ZONING BOARD OF APPEALS AGENDA

Wednesday, September 9, 2026
5:30 PM

2nd Floor Council Chambers
112 W. Cass St.
Albion, MI 49224

PLEASE TURN OFF CELL PHONES DURING MEETING

I. CALL TO ORDER

II. ROLL CALL OF THE COMMISSION

III. APPROVAL OF PRIOR MEETING MINUTES

A. Approve May 10, 2022 Meeting Minutes
5-10-22 ZBA Minutes.pdf

IV. CORRESPONDENCE

V. PUBLIC HEARING:

A. Variance for 409 Fitch St.
B. Variance for 413 Allen Place

ZBA PUBLIC HEARING PROCESS
1. The ZBA Chair opens the hearing
2. Chair summarized the process
3. Staff presents report on applicant's request
4. Chair reads any correspondence into the record
5. Public speaking portion of hearing
Individuals in support
Opposition speakers
Questions & rebuttal (directed through the Chair)
Public Speaking portion of hearing
6. Finding of Facts
7. Board begins deliberations
8. Motion is made
9. Roll call vote taken

VI. ORDER OF BUSINESS

A. Election of Officers (Chair, Vice-Chair)

B. Approve 2026 Meeting Dates
2026 MEETING DATES.docx

C. Approve Variance for 409 Fitch St.
Variance application & receipt 7-15-26.pdf
409_Fitch_St_Public_Notice.docx

D. Approve Variance for 413 Allen Place
Variance Application 413 Allen Place.pdf
413_Allen_Place.docx

VII. MISCELLANEOUS ITEMS

VIII. EXCUSE ABSENT COMMISSION MEMBERS

IX. PUBLIC COMMENTS

X. ADJOURNMENT

MINUTES
ZONING BOARD OF APPEALS
Tuesday, May 10, 2022 @ 5:30 PM
City Council Chambers

I CALL TO ORDER (Reminder: turn off cell phones)

Chair Holly Zblewski called the Zoning Board of Appeals meeting to order at 5:30 p.m.

II ROLL CALL of the Commission

PRESENT: Holly Zblewski, Chair; Joseph Verbeke, Jacob Tazzi and Jay Loomis

ABSENT: All members were present

ADMINISTRATION: Haley Snyder, City Manager; Yvonne Ridge, Assistant City Manager; Jill Domingo, City Clerk and Ian Arnold, Director of Planning & Building

III APPROVAL OF Prior Meeting MINUTES

A. SEPTEMBER 27, 2021 MINUTES

Moved by Commissioner Verbeke, seconded by Commissioner Tazzi

To approve minutes as presented

	For	Against	Abstained	Absent
Tazzi Commissioner	x			
Zblewski Commissioner	x			
Loomis Board Member	x			

Verbeke Commissioner	x			
	4	0	0	0

Carried

IV CORRESPONDENCE - None

V PUBLIC HEARING

A. PUBLIC HEARING FOR VARIANCE ON 111 & 115 N. HURON STREET

Chair Holly Zblewski opened the public hearing at 5:31 p.m. & summarized the process

Individuals in Support:

Barbara Welch stated she is requesting a lot width and lot area variance in the R-2 Zoning District. The request is a 4 foot variance of the 40 foot requirement, stated in Article 4 Section 4:13 that would allow for three equal 36 foot lots to construct three single family homes. The variance will allow the construction of smaller, more economic revitalization in Albion.

Scott Welch is an alum of Albion College and would like to advance the visibility in Albion and create a legacy in the City.

Director of Planning & Building Arnold provided the following staff report:

The zoning requires a 40' minimum lot width and 3,500 sq. ft. minimum so the project requested would be out of compliance with the zoning ordinance. To establish practical difficulty, the applicant must establish all of the following:

1. That there as exceptional or extraordinary conditions applying to the property that do not apply to other properties in the same zoning district
2. That strict compliance with regulations governing area, setback, frontage, height, bulk, density or other non-use requirements will unreasonably prevent the property owner from using the property for a permitted purpose or will render conformity with those regulations unnecessarily burdensome
3. That the need for the requested variance is not a result of actions of the property owner or previous property owners (self-created)
4. Whether granting the request the requested variance would do substantial justice to the applicant as well as to other property owners in the district, or whether granting a lesser variance than requested would give a substantial relief to the property owner and be more consistent with justice to other property owners

5. That the authorizing of such variance will not be of substantial detriment to adjacent property and will not impair the purpose of this Ordinance or the public interest

Individuals in Opposition:

Rose Heath, 415 Perry St asked if this would be three separate homes as it was previously a duplex. Larger trucks are using this area which creates additional potholes.

