



City Hall  
208 North First Avenue  
Alpena, Michigan 49707  
[www.alpena.mi.us](http://www.alpena.mi.us)

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## *Planning & Development*

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### **AGENDA**

#### **City of Alpena Planning Commission**

Regular Meeting

Tuesday, December 10<sup>th</sup> 2019, 7:00 p.m.

Alpena, Michigan

CALL TO ORDER:

ROLL CALL:

PLEDGE OF ALLEGIANCE:

APPROVAL OF AGENDA:

APPROVAL OF MINUTES: Meeting November 12, 2019

PUBLIC HEARING AND COMMISSION ACTION:

BUSINESS:

**P.C. Case No. 19-SU-03.** Options Pregnancy Center, 526 W Chisholm Street, is requesting a special land use permit to allow for the commercial use of a building located at 233 Cavanaugh Street in an R-2 One family Residence District in order to use the existing building as an office. Article 5.7B & 7.10

COMMUNICATIONS:

REPORTS:

1. Development Update-

CALL TO PUBLIC:

MEMBERS' COMMENTS:

ADJOURNMENT:



MINUTES  
City of Alpena Planning Commission  
Regular Meeting  
November 12, 2019  
Alpena, Michigan

CALL TO ORDER:

The regular meeting of the Planning Commission was called to order at 7:00 p.m. by Paul Sabourin, Planning Commission Chair.

ROLL CALL: PLANNING COMMISSION

PRESENT: Kirschner, Austin, Lewis, Sabourin, Boboltz, VanWagoner, Gilmore, Mitchell

ABSENT: Wojda

STAFF: Adam Poll (Director of Planning & Development), Cassie Stone (Recording Secretary).

PLEDGE OF ALLEGIANCE:

Pledge of Allegiance was recited.

APPROVAL OF AGENDA:

Agenda was approved as printed.

APPROVAL OF MINUTES:

October 8, 2019 minutes approved as printed.

PUBLIC HEARING AND COMMISSION ACTION: None

BUSINESS: Comprehensive Plan Review

Poll stated that over the last year the Planning Commission has been reevaluating as required by the Planning Enabling Act our Comprehensive Plan. Steve Schnell, a community development planner for NEMCOG (Northeast Michigan Council of Government) is present and has been working on getting chapters updated. Chapters 3-6 already have noted changes which will be passed on to Schnell for updates. Poll stated that chapter 8 was the focus for tonight's meeting as well as discussing the survey that was posted for citizens allowing feedback on their opinion. Poll added that Schnell will ask some questions as part of the contract is a public input session as well and trying to figure out how to get more public comment. Schnell stated that the citizen survey had a pretty good response rate but other methods are needed to reach out to the community. Schnell asked for planning commission responses to the feedback from the survey. Boboltz stated that he was amazed on how many people did not know that recycling programs were offered. Poll asked if this survey was offered to surrounding areas not just the City in which Schnell replied yes this was a combined survey and anyone was allowed to offer

feedback. Mitchell stated that there seemed to be more answers from the Township than City residents. Poll suggested maybe pulling out the township answers in which Schnell said he would look into it. Boboltz stated that he felt the survey overall was reflected as positive. Austin stated that he felt that people were appreciative of the services provided by the City. Mitchell suggested maybe having a monthly calendar of events coming up. Gilmore added that a calendar would help keep stipulations in order from a decision previously made by the Planning Commission. Poll added to highlight items that no longer apply such as the work with Alpena County to keep the Alpena County Jail within the City limits from our goals and objectives. Poll added that there is an action item to establish and promote a Public Art program. We do not have a public art program so maybe state to support public art activities throughout the City. Another action item listed stated to investigate the feasibility of a summertime or year round fixed route specialized public transportation service (trolley). Poll added that this was not utilized as heavily as anticipated and is no longer available. Another item to strike is to support development for a new facility for TBTA (Thunder Bay Transportation Authority) which has since been completed. Marijuana facilities should also be added as the previous plan does not list anything pertaining to this. Schnell questioned what the Planning Commission would like to see happen with the public input process. Austin stated that maybe pull topics from the survey that seemed to be repeated and try to narrow it down with bulletin points. Austin added that it seemed overwhelming positive that people were in agreeance with wanting to see steady growth in the community. Mitchell stated that the majority of people that took the survey were primarily in their sixties. Austin feels that Alpena needs to stand out to potential future residents so they know there is a lot of positive things here and a lot of people are unaware of what Alpena is made of and has to offer. Mitchell suggested inviting the students from Alpena Community College being younger individuals to get their thoughts and opinions on topics. Poll suggested pulling out the top four positive topics and top four negative topics to further discuss. Schnell suggested putting together a one page document to hand out to organizations to get them involved and spread the news in future planning to gather feedback. Schnell stated that the next steps are editing the goals and objectives and the public input session and then followed by the final review of the goals and objectives that are refined should be after the public input session is held.

