City of Albion

# **Guide to Development**

Department of Planning, Building, and Code Enforcement



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#### About the City of Albion

The City of Albion is located on I-94 between Jackson and Battle Creek. It is also a midway point between Detroit and Chicago. Albion represents over 8,000 residents and has many assets such as a historic downtown, commercial business district, a private college, equestrian center, industrial park, over a dozen local parks, the Albion Economic Development Corporation, and more. Albion is not limited in its means for development, for new businesses have opened and will open within the next year including a downtown Courtyard by Marriott, Label Shoppers, Taco Bell, an independent coffee shop and bookstore, a microbrewery, an antique store, salons, and much more.

#### How to use the Guide to Development

The City of Albion presents this Guide to Development to assist residents, developers, and businesses in understanding the City's policies, goals, and timelines to have a clear view of the community's expectations regarding physical growth and development. This guide is to be used as a tool for the planning of activity and structural growth within the city. It is an outline of the review process and expectations when planning new construction or operation. It provides a general overview of the development approval processes. Contact information, website links, and related documents will be indicated throughout the document for further information. The City of Albion is here to help you and is looking forward to your development.

This document is not intended for the use of City Ordinances and Codes nor is it a replacement for city, county, state, or federal laws and ordinances. Consultation with staff and/or outside professionals is recommended for most projects. The document does not include additional jurisdiction guidelines needed per area, not including the City of Albion. Developers and businesses should contact the appropriate staff with additional questions.

**Comprehensive Plan** <u>Click here to view the City's 2017-2021 Comprehensive Plan.</u>

Zoning Ordinance/Map Click here to view the City's Zoning Ordinance and Zoning Map.



# **City Of Albion**

William L Rieger Building 112 W Cass St. Albion, MI 49224 P: 517.629.5535 www.cityofalbionmi.gov Key Staff

City Manager's Office		
Sheryl Mitchell, City Manager	517-629-7172	smitchell@cityofalbionmi.gov
City Clerk		
Jill Domingo	517-629-7864	jadomingo@cityofalbionmi.gov
Dept. of Planning, Building, and Code	Enforcement (PB&CE)	
John Tracy	517-629-7189	jtracy@cityofalbionmi.gov
Building Inspections		
SafeBuilt	269-729-9244 (Office) 877-721-9266 (Inspection Line)	athensmi@safebuilt.com
Assessing		
Julie Cain-Derouin, Assessor	517-629-7192	assessing@cityofalbionmi.gov
Tom Scott, Deputy Assessor	269-782-7192	assessing@cityofalbionmi.gov
Dept. of Public Services		
Jim Lenardson	517-629-7200	jlenardson@cityofalbionmi.gov
Division of Public Works		
Harry Longon	517-629-3610	hlongon@cityofalbionmi.gov
Dept. of Public Safety		
Chief Scott Kipp	517-629-3933	skipp@cityofalbionmi.gov
Albion Economic Development Corporation	309 N. Superior St.	www.albionedc.org
Amy Deprez, President/CEO Danielle Nelson, Project Manager	517-629-3926 517-629-3926	adeprez@albionedc.org dnelson@albionedc.org
Downtown Development		
Amy Deprez	517-629-3926	adeprez@albionedc.org

## **Boards and Commissions**

More information regarding boards and commissions can be found on the City's website and in the <u>Community Engagement Statement</u> under the "Community" tab.

