

**WORK SESSION AGENDA**  
**CITY OF MARSHALL PLANNING COMMISSION**  
City Hall-Council Chambers-323 W. Michigan Ave., Marshall, MI  
Wednesday – June 10, 2015  
5:30pm-7:00pm

**A) Zoning Ordinance & Sign Ordinance update discussion with Clearzoning Staff**

Discussion and work session will be led by Mardy Stirling and Joe Tangari from Clearzoning. This is the first work session to kick-off the update process.

**AGENDA**  
**CITY OF MARSHALL PLANNING COMMISSION**  
City Hall-Council Chambers-323 W. Michigan Ave., Marshall, MI  
Wednesday – June 10, 2015 – 7:00 p.m.

**CALL TO ORDER**

**ROLL CALL**

**CONSIDERATION OF MINUTES**

Regular meeting minutes from May 13, 2015

**APPROVAL OF AGENDA**

**AUDIENCE PARTICIPATION**

**Items on the agenda--** Citizens who wish to speak on a matter *on the agenda* may do so when called upon by the Chairman. Those people addressing the Board are required to give their name and address for the record and shall be limited to speaking for a maximum of five (5) minutes on a given matter.

**PUBLIC HEARINGS**

Public Comment on Draft Master Plan Update

**NEW BUSINESS**

1. Receive Zoning Amendment request #RZ15.01 for 309 W. Hanover and 318 S. Grand from Calhoun County to rezone from multiple family residential (MFRD) to Public/Semi-Public (PSP) districts
2. Set public hearing for Zoning Amendment request #RZ15.01 for July 8, 2015
3. Review and discuss comments received on Draft Master Plan Update
4. Consider approval of 2015 Draft Master Plan Update

**OLD BUSINESS**

None

**PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA** -- Citizens who wish to address the Board on items *not on the agenda* may do so at this time. When called upon by the Chairman, please state your name and address for the record. Members of the public shall be limited to speaking for a maximum of five (5) minutes.

**REPORTS**

Commissioners  
City Council Liaison  
DDA Liaison  
ZBA Minutes: Found online at [www.cityofmarshall.com](http://www.cityofmarshall.com)  
Staff Reports  
Code Enforcement Index

**ADJOURN**

**MINUTES  
MARSHALL CITY PLANNING COMMISSION  
WEDNESDAY, May 13, 2015**

In a regular meeting session, Wednesday, May 13, 2015 at 7:01 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: Vice-Chair Banfield, Commissioners Burke-Smith, Collins, Mankerian, McNiff, Meservey, Rodgers and Liaison Miller

Members Absent: Commissioners Davis and Zuck

Staff Present: Natalie Dean, Director of Community Services

**MINUTES**

**MOTION** by Collins, supported by Meservey, to accept the minutes of the April 8, 2015 regular meeting as presented. On a voice vote; **MOTION CARRIED.**

**AGENDA**

**MOTION** by Burke-Smith, supported by Mankerian, to accept the agenda for the May 13, 2015 regular meeting as presented. On a voice vote; **MOTION CARRIED.**

**AUDIENCE PARTICIPATION**

None

**PUBLIC HEARINGS**

None

**NEW BUSINESS**

Review and discuss comments received on Draft Master Plan Update

Staff discussed that the Draft Master Plan Update was distributed and received comments from four sources. The comments were received from Marshall Township, Marengo Township, Michigan Historic Preservation Network and Ginger Williams. Staff reported that in response to the comments received, multiple suggestions have been addressed and the Draft was updated accordingly. Updates included the revision of the

Future Land Use designation of the area of Michigan Avenue at East Green Street and Centennial to Commercial, as well as the revision of the Future Land Use designation of Saint Mary's Cemetery to Public/Semi-Public.

Staff noted that the city's designation for the area east of the fairgrounds is in disagreement with Marengo Township's Future Land Use designation. She stated that Marengo Township has designated this area as Residential, while the city has retained the Public/Semi-Public designation in order to best serve possible growth of the fairgrounds. She stated there were also several comments received from Ginger Williams pertaining to various items in the Draft Master Plan Update, which had been forwarded to commissioners for review. Staff mentioned that the Draft Master Plan Update received favorable responses from Marshall Township and Amanda Reintjes with Michigan Historic Preservation Network.

