



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, September 15, 2015, 7:00 p.m.

Alpena, Michigan

CALL TO ORDER:

ROLL CALL:

PLEDGE OF ALLEGIANCE:

APPROVAL OF AGENDA:

APPROVAL OF MINUTES:

PUBLIC HEARING AND COMMISSION ACTION:

BUSINESS:

1. Evaluate the bed and breakfast requirements of the ordinance.
2. Presentation from Larry Clark- Taking Pride in Alpena

COMMUNICATIONS:

REPORTS:

CALL TO PUBLIC:

MEMBERS' COMMENTS:

ADJOURNMENT:



# MINUTES

City of Alpena Planning Commission  
Regular Meeting  
August 11, 2015  
Alpena, Michigan

## CALL TO ORDER:

The regular meeting of the Planning Commission was called to order at 7 p.m. by Wayne Lewis, Planning Commission Secretary.

## ROLL CALL: PLANNING COMMISSION

Present: VanWagoner, Lewis, Mitchell, Hunter, Gilmore

Absent: Boboltz, Sabourin, Heraghty, Dort

Staff: Adam Poll (Director of Planning & Development), Vickie Roznowski (Recording Secretary)

## PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited.

## APPROVAL OF AGENDA:

The August 11, 2015, agenda was approved as printed with two additions; Business – Modification to 2015 Meeting Schedule and Communications – Redevelopment Ready Communities Report of Findings.

## APPROVAL OF MINUTES:

The minutes of the July 14, 2015, regular meeting were approved as printed.

## PUBLIC HEARING AND COMMISSION ACTION:

None.

## BUSINESS:

### 1. Potential City Initiated Rezoning of 144 to 154 E. Hueber Street from B-1 to R-2.

Poll stated that there was a situation that came up regarding 148 E. Hueber Street. There is a gentleman in the process of buying the property but because it is zoned B-1 the mortgage and insurance companies had issues because if the home was destroyed it wouldn't be able to be rebuilt under the ordinance without special approval. It makes logical sense to rezone this area to R-2. 2 of the 4 property owners have been contacted and they are in favor of the rezoning. The other homeowners will be contacted to find out what their thoughts are on this issue. A hearing will be scheduled for next month unless the homeowners do not want this rezoning to happen.

### 2. Modification to 2015 Meeting Schedule

Poll stated that the Labor Day holiday is on the first Monday of September so the City Council meeting will be held the first Tuesday, September 8, 2015, which would be the day of the Planning Commission meeting. The Planning Commission meeting will have to be held on a different day.

Motion made by Hunter, seconded by Gilmore, to move the September 8th meeting to September 15th.

Yays. Mitchell, Hunter, Gilmore, VanWagoner, Lewis

Nays: None.

Absent: Dort, Boboltz, Sabourin, Heraghty

Motion passed by a 5-0 vote.

#### COMMUNICATIONS:

1. Redevelopment Ready Communities Report of Findings  
Poll reviewed the draft report of the Redevelopment Ready Communities. Would like the Commissioners to review the report and be ready to discuss at the next meeting.

#### REPORTS:

1. Alpena Power Company Building  
Went through the building with some members of the Historic Preservation Study group to see if there was anything salvageable. The inside has no historic character left. The whole building will be coming down.
2. Façade Grants  
Projects are moving forward. Hoping to have dates soon as far as when the approval for the Owl and Alpena Furniture will take place.
3. Fairfield Inn  
No update on the Fairfield Inn. Site plans have not be given to the City. The owners were granted a variance for height but they haven't moved forward with the project.

#### CALL TO PUBLIC:

None.

#### MEMBERS' COMMENTS:

None.

#### ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:25 p.m. by Secretary Lewis.

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Wayne Lewis, Secretary

**SECTION 7.7 BED AND BREAKFASTS****A. GENERAL REQUIREMENTS (ALL DISTRICTS)**

**R-1 R-2 R-T RM-1 RM-2 CBD CCD OS-1 WD**

1. Property must be suitable for use as a guest lodging facility. For purposes of this ordinance, the Bed & Breakfast establishment shall meet the requirements of the City of Alpena Rental Inspection Regulations and shall be subject to periodic inspections as provided in those regulations.
2. The use shall be compatible with the neighborhood in which it is located and other allowed uses in the vicinity.
3. Guests may rent sleeping rooms for a period not to exceed fourteen (14) consecutive days. Seven (7) additional consecutive days may be allowed upon approval by the City Building Official or the Planning and Development Director.
4. A smoke detector in proper working order shall be provided in every sleeping room and in additional locations within the structure as determined by the City Building Official. A fire extinguisher in proper working order shall be located on every floor in the immediate vicinity of the sleeping rooms.
5. The structure shall have at least two (2) exit doors to the outside.
6. The use shall be located in the principal structure on the property. The rooms utilized for sleeping shall be part of the primary residential use and not specifically constructed for rental purposes. The Planning Commission may grant permission for accessory dwellings or structures in existence as of the effective date of this section and located on the same parcel as the principal structure containing the Bed and Breakfast to be used as additional sleeping rooms.
7. The Bed & Breakfast shall not alter the residential character of the structure.
8. Rental sleeping rooms shall have a minimum of 100 square feet for one (1) or two (2) occupants with an additional thirty (30) square feet for each occupant to a maximum of four (4) occupants per room.
9. Lavatories and bathing facilities shall be provided for guests at the Bed and Breakfast at a ratio of one (1) per floor, and shall be designated for the exclusive use of guests of the Bed & Breakfast.
10. There shall be no separate cooking facilities for the Bed & Breakfast establishment other than those which serve the principal residence. Food and beverages for compensation may be served only to guests staying on the premises.
11. A site plan shall be provided including a floor plan of the structure, drawn to scale not less than 1/8" = 1', providing the following information:
  - a. Owner/ resident manager and guest on-site parking

- b. Guest entrance to the structure
  - c. Outdoor areas for use by guests
  - d. All rooms of the structure clearly indicating guest and owner/resident manager sleeping rooms, and all other portions of the residence available for use by guests
  - e. Additional information as may be deemed necessary by the Planning Commission or the Planning and Development Director.
12. All on-site parking shall be paved and constructed in accordance with the parking requirements of §3.30.
13. Lighting for parking areas or outdoor activity areas shall be shielded to prevent light from spilling onto adjoining property used or zoned for residential purposes, or onto public rights-of-way.
14. All required state and local permits must be secured, maintained and displayed within an area of the Bed & Breakfast available to guests.
15. Rental of snowmobiles, ATV's, or similar vehicles, boats and other marine equipment to guests may be permitted as part of the Special Permitted Use approval by the Planning Commission. Such requests will be evaluated by the Planning Commission on a case by case basis based on information provided by the applicant.
16. All requirements and conditions imposed upon the Special Permitted Use approval shall be implemented prior to the Bed & Breakfast establishment becoming operational.

**B. SPECIFIC REQUIREMENTS FOR BED & BREAKFAST ESTABLISHMENTS LOCATED IN R-1, R-2, RT, RM-1 AND RM-2 DISTRICTS**



1. A Special Permitted Use must be approved by the Planning Commission following a public hearing, and comply with the general requirements for Special Permitted Uses and the specific requirements for Bed & Breakfast establishments.
2. The Bed & Breakfast establishment shall be located in an existing single-family residence.
3. The owner(s) or resident manager(s) of the Bed & Breakfast shall reside at the residence at all times during periods of operation, except for temporary absences (up to fourteen (14) days per calendar year), in which the owner's or resident manager's designee must be on the premises. The resident manager and/or designee's name must be filed with the City Building Official.
4. Any number of dwelling residents may assist with the Bed and Breakfast operation, but not more than one (1) non-resident full-time equivalent employee may be hired.

