



City Hall
208 North First Avenue
Alpena, Michigan 49707
www.alpena.mi.us

Planning & Development

AGENDA

City of Alpena Planning Commission

Regular Meeting
Tuesday, March 14, 2017, 7:00 p.m.
Alpena, Michigan

CALL TO ORDER:

ROLL CALL:

PLEDGE OF ALLEGIANCE:

APPROVAL OF AGENDA:

APPROVAL OF MINUTES: Regular Meeting November 8, 2016

PUBLIC HEARING AND COMMISSION ACTION:

BUSINESS:

1. Report on development costs and timeline beyond the Planning Commission- Don Gilmet, Building official
2. Review Sample Sign Ordinance
3. Update on Southbay Alpena- Larry Clark

COMMUNICATIONS:

REPORTS:

1. Development Update
2. Redevelopment Ready Communities Program

CALL TO PUBLIC:

MEMBERS' COMMENTS:

ADJOURNMENT:



MINUTES
City of Alpena Planning Commission
Joint CIP Meeting
February 23, 2017
Alpena, Michigan

CALL TO ORDER:

The joint meeting of the Planning Commission was called to order at 5:30 p.m. by Mayor Waligoria.

ROLL CALL: PLANNING COMMISSION

PRESENT: VanWagoner, Gilmore, Austin, Wojda

ABSENT: Boboltz, Dort, Sabourin, Lewis, Mitchell

STAFF: Adam Poll (Director of Planning & Development), Cassie Stone (Office Clerk), Rich Sullenger (City Engineer), Karen Hebert (Clerk/Treasurer/Finance Director), Steve Shultz (Assistant City Engineer & IT Coordinator), Jeff Shea (City Assessor), Don Gilmet (Building Official), Mike Kieliszewski (Assistant Building Official), Joel Jett (Police Chief), Bill Forbush (Fire Chief), Lesslee Dort (Downtown Development Authority).

COUNCIL: Waligoria, Nielsen, Nowak, Johnson

ABSENT: Sexton

PLEDGE OF ALLEGIANCE:

Pledge of Allegiance was recited.

2018-2023 Capital Improvement Plan (CIP):

Adam Poll welcomed everyone and explained the format of the meeting. He also explained that as of right now the Planning Commission did not have a quorum but Mitchell was expected to arrive shortly. The Planning Commission and the Municipal Council met to hear the Capital Improvement Plan for 2018-2023. All department heads presented their new and updated reports to the Planning Commission and City Council and answered questions. Kieliszewski started with his group of projects from all building aspects of the CIP.

Mitchell arrived at 5:42 p.m.

Other department heads followed. Sullenger finished with his projects and suggested anyone had any questions feel free to ask him.

COMMISSION ACTION:

Motion made by Mitchell, seconded by Gilmore to approve the 2018-2023 CIP as presented and forward to City Council for adoption.

Ayes: VanWagoner, Gilmore, Austin, Wojda, Mitchell

Nays: None

Absent: Boboltz, Dort, Sabourin and Lewis

Motion passed: 5-0

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:32 p.m.

Wayne Lewis, Secretary

MINUTES
City of Alpena Planning Commission
Regular Meeting
January 10, 2017
Alpena, Michigan

CALL TO ORDER:

The regular meeting of the Planning Commission was called to order at 7:00 p.m. by Paul Sabourin, Planning Commission Chair.

ROLL CALL: PLANNING COMMISSION

PRESENT: Dort, Gilmore, Lewis, Boboltz, VanWagoner, Hunter, Mitchell, Sabourin

ABSENT: Heraghty

STAFF: Adam Poll (Director of Planning & Development), and Cassie Stone (Office Clerk).

PLEDGE OF ALLEGIANCE:

Pledge of Allegiance was recited.

APPROVAL OF AGENDA:

The November 8, 2016 agenda was approved as presented.

APPROVAL OF MINUTES:

The November 8, 2016 minutes were approved as printed.

PUBLIC HEARING AND COMMISSION ACTION:

P.C. Case #17-SU-01: Sunrise Mission Inc., has requested a special use permit be granted for the existing legal non-conforming multi-family home at 608 W. Chisholm Street. Article 5.14B

The property at 608 W. Chisholm Street is currently a legal non-conforming multifamily use located in the Commercial Corridor District (CCD). It has been utilized as multifamily housing since City staff began maintaining rental records in 2001. In 2010, the Zoning Ordinance required a special permit for multifamily housing in the CCD District. As the house was already a multifamily use, and a Special Permit was never obtained it became a legal non-conforming use at that time. Because of its status as a legal non-conforming use, the house can continue its use as a multifamily dwelling indefinitely until its use is changed. If the use changes, it could only revert back to a multifamily home through the special permit process.

The applicants are requesting a special permit for the property to allow for a multifamily use, which would eliminate its non-conforming status. Most often, applicants seek a special permit in this situation as many banks and insurance companies prefer to avoid non-conforming status as it can cause issues if the house is ever destroyed or damaged significantly.

