

**City of Alma  
Planning Commission Minutes  
December 2, 2019**

Commissioner Ayers called the regular meeting of the Alma Planning Commission to order at 6:00 PM on November 4th, 2019 in the Alma City Commission Room.

Present: Ayers, Gilkins, Pitts, Schooley, Richter, Mapes, Wheeler, Therrien, and Kulling.

Absent: None

Others Present: Aeric Ripley, City of Alma Zoning Administrator  
David Ringle, Public Services Director  
Doug Freed, Resident 505 Richmond  
Joe Fleming, Konwinski Construction

A motion was offered by Pitts, and supported by Schooley, to approve the minutes of the Regular Planning Commission meeting held on November 4, 2019.

Yes: Ayers, Richter, Gilkins, Pitts, Schooley, Mapes, Wheeler, Therrien, and Kulling  
No: None

**Site Plan Review: 525 N State Street**

525 N State Street, Parcel #29-51-344-758-00 – Child Advocacy of Gratiot County is proposing to construct a new 13,860 sq. ft. commercial office building for use by Child Advocacy of Gratiot County. The project also includes a parking area that will be shared with the Wilcox Non-Profit Center. The property is Zoned BMR, Business Multifamily Residential, the proposed project requires a site plan approval by the Planning Commission.

A presentation was given by Ripley regarding notable changes to the site plan from its previous submission to the commission requiring additional review. The proposed building remains the same size and the proposed lot coverage remains unchanged. However, the footprint the building will occupy upon the lot has changed significantly. The newly proposed lot setback is 83.5 feet to the east, 10 feet to the south, 30 feet to the rear and the front setback remains unchanged. The location of the dumpster enclosure and trash removal plan remains unchanged. The number of proposed parking spaces have increased from 65 to 75 spaces including 70 regular spaces and 5 spaces with handicap access. The parcel lies within 30 ft of the nearest municipal parking lot to provide overflow parking. The proposed parking space length is 18.5 feet, a width of 10 feet and a maneuvering lane width of 24 feet. The landscaping and lighting plan were not submitted with this site plan proposal and is required prior to final buildout. A retention pond is proposed on site for storm water retention which is connected to the municipal storm sewer. A building and sign permit will be required for this project.

A presentation was given by Ringle. The proposed drive approaches are acceptable as presented. It is requested that the developer remove the proposed protective warning plates from the sidewalk located at the drive approaches as they are not required except at street intersections.

Alma Planning Commission

December 2, 2019

Page #2

Proposed sanitary sewer connection is located within the property and does not require permit. Storm water is to be collected in a retention pond connected to the municipal storm sewer within the property and does not require permit. It is requested that the developer move the existing sanitary sewer line that is shown to run beneath the proposed building site. An 8-inch water connection is proposed for the project and will require no road cuts to complete.

Pitts inquired as to the project start date.

Fleming replied that bidding for the project is expected to begin in January with a proposed start date in the spring.

A motion was offered at 6:10 PM by Wheeler and supported by Mapes to approve the site plan as presented provided the developer submits an approved lighting and vegetation plan prior to buildout.

Yes: Ayers, Richter, Gilkins, Pitts, Schooley, Mapes, Wheeler, and Kulling

No: None

Abstain: Therrien

### **Review of the Amended PUD Ordinance**

The planning commission will soon be in receipt of projects using the Planned Unit Development Ordinance. In preparation, staff would like to review the requirements under Section 60-113: Procedure for Review of a PUD projects. A copy of the amended PUD ordinance is provided for discussion.

Ripley gave a presentation covering Sec. 60-109: PUD Regulations, Sec. 60-110: PUD Eligibility and Sec. 60-113: Procedure for Review.

Wheeler inquired to if neighborhood residents were invited to the joint meeting between the Alma School Board and City of Alma held previously concerning the upcoming PUD proposal? He commented that the PUD that will soon be proposed fits closely with what was proposed at that meeting.

Ripley replied that the neighborhood was invited to that meeting and residents were in attendance.

Kulling inquired to if a proposed PUD project is denied by the commission, would the developer then be eligible to modify the proposal and re-apply?

Ripley replied that this is possible and that after the modifications are made the process outlined in Sec. 60-113 restarts from the beginning.

Mapes commented that the proposed process offers many opportunities for discussion regarding proposed projects. He inquired if a minimum acreage is required for a proposed PUD project?

Ripley replied that there are currently no such acreage requirements within the process. However, this process allows for greater control of projects by the planning commission than other methods of development.

Schooley commented that it is important that the commission stay on task within the outlined process.

Ayers commented that the process is tedious, but he understands that it needs to be this way.

Pitts commented that this has been an interesting review of the process.

**Set Public Hearing: Community Baptist Church**

The Community Baptist Church of Alma has submitted a Conditional Rezoning Request for their former location at 270 Purdy Drive. The requested use is for a Child Care Center (Eight Cap Program), which is currently located on the Alma College Campus to locate here and offering educational opportunities for the students. An informal meeting will be held for the neighborhood to review the conditional restrictions of the Conditional Rezoning proposal before the public hearing.

Ripley commented that he is meeting with the current owner of the property requesting additional information prior to the scheduled public hearing.

Pitts inquired as to if the future owner will be utilizing the kitchen on the property?

Ripley replied that it was unclear at this time.

A motion was offered at 6:25 PM by Gilkins and supported by Schooley to set the public hearing for the conditional rezoning of the property located at 270 Purdy Drive for January 6, 2020 at 6:00 PM.

Yes: Ayers, Richter, Gilkins, Pitts, Schooley, Mapes, Wheeler, Therrien, and Kulling

No: None

**Set Public Hearing: The 3 One 3 State Boutique Hotel, LLC**

The 3 One 3 State Boutique Hotel, LLC has submitted a request for a special use permit for 9 room hotels on the ground floor of 313 N State Street. Motels and Hotels are permitted in Section 60-60 (j) B1, Central Business District (4) Special Uses (j) Motels and Hotels. Special uses require a public hearing before the Planning Commission.

Alma Planning Commission

December 2, 2019

Page #4

A motion was offered at 6:27 PM by Mapes and supported by Kulling to set the public hearing for the special use permit to operate a hotel located at 313 N State Street for January 6, 2020 at 6:00 PM.

Yes: Ayers, Richter, Gilkins, Pitts, Schooley, Mapes, Wheeler, Therrien, and Kulling

No: None

A motion was offered by Wheeler and supported by Schooley to adjourn the meeting at 6:29 PM

Yes: Ayers, Richter, Gilkins, Pitts, Schooley, Mapes, Wheeler, Therrien, and Kulling

No: None

Respectfully submitted,

Aaron K. Hale

Planning Commission Recording Secretary