COMMUNICATIONS: None

#### REPORTS:

1. Development Update: Poll stated he was approached by a teacher from the TBJH along with the mayor and Jim Klarich to listen to some students on a class project and their thoughts on what they felt would make Alpena more attractive to younger people. Poll added that they were very much orientated in parks and recreation. Overall it was great to hear their thoughts and Poll invited them to public input meeting regarding Mich-e-ke-wis Park being held tomorrow night. Poll added that medical marijuana facility discussion is being held at next Monday's City Council Meeting. NOAA grant is

also moving forward. The new City Manager starts on December 9<sup>th</sup>, and Greg's last day is December 20<sup>th</sup>.

CALL TO PUBLIC: Schnell expressed how important it is to fill out the 2020 census in April and that on average \$1800.00 of government assistance is lost to every person not accounted for.

MEMBERS COMMENTS: Sabourin congratulated Mitchell for the election to City Council and good luck with his four year adventure and a belated happy veterans day to all of the veterans here.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:51 p.m. by Sabourin, Planning Commission Chair.

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Wayne Lewis, Secretary

# Memorandum



Date: December 12, 2019

To: Planning Commission

Copy: Greg Sundin, City Manager

From: Adam Poll, Planning and Development Director

Subject: PC 19-SU-03- Request for office at 233 Cavanaugh Street

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RE: **P.C. Case No. 19-SU-03.** Options Pregnancy Center, 526 W Chisholm Street, is requesting a special land use permit to allow for the commercial use of a building located at 233 Cavanaugh Street in an R-2 One family Residence District in order to use the existing building as an office. Article 5.7B & 7.10

**Background:** Options Pregnancy Center is requesting to locate their office into an existing church building located at 233 Cavanaugh. The building has been utilized as a church for many years. The building is located in an R-2 One Family Residential Zoning District. The existing building is 2640 square feet and includes a 286 square foot garage that is attached via a breezeway.

**Zoning and Planning Issues:** Almost any non-residential use in a residential district requires a special land use permit including both offices and churches. In this case, the church has been in existence prior to this requirement. Because there is a change of use a new special land use permit is required.

Professional offices are allowed with the condition that no more than three persons work on the premises at any time, any business conducted at the site is completely within the building, and that parking is accommodated if possible. Planning Commission can allow for use of on street parking as well as limit hours of operation. Any signage would have to comply with the regulations for a residential district.

At this location there would appear to be space for two vehicles in the driveway as well as one space for a vehicle within the garage. The applicants have indicated that they only have 1-3 cars on the premises at any time and may have the occasional board meeting that could bring a total of 5-8 cars once per month.

If the property was continued to be utilized as a church, it would likely utilize less parking during the week, but would have a significantly higher parking needs when the members meet.

The applicants have indicated that their office hours are between 10am and 6pm and that usually only two staff members would be working in the building. They have also indicated that the existing sign size would be adequate for their needs.



