

AGENDA
CITY OF MARSHALL PLANNING COMMISSION
City Hall-Council Chambers-323 W. Michigan Ave., Marshall, MI
Wednesday – August 12, 2015 – 7:00 p.m.

CALL TO ORDER

ROLL CALL

CONSIDERATION OF MINUTES

Regular meeting minutes from July 8, 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

None

NEW BUSINESS

1. Discuss and consider approval of site plan #SP15.04 for County Storage Building at 318 S. Grand Street
2. Discuss and consider approval of site plan #SP15.06 for additions and additional parking at Excelsior, 1506 George Brown Drive

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
Staff Reports

ADJOURN

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

In a regular meeting session, Wednesday, July 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 Chair Davis.

ROLL CALL

Members Present: Commissioners Davis, Banfield, Burke-Smith, Collins, Mankerian, McNiff, Meservey, Zuck and Council Liaison Miller

Members Absent: Commissioner Rodgers

Staff Present: Natalie Dean, Director of Community Services

MINUTES

MOTION by Zuck, supported by McNiff, to accept the minutes of the June 10, 2015 work session as presented. On a voice vote; **MOTION CARRIED.**

MOTION by Zuck, supported by Mankerian, to accept the minutes of the June 10, 2015 regular meeting with the following correction:

- Commissioner Collins noted under Commissioner Reports the dates for the Magic History collectors weekend dates should be recorded as May 28-30, 2015.

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

AGENDA

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

AUDIENCE PARTICIPATION

None

PUBLIC HEARINGS

Public Comment on 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.

Public Hearing Open

Jill Koyl, 303 S. Grand and 339 S. Grand, questioned the county's intentions of using the area for a recycling center. If so, she stated that she was against it.

Dave Stevenson, 313 S. Grand and 403 S. Kalamazoo and 802 W. Michigan, urged against the rezoning as he feels that the current residential zoning protects businesses and homeowners.

Barbara Ramirez, 325 S. Kalamazoo and the lot adjacent to 318 S. Grand, reported that she is concerned about the current litter and abandoned vehicles in the area and feels these conditions would worsen if rezoning were approved and the parcel were to be used as a recycling center. She asked the Planning Commission if there was any way to zone the land so that a recycle center could not be placed on the lot.

Kathy Johnson, of 317 W. Hanover, stated she is opposed to the rezoning of the parcels and construction of a storage building as she feels it will negatively impact the aesthetics of the neighborhood.

Linda Nielson, 323 W. Hanover, stated she is in the process of purchasing her home and is now reconsidering as she is concerned about the effect rezoning will have on property values.

Richard Lindsey, Corporation Counsel for Calhoun County, discussed the need for the construction of a storage building on the property and stated the only way this can be accomplished is through the rezoning to Public/Semi-Public. He stated Calhoun County plans to demolish the existing jail structure, which houses records and equipment, and replace it with handicap accessible parking spaces. He stated with the former jail structure removed, there are no other viable options for the storage of records, materials and equipment. He explained that this site was one of twenty sites being discussed for placement of a recycle center but no decisions had been made. He noted that he is a member of the LDFA and DDA and feels that the county has been a good neighbor. He stated that the current plans also include resurfacing the lot at 318 S. Grand and landscaping improvements. He emphasized that the major goal is beautification of the area.

Public Hearing Closed

NEW BUSINESS

Review and discuss comments received on 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.

Staff stated that upon initial review, it was found that the parcels are currently improperly zoned as MFRD. She stated the appropriate zoning for a parking lot is PSP, especially for a county or municipal use. She explained that in order for Calhoun County to construct a storage building at this location, they would either need to request a use variance from the Zoning Board of Appeals, or request a Zoning Amendment to rezone the property to the more appropriate PSP district. Staff advised that Calhoun County has not presented any plans to operate a recycling center from this location, and this would not be a permitted use in the PSP district.

Banfield inquired if the proposed storage building could be placed on the property with its current zoning of MFRD. Staff reported that it is not a permitted use under MFRD.

Davis asked staff to discuss the permitted uses, along with special land uses, under Public/Semi-Public zoning. Staff read aloud the permitted and special land uses from the Zoning Ordinance and further clarified that any structures in addition to the proposed storage building would be required to go before the Planning Commission for a site plan amendment. Additionally, if Calhoun County determined they would like to operate a recycling facility at this location, they would be required to go before the Zoning Board of Appeals to request a use variance.

Commissioners questioned the ability to keep equipment and files in the same storage area and asked if there would be any odors that would affect neighbors. Mr. Lindsey stated that there would be a firewall between the two uses inside the storage building and that the odors would be contained inside the building with no effect to the neighbors.

Recommendation to City Council on #RZ15.01 on 309 W. Hanover and 318 S. Grand from Calhoun County rezoning from multiple family residential (MFRD) to Public/Semi-Public (PSP) districts.

Commissioners worked through the rezoning criteria worksheet addressing the following criteria:

- (1) The proposed zoning district is more appropriate than any other zoning district, or more appropriate than adding the desired use as a special land use in the existing zoning district.
Commissioners discussed that PSP is the most appropriate district and offers some level of protection to bordering residential because uses in the PSP are limited.
- (2) The property cannot be reasonably used as zoned.
Commissioners discussed the property could be reasonably used by different owners, but it is not developable by the County in its current zoning district.
- (3) The proposed zone change is supported by and consistent with the goals, policies and future land use map of the adopted city master plan. If conditions have changed since the plan was adopted, as determined by the Planning

Commission, the consistency with recent development trends in the area shall be considered.

Commissioners discussed that the Master Plan indicates that the property could be high density residential; however, an apartment complex which could be placed in this zone has the potential to have greater impact on the neighborhood than storage and parking.

- (4) The proposed zone change is compatible with the established land use pattern, surrounding uses, and surrounding zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, infrastructure and potential influence on property values, and is consistent with the needs of the community.

Commissioners discussed that the proposed change is compatible with the established uses and surrounding businesses.

- (5) All the potential uses allowed in the proposed zoning district are compatible with the site's physical, geological, hydrological and other environmental features.

Commissioners discussed that this is not a highly sensitive property.

- (6) The change would not severely impact traffic, public facilities, utilities, and the natural characteristics of the area, or significantly change population density, and would not compromise the health, safety, and welfare of the city.

Commissioners discussed that the zoning change would not affect the neighborhood characteristics because PSP uses are compatible.

- (7) The rezoning would constitute and create an isolated and unplanned district contrary to the city master plan which may grant a special privilege to one landowner not available to others.

Commissioners discussed that it may be isolated but not unplanned. This area will continue to be governmental use.

- (8) The change of present district boundaries is consistent in relation to existing uses, and construction on the site will be able to meet the dimensional regulations for the proposed zoning district listed in the schedule of regulations.

Commissioners noted that the site plan has been produced and reviewed by staff for compatibility. The site plan will be received following the current discussion.

- (9) There was a mistake in the original zoning classification, or a change of conditions in the area supporting the proposed rezoning.

Commissioners noted the zoning should be POSD or PSP.

- (10) Adequate sites are neither properly zoned nor available elsewhere to accommodate the proposed uses permitted in the requested zoning district.

Commissioners discussed that there are no other adequate sites within the vicinity of the County Building.

MOTION by Banfield, supported by McNiff, to recommend City Council approve Zoning Amendment request RZ#15.01 for 309 W. Hanover and 318 S. Grand from Calhoun County to rezone from multiple family residential (MFRD) to Public/Semi-Public (PSP) districts. On a roll-call vote - ayes: Banfield, Burke-Smith, Collins, Mankerian, McNiff, Meservey, Zuck and Chair Davis; nays - None. **Motion Carried.**

Receive site plan #SP15.04 for County Storage Building at 318 S. Grand Street.

MOTION by Banfield, supported by McNiff, to receive site plan #SP15.04 for Calhoun County Storage Building at 318 S. Grand Street. On a voice vote; **MOTION CARRIED.**

Receive site plan #SP15.06 for additions and additional parking at Excelsior, 1506 George Brown Drive.

MOTION by Burke-Smith, supported by McNiff, to receive site plan #SP15.06 for additions and additional parking at Excelsior, 1506 George Brown Dr.

MOTION by Collins, supported by Meservey, to recuse Commissioners Zuck and Banfield due to conflict of interest. On a voice vote; **MOTION CARRIED.**

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

Present staff changes to use matrix in zoning ordinance update.

