

**City of Alma  
Planning Commission Minutes  
February 3, 2020**

Commissioner Ayers called the regular meeting of the Alma Planning Commission to order at 6:00 PM on February 3rd, 2020 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  
Rosemary Horvath, Gratiot County Herald  
Rex Webb, Perrinton, MI

A motion was offered at 6:02 PM by Mapes and supported by Therrien to appoint Don Ayers as Chairperson, appoint Brian Kulling as Vice-Chairperson, and Jessica Gilkins as Secretary of the Planning Commission.

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

A motion was offered at 6:03 PM by Schooley, and supported by Richter, to approve the minutes of the Regular Planning Commission meeting held on January 6, 2020.

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

**Parcel Division Request: 550 Luce Road**

The applicate AC Alumni Investors, LLC is requesting a split of Parcel #29-51-334-001-00 to create two new parcels; Parcel A will contain the church building and Parcel B will be vacant.

A presentation was given by Ripley:

AC Alumni Investor, LLC wishes to apply for a Lot Split of a parcel of property located at Parcel Number is 29-51-334-001-00.

The Planning Commission has the responsibility of approving all divisions of land before it is sold, when the new parcel or parcels are less than 40 acres and not just a property line adjustment.

Based on the information provided, I would recommend approval of this proposed land division with the following stipulations:

1. Proposed parcels comply with current Municipal Zoning and Ordinances.
2. Appropriate legal descriptions to be provided before the sale and copies are sent to the City Assessor, Public Services Director, and Building & Zoning Officer.
3. Property Deed to be recorded at the Register of Deeds after parcel division approval.
4. A Stake/Boundary Survey required prior to any sale or development of the proposed

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new parcels.

**Original Legal Description (Parent Parcel) – 29-51-334-001-00**

ALL OF THAT PART OF SW 1/4 SEC 33-12-3, DESCRIBED AS COM AT A PT WHICH IS 1788 FT N 0 D 2' E OF SW COR THEREOF, TH N 0 D 2' E 756.55 FT TO THE S LINE OF C&ORR ROW TH S 89D 48' 10" E 583 FT TH S 0 D 2' W 616.55 FT TH S 45 D 37' W 197.7 FT TH N 89D 48' 10" W 443 FT TO POB EX W 33 FT FOR HIGHWAY.

**Proposed New Division by owner (Parcel A) – (Church)**

Part of the Northwest One-quarter of the Southwest One-quarter of Section 33, T12N-R3w, City of Alma Gratiot County, State of Michigan, described as: Commencing at the Southwest Corner of said Section 33: thence N 00°02'00" E, along the West Section line, 1787.16 feet to the intersection of said West Section line and the North line of Lot 10 extended of GOLFCREST ADDITION TO THE CITY OF ALMA, as Recorded in Liber 1 of Plats on Page 164, Gratiot County, Michigan Public Records AND THE TRUE POINT OF BEGINNING OF THE FOLLOWING DESCRIBED PARCEL OF LAND; thence continuing N 00°02'00" E, Along said West Section line, 390.00 feet, thence S 89°47'00" E, parallel with the North line of Lot 10 of said GOLFCREST ADDITION TO THE CITY OF ALMA, 583.00 feet, thence S00°02'00" W, parallel with the West Section line, 249.96 feet; thence S 45°07'03" W, 197.70 feet; thence N 89°47'00" W, along said North line of Lot 10 extended and the North line of Lot 10 of said GOLFCREST ADDITION TO THE CITY OF ALMA 443.00 feet back to the Point of Beginning. This property is subject to an easement for the installation and maintenance of public utilities within the right-of-way of Luce Road, Containing 5.00 acres, more or less, and being subject to restrictions, reservations, easements, rights-of-way, zoning, governmental regulations, and matters visible, if any, upon or affecting said lands.

**Proposed New Division by owner (Parcel B) – (Vacant)**

Part of the Northwest One-quarter of the Southwest One-quarter of Section 33, T12N-R3W, City of Alma, Gratiot County, State of Michigan, described as: Beginning N 00°02'00" E, along the West Section line, 2177.16 feet from the Southwest Corner of said Section 33; thence continuing N 00°02'00" E, along said West Section line, 366.72 feet to the South line of the Chesapeake and Ohio Railroad and Monumented, 583.00 feet; thence S 00°02'00" W, parallel with said West Section line, 366.96 feet; thence N89°47'00" W, parallel with the North line of Lot 10 of said GOLFCREST ADDITION TO THE CITY OF ALMA, 583.00 feet back to the Point of Beginning. This property is subject to an easement for the installation and maintenance of public utilities within the right-of-way of Luce Road, Containing 4.91 acres, more or less, and being subject to restrictions, reservations, easements, rights-of-way, zoning, governmental regulations, and matters visible, if any, upon or affecting said lands

A motion was offered at 6:05 PM by Pitts and supported by Kulling to approve the parcel division of Parcel #29-51-334-001-00 as proposed.