Chair Holly Zblewski stated previous properties are not part of the decision of the variance

Questions & rebuttal (directed through Chair)

Commissioner Jacob Tazzi asked if each property has 49' frontage? Yes

Chair Holly Zblewski asked if the alley was included in the lot size? Alleys were previously vacated to property owners on both sides of the alleyway

City Manager Snyder asked if the request complies with the five criteria requirements for variances

Commissioner Jay Loomis asked if economic factors can be a reason for the variance? No, economic factors are not included in the variance criteria

Chair Holly Zblewski closed the public hearing at 5:54 p.m.

Finding of facts:

Chair Holly Zblewski asked if the variance requests meets the criteria of being exceptional or extraordinary for hardship.

Members of the commission were in agreement that if economic factors could not be considered then the property did not comply with the criteria for hardship

VI Order of Business

A. APPROVE VARIANCE REQUESTED FOR 111 N HURON (51-000-707-00) AND 115 N HURON (51-000-706-00)
-LOT WIDTH REQUIREMENTS IN THE R-2 ZONING DISTRICT
-LOT AREA REQUIREMENTS IN THE R-2 ZONING DISTRICT

Moved by Commissioner Tazzi, seconded by Board Member Loomis

Approve Variance Requested for 111 N Huron (51-000-707-00) and 115 N Huron (51-000-706-00)
-Lot width requirements in the R-2 Zoning District
-Lot area requirements in the R-2 Zoning District

	For	Against	Abstained	Absent
Tazzi Commissioner		x		
Zblewski Commissioner		x		
Loomis Board Member		x		
Verbeke Commissioner		x		
	0	4	0	0

DEFEATED.

VII MISCELLANEOUS ITEMS-None

VIII EXCUSE ABSENT COMMISSION MEMBERS

No action was necessary as all members were present

IX PUBLIC COMMENTS

No public comments were received

X ADJOURNMENT

Moved by Commissioner Verbeke, seconded by Commissioner Tazzi

Adjourn Zoning Board of Appeals meeting

Chair Holly Zblewski adjourned the Zoning Board of Appeals meeting at 6:04 p.m.

	For	Against	Abstained	Absent
Tazzi Commissioner	x			
Zblewski Commissioner	x			
Loomis Board Member	x			
Verbeke Commissioner	x			
	4	0	0	0

Carried

Jill A. Domingo, City Clerk

2026 MEETING DATES

PLANNING COMMISSION	**COUNCIL CHAMBERS 7:00 P.M. 3rd TUESDAY OF THE MONTH**
JANUARY 21, 2026 (Wednesday)	JULY 21, 2026
FEBRUARY 18, 2026 (Wednesday)	AUGUST 18, 2026
MARCH 17, 2026	SEPTEMBER 15, 2026
APRIL 21, 2026	OCTOBER 20, 2026
MAY 19, 2026	NOVEMBER 17, 2026
JUNE 16, 2026	DECEMBER 15, 2026

ZBA	**COUNCIL CHAMBERS 5:30 P.M. 2ND TUESDAY OF THE MONTH**
JANUARY 13, 2026	JULY 14, 2026
FEBRUARY 10, 2026	AUGUST 11, 2026
MARCH 10, 2026	SEPTEMBER 9, 2026 (Wednesday)
APRIL 14, 2026	OCTOBER 13, 2026
MAY 12, 2026	NOVEMBER 10, 2026
JUNE 9, 2026	DECEMBER 8, 2026

RECREATION COMMISSION	**MAYOR'S OFFICE 5:00 P.M. 2ND TUESDAY OF THE MONTH EVERY OTHER MONTH**
JANUARY 13, 2026	MAYOR'S OFFICE-CITY HALL
MARCH 10, 2026	MAYOR'S OFFICE-CITY HALL
MAY 12, 2026	MAYOR'S OFFICE-CITY HALL
JULY 14, 2026	MAYOR'S OFFICE-CITY HALL
SEPTEMBER 8, 2026	MAYOR'S OFFICE-CITY HALL
NOVEMBER 10, 2026	MAYOR'S OFFICE-CITY HALL

ABA	**MAYOR'S OFFICE 8:00 A.M. QUARTERLY MEETINGS-2nd THURSDAY OF THE MONTH**
MARCH 12, 2026	MAYOR'S OFFICE-CITY HALL
JUNE 11, 2026	MAYOR'S OFFICE-CITY HALL
SEPTEMBER 10, 2026	MAYOR'S OFFICE-CITY HALL
DECEMBER 10, 2026	MAYOR'S OFFICE-CITY HALL
DDA	**MAYOR'S OFFICE 7:30 A.M. MONTHLY-2ND WEDNESDAY OF THE MONTH**
JANUARY 14, 2026	JULY 8, 2026
FEBRUARY 11, 2026	AUGUST 12, 2026
MARCH 11, 2026	SEPTEMBER 9, 2026
APRIL 8, 2026	OCTOBER 14, 2026
MAY 13, 2026	NOVEMBER 12, 2026 (Thursday)
JUNE 10, 2026	DECEMBER 9, 2026

CITY OF ALBION--APPLICATION FOR ZONING VARIANCE
ALTER/EXPAND NON-CONFORMING PROPERTY

City of Albion Planning Department (517) 629-7189
SAFEbuilt (269) 729-9244

Application Instructions: Complete all sections of this form. Type or use black ink. No application will be considered submitted or processed by the Planning Department until a complete application and all required documents are received.