Staff discussed the use matrix in the zoning ordinance update that was presented to the Planning Commission during the regular June meeting. Staff had identified uses that require input from the Planning Commission and asked to form a subcommittee for review and discussion. Commissioners Mankerian, McNiff and Meservey agreed to serve on the subcommittee.

OLD BUSINESS

None

PUBLIC COMMENTS

None

REPORTS

None

ADJOURN

The Planning Commission adjourned at 8:20 pm.

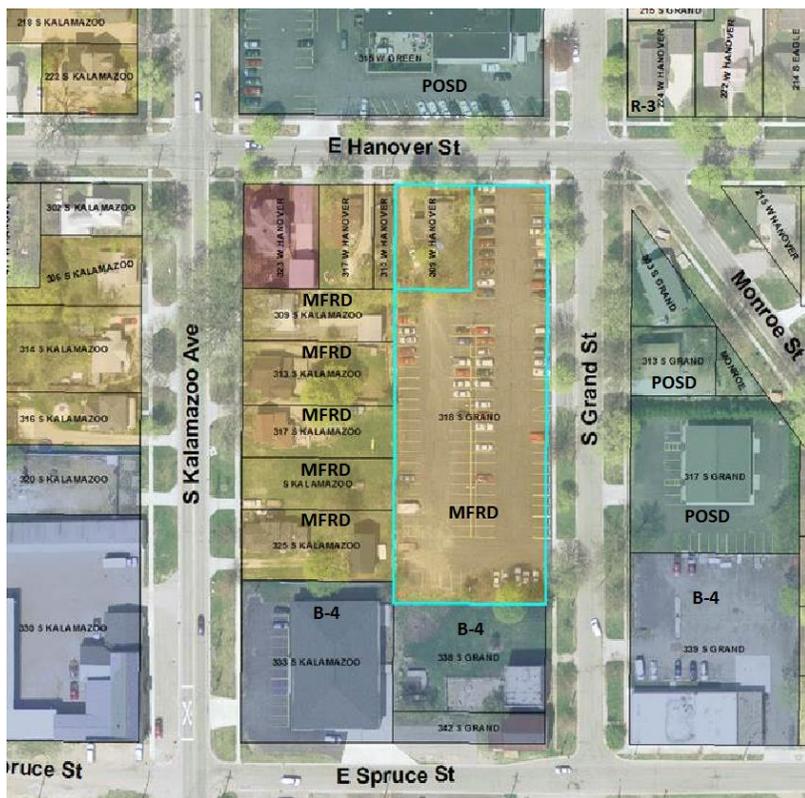
Submitted by,

Crystal Lane

Report To: Chairman Davis and Planning Commission Members
From: Natalie Dean, Director of Community Services
Re: Approval of site plan #SP15.04 for County Storage Building at 318 S. Grand
Date: August 12, 2015

Calhoun County has submitted a proposal to build a 40 x 80 storage building on the lot at 318 S. Grand. The plan was initially received by staff on June 9, 2015. Since that time, City staff has completed an inter-departmental review of the plan and suggested some revisions (see attached staff letter). All improvements and revisions have been made as requested.

The storage building is proposed to be built in the southern-most end of the parking lot and due to the neighborhood it's in and the size of the lot, there are a mix of zoning districts surrounding the area (MFRD to the west, POSD across the street to the north, B-4 to the south, and R-3 and POSD to the east). Directly surrounding the proposed building, however, is mostly commercial; the exception being the west MFRD properties. Also, the lot at 309 W. Hanover has been combined with 318 S. Grand.



All site plan requirements have been included in the site plan and many things are not changing on the site, such as driveway locations. Since this lot is over 1 acre, the County is required to have a Landscape Plan, stamped by a Landscape Professional; however, the site was assessed and it was found that there is adequate and healthy screening provided to the south of the proposed building currently. According to:

§ 156.303 SPECIAL PROVISIONS FOR EXISTING SITES.

(A) Special provision shall be made for applying these standards to developed sites that existed prior to the city adopting landscaping requirements. When an existing site is undergoing improvement, a change in use or expansion, the objective of these standards shall be to gradually bring the site into compliance with the minimum standards of this subchapter in proportion to the extent of the expansion or improvement.

(B) Upgrades to landscaping or screening on an existing site shall conform to the following guidelines:

(1) Each building expansion of 1% of gross floor area shall include a minimum of 2% of the landscaping required for new developments, or a minimum of 30% of the landscaping required for new developments, whichever is greater.

(2) Landscaping along the street and as a buffer between adjacent land uses shall take priority over parking lot and site landscaping. Where parking lot landscaping cannot be provided, additional landscaping along the street or in the buffer areas shall be considered.



South lot line



South west lot line (Ramirez property to the west)



Street trees along the east lot line

Assuming the Planning Commission finds the current landscaping adequate, the ordinance allows any requirement to be waived:

§ 156.382 MINIMUM SITE PLAN INFORMATION REQUIRED.

(O) The Planning Commission may waive any of the foregoing requirements determined unnecessary for site plan review purposes.

Staff is satisfied that the ordinance standards have been met for Site Plan Approval.

§ 156.391 STANDARDS FOR SITE PLAN APPROVAL.

The Planning Commission shall consider the following standards in the process of reviewing any site plan for approval:

(A) Adequacy of information. The site plan information is complete, accurate, and in an understandable form that accurately depicts and describes the proposed development.

(B) Site appearance and preservation. The site layout promotes the normal and orderly development of surrounding lots, and the development layout preserves, to the extent feasible, the site's natural, cultural, and historical features, such as but not limited to significant buildings, wetlands, topography, and woodlands.

- (C) Pedestrian access. Existing and proposed sidewalks or pedestrian pathways connect to existing and planned public sidewalks and pathways in the area, and comply with applicable barrier-free access standards.*
- (D) Vehicular circulation. Drives, streets, parking, site access and other vehicle-related elements are designed to minimize traffic conflicts on adjacent streets, and to promote safe and efficient traffic circulation.*
- (E) Parking and loading. Off-street parking lots and loading areas are arranged and located to accommodate the intensity of proposed uses, minimize conflicts with adjacent uses, and promote shared-use of common facilities where feasible.*
- (F) Building composition. Building design and architecture are harmonious with the surrounding neighborhood with regard to scale, mass, proportion, and materials.*
- (G) Screening. Adequate screening elements have been provided to buffer or separate unlike or conflicting land uses, and to screen off-street parking, mechanical appurtenances, loading and unloading areas and storage areas from abutting residential districts and street rights-of-way.*
- (H) Exterior lighting. All exterior lighting fixtures are designed and arranged to minimize glare and light trespass, prevent vision impairments, and maximize security.*
- (I) Impact upon public services. The impact upon public services (including utilities, streets, police and fire protection, emergency access, and public sidewalks and pathways) will not exceed the existing or planned capacity of such services.*

