercial/industrial development at those strategic locations.	Promote the strategic plan for downtown developed by the DDA	Take appropriate actions necessary to meet the public service/ infrastructure needs of downtown businesses and their customers, which would include bike friendly infrastructure, parking, electric vehicle charging stations, etc.	Continue to work to create more efficient buffer/transitional zones between industry and less intensive land uses.
Encourage architecturally appropriate infill development on residential lots		Improve the gateways into the City with attractive landscaping, streetscaping, signage. Develop a wayfinding system to draw visitors downtown	Encourage retail developers in the downtown commercial district to reduce massing and scale of new development through the use of more traditional storefront designs	Promote opportunities for upper-level apartment use in the B-2 zoning district	Continue to maintain riverwalk in downtown with bike trail/connections to other riverfront/linear parks and encourage connections to other trail systems	Continue to provide adequate City services and utilities to support and attract industrial development
			Continue to seek renewal of millages for public improvements			

*Fortify and strengthen Albion's neighborhoods and the overall quality of its housing stock	*Preserve and enhance the historic character of the community	Strengthen visual and physical connections between the Downtown Commercial District, Albion College, and the North Eaton Street "gateway"	Enhance the image of Albion as an attractive, inviting, and visually interesting place to visit and live	Strengthen Albion's position as a commercial center	*Improve Albion's transportation network to accommodate various modes, including walking, biking, automobiles, passenger rail and public transportation	Promote opportunities for industrial expansion, while protecting the viability of established residential and commercial zones
Limit the further encroachment of commercial uses into residential neighborhoods through a policy of containment of commercial development		Consider strong focal point elements (pavilion, monument) at the southwest corner of Austin and North Eaton	Bury overhead utility lines underground during regularly scheduled road construction	Encourage the DDA, EDC and Chamber of Commerce to take a more pro-active role in acquainting new businesses with the City's zoning and permitting processes		Recycle vacant or underutilized brownfield properties for future industrial or commercial use
Develop and implement certification/registration program for rental and vacant properties		Consider privatization of dead end streets within the College boundaries	Develop and maintain monumentation at key entrances to downtown	Work with developers and regional economic development agencies to recruit and retain local and national retailers		"Land bank" suitable vacant properties for future industrial development
Limit the conversion of existing single-family dwellings into multi-family use			* Reinforce Albion's image as an entertainment and recreational center by raising awareness of its assets	Reconcile zoning ordinance according to future land use map to ensure an adequate supply of commercially zoned land for future development		Work with MDEQ and liable parties to market and redevelop existing brownfields
Market City-owned residential lots, and place restrictions on the quality and type of housing that can be constructed on same. Deed restrict these properties against rental use			Plan for the provision of an active fiber optic communications system	Promote mixed-use neighborhood commercial development as an alternative to strip mall style development in predominantly residential areas. Encourage development that is consistent with low-intensity, home-based occupations		Make application to EPA for Site Assessment/Remediation grant funds
Improve code enforcement			Continue to support the City's tree replacement program	Promote more commercial development along North Eaton Street, north of Broadwell (Austin?)		
				Promote commercial development along the north side of Bemer Street		

2016 Comprehensive Plan Update

Objective	Priority: High, Med, Low	Time frame for completion	What We've Done	What is Left to Do	Who's Responsible?	What Will It Look Like When Complete?
Fortify and strengthen Albion's neighborhoods and the overall quality of its housing stock						
1. Identify priority redevelopment sites and recruit developers for residential infill projects						
2. Expand housing options to meet the needs of residents at varying life stages and income levels						
3. Encourage architecturally appropriate infill development on residential lots						
4. Limit the further encroachment of commercial uses into residential neighborhoods through a policy of containment of commercial development						
5. Market City-owned residential lots, and place restrictions on the quality and type of housing that can be constructed on same. Deed restrict these properties against rental use						
6. Improve code enforcement						

2016 Comprehensive Plan Update

Objective	Priority: High, Med, Low	Time frame for completion	What We've Done	What is Left to Do	Who's Responsible?	What Will It Look Like When Complete?
Preserve and enhance the historic character of the community						
1. Work to increase the number of historic district and landmark designations throughout the City						