Set public hearing for Draft Master Plan Update for Wednesday, June 10, 2015.

**MOTION** by McNiff, supported by Mankerian, to set public hearing date for Draft Master Plan Update for Wednesday, June 10, 2015.

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

## **OLD BUSINESS**

None

## **PUBLIC COMMENTS**

None

## **REPORTS**

Collins reported that the American Museum of Magic will be hosting the Midwest Magic History Weekend convention at the Franke Center for the Arts from May 28 through May 31, 2015.

Meservey reported that the Farmer's Market will be opening May 16, 2015 from 8:00 a.m. to 1:00 p.m. She reported that over thirty vendors have registered so far, with at least twelve planning to be present for opening day.

Burke-Smith reported that the Boy Scouts will be holding a scrap metal drive at the Calhoun County Fairgrounds on May 16, 2015.

Banfield reported that the Ketchum Park Advisory Committee delivered a presentation to City Council outlining their accomplishments and future goals. He commented that the committee is moving in a positive direction.

Staff distributed and discussed the 2015 City Visioning, Goals, Objectives and Tasks. She stated the report includes four main goals and city staff has been directed to include these goals in staff reports, as well as identifying specific goals pertaining to projects presented to City Council. She also noted that she has been working with Clearzoning on reorganizing the zoning ordinance and the sign ordinance into the Clearzoning format.

## **ADJOURN**

The Planning Commission adjourned at 7:42 pm.

Submitted by,

*Crystal Lane*

**Report To:** Chairman Davis and Planning Commission Members

**From:** Natalie Dean, Director of Community Services

**Re:** Receive Zoning Amendment request #RZ15.01 for 309 W. Hanover and 318 S. Grand from Calhoun County to rezone from multiple family residential (MFRD) to Public/Semi-Public (PSP) districts.

**Date:** June 10, 2015

Calhoun County owns the two lots at 309 W. Hanover and 318 S. Grand (respectively). The first property, 309 W. Hanover, used to be residential, but the house was demolished due to poor condition. Currently the lot is empty. The second property, 318 S. Grand, is a parking lot that received much higher use when the jail was in operation. Both properties are zoned MFRD, and the County is asking that they both be rezoned to PSP which is a much more appropriate zone for the use on the parcels. The County plans to keep the parking lot for the time being and to build a storage building.

The PSP zone is recommended *“for the purpose of accommodating public areas and land uses available to the residents and businesses of the city, and to provide areas for off-street parking as an accessory use to private land uses in certain adjoining zoning districts. This district is intended to be reserved for dedicated areas of open space, government buildings and uses, and institutional and recreational uses.”* Uses continued and proposed in these areas conform to the permitted uses in the PSP district. Also the County has applied to have the lots combined.



The parcel, as proposed, is situated between MFRD to the west, POSD across the street to the north, and R-3 and POSD to the east. If the rezoning is ultimately approved, staff has had preliminary discussions regarding the level of screening that would be required to protect the residential property bordering to the west before development.

After receiving the zoning amendment request, commissioners are being asked to set the matter for public hearing and discussion at the July 8, 2015 meeting.

**ZONING DISTRICT AMENDMENT APPLICATION**  
for Changing Zoning District Designation  
**Fee \$150.00**

**PROPERTY OWNER:**

NAME: Calhoun County  
(Last) (First)

ADDRESS: 315 W. Green Street Marshall, MI 49068  
(Street & Number) (City) (State) (Zip)

TELEPHONE: (A.M.) 269.781.0966 (P.M.) 269.209.6189

**REQUEST:**

TO REZONE FROM: MFRD to PSP for the following  
purpose: For all future activities associated with Calhoun County Government

- ATTACH LEGAL DESCRIPTION OF PROPERTY TO THIS FORM

ADDRESS OF SUBJECT PROPERTY: 309 W. Hanover, 318 S. Grand (parking lot)

EXISTING AND PROPOSED USE OF PROPERTY: House was demolished and there is currently  
no use on the property. Proposed use would be storage for Calhoun County Government

NAME & ADDRESS OF ALL OTHER PERSONS, FIRMS, ETC. HAVING A LEGAL CONNECTION  
TO THE SUBJECT PROPERTY:

\_\_\_\_\_

OWNER'S SIGNATURE:  DATE: 5/29/15

CIP 4335 980.000 2014 Bond

-OFFICIAL USE ONLY-

CASE # RZ15.01 FILING DATE 5/29/15 FEE PAID yes RCD BY ND  
MPC ACTION \_\_\_\_\_ DATE \_\_\_\_\_  
COUNCIL ACTION \_\_\_\_\_ DATE \_\_\_\_\_  
EFFECTIVE DATE \_\_\_\_\_

**Report To:** Chairman Davis and Planning Commission Members  
**From:** Natalie Dean, Director of Community Services  
**Re:** Draft Master Plan Update and comments received  
**Date:** June 10, 2015

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The Master Plan Update draft was sent out for distribution on March 24, 2015. Attached is the distribution spreadsheet. According to law, each entity has 42 days (until May 4<sup>th</sup>) to respond with their thoughts. During the response period, comments were received from:

**Ginger Williams, Oaklawn Hospital**

*Summary: Pg. 41 Remove last comment from right side bar regarding north entrance to the hospital, list of concerns with Action Items, questions on Complete Streets.*

**Sue George, Marshall Township**

*Summary: Sue liked the draft plan and remarked on several positive points. If there is further comment from the Township Planning Commission, I will send it on.*

**Norbert Freitel, Marengo Township**

*Summary: They pointed out some conflicting information on the east side of the map. Our consultants have adjusted the Future Land Use map in response. Also mentioned was the desire to work with the City-great news!*

**Amanda Reintjes, Michigan Historic Preservation Network**

*Summary: Happy that the community places high value on historic qualities and they loved the design guidelines. Also added some thoughts on additions for the protection of historical resources.*

After the response period, comments were received from **Carl Gibson, Calhoun County Office of Senior Services**.

Following the public hearing and discussion, the Planning Commission may vote to adopt the Master Plan Draft Update. The document does not return to council, Planning Commission is the final approving body.

## Natalie Dean

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**From:** Carl Gibson <cagibson@calhouncountymi.gov>  
**Sent:** Friday, May 29, 2015 3:53 PM  
**To:** Natalie Dean  
**Cc:** Tom Tarkiewicz  
**Subject:** RE: Marshall as an Age-Friendly Community

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Natalie, please go ahead and offer the emails as a personal/professional input to the planning process. I quickly reviewed the general plan and pleasantly surprised at the focus on older adults and making an older friendly community with housing stock that supports older adult needs.

Thanks for your consideration. Hope the hearing goes well; I would like to attend otherwise.

*Carl A. Gibson*, PhD, Director

Calhoun County Office of Senior Services, 315 W. Green St., Marshall MI 49068  
[cagibson@calhouncountymi.gov](mailto:cagibson@calhouncountymi.gov)  
Office 269-781-0846 Cell 517-331-4050 Fax 269-781-0770

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**From:** Natalie Dean [mailto:NDean@cityofmarshall.com]  
**Sent:** Wednesday, May 27, 2015 11:06 AM  
**To:** Carl Gibson  
**Cc:** Tom Tarkiewicz  
**Subject:** RE: Marshall as an Age-Friendly Community

Hi Carl!

Would you like me to submit both of your emails to the Planning Commission as "Master Plan comments"? It wasn't clear to me since they weren't addressed to the Planning Commission so I thought I would ask. I would also be happy not to pass these on if you would like to submit one specifically for the Planning Commission, just let me know. Thank you!



Natalie Dean  
Assistant City Manager & Director of Community Services  
City of Marshall--Public Service Building  
900 S. Marshall, Marshall, MI  
Office Direct Line: 269.558.0325  
Office: 269.781.3985 Ext. 1505

*Diplomacy: the art of letting someone else have your way.*

## Natalie Dean

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**From:** Carl Gibson <cagibson@calhouncountymi.gov>  
**Sent:** Friday, May 15, 2015 1:20 PM  
**To:** Tom Tarkiewicz  
**Cc:** Natalie Dean; Mike Beck (MBeck@oaklawnhospital.com); Richard Lindsey; jhaadsma@mccroskeylaw.com  
**Subject:** Marshall and the Adult Activity Center

To Committed Community Leaders:

I bring this up while the City is getting close to final review of its Master Plan. (I will be out of country June 4 thru 14 and unable to attend the Hearing in that period,)

We still need to talk more about this service to the Older adults in the Marshall region. And let's not think of it as a "Senior" Center.

