



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

Planning & Development

AGENDA

City of Alpena Planning Commission

Tuesday, March 9 @ 7:00 p.m.

Alpena, Michigan

This meeting will be held virtually.

Please join my meeting from your computer, tablet, or smartphone.

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CALL TO ORDER:

ROLL CALL:

PLEDGE OF ALLEGIANCE:

APPROVAL OF AGENDA:

APPROVAL OF MINUTES: Joint Planning Commission/CIP Meeting February 17, 2021

PUBLIC HEARING AND COMMISSION ACTION:

1. **P.C. Case #21-SU-01.** Taishaw M. Thomas has requested a special use permit to allow for a secondary dwelling unit at 315 S. Ninth Avenue. The property is in the R-2 zoning district. Secondary Dwelling Units require a special use permit in this zoning district.

BUSINESS:

COMMUNICATIONS:

REPORTS:

CALL TO PUBLIC:

MEMBERS' COMMENTS:

ADJOURNMENT:



MINUTES
City of Alpena Planning Commission
Joint CIP Meeting (Virtual)
February 17, 2021
Alpena, Michigan

CALL TO ORDER:

The joint meeting of the Planning Commission was called to order at 5:32 p.m. by Randy Boboltz, Planning Commission Vice-Chair.

ROLL CALL: PLANNING COMMISSION

PRESENT: Werda, Kostelic, Bauer, VanWagoner, Boboltz, Gilmore, Kirschner

ABSENT: Sabourin, Wojda

STAFF: Andrea Kares (Director of Planning, Development, and Zoning), Cassie Stone (Recording Secretary), Rachel Smolinski (City Manager), Leilan Bruning (Deputy Clerk/Treasurer/Finance Director), Rich Sullenger (City Engineer), Steve Shultz (Assistant City Engineer & IT Coordinator), Shannon Smolinski (Engineering Assistant & Harbormaster), Mike Kieliszewski (Building Division Head), Billy Vogt (Building Inspector), Joel Jett (Police Chief), Bill Forbush (Fire Chief), Anne Gentry (Downtown Development Authority).

ABSENT: Soik

COUNCIL: Hess, Johnson, Mitchell, Nowak, Waligora

ABSENT: None

Waligora left the meeting at 6:28 p.m.

PLEDGE OF ALLEGIANCE:

Pledge of Allegiance was recited.

APPROVAL OF AGENDA:

Agenda was approved as printed.

APPROVAL OF MINUTES:

January 12, 2021 minutes was approved as printed.

Shannon Smolinski stated that no new projects were added to the City Hall Building Maintenance section of the CIP for this year. Kieliszewski explained the two new projects that

were added this year under the Public Safety Facility Building Maintenance section. Siding exposed masonry walls and replacing of overhead doors. Gentry stated that the first budget number under Economic Development/Property Acquisition Fund was charged to sewer and should be charged to 216, Economic Development (216-269-967-001). Gentry stated that Historic Plaque Project was added in the CIP to begin funding in 2022-2023. Forbush stated that two new projects were added in the Fire Department section of the CIP; Functional Fitness Equipment and Shipping Containers for Firefighting Training. Jett stated that an amendment will be made on the Police Vehicle Replacement. Under the 2021-2022 category there is currently \$90,000 listed but will be reduced to \$45,000 being that only one police vehicle will need to be purchased this year. Jett also stated that another addition in the narrative of the Replacement of Portable 800 m/Hz Radios is that the USDA grant process will be used for this project. If not awarded the USDA grant the intent is to spread the project over the next three years at \$22,000 every year. Shannon Smolinski stated that a Master Plan Development for the marina is needed to revitalize things. Seasonal Slip Water Service is also new this year so drinking water can be accessible to the boaters. Shultz stated that there are no new projects added. Right now it's pretty much just maintenance or standard upgrades. Shultz added that the City Hall Copier has been cut from previous budgets but needs to stay on top. Kares stated the only change in Planning was removing the Strategic Plan from the CIP as this will be able to be done this year. The funds that were allocated for it next year have been moved to Public Art. Sullenger stated a couple new projects that were added to the cemetery are Cemetery Garage Bathroom Renovation project, and Mausoleum Repairs which is still a few years out yet. A lot of the new ones that are added in the Parks section of the CIP came from the Recreation Plan which are highlighted in yellow. Parking Lot Improvements – Culligan Plaza is a new one added in Public Works. Sullenger stated no new projects in Local Street Funds. Under the Major Street Fund, Second Avenue Bridge Abutement was added. Some new projects were added in the Sewer Fund based on the needs out in the system as well as at the Water Recycling Plant. Sullenger stated that the CIP is not a wish list. Projects put in the CIP are a needs list.