Required Documents:

- Seven sets of plans, drawn to scale in black line or blueprint, showing the:
  - shape and dimensions of the lot to be built upon or to be changed in its use,
  - exact location, size, and height of all buildings or structures (including fences) on the lot,
  - location of sidewalks, public streets, and curb cuts, and
  - location and dimensions of improved driveways and parking areas.
- Proof of payment of application fee.

Fee: Commercial & Residential Use: $200

FOR OFFICE USE ONLY

Permit #: 2026-057

Stamp here for "Date Received": received 7-15-26

Received by: liz L

Deposit to Account #101-400-483.00

Stamp here for "Paid": PAID

Amount:

Stamp here for "Approved/Deny"

Date:

1. Property Information: **Property Zoned:**

Street Address: *Use Complete Street Address, e.g. 101 North Main Street*	Parcel Number
409 Fitch St. Albion, Mi.	51-008-207-00
Zoning District	Parcel Type: ☐ Residential ☐ Industrial ☐ Commercial ☐ Other (describe)

2. Owner Information:

Name: *Include Contact Person If Applicable*	Phone
The Church of Jesus Christ	219-688-2376
Street Address: *Use Complete Street Address, e.g. 101 North Main Street*	City, State Zip Code:
409 Fitch St.	Albion, Mi. 49224

3. Applicant Information:

Name: *Include Contact Person If Applicable*	Phone
Bill Pogue	219-688-2376
Street Address: *Use Complete Street Address, e.g. 101 North Main Street*	City, State Zip Code:
843 Halstead Blvd.	Jackson, Mi. 49203

4. Project Information:

Improvement Type	Proposed Use	
☐ New Construction	☐ Assembly	☐ Professional
☐ Addition	☐ Retail	☐ Educational
☐ Alteration	☐ Factory	☐ Institutional
☐ Repair/Replacement	☐ Single Family Residential	☐ Two Family Residential
☐ Demolition	☐ Multi-Family Residential	☑ Accessory Structure
☐ Relocation		
☐ Foundation Only	Describe the exact nature of the proposed use:	
☐ Change of Use Only		
☐ Other *Explain*		

Structural Frame *Check all that apply*	Exterior Walls *Check all that apply*
☐ Steel ☐ Concrete	☐ Steel ☐ Concrete
☐ Masonry ☑ Wood	☐ Masonry ☑ Wood
☐ Other	☐ Other

Are there any structural assemblies that are fabricated off site? ☐ Yes ☑ No

Street Frontage (feet)	Stories	Lot Area (sq. feet)
Front Setback (feet)	Bed Rooms	Building Area (sq. feet)
Rear Setback (feet)	Full Bathes	Parking Area (sq. feet)
Left Setback (feet)	Partial Bathes	Living Area (sq. feet)
Right Setback (feet)	Garages	Basement Area (sq. feet)
Height Above Grade (feet)	Windows	Garage Area (sq. feet)
New Residential Units	Fireplaces	Office/Sales Area (sq. feet)
Existing Residential Units	Enclosed Parking Spaces	Service Area (sq. feet)
Elevators/Escalators	Open Parking Spaces	Manufacturing Area (sq. feet)
Est. Start Date	Est. Finish Date	Estimated Building Value

5. Variance Request

Explain the exact nature of the variance requested, include reference to all relevant sections of the zoning ordinance. Explain how the proposed variance meets the criteria outlined by Section 30-79(e) of the Albion Zoning Ordinance. Use additional pages if necessary.

Section 30-79(e): No such variance in the provisions or requirements of this chapter shall be authorized by the board unless the board finds, beyond reasonable doubt that all of the following facts and conditions exist:

(1) That there are exceptional or extraordinary conditions applying to the property, that do not apply to other properties or classes of uses in the same zoning district.

(2) That such variance is necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same zoning district and in the same vicinity.

(3) That the authorizing of such variance will not be of substantial detriment to adjacent property and will not impair the purposes of this ordinance or the public interest.

(4) That the authorizing of such variance shall in no manner or guise be construed to mean a change of use, but shall mean only a variation or modification from the provisions of this chapter.

6. Certification

I hereby certify that I am the owner of record of the named property, and I agree to conform to all applicable laws of this jurisdiction. In addition, I agree to allow members of the Zoning Board of Appeals and Planning Department staff to inspect the site as a part of the consideration of this request. I hereby affirm that if this variance is granted, I will comply with all general and specific special-use conditions required by the Planning Commission under the zoning ordinances. However, I retain the right to decline the variance if I find those conditions unacceptable. Finally, should a variance be granted, I shall apply for and receive all applicable permits before beginning any construction.