2016 Comprehensive Plan Update

Objective	Priority: High, Med, Low	Time frame for completion	What We've Done	What is Left to Do	Who's Responsible?	What Will It Look Like When Complete?
Strengthen visual & physical connections between the Downtown Commercial District, Albion College, the North Eaton St "gateway"						
1. Develop a consistent visual theme along North Eaton that ties into Michigan and Erie Streets via Superior St. Extend visual theme along Cass St to the main quad of Albion College						
2. Promote walkability and encourage new development by improving pedestrian corridors between the College and Downtown						
3. Improve the gateways into the City with attractive landscaping, streetscaping, signage. Develop a wayfinding system to draw visitors downtown						
4. Consider strong focal point elements (pavilion, monument) at the southwest corner of Austin and North Eaton						

5. Consider privatization of dead end streets within the College boundaries						
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2016 Comprehensive Plan Update

Objective	Priority: High, Med, Low	Time frame for completion	What We've Done	What is Left to Do	Who's Responsible?	What Will It Look Like When Complete?
Enhance the image of Albion as an attractive, inviting, and visually interesting place to visit and live						
1. Leverage Albion's parks and trails as part of its economic development strategy						
2. Implement a gateways/streetscape program at strategic locations at main entrances and thoroughfares in the city. Encourage landscaping standares for new commercial/industrial development at those strategic locations.						
3. Encourage retail developers in the downtown commercial disrict to reduce massing and scale of new development through the use of more traditional storefront designs						
4. Continue to seek renewal of millages for public improvements						
5. Bury overhead utility lines underground during regularly scheduled road construction						

6. Develop and maintain monumentaion @ key entrances to downtown						
7. Reinforce Albion's image as an entertainment and recreational center by raising awareness of its assets						
8. Plan for the provision of an active fiber optic communications system						
9. Contine to support the City's tree replacement program						

2016 Comprehensive Plan Update

Objective	Priority: High, Med, Low	Time frame for completion	What We've Done	What is Left to Do	Who's Responsible?	What Will It Look Like When Complete?
Strengthen Albion's position as a commercial center						
1. Work with DDA, EDC, and Chamber of Commerce to promote downtown Albion to a local and regional audience						
2. Promote the strategic plan for downtown developed by the DDA						
3. Promote opportunities for upper-level apartment use in the B-2 zoning district						
4. Encourage the DDA, EDC and Chamber of Commerce to take a more pro-active role in acquainting new businesses with the City's zoning and permitting processes						
5. Work with developers and regional economic development agencies to recruit and retain local and national retailers						

6. Reconcile zoning ordinance according to future land use map to ensure an adequate supply of commercially zones land for future development						
7. Promote mixed-use neighborhood commercial development as an alternative to strip mill style in predominantly residential areas.						
8. Promote more commercial development along North Eaton Street, north of Broadwell (Austin?)						
9. Promote commercial development along the north side of Bemer Street						

2016 Comprehensive Plan Update

Objective	Priority: High, Med, Low	Time frame for completion	What We've Done	What is Left to Do	Who's Responsible?	What Will It Look Like When Complete?
Improve Albion's transportation network to accommodate various modes						
1. Position Albion as a "Trail Town"						

2016 Comprehensive Plan Update

Objective	Priority: High, Med, Low	Time frame for completion	What We've Done	What is Left to Do	Who's Responsible?	What Will It Look Like When Complete?
Promote opportunities for industrial expansion, while protecting the viability of established residential and commercial zone						
1. Continue to work to reduce the number of non-conformities and land use conflicts in industrial zones. Work to acquire/assemble these properties for future industrial use.						
2. Continue to work to create more efficient buffer/transitional zones between industry and less intensive land uses						
3. Continue to provide adequate City services and utilities to support and attract industrial development						
4. Recycle vacant or underutilized brownfield properties for future industrial or commercial use						
5. "Land bank" suitable vacant properties for future industrial development						

6. Work with MDEQ and liable parties to market and redevelop existing brownfields						
7. Make application to EPA for Site Assessment/Remediation grant funds						

Albion Walkable Cities Workshop

Summary and Progress Report – Albion Planning Commission Presentation – June 28, 2016

On Thursday May 12th, the City of Albion hosted a community workshop. It was the first in a series of events that will be held over the next 5 months as the City updates its Comprehensive Master Plan and works to become Redevelopment Ready Certified by the Michigan Economic Development Corporation.