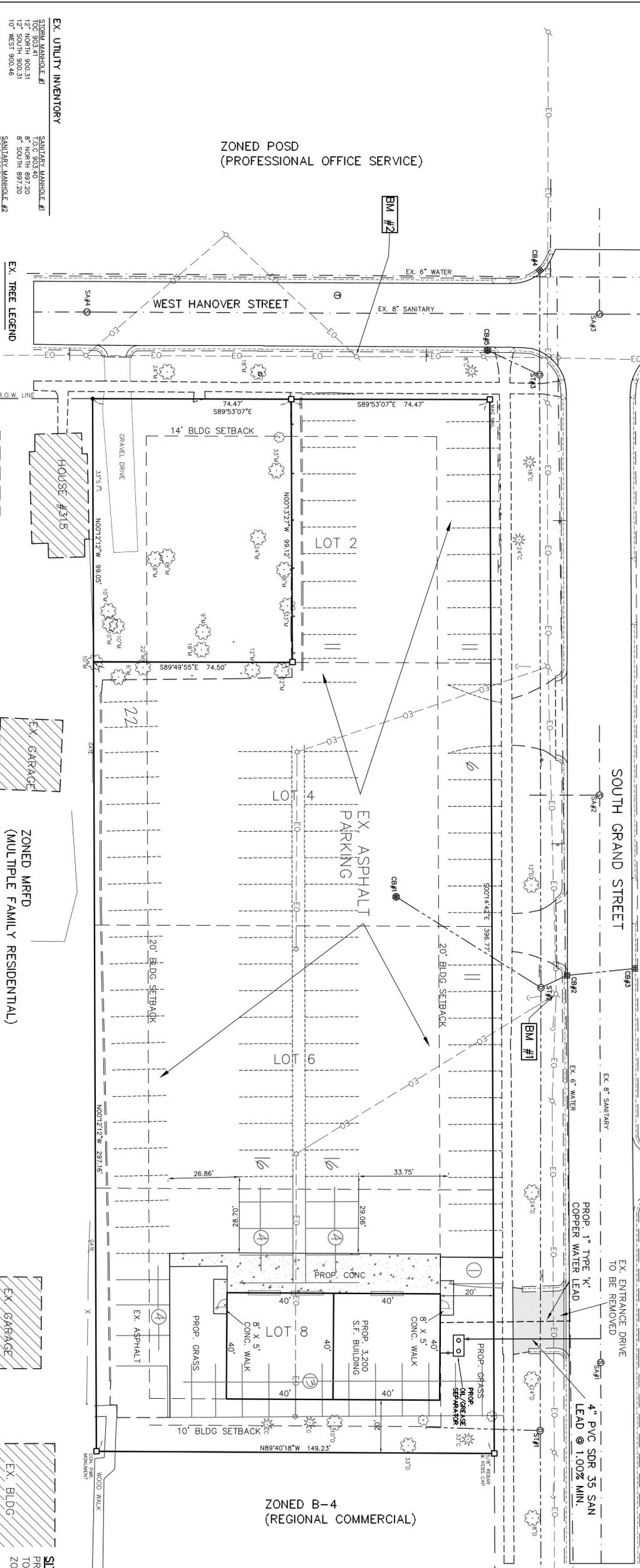
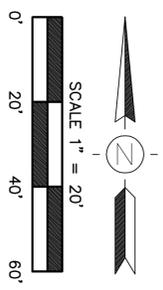
The County is still working through the rezoning process with City Council and a public hearing will be held on August 17th; therefore approval by the Planning Commission should be made contingent upon the approval of the zoning amendment.

ZONED POSD
(PROFESSIONAL OFFICE SERVICE)

309 Hanover - Calhoun County

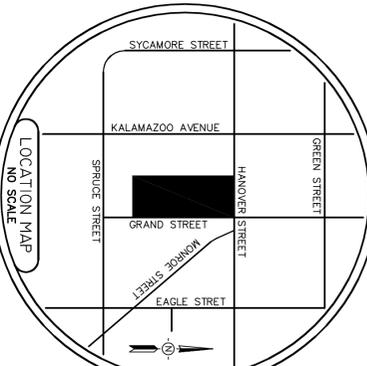
CITY OF MARSHALL, CALHOUN COUNTY, MICHIGAN

ZONED B-4
(REGIONAL COMMERCIAL)



ZONED POSD
(PROFESSIONAL OFFICE SERVICE)

ZONED B-4
(REGIONAL COMMERCIAL)



LEGAL DESCRIPTION
Lots 4, 6, 8 and the East 1/2 of Lot 2, Block 34, of the Plat of the Village (now City) of Marshall as recorded in Liber 3 of Plats, page 11, in the Office of the Register of Deeds of Calhoun County, Michigan.

SITE DATA
PROPOSED STORAGE/GARAGE BUILDING & EX. PARKING
TOTAL SITE AREA = 1.48 ACRES
ZONED PSP (PUBLIC/SEMI-PUBLIC SERVICES)

BUILDING SETBACKS
NORTH - 14 FEET
EAST - 20 FEET
WEST - 20 FEET
SOUTH - 10 FEET

BUILDING DATA
PROPOSED BLDG = 3,200 S.F.
BUILDING HEIGHT = 16 FT.

PARKING
EXISTING PARKING = 119 SPACES
PROPOSED PARKING (AFTER BLDG CONSTRUCTION) = 93 SPACES

LIGHTING
PROP. WALL-PAKS ON BLDG

CLIENT:
CALHOUN COUNTY
315 W. GREEN ST.
MARSHALL, MI 48048
PH:(517) 781-0773
FAX:(517) 781-0140

ENGINEER/SURVEYOR:
KEBS, INC.
2116 HASLETT RD.
HASLETT, MI 48840
PH:(517) 339-1014
FAX:(517) 339-8047

REVISIONS

NO.	DATE	DESCRIPTION
1	6-3-15	APPROVED BY: [Signature]
2	6-3-15	APPROVED BY: [Signature]
3	6-3-15	APPROVED BY: [Signature]

309 Hanover - Calhoun County
SITE & UTILITY PLAN
SCALE: 1" = 20'
DATE: 6-3-15
AUTHOR: [Signature]
CALHOUN COUNTY

- EX. UTILITY INVENTORY**
- STORM MANHOLE #1: TO C 903.40, 12" NORTH 90.01, 10" WEST 900.46
 - STORM MANHOLE #2: TO C 905.28, 12" NORTH 90.13, 8" NW 901.08
 - STORM MANHOLE #3: TO C 905.02, 8" WEST 904.97, 8" SW 901.92
 - CATCH BASIN #1: INLET EL. 911.57, 8" EAST 904.28, 8" SE 908.57
 - CATCH BASIN #2: INLET EL. 911.57, 8" EAST 904.28, 8" SE 908.57
 - CATCH BASIN #3: INLET EL. 905.02, 8" WEST 904.97, 8" SW 901.92
 - CATCH BASIN #4: INLET EL. 911.54, 8" SOUTH 909.44
 - CATCH BASIN #5: INLET EL. 911.67, 8" SE 908.92
- EX. TREE LEGEND:**
- C = CONIFEROUS
 - D = DECIDUOUS
 - M = MAPLE
 - S = STUMP
 - T = TREE (TYPE FILLED)
 - BT = BURSH
- BENCHMARKS:**
- BM #1: MAG NAIL WEST SIDE OF UTILITY POLE, ELEVATION = 908.42 (NAVD88)
 - BM #2: MAG NAIL SOUTH SIDE OF UTILITY POLE, ELEVATION = 913.42 (NAVD88)

- LEGEND**
- PROPOSED WATER MAIN
 - PROPOSED SANITARY SEWER
 - PROPOSED STORM SEWER
 - PROPOSED HYDRANT
 - PROPOSED GATE VALVE
 - PROPOSED SAN. M.H.
 - PROPOSED STORM M.H.
 - PROPOSED C.B.
 - PROPOSED FIRST FLOOR ELEV.
 - PROPOSED TOP OF CURB ELEV.
 - PROPOSED TOP OF WALK ELEV.
 - PROPOSED TOP OF FINISH ELEV.
 - DENOTES S.E.S.C. KEYING SYSTEM
- EX. LEGEND**
- SAINTARY MANHOLE
 - DRAINAGE MANHOLE
 - ELECTRIC MANHOLE
 - CATCHBASIN
 - FIRE HYDRANT
 - VALVE
 - UTILITY POLE
 - LIGHT POLE
 - GUY WIRE
 - UTILITY PEDESTAL
 - TRANSFORMER
 - SON
 - POST

- EX. HOUSE**
- EX. GARAGE**
- ZONED MRPD (MULTIPLE FAMILY RESIDENTIAL)**

- SPECIFICATIONS**
- General: unstable soil (such as peat, muck, silt, soft blue clay, loess, etc.) which is encountered beneath proposed utilities, roadway, parking lots and foundations shall be removed to a depth of 12" below the proposed bottom of foundation and replaced with material as needed to reach finished grade. Such fill shall be compacted in 6" layers to 95% of max. density. The decision on material to be used shall be the responsibility of the contractor.
 - Information on depth, size, etc. of all other underground utilities shown herein is for information only. The utility company, involved, shall be contacted for information on any other sewers, drains or related structures not found for such locations. Field detection of sewers and related structures not found herein, were obtained through field observation. KEBS, Inc. is not responsible for information on any other sewers, drains or related structures not found for such locations. Field detection of sewers and related structures not found herein, were obtained through field observation. KEBS, Inc. is not responsible for information on any other sewers, drains or related structures not found for such locations.
 - 48" sections of underground utilities, the contractor shall field verify the location, depth, size, etc. of all other underground utilities shown herein. All "MISS DIG" participating members will be routinely notified using services provided as part of the "MISS DIG" alert system.
 - Existing manholes, catch basins, and other structures shall be repaired or replaced as needed. The contractor shall be responsible for obtaining all permits required for construction.