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

No: None

**Set Public Hearing: 1425 Michigan Avenue Planned Unit Development Request**

Gemini Capital Management IX, LLC has submitted a PUD request for the property at 1425 Michigan Avenue (#29-51-354-269-00). The Procedure for Review requires a Pre-Application Conference, a Determination of PUD Eligibility, and a neighborhood meeting; all these steps have been completed. The next step is for the Planning Commission to hold a public hearing.

A motion was offered at 6:06 PM by Mapes, and supported by Richter, to set the public hearing for 1425 Michigan Avenue's Planned Unit Development request for March 2, 2020 at 6 PM.

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

**Set Public Hearing: 609 Richmond Street Group Day Care Home**

Special Use Permit request for a Group Day Care Home at 609 Richmond Street. The zoning for the parcel is R-1, Single Family Residential. R-1 zoning districts do permit Group Day Care Homes with the issuance of a special use permit. Local approval is a requirement for the State of Michigan Licensing process.

A motion was offered at 6:07 PM by Kulling, and supported by Schooley, to set the public hearing for 609 Richmond's Group Day Care Home Special Use Permit request for March 2, 2020 at 6 PM.

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

**Set Public Hearing: 1755 Wright Avenue Temporary Outdoor Sale of Fireworks**

A request has been received from Richard Tapper to sell Fireworks in the parking lot located at 1755 Wright Avenue (Tractor Supply Parking Lot). The proposed dates for the sale are June 22, 2020 to July 5, 2020.

A motion was offered at 6:08 PM by Pitts, and supported by Mapes, to set the public hearing for 1755 Wright Avenue's Temporary Outdoor Sale of Fireworks for March 2, 2020 at 6 PM.

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

**2019 Planning Commission Year End Report**

A presentation was given by Ripley:

2019 Planning Commission Year End Summary Report  
Final as of December 3, 2019

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Total Planning Commission Meetings: 12  
Site Plan Reviews: 9  
Total Public Hearings: 15  
Total Zoning Ordinance Amendments/Rezoning Requests: 4  
Total Special Use Requests: 7  
Total Variance Requests: 3  
Total Conditional Rezoning Requests: 4  
Total Planning Commission Zoning/Planning Discussions: 11

#### Planning Commission Activity Each Month 2019

January 7, 2019

Public Hearing for Special Use Permit: 313 N State eight (8) residential units on the second floor was approved for Gemini Capital Management, LLC.

Public Hearing for a Conditional Use: 313 N State to allow Gemini Capital Management, LLC one (1) first floor apartment on in the annex building located on the north/south alley from Center Street. A motion to recommend the conditional rezoning to the City Commission was approved.

Public Hearing to Rezone Property: 211 Woodworth Avenue from 82, General Business to LI, Limited Industrial; which would allow for a Medical Marihuana Grow Facility. The rezoning request was denied.

February 4, 2019

Public Hearing for Special Use Permit: 1755 Wright Avenue three locations for outdoors sales in front of proposed Tractor Supply Company store. The store will use one third of the building (south portion of the building). Special Use was approved for FIDC 84LLC, a Cocca Development Ltd.

Public Hearing for a Conditional Use: 601 Woodworth Avenue & 119 Hastings to conditionally allow the former church at 601 Woodworth to be used as an office under the OS, Office Services definition with the conditions outlined, and to use 119 as OS, office services for a parking area as conditions outlined within the conditional rezoning agreement. A motion to recommend the conditional rezoning to the City Commission was approved.

Request to set a Public Hearing: 534 N State Street, Former First Baptist Church, to review a request to conditional rezone the property to R3, Multiple Family to construct 7 residential units with conditions outlined, which would be included in a conditional rezoning agreement.

Appoint of the Officers: Don Ayers - Chair, Brian Kulling - Vice Chair, & Jessica Gilkins – Secretary for the 2019 Planning Commission year.

