

**MINUTES
MARSHALL CITY PLANNING COMMISSION
WEDNESDAY, April 8, 2015**

In a regular meeting session, Wednesday, April 8, 2015 at 7:03 p.m. at City Hall, Council Chambers, 323 W. Michigan Ave., Marshall, MI, the Marshall Planning Commission was called to order by Vice-Chair Banfield.

ROLL CALL

Members Present: Commissioners Banfield, Collins, Mankerian, McNiff, Meservey, and Rodgers

Members Absent: Commissioners Burke-Smith, Davis, Zuck and Liaison Miller

Staff Present: Natalie Dean, Director of Community Services

MINUTES

MOTION by McNiff, supported by Collins, to accept the minutes of the March 11, 2015 regular meeting as presented. On a voice vote; **MOTION CARRIED.**

AGENDA

MOTION by McNiff, supported by Mankerian, to accept the amended agenda for the April 8, 2015 regular meeting as presented. On a voice vote; **MOTION CARRIED.**

AUDIENCE PARTICIPATION

David Martin of Kingscott Architecture, accompanied by Dr. Randall Davis, provided an informational presentation regarding the intended improvements to traffic flow at Gordon Elementary School. The plan included the installation of a third lane on N. Gordon to ease congestion during drop-off/pick-up times and expansion of the parking lot. It is anticipated that these changes will be completed during the summer of 2015.

PUBLIC HEARINGS

None

NEW BUSINESS

Receive and consider approval for Site Plan #SP15.03 for City Hall Parking Lot at 323 W Michigan Ave.

MOTION by McNiff, supported by Mankerian, to receive site plan #SP15.03 for City Hall Parking Lot at 323 W Michigan Ave. On a voice vote; **MOTION CARRIED.**

MOTION by McNiff, supported by Collins, to approve site plan #SP15.03 for City Hall Parking Lot at 323 W. Michigan Ave.

Staff presented the site plan for City Hall Parking Lot to the commissioners for the final review. The site plan was reviewed by city staff and presented no concerns.

Staff, along with Mark Adams representative of C2AE, discussed the demolition of the fire apparatus bay and parking lot rebuild. Per City Manager's instruction, parking spaces will measure 10 x 20. Staff also mentioned that a 10ft set back was added along South Kalamazoo Ave. Commissioner Rodgers inquired about a change in grade for the Green St drive. Adams confirmed the plan includes a reduction of slope to 4.5% for the drive. Staff also mentioned that the rear entrance to the building will be accessible to the public from the newly constructed parking area. Banfield mentioned that the new landscaping should include a mulch bed around the trees to aid in long-term growth. Adams agreed to include mulch beds.

On a voice vote: **MOTION CARRIED.**

Set Planning Commission Zoning/Sign Ordinance Update Work Session for Wednesday, June 10, 2015 at 5:30 p.m.

MOTION by McNiff, supported by Mankerian, to set Planning Commission Zoning/Sign Ordinance Update Work Session for June 10, 2015 at 5:30 p.m. On a voice vote; **MOTION CARRIED.**

Staff agreed to send supporting materials electronically to commissioners prior to work session along with providing hard copies at the meeting.

OLD BUSINESS

Consider approval of Site Plan #SP15.01 for Taco Bell at 15955 W. Michigan Avenue

MOTION by McNiff, supported by Mankerian, to approve Site Plan #SP15.01 for Taco Bell at 15955 W. Michigan Avenue contingent upon Zoning Board of Appeals approval of three variances.

Staff discussed the process of approving a site plan contingent upon Zoning Board of Appeals approval of variances for five additional parking spaces, placement of loading space in front yard, overlap of loading space and drive-thru stacking spaces, as well as a parking lot and interior landscape relief.

Jim Vandenburg, Chicago Diversified representative of Grand Rapids, mentioned that the Landscape plan has been revised to coincide with the changes proposed by Planning Commission.

Banfield remarked that the plan does not include buffer on north side of parking lot. Vandenburg agreed to include bumper stops for north side parking.

On a voice vote, **MOTION CARRIED.**

MOTION AMENDED by McNiff, supported by Mankerian, to approve Site Plan #SP15.01 for Taco Bell at 15955 W. Michigan Avenue, contingent upon Zoning Board of Appeals approval of three variances: Parking, Loading, and Landscaping. On a voice vote: **MOTION CARRIED.**

PUBLIC COMMENTS

None

REPORTS

Meservey reported that the Marshall Area Farmer's Market will open at the new location on Green Street on May 16, 2015. Meservey also commented that they are still seeking volunteers for the season.

Staff reported that code enforcement now reports to City of Marshall Police Department.

ADJOURN

The Planning Commission adjourned at 7:54 pm.

Submitted by,

Crystal Lane