City Council				
$1^{st}$ and $3^{rd}$ Mondays of each month – 7:00 pm	Staff Liaison: City Manager/City Clerk			
Planning Commission				
3 <sup>rd</sup> Tuesday of each month – 7:00 pm	Staff Liaison: Director of PB&CE/City Clerk			
Zoning Board of Appeals				
2 <sup>nd</sup> Tuesday of each month – 5:30 pm	Staff Liaison: Director of PB&CE/City Clerk			
Downtown Development Authority				
2 <sup>nd</sup> Wednesday of each month – 7:30 am	Staff Liaison: City Manager/City Clerk			
Albion Economic Development Corporation (AEDC) Board of Directors (also, TIFA and BRA)				
First Thursday of every month at 7:30 am AEDC Conference Room and as needed	Staff Liaison: Amy Deprez			
Albion Building Authority				
Meets quarterly and as needed. The full schedule can be found on the City of Albion website.	Staff Liaison: City Manager/City Clerk			
Building Board of Appeals				
Meets as needed	Staff Liaison: Director of PB&CE/City Clerk			

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#### **Redevelopment Programs**

#### Click here to view the Calhoun County Land Bank Authority's website.

The Calhoun County Land Bank Authority is the County's land-holding entity for properties that go into foreclosure. They have a few programs to help sell and rehab their residential and commercial properties. You will find a brief description of their programs below but be sure to visit their websites for more information and applications.

• **Adopt-a-Lot:** The Adopt-A-Lot Program is a vehicle by which citizens can invest in their neighborhood and community by taking responsibility for a vacant Land Bank property for \$25 per year. In this program, citizens, individuals, or groups can adopt a lot with a commitment to care for and maintain it with an annual renewal option.

• Neighborhood Mow & Maintenance: The Neighborhood Mow & Maintenance Program pays a seasonal stipend for one mowing season. An assignment of 20 vacant properties is required and properties should be mowed at least every three weeks, in exchange your group will receive a stipend of \$3,000.00. The program kicks-off in April and ends in October (dependent on the weather). The typical mowing season lasts from April 30 through to October 20.

• **Side Lot:** The Side Lot Program provides the opportunity for homeowners to purchase qualifying adjacent vacant lots for sale by the Calhoun County Land Bank Authority. The purchase of a residential vacant lot enables homeowners to expand their side yard and increase the overall value of their property.

• **Transform this Home:** Calhoun County Land Bank Authority has residential properties for purchase under this program to rehabilitate and occupy. Program guidelines require the applicant to establish a rehabilitation plan and have resources to successfully complete rehabilitation to occupancy within nine months. Upon graduating from the program, a property returns not only to the tax roll, but also to productive housing stock, becoming an asset to its neighborhood and community.

• *Quiet Title:* The Calhoun County Land Bank Authority can, pursuant to MCL 124.752, expedite Quiet Title for real property in Calhoun County. This means that the Calhoun County Land Bank Authority can take a clouded title through the legal process for resolution, typically making the property insurable in as little as 45 days. This is a service unique to Land Banks.

# Calhoun County Land Bank Authority

#### Contact Information:

315 West Green Street Marshall, MI 49068 P: (269) 781-0777 F: (269) 781-0800 landbank@calhouncountymi.gov

#### Staff:

Krista Trout-Edwards Executive Director

Amy Rose Robinson Property & Project Coordinator

Angela Hartung Office & Program Coordinator

#### Incentives

The Albion Economic Development Corporation (AEDC) is the key organization that can develop incentive packages and assist in applying for grants, loans, and other incentives through the state and federal government. The AEDC also acts as the Tax Increment Financing Authority and the Brownfield Redevelopment Authority. For food-related businesses, the AEDC also oversees the Albion Food Hub and the Albion Farmer's Market. More information on financial and business incentives can be found by clicking here.