I am sad to think the State Farm Bldg may get sold soon and piece-meal'd out or demolished.

This town needs affordable Assisted Living tied in with independent housing options, more social than the Marshall House Apts and less cost than Maplewood and the new Ganton facility going up.  
The Condos of Brewer Farms, where I reside, are great, except the 2<sup>nd</sup> levels are just not good for adults aging in place, without any elevators. The 2<sup>nd</sup> floors are not a desirable commodity after a certain point in life.  
The Townhouses are good for having the exteriors and grounds maintained, but again they are multi-level and a real issue for aging folks, who don't look down the road far enough to understand their future limitations.

The Forks Senior Center in Albion has up to 380 members now. The Center has moved into what is the County's Human Service Bldg on N. Albion St. A few of the members are from this area.  
The County is fully committed to assist this local managed Center, without controlling but supporting it's viability as a community resource, socialization center, and senior meal site.

What about: ??

If not the State Farm bldg., what about the Bldg Enbridge has used on Kalamazoo St, backing up to the County parking lots.

What about the Burger King bldg. on W MI.

What about the Firekeepers Admin bldg. on N. Old 27.

What about the Child Care Center south of MI Ave, just off off 15 Mi Road.

What about the St. Mary's School Bldg.

### *Carl A. Gibson, PhD, Director*

Calhoun County Office of Senior Services 315 W. Green St., Marshall MI, 49068

[cagibson@calhouncountymi.gov](mailto:cagibson@calhouncountymi.gov)

Office 269/781-0846 Cell 517/331-4050 Fax 269-781-0770

*Senior Millage services promote Safety, Dignity & Independence*

This message has been prepared on resources owned by Calhoun County, MI.  
It is subject to the Electronic Communications Policy of Calhoun County.

## Natalie Dean

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**From:** Carl Gibson <cagibson@calhouncountymi.gov>  
**Sent:** Tuesday, May 26, 2015 3:59 PM  
**To:** Tom Tarkiewicz  
**Cc:** Natalie Dean; Mike Beck (MBeck@oaklawnhospital.com); Richard Lindsey  
**Subject:** Marshall as an Age-Friendly Community  
**Attachments:** 130402\_GIA\_AFC\_Primer-AgeFrdlyComm.pdf; AARP Netwrk of Age-Frndly Comm-2014Intro.docx; ASA-LocalGov-AgeFrdlyComm-2015.pdf

To Committed Community Leaders:

This is another installment in issues related to Marshall's review of its Master Plan. The issue is becoming an Age-Friendly Community.

Over a week ago I sent a message focusing on Adult Activity Centers, where might one fit in Marshall. That is one facet of being age-friendly.

Attached are some short and longer reads on Age-Friendly communities.

It is great to honor and renew our commitment to seniors via Proclamations, events, and ceremonies. And am a great supporter of these times to recognize. But it is the rest of the year that the concern is renewed. Marshall dropped its support for older adult activity through its Recreation program approximately 3 years ago, other than expensive trips to Mackinac Island. There are low income people living in this community that get overlooked. There are those that hunger for social connections, more than the early coffee at McDonalds, the 'Coach' etc.

I wish the Marshall Library had more meeting space; Angela has been gracious in wanting to offer more services for older adults there. The need is recognized in many places, but how do we get the community leaders to recognize and take charge of the fact that our society is rapidly aging, and yet it focuses so much energy on its young, who are the ones who move away?