- WATER SYSTEM**
- All water main construction shall comply with the Construction Standards of City of Marshall and shall be subject to the inspection and approval of the City.
 - All water mains shall have a minimum of 10 feet of horizontal separation from sewer lines.
 - All water mains shall have a minimum of 18 inches of vertical separation from sewer lines.
 - All tops to existing mains shall be the tops.

- STREETS**
- All public street construction and construction within an existing or proposed public street shall be subject to the inspection and approval of the City.
 - All construction within the existing right of way of South Green Street shall comply with the construction specifications of the City of Marshall and shall be subject to the permit requirements.

- CONCRETE FINISH SECTION**
- 6" CONCRETE
 - 8" X 5" CONC. WALK
 - COMPACTED BASE
 - NO SCALE

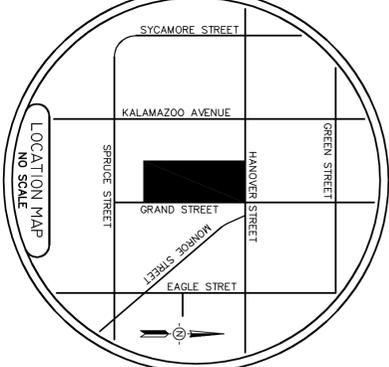
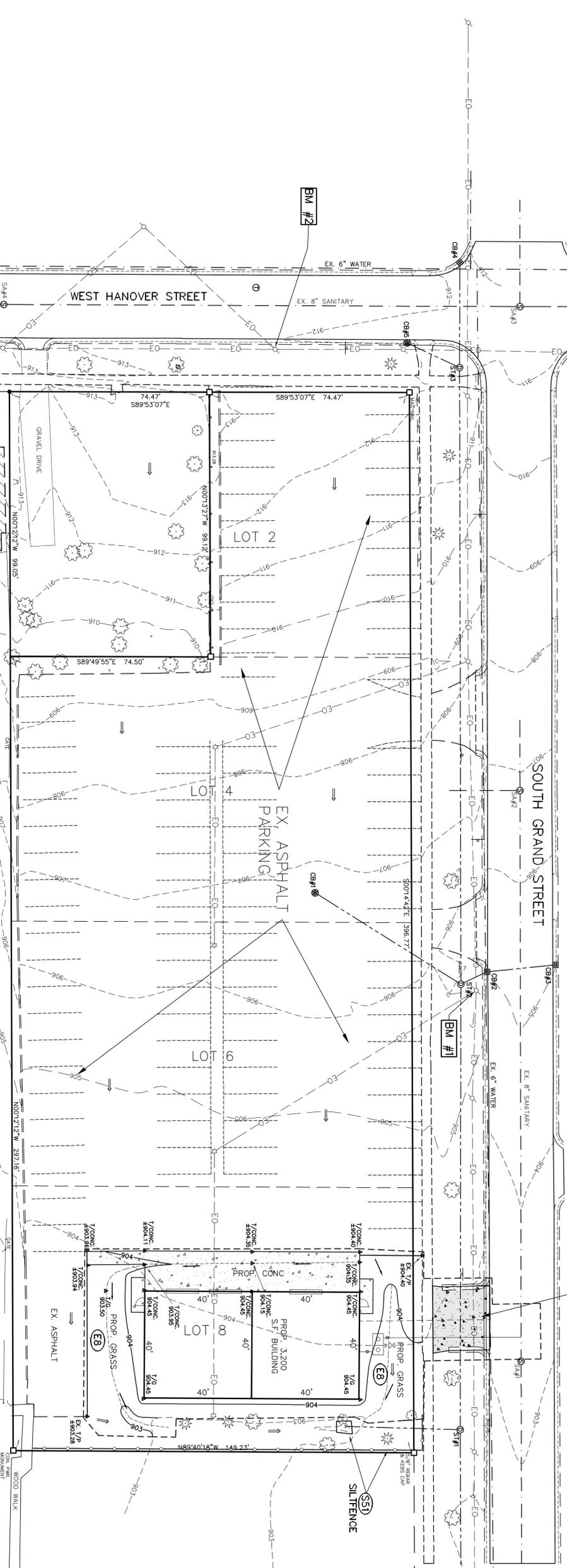
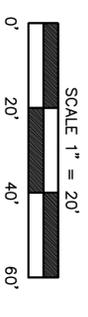
- SHEET INDEX**
- SITE & UTILITY PLAN
 - GRADING & SOIL EROSION CONTROL PLAN
 - SECC/DETAIL SHEET



309 Hanover - Calhoun County

CITY OF MARSHALL, CALHOUN COUNTY, MICHIGAN

USE EX. ENTRANCE FOR TEMPORARY CONSTRUCTION EXIT/ENTRANCE (S53)



EX. UTILITY INVENTORY

- STORM MANHOLE #1**
 TO C. 903.41
 12" NORTH 90.01
 10" WEST 90.046
- STORM MANHOLE #2**
 TO C. 905.28
 12" NORTH 90.133
 12" SOUTH 90.130
 8" NW 90.150
- STORM MANHOLE #3**
 TO C. 905.02
 8" NORTH 90.92
 8" SW 90.922
- CATCH BASIN #1**
 INLET E.L. 905.02
 8" SE 902.57
- CATCH BASIN #2**
 INLET E.L. 911.57
 8" EAST 980.27
- CATCH BASIN #3**
 INLET E.L. 905.02
 8" WEST 902.52
- CATCH BASIN #4**
 INLET E.L. 911.54
 8" SOUTH 909.44
- CATCH BASIN #5**
 INLET E.L. 911.57
 8" SE 908.92
- SANITARY MANHOLE #1**
 TO C. 903.40
 8" NORTH 89.20
 8" SOUTH 89.220
- SANITARY MANHOLE #2**
 TO C. 899.84
 8" WEST 899.84
 8" SOUTH 898.12
 12" NORTH 898.12
- SANITARY MANHOLE #3**
 TO C. 911.85
 8" EAST 904.97
 8" NORTH (7\"/>

EX. TREE LEGEND

- TREE LEGEND:
 C = CONIFEROUS
 D = DECIDUOUS
 M = MAPLE
 S = STAMP
 * = DECIDUOUS TREE
 ** = CONIFEROUS TREE
 BUSH



- BENCHMARKS**
 BM #1
 MAG NAIL WEST SIDE OF UTILITY POLE
 ELEVATION = 908.42 (NAVD88)
- BM #2
 MAG NAIL SOUTH SIDE OF UTILITY POLE
 ELEVATION = 913.42 (NAVD88)

LEGEND

- PROPOSED WATER MAIN
 PROPOSED SANITARY SEWER
 PROPOSED STORM SEWER
 PROPOSED HYDRANT
 PROPOSED GATE VALVE
 PROPOSED SAN. M.H.
 PROPOSED STORM M.H.
 PROPOSED C.B.
 PROPOSED FIRST FLOOR ELEV.
 PROPOSED TOP OF CURB ELEV.
 PROPOSED TOP OF WALK ELEV.
 DENOTES S.E.S.C. KEYING SYSTEM

EX. LEGEND

- SET 1/2" BAR WITH CAP
 FOUND IRON AS NOTED
 BEDD LINE
 DISTANCE NOT TO SCALE
 FENCE
 CATCHBASIN
 FIRE HYDRANT
 VALVE
 UTILITY POLE
 LIGHT POLE
 GUY WIRE
 GUY WIRE
 UTILITY PEDESTAL
 TRANSFORMER
 SIGN
 POST
 SANITARY MANHOLE
 DRAINAGE MANHOLE
 ELEC. MANHOLE
 TELEPHONE MANHOLE
 CONCRETE
 GRAVEL
 EXISTING SPOT ELEVATION
 EXISTING CONTOUR ELEVATION
 STORM SEWER
 WATER LINE
 GAS LINE
 UNDERGROUND TELEPHONE
 UNDERGROUND ELECTRIC
 OVERHEAD WIRES

SOIL EROSION CONTROL NOTES:

- ALL SOIL EROSION CONTROL MEASURES SHALL BE CONSTRUCTED AND MAINTAINED IN ACCORDANCE WITH THE CALHOUN COUNTY ROAD COMMISSION REQUIREMENTS AND PROJECT SPECIFICATIONS.
- ANY EROSION OR SEDIMENT FROM WORK ON THIS SITE SHALL BE CONTAINED ON THE SITE AND NOT BE ALLOWED TO COLLECT ON ANY ADJACENT PROPERTY OR IN ANY WATERWAY.
- CONTRACTOR SHALL APPLY TEMPORARY EROSION AND SEDIMENTATION CONTROL MEASURES AS REQUIRED AND AS DIRECTED ON THESE SPECIFICATIONS.
- A MINIMUM 50' BY 20' WIDE, 6" DEEP OF CRUSHED STONE OR STONE BECOME LESS EFFICIENT, IT SHALL BE REPLACED. ALL STONE SHALL BE PLACED IN A MANNER THAT PERMITS WATER TO INFILTRATE INTO THE GROUND.
- CONTRACTOR SHALL MAINTAIN A SPRINKLING TANK TRUCK SHALL BE AVAILABLE AT ALL TIMES TO BE USED ON HAUL ROUTES OR OTHER PLACES WHERE DUST BECOMES A PROBLEM.
- SEEDING GRASS SHALL BE COMPLETED WITHIN 5 DAYS OF FINAL GRADING. AREAS NOT STABILIZED SHALL BE DIVERTED TOWARD RETENTION BASINS.
- CONTRACTOR SHALL MAINTAIN A LOGBOOK OF ALL EROSION CONTROL MEASURES ON A DAILY BASIS, MORE OFTEN IF NECESSARY. ANY NEEDED REPAIRS SHALL BE PROMPTLY MADE.
- CONTRACTOR SHALL MAINTAIN A LOGBOOK OF ALL EROSION CONTROL MEASURES ON A DAILY BASIS, MORE OFTEN IF NECESSARY.
- CONTRACTOR SHALL MAINTAIN A LOGBOOK OF ALL EROSION CONTROL MEASURES ON A DAILY BASIS, MORE OFTEN IF NECESSARY.
- CONTRACTOR SHALL MAINTAIN A LOGBOOK OF ALL EROSION CONTROL MEASURES ON A DAILY BASIS, MORE OFTEN IF NECESSARY.

SEQUENCE OF CONSTRUCTION

- INSTALL ALL TEMPORARY SILT FENCE PER PLAN AND AS SHOWN ON DETAIL.
- OUTLINE EXISTING GRAVEL ENTRANCE FOR CONSTRUCTION WHILE MAINTAINING A VEGETATIVE BUFFER WHENEVER POSSIBLE.
- EXCAVATION OR GRADING FOR LATER USE ON SITE. PLACE STOCKPILED TOPSOIL IN AREAS WHICH ARE NEITHER SUBJECT TO STOCKPILES IMMEDIATELY TO BE REMOVED AND BLOWN SEDIMENTATION AND EXCESSIVE DUST.
- EXCAVATE FOR PROPOSED BUILDING, PARKING AND UTILITY CONSTRUCTION AS NECESSARY. DO NOT EXPOSE AREAS FAR IN ADVANCE OF CONSTRUCTION. MAINTAIN VEGETATION WHENEVER POSSIBLE TO PROVIDE A NATURAL BUFFER.
- INSTALL TEMPORARY STONE FILTER BARRIERS PERPENDICULAR TO ROAD TO REDUCE SEDIMENTATION FROM THE EXISTING ROAD TO TEMPORARY CHECK DAMS TO SLOW DOWN AND/OR DIVERT HEAVY RUNOFF WHERE NECESSARY.
- TOPSOIL, SEED, FERTILIZER AND MULCH ALL EXPOSED AREAS AS SOON AS FEASIBLE TO PROTECT AND RESTORE PERMANENT WATER EXPOSED GROUND REGULARLY TO CONTROL AIRBORNE PARTICULATE MATTER.
- CONTRACTOR SHALL MAINTAIN ALL TEMPORARY AND PERMANENT SOIL EROSION AND SEDIMENTATION CONTROL MEASURES UNTIL PERMANENT VEGETATION IS REESTABLISHED IN ALL EXPOSED AREAS.
- REMOVE ACCUMULATED SEDIMENT FROM ALL STRUCTURES.
- THE SITE WILL BE PERIODICALLY INSPECTED BY THE CALHOUN COUNTY ROAD COMMISSION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING ALL TEMPORARY AND PERMANENT CONSTRUCTION BY ALL REVIEWING AGENCIES. THE CONTRACTOR SHALL REMOVE ALL TEMPORARY SOIL EROSION AND SEDIMENTATION CONTROL MEASURES.

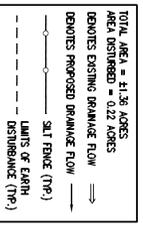
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NOTE: STORM WATER RUNOFF FROM THIS SITE WILL NOT ADVERSELY AFFECT ADJACENT PROPERTIES.

NOTE: ANY STOCKPIILING OF SOIL SHALL BE SURROUNDED BY SILT FENCE SEEDED IF LEFT OVER 30 DAYS.

NOTE: CONTRACTOR WILL BE RESPONSIBLE FOR THE MAINTENANCE OF THE TEMPORARY SOIL EROSION CONTROL MEASURES OWNER SHALL MAINTAIN PERMANENCE OF THE PERMANENT SOIL EROSION CONTROL MEASURES.



SOIL TYPE:
 958 URBAN LAND-KALAMAZOO COMPLEX, 0 TO 5% SLOPES

CONSTRUCTION SCHEDULE & SEASONING

ACTIVITY	2018	2019
PERMITS		
DEMOLITION		
FOUNDATION		
FRAMING		
MECHANICAL/ELECTRICAL		
PAINTING		
LANDSCAPING		
FINAL INSPECTION		

MICHIGAN DEPARTMENT OF MANAGEMENT AND BUDGET

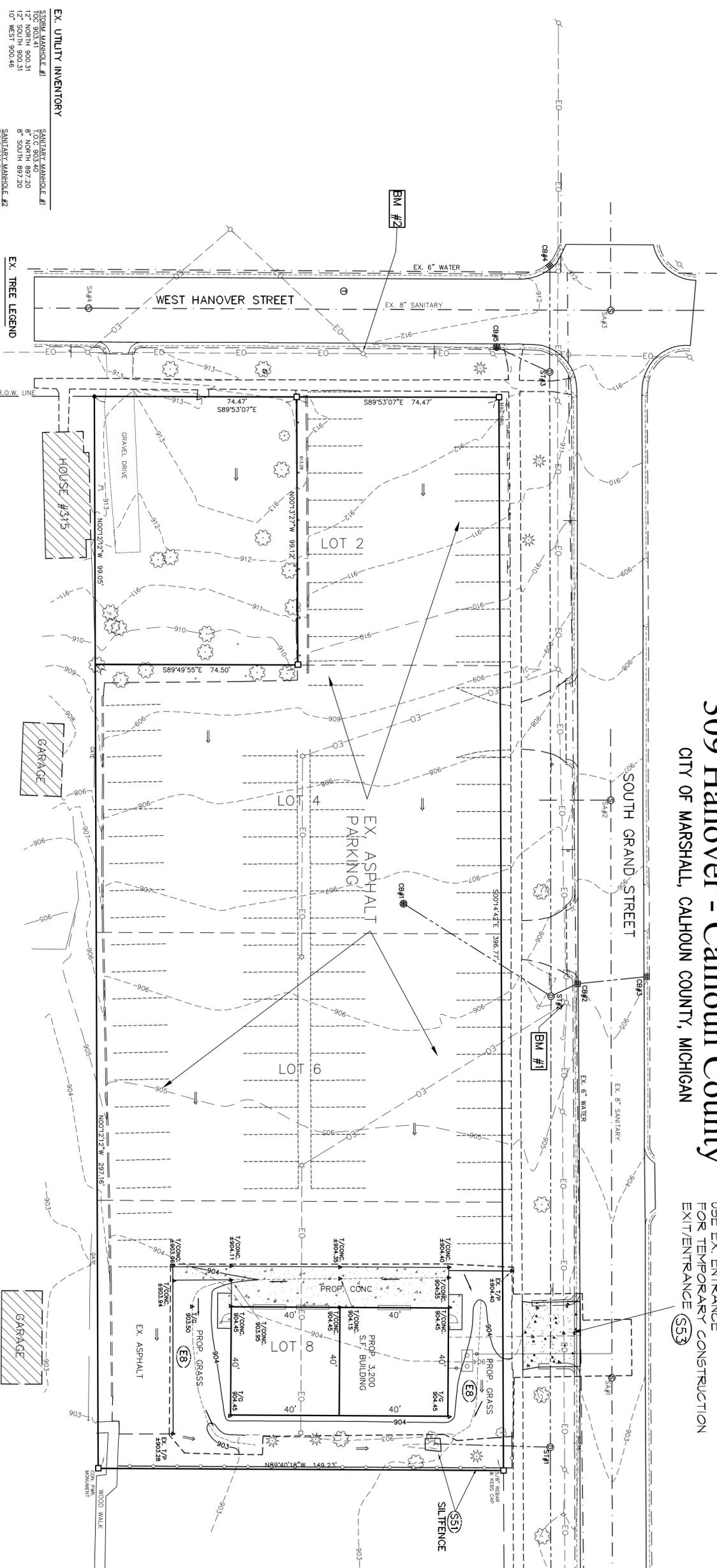
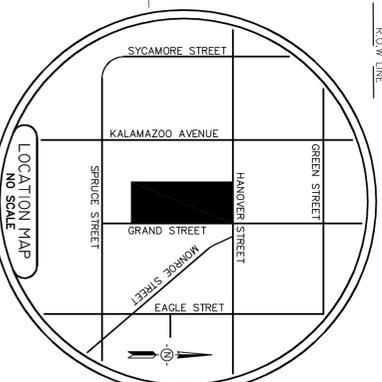
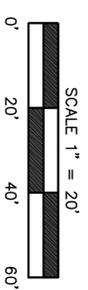
ACTIVITY	ESTIMATED COST	ACTUAL COST
PERMITS		
DEMOLITION		
FOUNDATION		
FRAMING		
MECHANICAL/ELECTRICAL		
PAINTING		
LANDSCAPING		
FINAL INSPECTION		