Signature of **Owner**:	Phone	Date
Bill Payne	219-688-2376	7/15/26
Street Address:	City, State, Zip Code	
843 Halstead Blvd.	Jackson, Mi. 49203	

I hereby certify that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant:	Phone	Date
Street Address:	City, State, Zip Code	

For Planning Department Use Only

7. Evaluation and Determination

SAFEBUILT *(BUILDING & TRADE INSPECTIONS)*

Mechanical Permit	[]YES	[X]NO
Plumbing Permit	[]YES	[X]NO
Electrical Permit	[]YES	[X]NO
Residential Building Permit	[]YES	[X]NO
Commercial Building Permit	[X]YES	[]NO
Plans Examination	[]YES	[]NO

PUBLIC SERVICES

Right of Way	[]YES	[X]NO
Curb Cut	[]YES	[X]NO
Soil Erosion – Calhoun County	[]YES	[X]NO
Sewer Connection	[]YES	[X]NO

ZONING PERMIT

Site Plan	[X]YES	[]NO
Non-conformity	[X]YES	[]NO
Special Use	[X]YES	[]NO

PUBLIC NOTICE

Public Notice in Newspaper	*Letter to Nearby Properties*	*Public Hearing Date*

PUBLIC HEARING

Zoning Board of Appeals Recommendation (In Favor, Opposed)	*Date Applicant was Notified of ZBA Decision*

PLANNING DEPARTMENT APPROVAL/DENY

Signature	*Date*
Notes	*Stamp*

CITY OF ALBION—ZONING SERVICE INVOICE

2026 - 057

Property Address: 409 Fitch St *Property Owner:* Church of Jesus Christ

Parcel Number: 51-008-207-00 *Applicant:* ″

Zoning Permits	Fee	Due
Single Family Residential Uses:		
New Home	$45	
Addition/Alteration	$45	
Accessory Structure	$45	
Change in Use	$45	
Signs/Billboards	$45	
Fences/Screening	$45	
Home Occupation	$45	
Other:_____	$45	
Multiple Family Uses:		
New Construction	$45	
Addition/Alteration	$45	
Accessory Structure	$45	
Repair/Replace	$45	
Change in Use	$45	
Signs/Billboards	$45	
Fences/Screening	$45	
Home Occupation	$45	
Other:_____	$45	
Commercial and Industrial Uses:		
New Construction	$45	
Addition/Alteration	$45	
Accessory Structure	$45	
Repair/Replace	$45	
Change in Use	$45	
Signs/Billboards	$45	
Fences/Screening	$45	
Home Occupation	$45	
Other:_____	$45	
Special Use Permits:		
Single Family	$250	
Other Uses	$250	
Plus Consultant Charges		

	Fee	Due
Rezoning Applications:		
Rezoning Application	~~$375~~ 200	200
Text Amendment	$275	
Site Plan Review:		
Base Fee	$350	
Plus Consultant Charges		
Other Uses:		
Base Fee	$275	
Plus Consultant Charges		
Zoning Board of Appeals/Sign Appeals Board:		
Variance Application (Including Zoning Permit Fee):		
Single Family Uses	$250	
Other Uses	$250	
Building Board of Appeal:		
Outdoor/Sidewalk Café Appeal	$100	
Residential	$100	
Commercial	$100	
Land Division/Combination:		
Per Lot	$55	
Meets & Bounds Description	$90	
Lot Line Adjustment	$55	

Grand Total: 200 —

Fee Total Approved By: Liz Loomis **Date:** 7-15-26

CITY OF ALBION
Date Entered 07/15/2026 12:48:46 PM
Posting Date: 07/15/2026
Code: 1009
Ref REZONING APPLICATION
Receipt 00402607 40
Amount $200.00
Tender Type: CHECK
Check #: 1061

Department of Planning and Building
112 West Cass Street
Albion, Michigan 49224
eloomis@cityofalbionmi.gov
(517) 629-7189

NOTICE OF PUBLIC HEARING
ALBION ZONING BOARD OF APPEALS
Wednesday, SEPTEMBER 9, 2026
Albion City Hall - City Council Chambers

PLEASE TAKE NOTICE that a meeting of the Albion Zoning Board of Appeals will be held on Wednesday, September 9, 2026, at 5:30 P.M. in the City Council Chambers of Albion City Hall, 112 West Cass Street, Albion, MI.

The Albion Zoning Board of Appeals will meet as noticed above to consider the following appeals:

- Variance requested for; 409 Fitch St. (51-008-207-00)
    - Set back requirements in the R-2 Zoning District

ALL CONCERNED CITIZENS are encouraged to be present at this meeting to express their opinions on these matters, as public input is an important element in the Board deliberations. Furthermore, a Board decision on these matters is likely at this meeting.