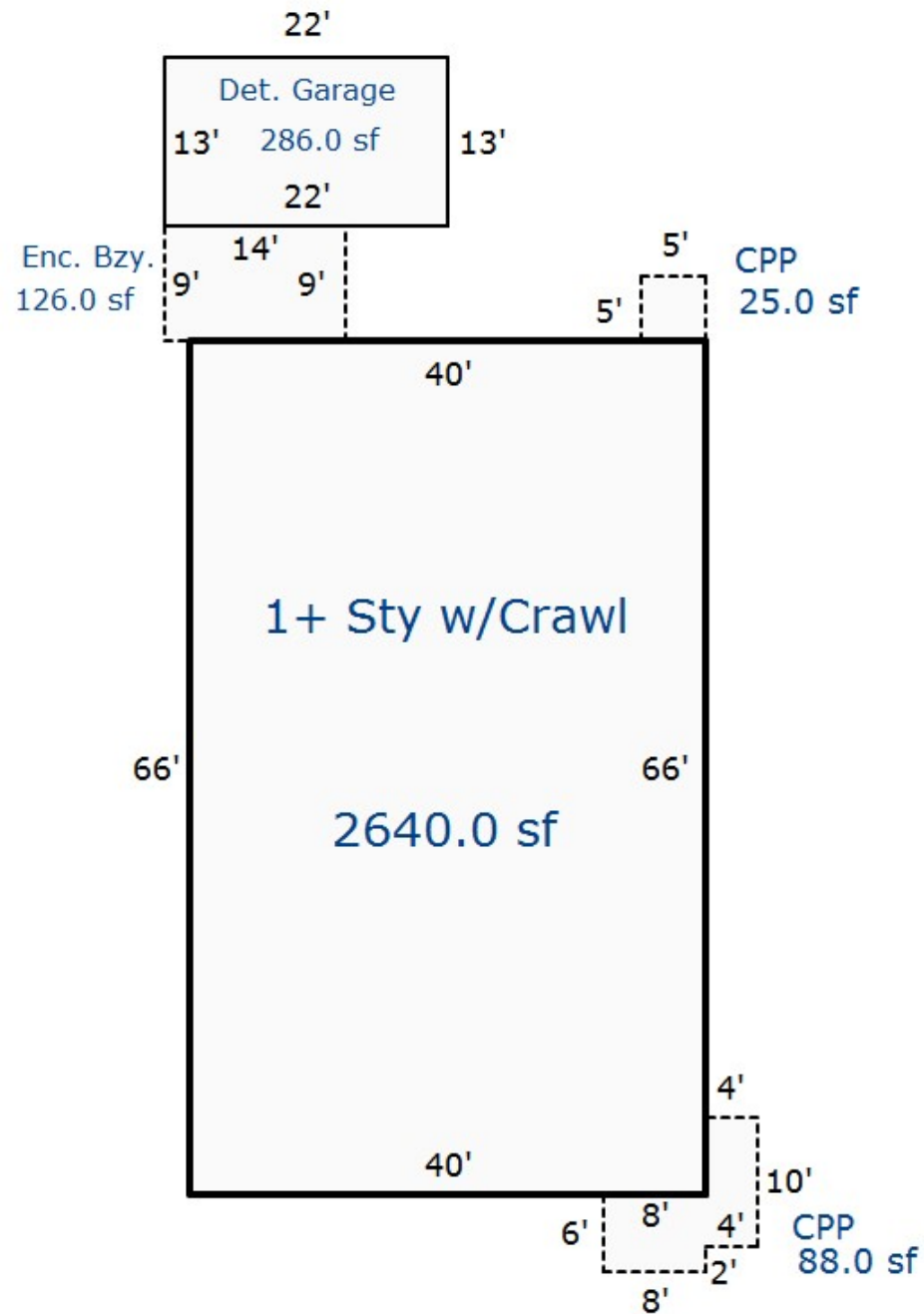
**Recommendation:** The proposed use would not appear to alter the character of the neighborhood and there would appear to be adequate parking for the requested use. The structure of the building would not change.