KEBS, INC. KES ENGINEERING
 216 HASLET ROAD, HASLET, MI 48840
 PH. 517-339-1014 FAX. 517-339-8047
 309 Hanover - Calhoun County
 GRADING & SEW. PLAN
 SCALE: 1" = 20'
 DATE: 6-3-15
 PROJECT MGR. AJP
 SHEET 2 OF 3
 AUTHORIZED BY: [Signature]
 CALHOUN COUNTY 89014

309 Hanover - Calhoun County

CITY OF MARSHALL, CALHOUN COUNTY, MICHIGAN

USE EX ENTRANCE FOR TEMPORARY CONSTRUCTION EXIT/ENTRANCE (S53)



EX. UTILITY INVENTORY

SANITARY MANHOLE #1	T.O.C. 903.40
T.O.C. 903.41	8" NORTH 897.20
12" NORTH 901.31	8" SOUTH 897.20
10" WEST 900.46	
SANITARY MANHOLE #2	T.O.C. 905.28
12" NORTH 901.33	8" SOUTH 898.12
12" NORTH 901.30	8" WEST 899.84
8" NE 901.50	
SANITARY MANHOLE #3	T.O.C. 905.02
8" WEST 901.92	
SANITARY MANHOLE #4	T.O.C. 911.85
8" EAST 904.97	8" WEST 904.97
8" NORTH (P/R FULLED)	
CONFEROUS TREE	
CONFEROUS TREE	
BUSH	

EX. TREE LEGEND

TREE LEGEND:	
C	CONFEROUS
D	DECIDUOUS
M	MAPLE
S	SPRUE
W	WALNUT
Y	YEW
○	CONFEROUS TREE
○	CONFEROUS TREE
○	BUSH

EX. LEGEND

○	SET 1/2" BAR WITH CAP
●	FOUND IRON AS NOTED
—	DEED LINE
—	DISTANCE NOT TO SCALE
—	FENCE
—	ASPHALT
—	CONCRETE
—	EXISTING SPOT ELEVATION
—	EXISTING CONTOUR ELEVATION
—	SANITARY SEWER
—	STORM SEWER
—	WATER LINE
—	GAS LINE
—	UNDERGROUND TELEPHONE
—	UNDERGROUND ELECTRIC
—	OVERHEAD WIRES
—	FIRE HYDRANT
—	VALVE
—	UTILITY POLE
—	LIGHT POLE
—	GUY WIRE
—	UTILITY PEDESTAL
—	TRANSFORMER
—	SILO
—	POST

CONSTRUCTION SCHEDULE & SEQUENCING

PRICE AND METHOD TEMPORARY EROSION CONTROLS	2018	2019	2020
SEPT			
OCT			
NOV			
DEC			
JAN			
FEB			
MAR			
APR			
MAY			
JUN			
JUL			

SOIL EROSION CONTROL NOTES:

1. ALL SOIL EROSION CONTROL MEASURES SHALL BE CONSTRUCTED AND MAINTAINED IN ACCORDANCE WITH THE CALHOUN COUNTY ROAD COMMISSION REQUIREMENTS AND PROJECT SPECIFICATIONS.
2. ANY EROSION OR SEDIMENT FROM WORK ON THIS SITE SHALL BE CONTAINED ON THE SITE AND NOT BE ALLOWED TO COLLECT ON ANY MATERIAL AND MANAGE OPEN DITCHES, STREAMS, STORM DRAINS, LAKES AND PONDS.
3. CONTRACTOR SHALL APPLY TEMPORARY EROSION AND SEDIMENTATION CONTROL MEASURES AS REQUIRED AND AS DIRECTED ON THESE PERMANENT STABILIZATION OF SLOPES, DITCHES AND OTHER EARTH CHANGES HAVE BEEN ESTABLISHED.
4. A MINIMUM 50' BY 20' WIDE, 6" DEEP OF CRUSHED STONE OR STONE BECOME LESS EFFICIENT, IT SHALL BE REPLACED. ALL DUST CONTROL SHALL BE EXTENDED TO THE ADJACENT ROAD. PROJECT BY THE CONTRACTORS. A SPRINKLING TANK TRUCK SHALL BE AVAILABLE AT ALL TIMES TO BE USED ON HAUL ROUTES OR OTHER PLACING OPERATIONS. AREAS SHALL BE COMPLETED WITHIN 5 DAYS OF FINAL GRADING. AREAS NOT STABILIZED SHALL BE DIVERTED TOWARD RETENTION BASINS.
5. DUST CONTROL SHALL BE MAINTAINED THROUGHOUT THE CONSTRUCTION PROCESS. ALL EXPOSED SURFACES SHALL BE WATERED FREQUENTLY TO PREVENT DUST FROM BEING BLOWN AWAY.
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10. SITE DEVELOPMENT CONTRACTOR SHALL MEET WITH SOIL EROSION ENGINEER OFFICER FROM TO STAKE OUT WORK.

SEQUENCE OF CONSTRUCTION

1. INSTALL ALL TEMPORARY SILT FENCE PER PLAN AND AS SHOWN ON DRAWING.
2. UTILIZE EXISTING GRAVEL ENTRANCE FOR CONSTRUCTION ENTRANCE/EXIT.
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REVISIONS

NO.	DATE	DESCRIPTION
1	6-8-15	SUBMITTAL

309 Hanover - Calhoun County

GRADING & S&S PLAN

DESIGNER: [Signature]

PROJECT MGR: [Signature]

DATE: 6-3-15

APPROVED BY: [Signature]

SHEET 2 OF 3

AUTHORIZED BY: [Signature]

CALHOUN COUNTY

JOB # 89014

LEGEND

—	PROPOSED WATER MAIN
—	PROPOSED SANITARY SEWER
—	PROPOSED STORM SEWER
—	PROPOSED HYDRANT
—	PROPOSED GATE VALVE
—	PROPOSED SAN. M.H.
—	PROPOSED STORM M.H.
—	PROPOSED GRADES
—	PROPOSED FIRST FLOOR ELEV.
—	PROPOSED TOP OF CURB ELEV.
—	PROPOSED TOP OF WALK ELEV.
—	PROPOSED TOP OF DRIVE ELEV.
—	DENOTES S.E.S.C. KEYING SYSTEM

EX. LEGEND

○	SANITARY MANHOLE
○	DRAINAGE MANHOLE
○	ELECTRIC MANHOLE
○	TELEPHONE MANHOLE
○	CATCHBASIN
○	FIRE HYDRANT
○	VALVE
○	UTILITY POLE
○	LIGHT POLE
○	GUY WIRE
○	UTILITY PEDESTAL
○	TRANSFORMER
○	SILO
○	POST

MICHIGAN DEPARTMENT OF MANAGEMENT AND BUDGET

S-E-S-C KEYING SYSTEM

KEY	DESCRIPTION	SYMBOL	HERE USED
E8	PERMANENT SCENE	[Symbol]	Construction-related (final or other when change has been completed (final pending allowed))
S51	SILT FENCE	[Symbol]	Use adjacent to critical areas to prevent sediment laden sheet flow from entering water bodies.
S53	STABILIZED CONSTRUCTION ACCESS	[Symbol]	Used at every point where construction traffic enters or leaves a construction site.
S58	NET PROTECTION (RAMP DAP)	[Symbol]	Use at stormwater inlet, especially at construction sites.