The AEDC is able to offer a variety of incentives to attract employers to the community. These incentives include but are not limited to:

- Competitive facility and land pricing
- Revolving Loan Fund
- Tax Increment Financing
- Brownfield Redevelopment Plans
- Business workforce incentives
- On-the-job training
- Industrial Property Tax Abatement

The AEDC is also able to assist developers and employers in applying for state and federal resources including but not limited to:

- Michigan Business Development Program
- Small Business Association 504 Program and 7(a) Loan Guaranty Program
- Michigan Collateral Support Program
- Michigan Loan Participation Program
- Private Activity Bonds
- Michigan New Jobs Training Program
- KCC Regional Manufacturing Training Center
- Foreign Trade Zone
- Community Reinvestment Incentives
- Community Development Block Grants
- Tax Sharing and Various Rehabilitation Acts

## Albion Economic Development Corporation

309 N. Superior St. PO Box 725 Albion, MI 49224 P: (517) 629-3926 www.albionedc.org

Amy Deprez President/CEO adeprez@albionedc.org

Danielle Nelson Project Manager <u>dnelson@albionedc.org</u>

Neely Kent Office Manager <u>nkent@albionedc.org</u>

Caitlyn Berard Food Hub Director <u>cberard@albionedc.org</u>

Laura Overholt Farmer's Market Director AlbionFarmersMarket@albionedc.org

# **Outside Agencies**

Consumers Energy	800-477-5050
Calhoun County Drain Commissioner, Richard Walsh	269-781-0790
Calhoun County Road Commission	269-781-9841
Michigan Department of Transportation Southwest Region Office	269-337-3900
Southcentral Michigan Planning Council	269-385-0409
MISS DIG 1-800-MISS-DIG	1-800-482-7171
Michigan Department of Environmental Quality	269-567-3500
Calhoun County Health Department – Environmental Health	269-969-6341
Calhoun County Land Bank Authority	269-781-0777
Calhoun County Treasurer's Office	269-781-0807
Calhoun County Clerk & Register of Deeds	269-781-0707
USDA Rural Development	517-324-5190

## **Notification Procedures**

All public notices, meeting announcements, etc. will come from the City Clerk. To receive an electronic copy via email of City Council, Planning Commission, or other Board/Commission packets email jadomingo@cityofalbionmi.gov. Click here to view the City Clerk's page.

All meetings of the City Council, and its various boards and commissions, shall be open to the public in accordance with the "Open Meetings Act," PA 267 of 1976 as amended, except closed session meetings as provided for in the Act. Public notices for these meetings are printed in the paper and hung at City Hall as required by the Act. The following processes require that neighbors within 300 feet of a property are personally notified:

- Rezoning of property
- Special land use
- Variance requests

Statutes require these processes be noticed in a newspaper of general distribution in the City (The Recorder/Advisor/Chronicle) as well as mailed to neighbors within 300 feet at least 15 days prior to the meeting. All meetings are held in a facility accessible to persons with disabilities, and The City provides and will provide reasonable accommodations. Individuals with disabilities requiring reasonable accommodations or services should contact the City Manager's Office.

## **Community Engagement**

The City of Albion strives to include, consult, and inform residents when appropriate for community initiatives and large projects. Developers are encouraged to do the same. For tips and helpful information regarding community engagement, please <u>click here to view the City's Community</u> <u>Engagement Statement</u>.

# **Building, Mechanical, Electrical, and Plumbing Permits**

All building, mechanical, electrical, and plumbing permits are available at Albion City Hall and <u>online</u>. All building, mechanical, electrical, and plumbing projects are inspected by SAFEbuilt (formerly Cornerstone Inspection Services); the City of Albion does not have an inspector on staff. The procedures and timelines are all determined by the contractor/property owner and SAFEbuilt. Please see page 2 for contact information. Payments for permits should be made at Albion City Hall.

## **Fee Schedule**

Effective January 1, 2017

Below includes development-related fees. Please <u>click here for the full fee schedule</u>. The Fee Schedule is subject to change per City Council resolution and is reviewed and updated annually. This document will be updated on an annual basis and as needed. Always double check the City's website for the most up-to-date fee schedule.