The Community Engagement Process

Albion's Comprehensive Plan is due for an overhaul and the most important part of this process is gathering information from residents about what they would like the Albion community to look and feel like in the future. The look and feel of the community are tied to not only the aesthetics of the city but also economic opportunities, neighborhoods, transportation, recreation, housing, and safety – among other aspects. Through focus group discussions with stakeholders, community workshops, surveys, and interactive planning events, we are hoping to gain insight from residents about various aspects of the community. We are helping the Planning Commission answer the four questions: where are we now; how did we get here; where do we want to go; and how do we get there?

Goals

- Gather helpful information for the Planning Commission to update the Comprehensive Plan
- Involve as many residents in the process as possible
- Foster a sense of efficacy while creating a safe and welcoming space to discuss ideas
- Make community engagement a more regular process

The Walkable Cities Workshop

As Albion moves forward with a number of projects – including the railway expansion, the Superior Street project, and even some new businesses – it is important that we take stock and ensure that these projects as well as future ones, meet the wants and needs of the community. The Walkable Cities Workshop sought to give residents the space to work together to identify the strengths of the Albion community as well as the challenges that we are facing. The idea of a “walkable city” was used to create a more tangible starting point for the conversation. Participants were asked to use the idea of what makes a “good walk” which is a walk that is safe, useful, comfortable, and interesting. With these ideas in mind, participants broke off into small groups of about 10 each to answer questions and have an open conversation with discussion leaders who were there to take notes and create a safe space for everyone to voice ideas.

Results

Overall, the conversations had at the Walkable Cities Workshop were positive and hopeful for the future. The initial consensus about a number of these ideas speaks volumes about the direction that the City should take. The group focused largely on celebrating the art, culture, people, and nature in Albion. We will gather more input from a wider audience as we continue with the community engagement programming.

Major Strengths

The survey began with asking people about where they like to take out-of-town guests. This was a good way to identify some of the major assets and anchors in the community. This generated a list of 31 locations that people like to take out-of-towners, the top three responses were listed by the majority of the participants and they were:

1. Victory Park and Reiger Park
2. Albion College campus
3. Bohm Theatre

In addition to identifying these places, the survey asked participants to identify natural and man-made features that make Albion unique. The top three responses to those questions were:

Natural Features

1. Kalamazoo River/falls in Victory Park
2. Old trees and variety of trees
3. Hill at Victory Park

Man-Made Features

1. Brick street
2. Whitehouse Nature Center
3. Tied for 3rd: the Band Shell & Molder Statue

Challenges

According to the surveys collected and the conversations had at the Walkable Cities Workshop, the majority of participants agreed on several challenges that the City of Albion is currently facing. Of the topics discussed, the most widely agreed upon include:

- Lack of opportunity for certain activities – shopping, canoeing, try new food, go to art exhibits, youth activities
- Lack of public benches
- Lack of continuity between downtown and neighborhoods/parks
- Blighted/abandoned properties
- Inadequate street lighting

With the challenges that were identified, participants were quick to offer solutions and identify resources. In addition, everyone expressed a strong sense of pride in their City and wanted to celebrate the assets and rich culture that it already has.

Wish List

The survey that we handed out had a few open-ended questions to give people the space to write down things that may have been missed by the questions. The following questions were posed to gather more specific responses:

1. What things do you go out of town to purchase that you wish you could buy in Albion?
2. List 3 ways that you might repurpose old buildings.
3. List 3 things you would add to the streets in Albion to create a better walk.

The response to these questions has generated a long list of ideas – some that have been discussed before and others that are outside-the-box. Below is a brief list of some of the top responses:

- | | | |
|--|---------------------------------|--------------------------|
| 1. Shopping – groceries, clothing, hardware, home goods, art, and outdoor recreation | 3. Public art (statues, murals) | 8. Fix up store fronts |
| 2. Benches | 4. Art competitions/art fairs | 9. More rental units |
| | 5. Street lighting | 10. Canoe livery/launch |
| | 6. Historic markers | 11. Repaired sidewalks |
| | 7. Bike lanes | 12. Informational kiosks |

Feedback

When given the opportunity to give feedback about the event, here are the results that were collected from the surveys:

- 19 of the 35 participants said that they would like to have more events like this
- 10 were neutral
- 6 did not respond

Comments about the Workshop

People who left comments about the event noted that they enjoyed that they were given the chance to voice their individual input and to hear others' input. It was a good way for people to come together on the challenges and strengths in our community. Others noted that they would like to have more than an hour to continue conversing with their neighbors about how to improve Albion. Another noted that they would like to see a more diverse group of participants.

Next Steps:

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