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1	6-8-15	SUBMITTAL

309 Hanover - Calhoun County

GRADING & S&S PLAN

DESIGNER: [Signature]

PROJECT MGR: [Signature]

DATE: 6-3-15

APPROVED BY: [Signature]

SHEET 2 OF 3

AUTHORIZED BY: [Signature]

CALHOUN COUNTY

JOB # 89014



KEBS, INC

Engineering • Surveying

June 8, 2015

Natalie Dean
City of Marshall
900 South Marshall Ave
Marshall, MI 49068

Re: 309 W. Hanover – Calhoun County

Dear Ms. Dean:

Please find attached two sets of construction plans for the Calhoun County building project at 309 W. Hanover and 318 S. Grand.

The project consists of a proposed garage/storage building being constructed at the southern portion of the existing parking lot. Existing paving will be removed to construct the building.

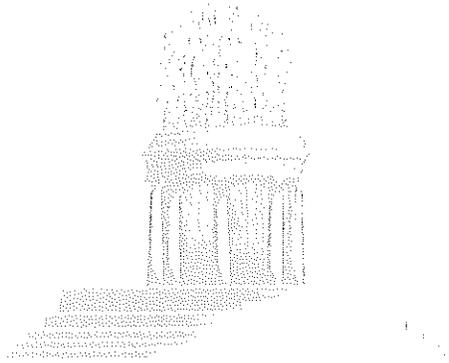
If you have any questions or need any additional information, please contact me at (517) 339-1014 or by email at ajpatrick@kebs.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Allen J. Patrick'.

Allen J. Patrick, P.E.
KEBS Inc.

CITY OF MARSHALL



SITE PLAN REVIEW PROCESS GUIDE FOR DEVELOPMENTS

Planning and Zoning Department

Dated: November 14,

2013

SITE PLAN REVIEW PROCESS

THE CITY NOW REQUIRES ALL SITE SUBMISSIONS IN ELECTRONIC .PDF FORMAT, ACCOMPANIED BY TWO (2) LARGE SIZE PAPER COPIES.

Plans can be emailed to: NDean@cityofmarshall.com

1. *Site plan application and fee are submitted to the Planning & Zoning Department at 900 South Marshall St, Marshall, MI from the hours of 7:30 a.m.-4:00 p.m.. Applications and fees may be submitted by mail or in person. Site plan submissions are **required electronically with 2 large size paper copies**.
2. The initial site plan submission is dedicated to internal City staff review.
3. If necessary, a meeting is scheduled with the developer and City Staff to review any revisions that are needed to the plan. If no meeting is necessary, revisions will be suggested in a letter form to the developer.
4. A deadline is given to the developer to prepare revisions and re-submit by the corresponding Planning Commission "Submission Date" (dates attached).
5. At their next regular meeting, Planning Commission accepts the site plan. If the plan is complete, upon request, the Planning Commission may also move to approve. If the plan is not complete or there is no request, the Planning Commission will move to approve at their next regularly scheduled meeting.

**Some developments require Special Land Uses or variances which would need to go through the approval process before site plan review begins.*

PLANNING COMMISSION 2014 SUBMISSION DEADLINES

*Application & Plans must be
received by:*

*For the Planning Commission
meeting date:*

December 9, 2013	January 8, 2014
January 13, 2014	February 12, 2014
February 10, 2014	March 12, 2014
March 10, 2014	April 9, 2014
April 14, 2014	May 14, 2014
May 12, 2014	June 11, 2014
June 9, 2014	July 9, 2014
July 14, 2014	August 13, 2014
August 11, 2014	September 10, 2014
September 8, 2014	October 8, 2014
October 13, 2014	November 12, 2014
November 10, 2014	December 10, 2014

City Departments

Web site- www.cityofmarshall.com

Director of Community Services
Planning and Zoning Department
Natalie Dean

269-789-4604 Ext 106
ndean@cityofmarshall.com

Marshall Area Economic Dev. Alliance
John Coulter

269-781-5183
jcoulter@marshallaeda.org

Fire Department

269-781-9748

City Manager
Tom Tarkiewicz

269-781-5183
Ttarkiewicz@cityofmarshall.com

Director of Public Utilities
City Engineer
Carl Fedders

269-781-3985 Ext 101
cfedders@cityofmarshall.com

Water/Waste Water/Environmental Coordinator
Cheryl Vosburg

269-781-3985 Ext 152
cvosburg@cityofmarshall.com

Building Official
Frank Ballard

269-209-2094
Frameg5@att.net

Electric Utility - Service
Dennis Dixon – Electric Superintendent

269-781-3985 Ext 112
Ddixon@cityofmarshall.com

County Department

www.calhouncountymi.gov

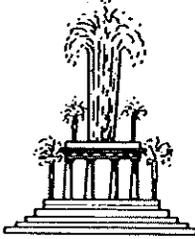
Health Department – Food Services- Battle Creek
Drain Commission – Soil and Erosion Permits - Marshall
Road Commission

269-969-6373
269-781-0790
269-781-9841

Michigan Department of Transportation
www.michigan.gov

269-789-0560 or toll free 1-877-324-6368

City of Marshall
Application for Site Plan Review



Attn: Planning & Zoning Administrator
323 W Michigan Ave.
Marshall, Michigan 49068

Official Use:

Date Received: _____ Received by: _____ Approved _____

Application Complete: _____ Fee Paid: _____ Receipt Number: _____

The following application is made to the City of Marshall Planning Commission in accordance with the provisions of the Planning and Zoning Department.

1. Applicant Information

Address of Property being developed:

309 W. HANOVER & 318 S. GARDEN

Owner of Property:

CALHOUN COUNTY LAND BANK (309 HANOVER), CALHOUN COUNTY BUILDING AUTHORITY

Address: 315 W. GARDEN City: MARSHALL State: MI Zip: 49068

Email: _____ Telephone: () - Cell: () -

2. Owner's Agent if working for property owner.

Title: _____ Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Telephone: () - Cell: () -

City of Marshall
Application for Site Plan Review

3. Brief description of proposed project

CONSTRUCT GARAGE/STORAGE BUILDING AT SOUTHERN PORTION OF
EXISTING PARKING LOT. REMOVE PAVEMENT TO CONSTRUCT BUILDING

4. Property Information

Zoning District: R6ZONE TO PSP Are there wetlands present? Yes ___ or No X

Is the property located in a floodplain? Yes ___ or No X

Land Area in square feet: 59,107 Building Area in square feet:
3,200

Number of Square feet of paved areas: 46,743

Is there a lake or stream within 500 feet of the subject property: Yes ___ or No X

Number of parking spaces: Existing 119 or Proposed 93

Has any other agency been contacted for approvals? Yes ___ or No X. If yes,
please list those agencies and the date:

Agency	Contact	Date
_____	_____	_____
_____	_____	_____

5. Site Plan Submission Requirements (Review Zoning Ordinance for all requirements)

1. Complete the Application.
2. Review and follow the Site Plan Review checklist.
3. Go to www.cityofmarshall.com - Planning and Zoning and click on Marshall City Code of Ordinances and then type in "156".
4. Submit a certified survey of the property with the site plan.
5. Submit a copy of the deed showing ownership.

City of Marshall Application for Site Plan Review

6. Authorization (Must be signed by the owner of the property)

I am the owner of record for this property for which this application is being filed and as such, I am familiar with the development being proposed to be carried out on my property.

I hereby, give permission for this application to be filed with the full understanding that certain restriction may be placed on the property relative to the approval of the proposed work.

I further certify that under penalties of perjury, I am to sign this application.

Name (Please Print) _____

Title: _____ Date: _____

Signature: _____

Note: If there are multiple owners of the property or you are representing a group, corporation, or other organization attach a copy of a certified letter authorizing you to sign this application for the proposed development.