Description	Fee
CLERK	
Trash Haulers Annual License Fees	\$75.00
All Vehicles for Hire Annual License Fees	\$75.00
Taxi Drivers Annual License Fees	\$20.00
Bed & Breakfast Annual License Fee	\$50.00
Establishment Mechanical Amusement Device, 1 <sup>st</sup> Device, Fee	\$75.00
Establishment Mechanical Amusement Device, 2-4 Devices, Fees	\$100.00
Establishment Mechanical Amusement Device, 5-9, Annual Fees	\$250.00
Establishment Mechanical Amusement Device, 10 or More, Fees	\$500.00
Establishment Musical Device Fees	\$75.00
Peddler/Transient Merchant License	
30 days – Resident	\$50.00
30 days – Non Resident	\$100.00
90 days – Resident	\$100.00
90 days – Non Resident	\$200.00
1 Year – Resident	\$250.00
1 Year – Non Resident	\$400.00
Freedom of Information Requests (2)	Actual Costs (2
Publishing Public Notices for Development Projects	<mark>\$75.00</mark>
Copies of Accident Reports & Police Reports (4)	\$3/1 <sup>st</sup> page + 50 cents ea add'tl pg
Voter Registration List	30 cents per page
Voter Registration List Mailing Labels	50 cents per page
WATER & SEWER	
*see full fee schedule online and contact the Department of Public Services regardi	ng the specific water/sewer needs of your project.
DEPARTMENT OF PUBLIC WORKS	
Driveway Entrance Permit	\$30.00

Right of Way Excavation Permit (Proof of Insurance required)	\$30.00
Soil Erosion Control Permit (obtained from Calhoun County)	
Annual Tree Dump Pass (Residents Only)	\$10.00
PLANNING DEPARTMENT	
Permit to Raise Chickens (Good for 2 years)	\$25.00
Zoning Permits:	
Single Family Residential Uses:	
New Home	\$35.00
Addition/Alteration	\$35.00
Accessory Structure	\$35.00
Change in Use	\$35.00
Signs/Billboards	\$35.00
Fences/Screening	\$35.00
Home Occupation	\$35.00
Other	\$35.00
Multiple Family Uses:	
New Construction	\$35.00
Addition/Alteration	\$35.00
Accessory Structure	\$35.00
Change in Use	\$35.00
Signs/Billboards	\$35.00
Fences/Screening	\$35.00
Home Occupation	\$35.00
Other	\$35.00
Commercial and Industrial Uses:	· · ·
New Construction	\$35.00
Addition/Alteration	\$35.00
Accessory Structure	\$35.00
Change in Use	\$35.00
Signs/Billboards	\$35.00
Fences/Screening	\$35.00
Home Occupation	\$35.00
Outdoor or Sidewalk Café	\$35.00
Other	\$35.00
Rezoning Applications:	+00100

oning Application	\$350.00
Amendment	\$250.00
an Review:	
division/Site Condo/PUD Review	
Base Fee	\$350.00
Plus Consultant Charges	Actual Costs
er Uses Review	
Base Fee (for small rehab projects City Manager can adjust fee)	\$250.00
Plus Consultant Charges	Actual Costs
I Use Permits	
Base Fee	
Single Family Uses	\$200.00
Other Uses	\$200.00
Plus Consultant Charges	Actual Costs
Board of Appeals:	
ance Application (Including Zoning Permit Fee)	
Single Family Uses	\$200.00
Other Uses	\$200.00
opeals Board	
ance Application (Including Zoning Permit Fee)	
Single Family Uses	\$175.00
Other Uses	\$175.00
ations, Maps, Copies:	
ing Ordinance	\$50.00
ing District Maps	
3 ½ x 11	\$25.00
er Blueprints (per page)	\$50.00
er GIS Maps (per page)	\$50.00
tal Registration	\$25.00
NG DEPARTMENT (**permit fees increase by \$2.00, effective 9/1/2017)	
ding Inspection Fees – SAFEbuilt (5)	CIS*
higan Plumbing Code (1)	Current Price from Supplier
higan Electrical Code (1)	Current Price from Supplier
us 10% Admin Fee	
higan One & Two Family Residential Code (1)	Current Price from Supplier