5. Sufficient sleeping rooms and bathrooms shall be retained for use by the owner(s) and their immediate family members residing at the residence.
6. A minimum of two (2) parking spaces for the owner(s) or resident manager(s) plus one (1) parking space per rental sleeping room shall be provided on-site. Parking will not be permitted in the lawn extension. Screening by use of plant material, fencing, walls or other means may be required by the Planning Commission to screen parking areas from adjoining residential properties.
7. The use of outdoor yard areas, open decks, pools, and the like available for use by guests shall not result in the production of excessive off-site noise, odor, and other external disturbances. Approval of the Bed & Breakfast operation may be conditioned on the installation of fencing, plantings, and/or other such installations and conditions necessary to ensure compatibility with the surrounding neighborhood.
8. A Special Permitted Use shall be approved by the Planning Commission only if it is determined that the proposed use of the property as a Bed & Breakfast establishment does not significantly diminish the existing residential character of the neighborhood in which the Bed & Breakfast is to be located. The Planning Commission may, at its discretion, reduce the scope and scale of a proposed Bed & Breakfast (number of rental rooms, use of outside areas of the property, etc.) to maintain the integrity of the neighborhood.

#### C. SPECIFIC REQUIREMENTS FOR BED & BREAKFAST ESTABLISHMENTS LOCATED IN OS-1, CBD, CCD, AND WD DISTRICTS



1. Bed & Breakfast establishment shall be located within an existing residential structure.
2. The structure shall be utilized for a Bed & Breakfast establishment only. No other multi-family residential or non-residential use may be conducted on the property in conjunction with a Bed & Breakfast.
3. An owner(s) or resident manager(s) shall be on the premises at all times while the Bed & Breakfast is in operation. There shall be no restrictions on the number of non-resident employees at the Bed & Breakfast.
4. Sufficient sleeping rooms shall be retained for use by the owner(s), resident manager(s), and their immediate family members residing in the residence.
5. A minimum of two (2) parking spaces for the owner(s) or resident manager(s), one (1) parking space per non-resident employee over two (2) working at the same time, plus one (1) parking space per rental sleeping room shall be provided on-site. Parking shall not be permitted in the lawn extension. Screening by use of plant material, fencing, walls or other means may be required by the Planning Commission to screen parking areas from adjoining residential properties. Off-

site parking may be approved by the Planning Commission in non-residential zoning districts.

#### D. SIGNAGE

It is the intent of the Planning Commission to encourage signage to be placed as close to the Bed & Breakfast establishment as possible.

##### 1. In Residential Districts:

**R-1 R-2 R-T RM-1**

- a. One (1) sign permitted per Bed & Breakfast property:
- b. Wall Sign: Maximum four (4) square feet in area, attached flat against the front face of the dwelling. The sign shall not be internally illuminated. If externally illuminated, such illumination shall be directed downward toward the sign and shall be in accordance with Section 2110.1.c of the City Zoning Ordinance. Signage shall be consistent with the scale and architectural and aesthetic character of the dwelling to which it shall be affixed; or
- c. Ground Sign: Maximum four (4) square feet in area with a maximum height of four (4) feet. The sign shall not be internally illuminated. If externally illuminated, such illumination shall be directed downward toward the sign and shall be in accordance with Section 2110.1.c of the City Zoning Ordinance. Signage shall be located at least four (4) feet from any public right-of-way, parallel or perpendicular to the property line, and centered on the lot as much as possible. For corner lots the sign may be located at an angle to the intersecting right-of-way lines. Sign shall not obscure vehicle vision from intersecting streets, alleys or private drives.

##### 2. In Non-residential Districts:

**CBD CCD OS-1 WD RM-2**

- a. One (1) sign permitted per Bed & Breakfast property:
- b. Wall Sign: Maximum six (6) square feet in area, attached flat against the front face of the dwelling. The sign shall be consistent with the scale and architectural and aesthetic character of the dwelling to which it shall be affixed. If illuminated, it must be from an external source; or
- c. Ground Sign: Maximum eight (8) square feet in area with a maximum height of six (6) feet. The sign shall be located at least four (4) feet from any public right-of-way, parallel or perpendicular to the property line, and centered on the lot as much as possible. For corner lots the sign may be located at an angle to the intersecting right-of-way lines. Sign shall not obscure vehicle vision from intersecting streets, alleys or private drives. If illuminated, it must be from an external source.