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March 4, 2019

Public Hearing for a Conditional Use: 534 N State Street to conditionally allow the former church at 534 N State to be used for 7 residential units under the R3, Multi-Family Residential definition with the conditions outlined within the conditional rezoning agreement. A motion to recommend the conditional rezoning to the City Commission was approved.

Site plan Review:903 Michigan Avenue, Avalon & Tahoe Manufacturing site plan was approved for a new dealer meeting room and a production expansion, both totaling 17,000 sq' ft'  
o planning Commission Review of Zoning Map: Staff review of a zoning verification for a MMFA application in the Alma North Industrial Park revealed more than half of the industrial park could not be used for MMFA business, with three parcels zoned R1, Single Family Residential within 300, of the Industrial park. The MMF ordinance encourages the use of the industrial parks for MMF. A review of rezoning these parcels was to be considered with the property owners.

March 19, 2019 (Meeting held at Alma Middle School)

A joint meeting with the Alma City Commission and the Alma Public School Board to consider zoning options for the former middle school property. Mr. Don Wortman of Carlisle/Wortman & Associates gave a presentation on: Land use and zoning options, types of development, and possible changes to the ordinance.

April 1, 2019

Zoning Discussion Middle School Property: Planning Commission reviewed the presentation provided by Carlisle/Wortman & Associates and the recommendations, resulting from the joint Alma city commission and Alma school Board meeting on March 19, 2019. The consensus seemed to favor a Planned unit Development for the property. This process maybe a good fit for the city owned property off of Bridge street. Mr. Wortman provided a letter with recommendations to the planning commission for possible amendments to the PUD Ordinance.

Update Alma Planning Commission By-Laws: Planning Commission reviewed draft amendments, final draft will be ready for Planning Commission approval at the May 2019 meeting.

May 6, 2019

Public Hearing Special Use Permit:716 Bridge Avenue, a request from Linda Liphard to 80 from a licensed Family Day care Home (1-6 kids) to a licensed Group Day care Home (7-12 kids). The license is issued by the State of Michigan. The special use was approved.

Public Hearing Special Use Permit: 6585 N Jerome Road, a request from Maverick Environmental Equipment to operate a Class A-B New and Used Vehicle Dealer license. The

special use was approved, and the future hard surface parking was approved.

Site plan Review: 1321 Pine Avenue, Alma Optics site plan to expand the parking lot from 22 to 49 parking spaces was approved. Before project was constructed, the proposed parking lot lights were removed, the parking lot on site remained in place.

Site plan Review: 903 Michigan Avenue - Avalon & Tahoe Manufacturing site plan was approved to construct a new Maintenance Building east of Production Building B totaling 1,728 sq. ft.

Updated Alma Planning Commission Bylaws: The recommended bylaw updates were approved and recommended to the Alma City Commission for final approval.

Request to set a Public Hearing: consideration of rezoning the four R-1, single Family Residential parcels around the north industrial park to R-3, Multi-Family Residential 29-51-352-003-00, 29-51-332-7 66-00, 29-31-332-004-00, & 29-31-332-001-00.

PUD Ordinance Revisions: The Planning Commission reviewed a correspondence from Don Wortman outlining possible amendments to the PUD ordinance to allow for increased density with new standards for architectural quality and landscape design.

June 3,2019

Public Hearing Zoning Map Amendment: The City of Alma proposed rezoning parcels 29-51-352-001-00 and parcel 29-51-352-004-00 (1959 Michigan Ave.) and partial rezoning parcels 29-51-353-766-00 (1965 Michigan Ave.), and 29-51-352-003-00 (2025 Michigan Ave') from R1, Single Family to R-3 Multi-Family Residential, to allow more opportunities for development of these parcels and the industrial park, R3, Multiple Family provides better transitional zoning. The rezoning proposal was approved and recommended to the City Commission.

Table public Hearing for PUD Ordinance amendments: The public hearing will be heard on for July 1,2019 at 5:30 p.m.

Site plan Review: 525 N State Street - Child Advocacy of Gratiot County site plan was approved to construct a new 13,850 sq. ft. commercial office building for use by CAGC. The plan included a shared parking area with Wilcox Non-Profit Center, lighting, and landscape plan.

July 1,2019

Site Plan Review: 528 Warwick Drive - DNVK Lapeer, Inc. site plan was approved with staff comments to construct a new 2,268 sq. ft. commercial building for a MMF provisioning center.

