

**City of Alma
Planning Commission Minutes
July 6, 2026**

Parking

- Use is classified as a Convenience Store with Gasoline Services. The required number of parking spaces is 11; a total of 18 spaces are proposed around the convenience store and fuel locations. Two of the proposed spaces are accessible. The number of proposed parking spaces meets the requirements. The spaces are 9' x 19', the maneuvering lane between parking spaces and the fuel pumps is 35', the space between the parking spaces and the edge of the canopy is 20', and the proposed spacing will provide adequate movement of vehicles.

Lighting

- The lighting plan shows the maximum fc (foot candle) at the property line is 0.6 fc, which is below the required fc at the property line of no more than 1 fc. The lighting plan meets the requirements of the ordinance.

Trash Removal

- A dumpster enclosure is proposed on the southeast corner of the parcel, meeting the requirements of the ordinance.

Landscaping

- No Landscaping plan provided; there is a note that screening will be provided for all mechanical equipment.

Public Services Review

- Public Services Director - review memo of the site plan from the May 2026 meeting.

Staff Comments:

- The engineers have stated they will be coordinating with the drain commission and MDOT for the project.
- Section 60-78 – Automobile service stations/automobile convenience marts, auto repairs, paint and body shops: (13) The installation and use of an oil-water separator with monitoring capabilities in the facility's stormwater management system shall be required, as well as the use of best management practices for pollution for automobile filling/service operations, in order to protect surface water and groundwater quality.

Ripley explained that notice had been sent to surrounding property owners and published in the local newspaper and no comments had been received prior to the meeting. He said the applicants were present to answer any questions.

Secretary Gilkins called for any additional comments or questions. None were received.

Motion by Pitts, seconded by Rath, to close the public hearing regarding a special use permit for Yatooma Oil at 6:07 p.m. Motion carried.

Yes: Gilkins, Justin, Mapes, Pitts, Rath, and Richter.

No: none.

Absent: Cromer, Fonley, and Therrien.

Motion by Mapes, seconded by Justin, to approve a Special Use Permit Request from Yatooma Oil for a six-pump gas station, with a 25' x 75' canopy over the pumps, and renovation of the 1550 sq. ft. convenience store located at 1604 E. Superior Street. Motion carried.

Yes: Gilkins, Justin, Mapes, Pitts, Rath, and Richter.

No: none.

Absent: Cromer, Fonley, and Therrien.

No other business was presented, and no public comments were offered.

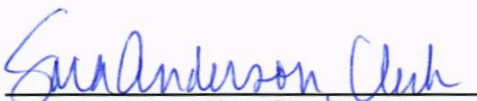
Adjourn

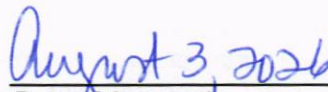
Motion by Justin, seconded by Pitts, to adjourn the meeting at 6:08 p.m. Motion carried.

Yes: Gilkins, Justin, Mapes, Pitts, Rath, and Richter.

No: none.

Absent: Cromer, Fonley, and Therrien.


Sara Anderson, Alma City Clerk


Date of Approval

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July 6, 2026**

Planning Commission Secretary Jessica Gilkins called a regular meeting of the Alma Planning Commission to order at 6:00 p.m. at the Alma Municipal Building. A quorum of the Planning Commission was present.

Present: Jessica Gilkins, David Justin, Greg Mapes, Michelle Pitts, Tim Rath, and Ellen Richter.

Absent: Joshua Cromer, Justin Fonley, and Heather Therrien.

Secretary Gilkins led those present in the Pledge of Allegiance to the United States.

Approval of Minutes

Motion by Justin, seconded by Rath, to approve the minutes of May 4, 2026, as presented. Motion carried.

Yes: Gilkins, Justin, Mapes, Pitts, Rath, and Richter.

No: none.

Absent: Cromer, Fonley, and Therrien.

Public Hearing/Special Use Permit Request

Secretary Gilkins provided the following information: a Special Use Permit application has been received from Yatooma Oil to install a six-pump gas station, with a 25' x 75' canopy over the pumps and renovation to the 1550 sq. ft. convenience store.

Motion by Mapes, seconded by Richter, to open a public hearing at 6:01 p.m. for consideration of a special use permit application from Yatooma Oil. Motion carried.

Yes: Gilkins, Justin, Mapes, Pitts, Rath, and Richter.

No: none.

Absent: Cromer, Fonley, and Therrien.

City Manager Ripley provided the following additional information:

- Fueling Station - Convenience Store is permitted within the B2, General Business district as a special use and requires a special use permit.
- Site Plan Review was completed and approved by Planning Commission on May 4, 2026.
- Public Notice was provided in the Morning Sun and 300' Public Notice Letters were mailed.
- The new fueling pumps will be located on the east side of the current convenience store. East of the new pumps is the Refinery Property Field Office Building. South of the new pumps are the self-storage buildings.

Maximum Lot Coverage in the B2, General Business District is 40%.

- Lot Size: .43 acres – 18,731 sq. ft.
- Lot Coverage: 3,425 sq.ft.
 - Existing Building: 1,550 sq.ft.
 - New Canopy Over Fuel Pumps: 1,875 sq.ft.
 - Total Lot Coverage: 17%, Maximum 40%

Setbacks

The existing building will remain and will be renovated. The renovation does not include changing the building envelope.

- Front (North) 33.5' from existing building to property line, required 35'.
- Rear (South) 48.4' from existing building to property line, required 30'.
- Side (East) 83.5' from existing building to property line, required 5'.
- Side (West) 21' from existing building to property line, required total of two sides equals 10'.

New Fuel Station Canopy

- Front (North) 27' from property line, required 15'.
- Rear (South) 26' from property line, required 15'.
- Side (East) 20.4' from property line, required 15'.

New Pump Islands

- Front (North) 31' from property line, required 25'.
- Rear (South) 30' from property line, required 25'.
- Side (East) 30.4' from property line, required 25'.