Michigan Mechanical Code (1)	Current Price from Supplier
Michigan Property Maintenance Code (1)	Current Price from Supplier
Demolition Fees, Single Family Residential (Issued by CIS) (5)	CIS
Demolition, Multi-Family, Commercial, Industrial (Issued by CIS) (5)	CIS
Property Maintenance Inspection Fee	\$56.00
Abatement Fee for Code Violations	\$100.00
BUILDING BOARD OF APPEALS	
Tree Ordinance Appeal	\$50.00
Outdoor Café or Sidewalk Café Appeal	\$50.00
All Other Appeals	
(1) Residential	\$50.00
(2) Multi-family, Commercial, Industrial	\$50.00
ASSESSING DEPARTMENT	
Property Transfer Affidavit Fine	\$5.00 per day up to \$200.00
Land Division/Combination	
Property Splits & Combos	\$55.00 per lot
Meet & Bounds Description	\$90.00
(1) Available at reference section of Albion District Library	
(2) Subject to 50% deposit of estimated costs for costs exceeding \$50.00	
(3) Property owner provided one copy of the assessment information on their property at no charge.	
(4) Individuals involved in an accident/or other incident provided one copy of the police report at no	
charge.	
<ul><li>(5) SAFEbuilt/Cornerstone Inspection Services. This company handles building inspections for the City.</li><li>(6) Infant – one year old or less</li></ul>	
(o) mant - one year ou or less	

#### **Permitting and Zoning Compliance**

Prior to beginning any building rehab, construction, demolition, or similar project in the City of Albion, you need to apply for and receive the proper permits. The Department of Planning, Building, and Code Enforcement should be your first stop and the Planning staff invites you to schedule an appointment to discuss your project at any time.

In order to avoid unforeseen roadblocks, it is best to begin thinking about your project long before you begin work. An early conversation with the Director of Planning, Building, and Code Enforcement (PB&CE) can save a great deal of time and hassle later. Feel free to make an appointment by calling (517) 629-7189 or emailing <u>jtracy@cityofalbionmi.gov</u>.

The process always starts with an application for a building and/or zoning permit. A site plan must be submitted as a part of the zoning permit application. Depending on the type of project you propose, a more extensive site plan may be required. Minor site plans are reviewed and acted upon by the Department of PB&CE, but major site plans require review and action by the Albion Planning Commission (see page 15).

If your application fails to comply with the Albion Zoning Ordinance, it will be denied. If the property has special characteristics that make full compliance with the ordinance virtually impossible or unreasonably difficult, then a variance may be appropriate. The Zoning Board of Appeals reviews and acts on variance applications.

In certain cases, the proposed activity or project may require a special use permit. A special use permit application always involves a site plan review, and both the special use permit and site plan are reviewed by the Planning Commission.

In other cases, even a special use permit may not allow the proposed activity. In these situations, a rezoning is required before that activity can be allowed. In the case of a re-zoning application, the Planning Commission will hold a public hearing and make a recommendation to the City Council. City Council makes the final decision on rezoning.

If an applicant feels that the Planning Department Staff improperly applied the ordinance or misinterpreted the ordinance during its review of a zoning permit application or minor site plan review application, the applicant may appeal the staff decision to the Zoning Board of Appeals.

# Department of Planning, Building, and Code Enforcement

## John Tracy

Director of Planning, Building, and Code Enforcement 112 W Cass St. Albion, Michigan 49224 (517) 629-7189 jtracy@cityofalbionmi.gov

#### <u>Click here to view the City's Zoning</u> <u>Ordinance</u>.

<u>Click here to view all zoning and</u> land use applications.

Click here to view all permits.