Motion made by VanWagoner to approve the CIP as it is drafted, **seconded by Bauer.**

Ayes: VanWagoner, Boboltz, Kirschner, Gilmore, Kostelic, Werda, Bauer.

Nays: None

Absent: Sabourin, Wojda

Motion carried.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:38 p.m.

Steve Gilmore, Secretary

Memorandum



Date: March 9th, 2021

To: Planning Commission

Copy: Rachel Smolinski, City Manager
Kathleen Sauve, Administrative Assistant

From: Andrea Kares, Planning, Development, and Zoning Director

Subject: PC 21-SU-01

RE: P.C. Case #21-SU-01. Taishaw M. Thomas has requested a special use permit to allow for a secondary dwelling unit at 315 South Ninth Avenue. The property is in the R-2 zoning district. Secondary Dwelling Units require a special use permit in this zoning district.

Background: The home located at 315 South Ninth Ave was purchased on the 13th of January 2021 for \$8,900 from 2019 Castle, LLC. It is the intention of the property owner to rent out both the primary dwelling, as well as the secondary dwelling unit.

Zoning and Planning Issues: The subject property located at 315 South Ninth Avenue is currently zoned R-2, One-Family Residential District. Staff have concerns with the lack of parking on site. The property as is would need to have tandem parking. However, the owner has provided a site plan which shows parking in the rear of the home for up to four spaces, three are required by code. Three public comments were received regarding the use, all of which expressed concerns about parking, and the current upkeep of the home.

Recommendation: The City of Alpena Zoning Ordinance does not specifically require owner occupancy for an attached secondary dwelling unit. In addition, it does allow secondary dwelling units up to 600 square feet, or 25% of the primary dwelling unit whichever is less. The proposed secondary dwelling unit is compliant with size requirements as it is proposed to be 588 square feet in a home that totals 2,402 square feet. The home and secondary unit also comply with all applicable supplemental regulations in Article 7 of the City of Alpena Zoning Ordinance. As such Staff would recommend approval.

Per Section 6.12, Special Land Use Approval; Standards, the proposed use complies with these standards as follows:

- A. Allowable Special Land Use.** Secondary Dwelling Units are allowed as a special use in this zoning district.
- B. Compatibility with Adjacent Uses.** All surrounding uses are consistent with the proposed use, and no compatibility issues are anticipated.
- C. Public Services.** The special use will have no additional impacts on public services than what is currently needed.
- D. Economic Well-Being of the Community.** There will be no additional public cost, or detrimental effects on the community or neighborhood.
- E. Compatibility with the Natural Environment.** As there are no major changes required to the site, there will be no impact on compatibility with the natural environment.
- F. Impact of Traffic on Street System.** As the subject property is surrounded by other residential uses there are no additional, or negative effects on the roadway, or the surrounding properties anticipated.
- G. Non-Detrimental Standards.** There will be nothing environmentally detrimental because of this use.
- H. Consistent with Zoning Ordinance and Comprehensive Plan.** This use is consistent with both the Zoning Ordinance and the Comprehensive Plan.
- I. Compliance with Supplemental Site Development Standards.** The proposed use is compliant with all applicable supplemental regulations in Article 7 of the City of Alpena Zoning Ordinance.

Therefore, based on the findings outlined above, staff would recommend **approval** of the Special Land Use Permit for a Secondary Dwelling Unit in this R-2 zoned area. Any additional restrictions, or requirements to be determined by Planning Commission.



← 9th Street →

• Overview of
315 S 9th Ave
Alpena, MI 49707

Taishaw Thomas
1/20/21

scale

1 square = 3 feet

← 16'4" →

enclosed porch

drive way →

house

total square footage
2402

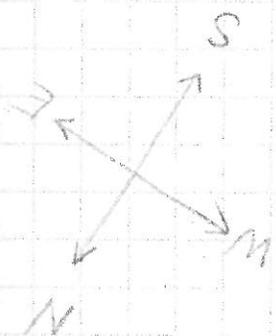
property line 71'4"

← 12'6" →

← 10'6" →

porch
14'4" x 8'