To comply with the **AMERICANS DISABILITIES ACT (ADA)**: Any citizen requesting accommodation to attend this meeting/function, and/or obtain this notice in alternate formats, please contact the Planning Department at (517) 629-7189, at least five days prior to the meeting/function.

Written comments or suggestions regarding these matters are also welcome and should be directed, by no later than 5:30pm, Wednesday, September 9th, 2026, to the above address.

Jill Domingo
City Clerk
City of Albion

CITY OF ALBION--APPLICATION FOR ZONING VARIANCE
ALTER/EXPAND NON-CONFORMING PROPERTY

City of Albion Planning Department (517) 629-7189
SAFEbuilt (269) 729-9244

Application Instructions: Complete all sections of this form. Type or use black ink. No application will be considered submitted or processed by the Planning Department until a complete application and all required documents are received.

Required Documents:

- [redacted] sets of plans, drawn to scale in black line or blueprint, showing the: Three
  - shape and dimensions of the lot to be built upon or to be changed in its use,
  - exact location, size, and height of all buildings or structures (including fences) on the lot,
  - location of sidewalks, public streets, and curb cuts, and
  - location and dimensions of improved driveways and parking areas.
- Proof of payment of application fee.

Fee: Commercial & Residential Use: $200

FOR OFFICE USE ONLY

Permit #: 2026 - 023 B

Stamp here for "Date Received"
received 7-21-26

Received by Liz Loomis

Deposit to Account. #101-400-483.00

Stamp here for "Paid"
PAID
Amount: 200.-

Stamp here for "Approved/Deny"

Date

1. Property Information: **Property Zoned:**

Street Address: *Use Complete Street Address, e.g. 101 North Main Street*	Parcel Number
413 Allen Place	51-002-307-00

Zoning District	Parcel Type:	
R-2	☒ Residential ☐ Commercial	☐ Industrial ☐ Other (describe)

2. Owner Information:

Name: *Include Contact Person If Applicable*	Phone
Jake DeCola	336.558.8159
Street Address: *Use Complete Street Address, e.g. 101 North Main Street*	**City, State Zip Code:**
413 allen Place	Albion, MI 49224

3. Applicant Information:

Name: *Include Contact Person If Applicable*	Phone
Jake DeCola	336 558 8159
Street Address: *Use Complete Street Address, e.g. 101 North Main Street*	**City, State Zip Code:**
413 Allen Place	Albion, MI 49224

4. Project Information:

Improvement Type	Proposed Use	
☐ New Construction	☐ Assembly	☐ Professional
☐ Addition	☐ Retail	☐ Educational
☐ Alteration	☐ Factory	☐ Institutional
☐ Repair/Replacement	☒ Single Family Residential	☐ Two Family Residential
☐ Demolition	☐ Multi-Family Residential	☐ Accessory Structure
☐ Relocation		
☐ Foundation Only	Describe the exact nature of the proposed use:	
☐ Change of Use Only		
☒ Other *Explain* Accessory Unit/shed		

Structural Frame *Check all that apply*	Exterior Walls *Check all that apply*
☐ Steel ☐ Concrete	☐ Steel ☐ Concrete
☐ Masonry ☒ Wood	☐ Masonry ☒ Wood
☐ Other	☐ Other

Are there any structural assemblies that are fabricated off site? ☐ Yes ☒ No

Street Frontage (feet)	Stories	Lot Area (sq. feet)
Front Setback (feet)	Bed Rooms	Building Area (sq. feet)
Rear Setback (feet)	Full Bathes	Parking Area (sq. feet)
Left Setback (feet)	Partial Bathes	Living Area (sq. feet)
Right Setback (feet)	Garages	Basement Area (sq. feet)
Height Above Grade (feet)	Windows	Garage Area (sq. feet)
New Residential Units	Fireplaces	Office/Sales Area (sq. feet)
Existing Residential Units	Enclosed Parking Spaces	Service Area (sq. feet)
Elevators/Escalators	Open Parking Spaces	Manufacturing Area (sq. feet)
Est. Start Date	Est. Finish Date	Estimated Building Value

5. Variance Request

Explain the exact nature of the variance requested, include reference to all relevant sections of the zoning ordinance. Explain how the proposed variance meets the criteria outlined by Section 30-79(e) of the Albion Zoning Ordinance. Use additional pages if necessary.

Section 30-79(e): No such variance in the provisions or requirements of this chapter shall be authorized by the board unless the board finds, beyond reasonable doubt that all of the following facts and conditions exist:

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(2) That such variance is necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same zoning district and in the same vicinity.

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6. Certification

I hereby certify that I am the owner of record of the named property, and I agree to conform to all applicable laws of this jurisdiction. In addition, I agree to allow members of the Zoning Board of Appeals and Planning Department staff to inspect the site as a part of the consideration of this request. I hereby affirm that if this variance is granted, I will comply with all general and specific special-use conditions required by the Planning Commission under the zoning ordinances. However, I retain the right to decline the variance if I find those conditions unacceptable. Finally, should a variance be granted, I shall apply for and receive all applicable permits before beginning any construction.