\*Please note that there are fees associated with most applications and permits. <u>Please click here to</u> <u>view the full fee schedule.</u>

	Makes Recommendation	Approves			
	Planning Commission	Planning Commission	City Council	Zoning Board of Appeals	Administrative (Staff)
Site Plan		Х			X (limited*)
Special Use Permit		Х			
Rezoning/Conditional Rezoning	Х		Х		
Text Change/Ordinance	Х		Х		
Zoning Compliance					Х
Variance				Х	
Appeal				Х	

\*Any projects that are not defined as major site plans fall under the category of minor site plans. The Planning Department staff has the authority to approve minor site plans. Major site plans are defined as, "All non-residential developments greater than 10,000 square feet of structure, or larger than 2-1/2 acres in size, and all PUD's are major projects which require preliminary site plan review by the Planning Commission."

# More about Land Use Applications

All land use and permit applications can be found on the City of Albion's website on the Planning Page. Hard copies are also available at City Hall located at 112 W. Cass St. Albion, MI on the second floor outside of the Assessor's Office. Payment for the permit is expected at the time of application. Checks can be made out to "The City of Albion."

SAFEbuilt (formerly Cornerstone) handles all of the City's inspections. To schedule an inspection, call the number listed on page 2 of this document.

The following pages will explain the processes for submitting site plans, appeals, and other applications.

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#### **Permitted Use Process**

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3

# Department of Planning, Building, and Code Enforcement

#### John Tracy

Director of Planning, Building, and Code Enforcement 112 W Cass St. Albion, Michigan 49224 (517) 629 – 7189 jtracy@cityofalbionmi.gov

<u>Click here to view the City's Zoning</u> <u>Ordinance</u>.

All applications can be found online on the City of Albion's website on the Planning Page.

- Submit proposed land use application in writing for evaluation by the Dir. of PB&CE.
- Timeline: Day 1
- Dir. of PB&CE evaluates and responds to inquiry with decision on whether use is permitted in the zoning district where property is located. If use is permitted, written approval is granted.
- Timeline: Day 2
- If more applications for building, special land use, variances, or inspection(s) are needed, the Dir. of PB&CE will inform the applicant and schedule a meeting to discuss the further applications needed.
- Timeline: Day 2

FEES: \$35 for Zoning Application if needed; Building Permit fees dependent on type of work to be done.

NOTES:

- To appeal staff decision, a person must file an appeal with the Zoning Board of Appeals through the Dir. of PB&CE.
- Fee to appeal before ZBA is \$200.00.

#### **Site Plan Review**

#### **Developments Requiring Administrative Approval**

All other projects not specified as a major project are either minor projects subject to review and approval by the Planning Department or amendments to existing site plans. The Planning Department may review and approve minor site plans without their submission to the Planning Commission. The Planning Department shall apply all applicable standards and procedures of the Zoning Ordinance in approving, conditionally approving, or denying site plans.

#### **Developments Requiring Planning Commission Approval**

All non-residential developments greater than 10,000 square feet of structure, or larger than 2-1/2 acres in size, and all PUD's are major projects which require preliminary site plan review by the Planning Commission.

#### Pre-Application Meeting/Conceptual Site Plan Review

It is highly recommended that before submitting an application for a variance, land use permit, or any other permit, that you meet with the Director of Planning, Building, and Code Enforcement so they can guide you in the right direction and save time on both ends.

Prior to beginning any land use, construction project, or similar project in the City of Albion, developers must apply for and receive proper permits. The purpose of a conceptual site plan review is to allow for an informal consultation and cooperation between the developer and the City of Albion on a proposal prior to a substantial commitment of time and expense on the part of the applicant in preparing a site plan. Applicants are welcome to reach out to the Planning Department with any questions during the application process.

Site Plan Review Fees Base Fee: \$250 + Consultant Fees (actual costs)

\*For smaller rehab projects, City Manager can adjust fee.