enclosed
basement
exit



3 or 4
9' x 18'
parking
spaces

1

2

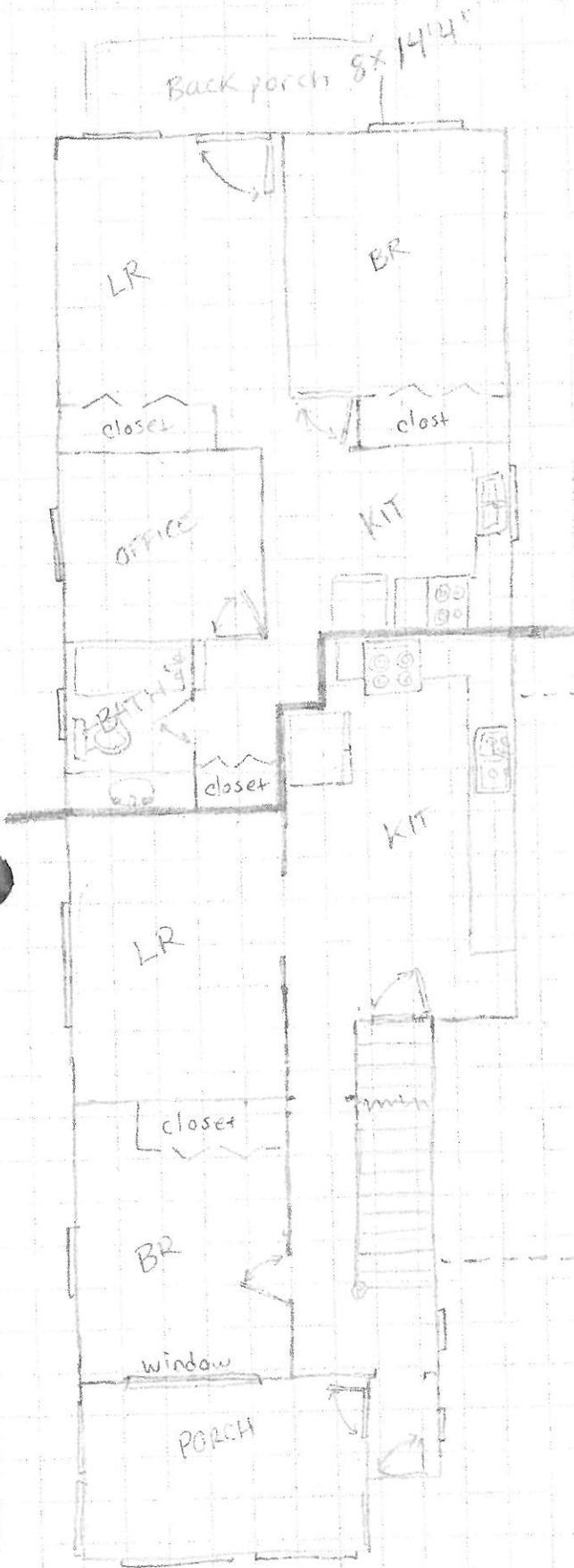
3

4

fence

54'

back fence



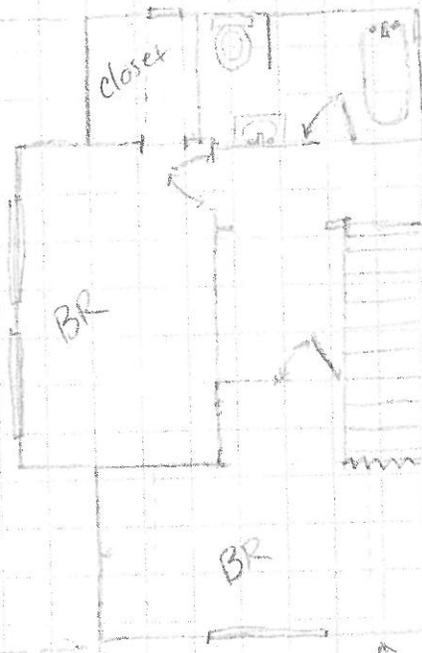
↑
main floor

Overview of entire house layout showing division of proposed secondary dwelling unit

Basement dimensions mirrors main-floor dimensions (can provide layout of basement if required)

315 S 9th Ave
Alpena, MI

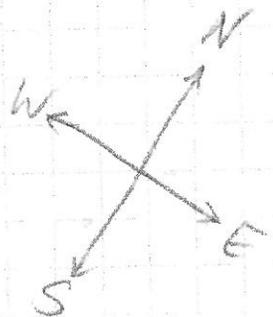
TaishawThorne
1/20/21



↑
Upstairs

started ceiling

scale
one square = 24"



steps ←

steps off porch extend 51"
width = 46"

back porch
14'4" x 8'

Detailed layout of
proposed secondary
dwelling unit of

315 S 9th Ave
Alpena, MI

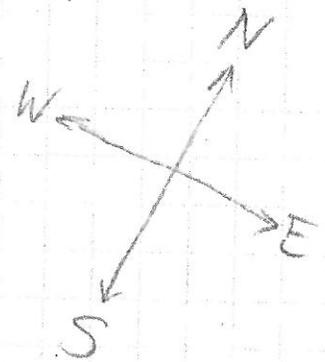
Taishaw Thomas
1/20/21

Living room
10'6" x 12'6"

bedroom
10'6" x 12'6"

closet

closet



office
9' x 9'6"

kitchen
9' x 11'7"

scale

12" = square

bathroom
6' x 8'

hall closet

total square footage
of secondary dwelling
588