*Carl A. Gibson, PhD, Director*

Calhoun County Office of Senior Services 315 W. Green St., Marshall MI, 49068

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# Code Enforcement Index for May 2015

June 01, 2015

Property Owner	Address	Category	Date Filed	Status	Date Closed
STULBERG MORRIS	SYCAMORE	Grass	05/28/2015	Open	
MAINS JERRY & JOANNE	108 N FOUNTAIN	Grass	05/28/2015	Open	
NOBBS WILLIAM & ARLINE	108 GREENFIELD	Grass	05/28/2015	Open	
ANDERSON DANIEL J & JANI	405 E MANSION	Tree	05/26/2015	Open	
JONES BRYAN W & MARY B	572 N MADISON	Grass	05/22/2015	Open	
WEEKS DANA	508 WASHINGTON	Grass	05/21/2015	Open	
SMITH CHARLES L & LENOR	847 E GREEN	Trash	05/19/2015	Open	
SAYLOR ROBERT M	734 E GREEN	Trash	05/12/2015	Open	
RODGERS BETTY L & RODGI	143 CIRCLE DR	Health	05/07/2015	Open	
MORENO FAUSTINO	109 N FOUNTAIN	Property Maint	05/06/2015	Open	
BRUGGEMAN JOHN	302 S SYCAMORE	Property Maint	05/05/2015	Open	
BRUGGEMAN JOHN	111 N LINDEN	Safety	05/04/2015	Open	
CLIFTON JERRY D & ANITA I	401 W GREEN	Sign	05/26/2015	Closed	05/28/2015
ADMIRAL PETROLEUM CO #	735 W MICHIGAN	Grass	05/22/2015	Closed	05/27/2015
FOLK OIL CO INC	905 W MICHIGAN	Sign	05/21/2015	Closed	05/27/2015
KILBOURN KENNETH	320 N MARSHALL	Grass	05/19/2015	Closed	05/26/2015
GISH JEFFERY & LAURY/GIS	741 GORHAM	Grass	05/18/2015	Closed	05/20/2015
MASON DALE J & KATHLEEN	123 W PROSPECT	Sign	05/11/2015	Closed	05/12/2015
BENNETT ALLIE	415 N MARSHALL	Trash	04/22/2015	Closed	05/06/2015
WOELL JOHN W & REBECCA	756 WRIGHT LANE	Leaf	04/21/2015	Closed	05/04/2015
THORNTON LIVING TRUST	732 WRIGHT LANE	Leaf	04/22/2015	Closed	05/04/2015
DARLING MICHEAL E & LYN	728 WRIGHT LN	Leaf	04/21/2015	Closed	05/04/2015
MEAD DAVID R & GALE L	120 N FOUNTAIN	Leaf	04/22/2015	Closed	05/28/2015
LANGRIDGE KENNETH C	120 W SPRUCE	Trash	04/20/2015	Closed	05/13/2015
HUGHES CAROLYN C	532 N KALAMAZOO	Leaf	04/20/2015	Closed	05/11/2015
BEUKER CAROL ANN LT	501 N KALAMAZOO	Leaf	04/20/2015	Closed	04/21/2015
PENNSYLVANIA LINES LLC	425 S KALAMAZOO #01	Junk Car	04/02/2015	Closed	04/06/2015
FOUNTAIN JEFFREY W & MA	900 N WOODED LANE	Leaf	04/13/2015	Closed	04/14/2015
BROWN DAVID	107 S FOUNTAIN	Sign	04/06/2015	Closed	04/13/2015
BIGGS DAVID R & KATHERIN	224 KETCHUM	Leaf	04/07/2015	Closed	04/13/2015

# Code Enforcement Index for May 2015

June 01, 2015

Property Owner	Address	Category	Date Filed	Status	Date Closed
REUSS HEROLD & RETTA	342 S EAGLE	Junk Car	04/02/2015	Closed	04/20/2015
CUBBON KAREN R L/T	501 BIRCH	Parking	02/23/2015	Closed	05/27/2015
BURNETT WILLIAM J	828 S KALAMAZOO	Snow	02/18/2015	Closed	04/20/2015
GERBER SETH & SARAH	822 S KALAMAZOO	Snow	02/18/2015	Closed	04/20/2015
SHELLENBERGER LINDA	512 WASHINGTON	Grass	06/28/2014	Closed	05/11/2015
PENNSYLVANIA LINES LLC	342 S eagle	Junk Car	04/02/2015		04/06/2015

## Records: 36

Population: All Records

Enforcement.CodeOfficer = Terry Travis OR

Enforcement.DateFiled Between 5/1/2015 12:00:00 AM AND 5/31/2015 11:59:59 PM OR

Enforcement.DateClosed Between 5/1/2015 12:00:00 AM AND 5/31/2015 11:59:59 PM