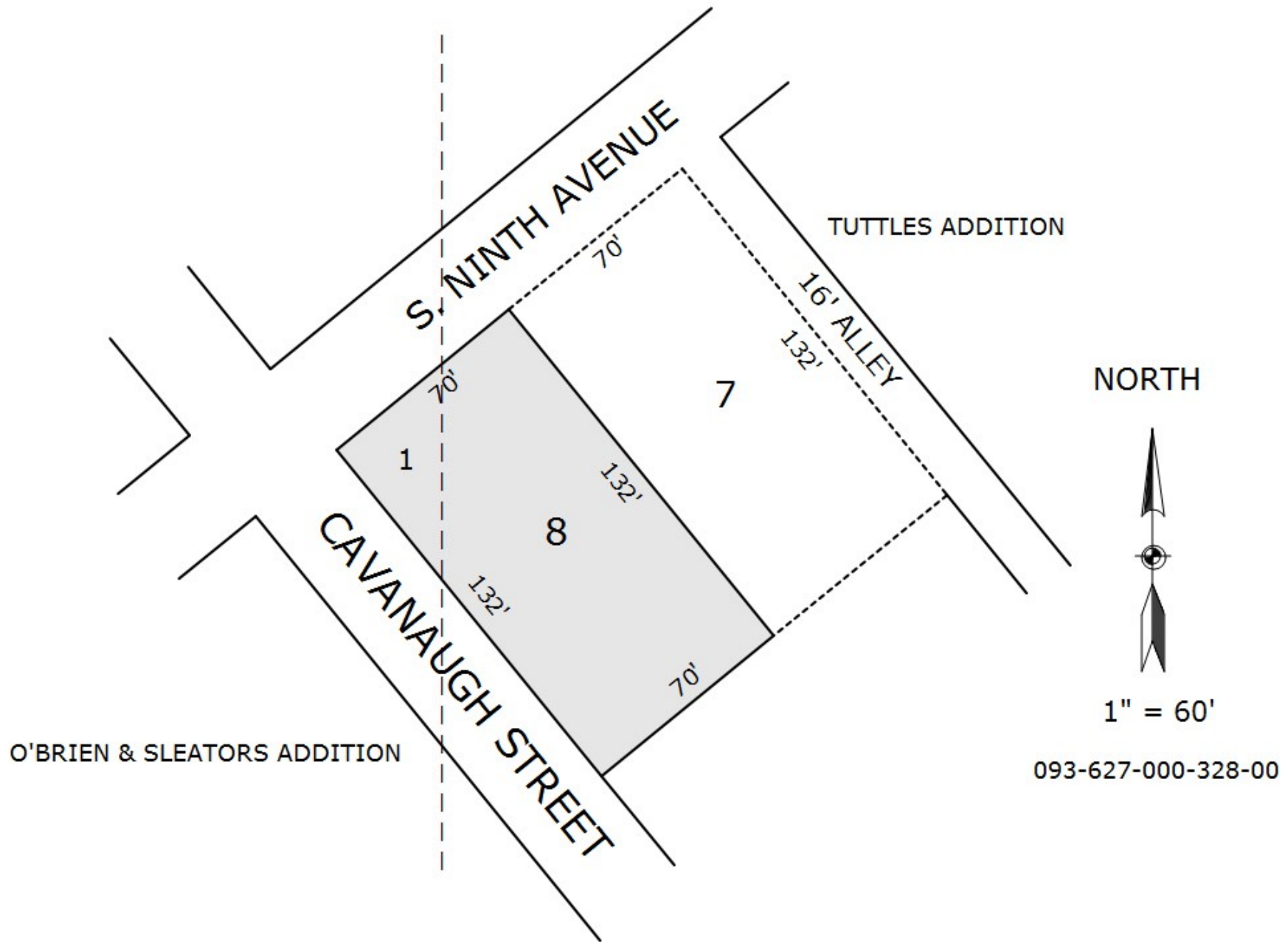
Per Section 7.10.C Special Land Use Approval Standards, the proposed development complies with these conditions as follows except as noted:

1. All such businesses shall have no more than three (3) persons working on the premises at any time.
2. Outdoor storage is prohibited.
3. The total area devoted to approved uses shall not exceed two thousand (2,000) square feet for new buildings or additions. The square footage of uses in existing commercial buildings shall be limited to the size of the building. If the building is less than two thousand (2,000) square feet, an addition may be constructed so that the total square footage does not exceed two thousand (2,000) square feet, the addition matches the existing structure, and all developmental standards of the district are met or appropriate variances obtained.
4. New construction shall utilize brick, stone, wood, vinyl, or decorative concrete masonry units. Metal siding shall be prohibited. Final design shall be approved the Planning Commission as part of the Special Use approval process.
5. All goods produced on the premises shall be sold at retail on the premises where produced.
6. All business activity shall be conducted within a completely enclosed building, or in an area specifically approved by the Planning Commission.
7. Parking shall be accommodated on-site, if possible. Otherwise the Planning Commission may permit the use of on-street parking.
8. Hours of operation may be limited by the Planning Commission.
9. Signs must comply with those set forth for the residential zoning district.
10. The Planning Commission may allow a use to sell alcohol, however the Commission may limit the type of license applied for or obtained for the sale of alcohol, hours of operation, and any other restrictions intended to stabilize, protect, and encourage the residential character of the area. The use must gain approval from the Michigan Liquor Control Commission before alcohol can be or sold.

Therefore, staff recommends **approval** of the Special Land Use Permit to allow for the existing structure located at 233 Cavanaugh Street to be utilized as an office as long as it continues to meet the conditions listed.









# Options Pregnancy Center

Encouraging · Equipping · Educating

526 W Chisholm St., P.O. Box 193, Alpena, MI 49707

November 14, 2019

City of Alpena Planning Staff:

Options Pregnancy Center is a non-profit. Our purpose is to share the Gospel of Jesus Christ by offering practical, emotional, and spiritual support to women, men, and children who are facing pregnancy and abortion related concerns.