Signature of **Owner**:	Phone	Date
	336 558 8159	6/15/26
Street Address: 413 allen Pl	City, State, Zip Code: Albion, MI 49224	

I hereby certify that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant:	Phone	Date
	336.558.8159	6/15/26
Street Address: 413 allen Pl	City, State, Zip Code: Albon, MI 49224	

For Planning Department Use Only

7. Evaluation and Determination

SAFEBUILT *(BUILDING & TRADE INSPECTIONS)*

Mechanical Permit	[]YES	[]NO
Plumbing Permit	[]YES	[]NO
Electrical Permit	[]YES	[]NO
Residential Building Permit	[]YES	[]NO
Commercial Building Permit	[]YES	[]NO
Plans Examination	[]YES	[]NO

PUBLIC SERVICES

Right of Way	[]YES	[]NO
Curb Cut	[]YES	[]NO
Soil Erosion – Calhoun County	[]YES	[]NO
Sewer Connection	[]YES	[]NO

ZONING PERMIT

Site Plan	[]YES	[]NO
Non-conformity	[]YES	[]NO
Special Use	[]YES	[]NO

PUBLIC NOTICE

Public Notice in Newspaper	*Letter to Nearby Properties*	*Public Hearing Date*

PUBLIC HEARING

Zoning Board of Appeals Recommendation (In Favor, Opposed)	*Date Applicant was Notified of ZBA Decision*

PLANNING DEPARTMENT APPROVAL/DENY

Signature	*Date*

Notes	*Stamp*

CITY OF ALBION—ZONING SERVICE INVOICE

2026 - 023 B

Property Address: 413 Allen Place *Property Owner:* DeCola

Parcel Number: 51-002-307-00 *Applicant:* DeCola

Zoning Permits	Fee	Due
Single Family Residential Uses:		
New Home	$45	
Addition/Alteration	$45	
Accessory Structure	$45	
Change in Use	$45	
Signs/Billboards	$45	
Fences/Screening	$45	
Home Occupation	$45	
Other:_____	$45	
Multiple Family Uses:		
New Construction	$45	
Addition/Alteration	$45	
Accessory Structure	$45	
Repair/Replace	$45	
Change in Use	$45	
Signs/Billboards	$45	
Fences/Screening	$45	
Home Occupation	$45	
Other:_____	$45	
Commercial and Industrial Uses:		
New Construction	$45	
Addition/Alteration	$45	
Accessory Structure	$45	
Repair/Replace	$45	
Change in Use	$45	
Signs/Billboards	$45	
Fences/Screening	$45	
Home Occupation	$45	
Other:_____	$45	
Special Use Permits:		
Single Family	$250	
Other Uses	$250	
Plus Consultant Charges		

	Fee	Due
Rezoning Applications:		
Rezoning Application	$375	
Text Amendment	$275	
Site Plan Review:		
Base Fee	$350	
Plus Consultant Charges		
Other Uses:		
Base Fee	$275	
Plus Consultant Charges		
Zoning Board of Appeals/Sign Appeals Board: **Variance Application** (Including Zoning Permit Fee):		
Single Family Uses		200.-
Other Uses	$250	
Building Board of Appeal:		
Outdoor/Sidewalk Café Appeal	$100	
Residential	$100	
Commercial	$100	
Land Division/Combination:		
Per Lot	$55	
Meets & Bounds Description	$90	
Lot Line Adjustment	$55	

Grand Total: 200.-

Fee Total Approved By: Liz Loomis **Date:** 7/21/26

CITY OF ALBION
Date Entered 07/21/2026 3:29:56 PM
Posting Date: 07/21/2026
Code: 1009
Ref ZONING PERMITS
Receipt 0040261180
Amount $200.00
Tender Type: CHECK
Check #: 997

Real Estate Summary Sheet

07/21/2026
3:32 PM

Information herein deemed reliable but not guaranteed

Parcel: 51-002-307-00
Owner's Name: DECOLA JACOB/MARY A
Property Address: 413 ALLEN PL
ALBION, MI 49224

Current Class: 401 RESIDENTIAL-IMPROVED
Previous Class 401 RESIDENTIAL-IMPROVED
Gov. Unit: 51 City of Albion
MAP#
School: 13010 MARSHALL SD (ALBION DEBT)
Neighborhood: 004 004-COLLEGE

Liber/Page: **Created:** 11/07/2024
Split: **Active:** Active
Public Impr.: Paved Road, Storm Sewer, Water, Sewer, Electric, Gas, Curb
Topography:

Mailing Address: **Description:**

DECOLA JACOB/MARY A
413 ALLEN PL
ALBION, MI 49224

Most Recent Sale Information

Sold on 1/16/2018 for 77,050 by REED VERA

Terms of Sale: 08-ESTATE **Liber/Page:**

Most Recent Permit Information

None Found

Physical Property Characteristics

2027 S.E.V.:	94,900	**2027 Taxable:**	51,082	**Lot Dimensions:**	
2026 S.E.V.:	96,100	**2026 Taxable:**	51,082	**Acreage:**	.14
Zoning:	R-2	**Land Value:**	22,276	**Frontage:**	60.0
PRE:	100.00	**Land Impr. Value:**	599	**Average Depth:**	103.4

Improvement Data

of Residential Buildings: 1
Year Built: 1925
Occupancy: Single Family
Class: BC
Style: 1 1/4 STORY
Exterior: Wood Siding
% Good (Physical): 74
Heating System: Forced Heat & Cool
Electric - Amps Service: 200
# of Bedrooms: 3
Full Baths: 1 Half Baths: 1
Floor Area: 1,520
Ground Area: 816
Garage Area: 220
Basement Area: 704
Basement Walls:
Estimated TCV: 171,441

Division III
DISCOVER | DEVELOP | DEDICATE

ALBION
ATHLETICS

City of Albion Zoning Variance Board,

I am writing to make a case for a variance request on the property at 413 Allen place, in Albion, MI.

Last summer I built a shed in the South East corner of the lot. I was not aware I needed a zoning application. After I received notice from Elizabeth Loomis, I applied for a zoning permit and failed.

She found that the building was placed three and one half feet(3.5') from the East property line (rather than the 5' requirement) and she found that the building was four feet(4') from the South property line (rather than the five foot requirement).

I worked closely with my neighbors who were aware that I was building this shed, and found no flaw with the design or location. I honestly was not aware I had a zoning permit requirement since this was a detached shed.

Their signatures are below so that you will know, both adjacent property owners understand the building does not create issues on any of the properties. Before building, the South East corner location was filled with overgrown foliage and was a bit of an eyesore. The placement of the building was intended to be out of the way of all properties and improve this corner of all three lots visually.

I certainly would have adjusted the location had I known the need to do so before the build. Moving the shed creates a huge financial burden for me in order to achieve the additional 18 inches West and 12 inches North that is needed to meet zoning code. Moving this fully constructed building would be extremely expensive, and requires removing a tree that provides shade to all three properties. This complicates the cost and also changes the lots.

I have examined the locations of shed and garages in our neighborhood. I did walk and measure all of the small buildings and sheds in the area, and many of them sit directly on the property lines. Considering this, I really had no way to know my build location was breaking code, and I think my request for variance is reasonable.

The project was designed to match all of the architecture in the neighborhood, and by doing so it creates a nice lot improvement for all three sites. It is built with matching historic craft, and will have a matching historic door, historic siding and also a historic window.

The signatures below indicate that the three property owners are in agreement that the building and its location causes no loss of value for any owners. The project scope in general has made an improvement to this corner of the three properties by replacing overgrown foliage with a well-built shed.