Surrounding uses include a residential human care facility to the northwest at 616 and 622 W. Chisholm Street, a commercial use (Dairy Queen) to the southeast at 600 W. Chisholm Street and single family residential homes to the southwest across the alley.

Any new building that is constructed in the CCD, is required to meet setbacks, and parking requirements. Setback requirements in the CCD allow buildings can have a 0' front yard setback in this location as well as a 10' rear yard setback. There is a side yard setback of 10' for any use abutting residential district or use. In this case there would appear to be a setback of 10' adjoining the property at 616 W. Chisholm Street, which would meet the requirements. The side yard setback along the Dairy Queen property at 600 W. Chisholm Street would appear to be at least 16'. Parking regulations would require 2 spaces be provided multi (2 or more) bedroom unit and 1.5 spaces per one bedroom unit. In this case, records indicate that this building has 2 multi bedroom units and 2 single bedroom units and if built new would require 7 parking spaces. There would appear to be sufficient parking provided on the parcel to meet these requirements.

Staff would note that the use at 608 W. Chisholm Street is owned by the Sunrise Mission Inc., but is not part of the Residential Human Care facility that operates with a separate special use permit at 622 W. Chisholm and 616 W. Chisholm Street. 608 W. Chisholm Street is a standalone multifamily rental house that is registered and routinely inspected by City staff as all rentals are required to be. The proposed Special Permit is not associated with the formally proposed activity center.

As the property is an existing multifamily use and has been since the City has been keeping records of this type of use, and the property would appear to meet the requirements of the CCD Zoning District, staff would support the **approval** of the Special Permit for a multifamily dwelling at 608 W. Chisholm Street.

John Ritter, Director of Sunrise Mission, stated that all that was being requested was changing the use from a legal non-conforming use to a legal conforming use.

Motion made by Lewis, seconded by VanWagoner to grant the special use permit to a multifamily use.

Yays: Mitchell, Lewis, Boboltz, VanWagoner, Dort, Gilmore, Hunter and Sabourin

Nays: None

Absent: Heraghty

Motion approved by a vote of 8-0.

BUSINESS: Approval of the 2017 Planning Commission Schedule.

Poll stated that effective as of January of this year 2017, City Council opted to start their meetings earlier. They now begin at 6:00 p.m. versus the 7:00 p.m. previous time. Poll asked the Planning Commission if 6:00 meeting start time would be more convenient for the public and/or the commission. Sabourin felt no earlier than 6:30 should be allowed explaining that most people work till 5:00 p.m. and like to go home and eat dinner before heading to the meetings. Majority felt that keeping the 7:00 p.m. meeting time would be in the best interest of the public. With the exemption of switching the November 14, 2017 meeting to November 7, 2017 meeting and a new file date of October 6, 2017 the 2017 Planning Commission Schedule was agreed upon by the Planning Commission.

Motion made by Hunter, seconded by Mitchell to approve the 2017 Planning Commission schedule as amended.

Ayes: Lewis, Mitchell, Hunter, Boboltz, Dort, Gilmore, VanWagoner and Sabourin

Nays: None

Absent: Heraghty

Motion approved by a vote of 8-0.

COMMUNICATIONS:

1. Poll stated that the dates for the joint CIP meeting are Tuesday, February 21 or Thursday, February 23, 2017 at 5:30 p.m. or 6:00 p.m. Poll will send an email out in the near future and a quorum will be needed.
2. Poll also added that he had received 2 inquiries from different citizens wondering what was going on with the Sunrise Mission and if it had anything to do with the Activity Center. Once Poll explained to them that it did not and what was going on the citizens didn't object to it.

REPORTS:

1. Development Updates

Poll stated being that it is winter there aren't a lot of construction projects happening at the moment. Work is still continuing at the Holiday Inn. The new WMCR building is almost complete. The rental units at 805 W. Chisholm have been completed since the last Planning Commission Meeting. Poll stated that the grant was just being finalized. Poll added that he is still trying to meet with various prospects and showcase the different sites around the City. As far as the township goes Poll is not familiar with the activity other than KMART has closed. Jim Klarich gave a presentation to the Council on what he was aware of. There was also a Brownfield hearing on Monday regarding the Brewery. Water and sewer lines were run in that area. The water lines were run because the North Side in that area did not have as much redundancy as the City wanted. Now if one of the other lines go down that section of the North Side will still have water service. The sewer line that was ran will open up the lots located around the Brewery for additional development. The sewer line that was there was inadequate for what was needed. The City should be a certified community by middle of the summer. The Downtown Plan was a big project to accomplish but is now complete leaving a few small things Poll states are left to do yet. Poll also added that the Planning Commission will have to review the Downtown Plan most likely at the next Planning Commission Meeting.

CALL TO PUBLIC: NONE

MEMBERS COMMENTS:

Hunter commented to Stone that when votes are taken, normally on boards, names should be alternated so the same person doesn't get called first every time.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:20 p.m. by Chair Sabourin.