Our staffing typically includes one (1) Director and one (1) Receptionist and we usually only see 1-2 clients at a time. During business hours we will have 1-3 parked cars. Our current operating hours are Mondays 12pm – 6pm, Tuesdays 10am – 4pm, and Thursdays 10am – 4pm. We have one board meeting per month in the evening and an occasional training session that would result in a total of 5-8 parked cars for the duration of the meeting. The location of the sign that is being used by the current owners will suit our needs.

Sincerely,

President: Jena Townsend  
Secretary: Seth Peters  
Board Member: Mickey Kroll

Center Director: Emily Potter  
Treasurer: Terry Denmark  
Board Member: Pastor Joshua Schultz

Board Member: Megan Christensen  
Pastoral Counsel: Pastor Rich George  
Board Member: Hon. Thomas LaCross

PC Case No. 19-SU-03



233 Cavanaugh



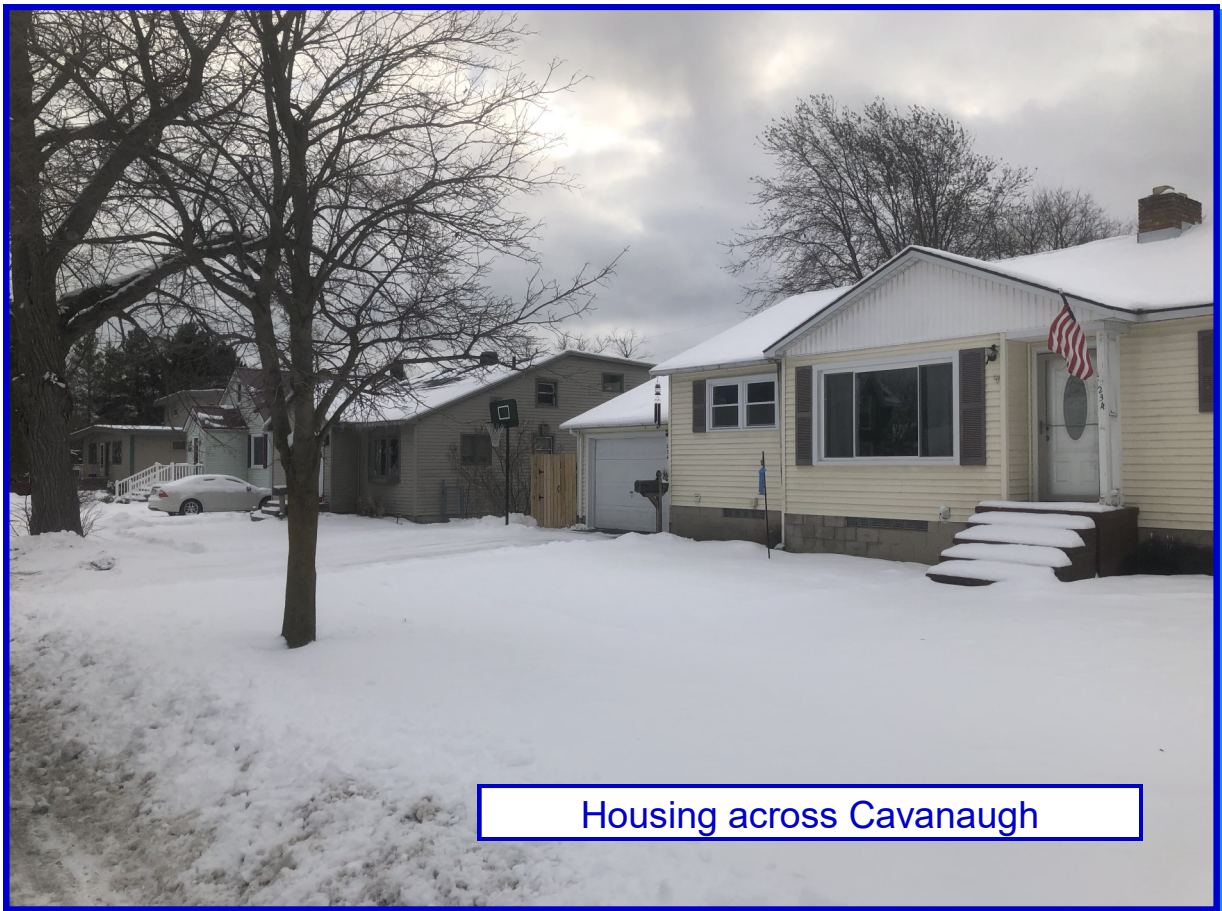
233 Cavanaugh– Side



## PC Case No. 19-SU-03



233 Cavanaugh– Garage and Drive



Housing across Cavanaugh