

**City of Alma
Planning Commission Minutes
January 9, 2023**

Chairperson Heather Therrien called a regular meeting of the Alma Planning Commission to order at 6:00 p.m. at the Alma Municipal Building. A quorum of the Planning Commission was present.

Present: Justin Fonley, Jessica Gilkins, David Justin, Ellen Richter, and Heather Therrien.
Absent: Andrew Bare, Sonia Gibson, Greg Mapes (arrived after roll call), and Michelle Pitts.

Chairperson Therrien led those present in the Pledge of Allegiance to the United States.

Approval of Minutes

Motion by Justin, seconded by Gilkins, to approve minutes of November 7, 2022. Motion carried.

Yes: Fonley, Gilkins, Justin, Richter, and Therrien.
No: none.
Absent: Bare, Gibson, Mapes, and Pitts.

Receipt of Resignation

Motion by Fonley, seconded by Richter, to accept Andrew Bare's resignation from the Planning Commission. Motion carried.

Yes: Fonley, Gilkins, Justin, Richter, and Therrien.
No: none.
Absent: Bare, Gibson, Mapes, and Pitts.

Public Hearing – Special Use Permit

Chairperson Therrien noted a request had been received from Shepherd House LLC to consider a request for a bed and breakfast establishment at 125 Oxford Avenue which is permitted under Section 60-77 of the zoning ordinance, regulating bed and breakfast establishments within Zones R-1 and R-1a, Single Family Residential Districts, through the issuance of a special use permit.

Motion to open a public hearing regarding a request for a special use permit for a bed and breakfast establishment at 125 Oxford Avenue at 6:02 p.m. Motion carried.

Yes: Fonley, Gilkins, Justin, Richter, and Therrien.
No: none.
Absent: Gibson, Mapes, and Pitts.

City Manager Aeric Ripley explained a bed and breakfast must be owner occupied with no cooking in sleeping areas, and rooms are limited to a certain number of days rentable. He added Code Enforcement has performed a rental inspection and approved this property.

Planning Commissioner member Greg Mapes arrived at 6:05 p.m.

Ripley provided the following specifics about the proposed establishment:

The home has five rooms to rent, maximum 10 rooms allowed, and rooms must be over 120 sq. ft.
Room #1 - 13' x 15' = 195 sq. ft.
Room #2 - 11' x 14' = 154 sq. ft.
Room #3 – 11' x 12' = 132 sq. ft.
Room #4 – 13' x 14' = 182 sq. ft.
Room #5 – 12' x 12' = 144 sq. ft.
Total space for sleeping rooms: 807 sq. ft.

**City of Alma
Planning Commission Minutes
January 9, 2023**

Living area of owner- 14' x 23' = 322 sq. ft.
Common areas = 380 sq. ft.
Total storage/utility room space = 196 sq. ft.
Total dwelling space other than sleeping rooms: 898 sq. ft.

47% of the dwelling is being used for sleeping rooms. The maximum amount allowable is 50%.

There must be enough space for six vehicles to park off street. The space provided does have enough room for six vehicles, so long as they park one behind the other.

Ripley said notice had been sent to surrounding properties and no comments or concerns had been received prior to the public hearing. He explained briefly that even though the establishment is not technically an "AirBnB", it could be promoted on similar websites. He shared that a representative for Shepherd House LLC was present to answer any questions.

No additional questions or concerns were presented.

Motion by Gilkins, seconded by Richter, to close the public hearing regarding a special use permit request for 125 Oxford at 6:08 p.m. Motion carried.

**Yes: Fonley, Gilkins, Justin, Mapes, Richter, and Therrien.
No: none.
Absent: Gibson and Pitts.**

Motion by Mapes, seconded by Fonley, to approve a request from Shepherd House LLC for a special use permit for a bed and breakfast establishment at 125 Oxford Avenue. Motion carried.

**Yes: Fonley, Gilkins, Justin, Mapes, Richter, and Therrien.
No: none.
Absent: Gibson and Pitts.**

Invitation to Public

No comments were offered.

Adjourn

Motion by Justin, seconded by Fonley, to adjourn the meeting at 6:10 p.m. Motion carried.

**Yes: Fonley, Gilkins, Justin, Mapes, Richter, and Therrien.
No: none.
Absent: Gibson, and Pitts.**

Sara Anderson, Alma City Clerk

Date of Approval