Signature: _____ Date: 6-29-26

Signature: _____ Date: 7/14/26

Signature: _____ Date: 7/17/26

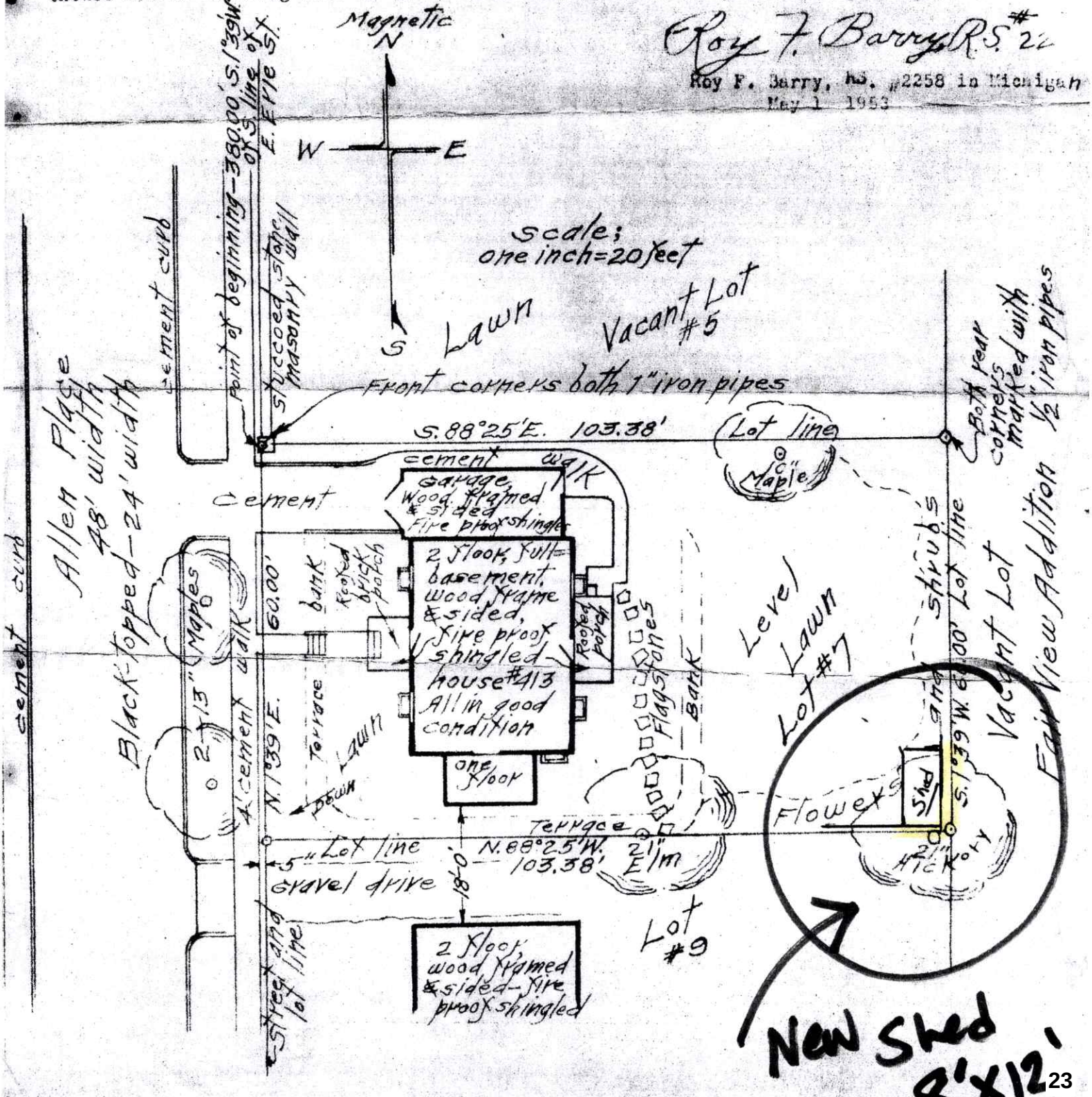
HOUSE #413 on Lot 7, ALLEN PLACE, ALBION, MICH.-Fay A.Young & wife to Howard Reed.

I hereby certify that the following description is a true and correct one and that I have surveyed and staked said Lot as hereon indicated and that there are no encroachments involved either way over any of the four sides of said Lot and that the scaled topographical drawing hereon delineated shows all landmarks, both natural and artificial, on said Lot;

Lot 7 on Allen Place, City of Albion, Michigan as recorded in Register of Deeds office for County of Calhoun, in Marshall, Michigan and same being further described as

Beginning at a 1"iron pipe on E. line of Allen Place, City of Albion, Michigan, distant 380.00' S.1°39'W., magnetic bearing, from a point on E. line, Allen Place at S. line, E. Erie St.
thence S.88°25'E. 103.38' to a ¾" iron pipe,
thence S.1°39'W. 60.00' to a ½" iron pipe,
thence N.88°25'W. 103.38' to a 1" iron pipe on E. line, Allen Place,
thence N.1°39'E. along said E. line, Allen Place, 60.00' to point of beginning.

Roy F. Barry R.S. #2258
Roy F. Barry, R.S. #2258 in Michigan
May 1 1953



Department of Planning and Building
112 West Cass Street
Albion, Michigan 49224
eloomis@cityofalbionmi.gov
(517) 629-7189

NOTICE OF PUBLIC HEARING
ALBION ZONING BOARD OF APPEALS
Wednesday, September 9, 2026
Albion City Hall - City Council Chambers

PLEASE TAKE NOTICE that a meeting of the Albion Zoning Board of Appeals will be held on Wednesday, September 9, 2026 at 5:30 P.M. in the City Council Chambers of Albion City Hall, 112 West Cass Street, Albion, MI.

The Albion Zoning Board of Appeals will meet as noticed above to consider the following appeals:

- Variance requested for; 413 Allen Place (51-002-307-00)
    - Set back requirements in the R-2 Zoning District

ALL CONCERNED CITIZENS are encouraged to be present at this meeting to express their opinions on these matters, as public input is an important element in the Board deliberations. Furthermore, a Board decision on these matters is likely at this meeting.

To comply with the **AMERICANS DISABILITIES ACT (ADA)**: Any citizen requesting accommodation to attend this meeting/function, and/or obtain this notice in alternate formats, please contact the Planning Department at (517) 629-7189, at least five days prior to the meeting/function.

Written comments or suggestions regarding these matters are also welcome and should be directed, by no later than 5:30pm, Wednesday, September 9, 2026, to the above address.

Jill Domingo
City Clerk
City of Albion