For Subdivision/Site Condo/PUD Site Plan Review: Base Fee: \$350 + Consultant Fees (actual costs)

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#### **Site Plan Review Process**

Department of Planning, Building, and Code Enforcement

John Tracy

Director of Planning, Building, and Code Enforcement 112 W Cass St. Albion, Michigan 49224 (517) 629-7189 jtracy@cityofalbionmi.gov

<u>Click here to view the City's Zoning</u> <u>Ordinance</u>.

All applications can be found online on the City of Albion's website on the Planning Page. Meet with Dir. of PB&CE to discuss project (see Pre-Application Meeting/Conceptual Site Plan Review on previous page).
Preliminary work

• Submit a Site Plan Review application/plan (see next page for checklist of everything that should be included in Site Plan Review application).

• Timeline: Day 1

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- Staff Site Plan Review Team meets to review application/plan for conformance with codes.
  Timeline: Day 7
- Following plan review, staff contacts applicant and informs them of needed revisions.
- Timeline: Day 8
- Applicant submits revised plan/additional information.
- Timeline: Day 17 (this time and all future steps depend on the quickness of applicant. response)

• Planning Commission reviews request and makes decision or requests more information. Applicant should attend this meeting to answer questions.

• Timeline: Day 28\*

- Applicant subimts land use application to request a permit.
- Timeline: Applicant dependent
- Staff reviews application for conformance with Planning Commission approval and issues permit.
- Timeline: within 5 days of receiving complete application

#### Site Plan Review Checklist

- 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, right-of-ways and private easements of record and abutting streets
- Existing topographic elevation 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, light poles, 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 for size for screening of all trash receptacles and other solid waste disposal facilities
- Location and specification for any existing or proposed above or below ground storage facilities for any chemicals, flammable materials, or hazardous materials as well as any containment structures or clear zones required by government authorities
- Identification of any significant site amenities

**Special Land Use Permits** 

• Meet with Director of PB&CE to discuss project. Preliminary work • Applicant submits Special Land Use application/plan. • Timeline: Day 1 Staff reviews applciation/plan for completeness. • Timeline: Day 5 • Staff contacts applicant and informs them of needed revisions/additional information. • Timeline: Day 6 • Applicant submits revised plan/additional information. • Timeline: Day 15 (this time and all future steps depend on the quickness of applicant response) • Attend Planning Commission work session; Commission determines if application is complete and sets public hearing or requests additional information. • Timeline: Day 26\* Applicant submits requested changes to staff. • Timline: Day 29\* • Public Hearing is held by Planning Commission; decision to approve or deny by the Planning Commission normally occurs after the public hearing. • Timeline: Day 60\*

\*these timelines are based on the quickness of the applicant's response

Fees: \$200.00

Notes:

It is important that the applicant meet with the Dir. of Planning, Building, ٠ and Code Enforcement before beginning the application process to avoid submitting an incomplete application which will delay the process.

# **Department of** Planning, Building, and **Code Enforcement**

John Tracy

Director of Planning, Building, and Code Enforcement 112 W Cass St. Albion, Michigan 49224 (517) 629 - 7189jtracy@cityofalbionmi.gov

Click here to view the City's Zoning Ordinance.

All applications can be found online on the City of Albion's website on the Planning Page.

#### **Rezoning Process**

Applicant meets with Director of PB&CE to explore project/request. If rezoning is necessary, a review of the Comprehensive Plan and zoning ordinance are done to determine feasibility.
Preliminary work

- Applicant submits formal request for rezoning.
- Timeline: Day 1
- In most cases, Dir. of PB&CE meets with Planning Commission to review request as a discussion item at the next Planning Commission meeting.
- Timeline: Day 26
- Staff sets Public Hearing and prepares staff report, sends out required neighborhood notices, and places ad in paper.
- Timeline: Day 41

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- Public Hearing is held by Planning Commission, which arrives at a recommendation for City Council.
- Timeline: Day 61
- Recommendation is sent to City Council for introductory reading; Council decision on whether or not to proceed with final reading or deny request.
- Timeline: Day 68
- City Council holds final reading; ordinance change is granted or denied.
- Timeline: Day 90 minimum (depending on next City Council meeting date)

Fees: \$350 (Zoning Application) + \$250 (Zoning Text Amendments)

Notes:

• Both Planning Commission recommendation and City Council approval are required to rezone a property.