Public Hearing for PUD ordinance Amendments: The amendments provide the opportunity for a development to have additional density than currently allowed. By providing the opportunity

for Increased density, amendments have also been made to the standards for architecture quality and the landscape design. The amendments were approved and recommended to the City Commission for approval.

Residential Parking Presentation: Code Enforcement Official Aaron Hale gave a presentation on the current status of residential parking, and some recommendations to bring enforcement policy and the off-street residential parking ordinance together, so they are consistent.

August 5,2019

Table public Hearing for Special Use Permit: Table roomin8 house request for 422 Hannah Avenue for September 9, 2019. The request was tabled; all required information was not received. Letters were sent to the property owner informing them of the new date and time.

Public Hearing for Special Use Permit:408 Woodworth Avenue, Special Use approved to Re-Locate Night Owl Tattoo a Tattoo/Body Art facility to this location.

Public Hearing for Conditional Rezoning: 303 Valley Avenue to allow the owner Ricky Campbell to use a portion of the building as a commercial Dog Grooming facility/Non-Profit Animal Rescue. A motion to recommend the conditional rezoning to the city commission was approved.

Residential parking Draft Ordinance Amendments: Staff discussed with Planning Commission the presentation the Code Enforcement Official gave at the July 2019 meeting. Details were discussed on minimum depths of materials, and how to gain compliance across the community.

September 9, 2019

Public Hearing for Special Use Permit: Opened tabled item from August 5, 2019 for 422 Hannah Avenue to operate a rooming house. Public Hearing was closed, additional information was requested by the Planning commission from the requesting party before a decision was made. Item tabled to the October 7, 2019 meeting.

Public Hearing for Special Use Permit: 901 N. State Street, Special Use request from Nichole Demoray to operate a Group Day Care (7-12 kids), special use approved.

Site Plan Review: 211 W Center Street- Gratiot Community Credit Union was approved to remodel the existing office, remove the drive-thru canopy, construct an 882 sq. ft. addition to the branch and a new expanded parking lot.

Residential Parking Draft Ordinance Amendments: The suggested ordnance amendments were provided to the City commission, staff requests setting a public hearing on the draft amendments. Public Hearing set for October 7, 2019.

Ground Floor Residential Information: Staff provided information gathered from the MEDC on

best practices and sample ordinances from three communities in Michigan allowing for ground floor residential in the downtown commercial district.

October 7, 2019

Public Hearing for special use Permit: opened tabled item from September 9, 2019 for 422 Hannah Avenue to operate a rooming house. The information the Planning commission requested from the September 9, 2019 meeting was not provided. The discussion was closed on the tabled item and the special use permit was denied.

Site plan Review: 903 Michigan Avenue - Avalon & Tahoe Manufacturing site plan was approved to construct an expansion of Production Building A totaling 16,333 sq. ft.

Public Hearing for Off Street Parking Ordinance Amendments: The amendments provide more specific standards for residential off-street parking. The amendments were approved and recommended to the City Commission for approval.

Ground Floor Residential Discussion: The planning commissions discussion the merits of allowing for residential uses on the ground floors of commercial building in the Central Business District. Five communities were part of the discussion, a site visit to a community was discussed, and gaining more knowledge before opening up the use as a permitted or special use.

November 4, 2019

Site Plan Review: 1200 Wright Avenue, Michigan Masonic Home site plan was approved to demo three wings A, B, C and the parking area, this would be replaced by a new two story 16,070 sq. ft. commercial building and new parking area.

December 2, 2019

Site plan Review: 525 N State Street, Child Advocacy of Gratiot County updated site plan was approved for a new 13,860 sq. ft. commercial office building, to house the services of child Advocacy. Changes included: location of the building, parking area, lighting, drainage, and location of utilities.

Review of PUD Ordinance Process: The Planning Commission will be receiving a project using the PUD process. To prepare the Planning Commission went through the steps outlined in the ordinance for a PUD development.

Request to set a Public Hearing: 270 Purdy Drive, Former Community Baptist Church, to review a request to conditional rezone the property to C1, Campus Institutional to relocate the Child Care center (Eight cap Program) from the Alma College Campus and to offer education opportunities for students with conditions outlined, which would be included in a conditional rezoning agreement.



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Request to set a Public Hearing: 313 N State Street, request for a special use permit for a nine (9) room hotel on the ground floor.

A motion was made at 6:18 PM by Wheeler and supported by Richter to adjourn the meeting.

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

No: None

Respectfully submitted,

Aaron K. Hale

Planning Commission Recording Secretary