# Department of Planning, Building, and Code Enforcement

### John Tracy

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<u>Click here to view the City's Zoning</u> <u>Ordinance</u>.

All applications can be found online on the City of Albion's website on the Planning Page.

#### **Zoning Variances and Appeals**

- Meet with Dir. of PB&CE to discuss project.
  - Preliminary work
  - Applicant submits Zoning Board of Appeals (ZBA) application.
  - Timeline: Day 1

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- Staff reviews application/plan for completeness.
- Timeline: Day 6
- Staff sets ZBA Public Hearing, sends out required neighborhood notices and places ad in paper.
- Timeline: Day 7
  - Staff sends out report of findings/recommendations to ZBA.
- Timeline: Day 23
- Applicant attends ZBA Public Hearing; decision to approve or deny by the ZBA normally occurs after the Public Hearing.
- Timeline: Day 28

Fees: \$200.00 (including Zoning Permit Fee)

Notes:

• The same process applies for obtaining a permit for signage.

# More about the Zoning Board of Appeals

The <u>Zoning Board of Appeals</u> (ZBA) also acts as the sign board of appeals. The Variance Application for signs is \$175 (including Zoning Permit Fee).

# **Codes Currently in Effect**

21

RESIDENTIAL BUILDINGS (Singl	e Family, Duplex, or Townhouse)	
Building	2015 Michigan Residential Code (MRC)	Effective February 8, 2016
Electrical	2015 Michigan Residential Code (MRC)	Effective February 8, 2016
Plumbing	2015 Michigan Residential Code (MRC)	Effective February 8, 2016
Mechanical	2015 Michigan Residential Code (MRC)	Effective February 8, 2016
Energy Code	2015 Michigan Energy Code	Effective February 8, 2016
COMMERCIAL BUILDINGS		
Building	2015 Michigan Building Code (MBC)	Effective April 20, 2017
	2015 Michigan Rehab Code Existing Buildings	Effective December 13, 2016
	2015 International Fire Code (IFC)	Referenced Standard 2015 MBC
Accessibility	2009 ICC/ANSI A117.1	Referenced Standard 2015 MBC
Electrical	2014 National Electrical Code (NEC)	Effective June 18, 2015
Plumbing	2015 Michigan Plumbing Code (MPC)	Effective April 20, 2017
Mechanical	2015 Michigan Mechanical Code (MMC)	Effective April 12, 2017
Fire Code	2015 International Fire Code (IFC)	Referenced Standard 2015 MBC
	2015 International Fire Code (IFC) Appendix	Referenced Standard 2015 MBC
Sprinkler	2013 NFPA-13 (Commercial Buildings)	Referenced Standard 2015 MBC
	2013 NFPA-13R (Residential Buildings)	Referenced Standard 2015 MBC
	2013 NFPA-13D (One & Two Family Buildings)	Referenced Standard 2015 MBC
Fire Alarm	2013 NFPA-72	Referenced Standard 2015 MBC
Commercial Hood	2013 NFPA-17 (Kitchen Hoods)	Referenced Standard 2015 MBC
Energy Code	2015 Michigan Energy Code	Effective September 20, 2017

Code books may be purchased on-line through the International Code Council (ICC), National Fire Protection Association (NFPA), or through the Michigan Department of Licensing and Regulatory Affairs, Bureau of Construction Codes.

International Code Council	www.iccsafe.org
National Fire Protection Association	www.nfpa.org
LARA (MI Department of Licensing and Regulatory Affairs)	<u>www.michigan.gov/lara</u>