LAND USE AND DEVELOPMENT FEES	
PLATS	
Up to 30 Lots	\$450.00
Over 30 Lots	\$650.00
SITE CONDOMINIUMS	
Up to 30 Lots	\$350.00
Over 30 Lots	\$550.00
SITE PLANS	
Commercial and Industrial	\$250.00 < 30 acres \$350.00 - 30 acres or more
Institutional	\$250.00
Special Land Use	\$250.00
Planned Unit Development (PUD)	\$350.00
Amend a PUD development	\$150.00
Multiple Family Developments (Apartment & Condo's)	\$50 plus \$5.00 per unit or lot minimum fee \$250.00
Additions to existing Site Plans if Planning Commission Review is required	\$100.00
Extending Site Plan with Planning Commission approval	\$150.00

CITY OF MARSHALL

City of Marshall Grease Discharge Control Policy

All non residential establishments that prepare, cook, or dispense food and discharge wastewater to the City of Marshall sanitary sewer system, are required to install and maintain an appropriately sized grease trap/grease interceptor. These establishments include but are not limited to restaurants, school kitchens, hotel kitchens, hospitals, church kitchens, bars, clubs, grocery stores, etc.

The City of Marshall Sewer Use Ordinance prohibits the discharge of grease in amounts that could cause interference or obstruction of wastewater flow. The Sewer Use Ordinance establishes the City's authority to enforce this policy and to impose fines and penalties for non compliance, and to recover costs associated with enforcement & non compliance.

Owners are required to contract a licensed plumber to install a properly sized grease trap/interceptor in accordance with the State of Michigan Plumbing Code. The grease trap or interceptor shall be certified by and/or designed according to the Plumbing and Drainage Institute standards. Prior to final connection to the City's sanitary sewer, the owner must notify the City Plumbing Inspector for inspection. The City of Marshall Wastewater Treatment Department must also be notified. Grease trap/interceptor location and specifications must be provided along with a written employee grease handling policy and an appropriate grease trap/interceptor maintenance schedule. Failure to meet code requirements, or provide required information will result in a denial to connect.

City personnel will inspect grease trap/interceptors and maintenance records on a regular basis. Failure to appropriately maintain a grease trap/interceptor may result in fines and/or disruption of service.

Cross Connections

In an effort to eliminate cross connections, the applicant needs to install backflow prevention devices in accordance with the Michigan Plumbing Code. For non residential water users, backflow prevention devices for facility containment are preferred. Prior to connecting to water services, a cross connection inspection must be scheduled with the Environmental Coordinator.

Marshall Wastewater Treatment Plant Environmental Coordinator:
Cheryl Vosburg 781-3985 x152
Building Official: Frank Ballard 269-209-2094

CITY OF MARSHALL

Site Plan Review Checklist for General Development

Date: 6-8-15

Zoning District REZONE TO PSP

Proposed Use: STORAGE/GARAGE BLDG + EXISTING PARKING LOT

Is this a Permitted Use? Yes No

If yes list section number: 156.171(A)+(B)

Is the property in the Well Head Protection Area? Yes No
 NA

Property Address: 309 W. HANOVER & 319 S. GRAND

Information of Responsible Party that prepared plans

Name: KEBS INC. Company

Name: ALLEN PATRICK

Company Address: 2116 HASLETT RD

HASLETT, MI 48840

517-339-1014



June 18, 2015

Allen J. Patrick, P.E.
Kebs, Inc.
2116 Haslett Road
Haslett, MI 48840

Curtis Smyers
Calhoun County
315 W. Green Street
Marshall, MI 49068

Re: Site plan #SP15.04 County Storage Building, 318 South Grand

The City's review team met on Thursday, June 18th to discuss and review the site plan for the County's proposed storage building at 318 S. Grand Street. Below you'll find a summary of the site plan evaluation:

Approved highlights:

- Engineering stamp provided.
- Lot coverage is well within zoning requirements.
- Elevation drawings have been submitted and height is permissible at 16'
- Driveways into the site remain unchanged and conform to zoning requirements.
- No signs are being proposed with the site plan.
- Appropriate walkways have been proposed.
- No exterior dumpster is proposed.

Revisions

- Landscape Architect needs to produce and seal landscape plans.
- Please include the zoning of all properties adjacent and across the street from the parcel. Show relationships of any buildings within 100' of the proposed structure.
- Please print existing and proposed parking space numbers.
- Consider underground electric to the storage building.
- A Right of Way permit will be required, which will include a road opening bond of \$500. This permit will need to be pulled prior to construction.
- Connection fees will be: \$256.00 Water and \$640.00 Sewer.

Public Service Building
900 S. Marshall Ave.
Marshall, MI 49068

P:269.781.3985 x.1505

cityofmarshall.com

Again, thank you for your time spent with us in review of this plan. The deadline for final submittal of the application and revised site plan is set for Tuesday, June 30, 2015. Upon the receipt of these materials, you will be placed on the Planning Commission agenda for Wednesday, July 8, 2015, 7:00 p.m. at City Hall. A representative of the plan should be available at that meeting. I look forward to seeing you through this process and thank you for growing and investing in the City of Marshall. Please call or email if you should have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Natalie Dean".

Natalie Dean
Director of Community Services
Assistant City Manager

Pc. Kristin Bauer, City Engineer/Director of Public Services

Report To: Chairman Davis and Planning Commission Members
From: Natalie Dean, Director of Community Services
Re: Approve site plan #SP15.06 for additions and additional parking at Excelsior, 1506 George Brown Drive
Date: August 12, 2015

Marshall Excelsior's site plan is final and should complete development for the property at 1506 George Brown Drive. There are 3 different items being proposed: increased parking site-wide, a front office addition to the east, and a rear plant addition to the west. Due to the extensive plans, staff suggested filing a new site plan and not amending previous plans.

Staff has presented the plan to the LDFA and received their approval at the June 25, 2015 meeting. Also, the front office addition required a variance which was heard and approved (for a front yard setback of 20') at the July 16, 2015 ZBA meeting. City staff has completed an inter-departmental review of the plan and suggested some revisions (see attached staff letter). The final plan contains all the revisions requested.

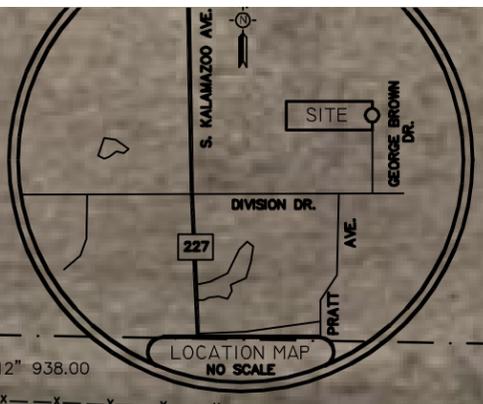


When city staff evaluates a site plan, we make sure the information required by ordinance is shown:

- Plans submitted for site plan review shall be stamped by a design professional licensed by the State of Michigan such as a landscape architect, architect, or civil engineer.
- Site plans shall be drawn to an engineer's scale appropriate for a sheet size of at least 24 inches by 36 inches, not to exceed one inch equals 50 feet. If a large development must be depicted in sections on multiple sheets, then an overall composite sheet shall be provided.
- Date, north arrow scale, existing zoning, zoning of adjacent properties, legal description of the property, easements, and the names and addresses of the architect, planner, designer, or civil engineer responsible for the preparation of the site plan.
- The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties and a boundary survey of the parcel.
- The location, height and dimensions of all existing and proposed structures on the subject property and all existing structures within 100 feet of the subject property.

- A finished floor elevation and exterior building elevation drawing shall be submitted with the site plan.
- The location of all existing and proposed drives, walks and parking areas.
- The location and right-of-way widths of all abutting streets and alleys.
- The location and size of all existing and proposed sanitary sewer lines, water lines, and storm drainage facilities must be shown.
- The location and size of all existing and proposed electric, natural gas, telephone, cable TV and solid waste disposal facilities must be shown.
- The location, height area of illumination and fixture details of all existing and proposed lighting shall be provided. All lighting shall be located and oriented to have minimal impact on adjacent properties.
- The size, height, location and illumination of all existing and proposed signs shall be provided to insure ordinance compliance.
- The location of existing natural features such as wooded areas, floodplains, wetlands, drainage courses, and a topographic survey of spot elevations of the site.

The lighting for the site will be provided through wall fixtures and screening for the dumpster has been provided. All aspects of the final plan meet with City staff approval and safety services are confident there is adequate emergency access to the site. Should the commission feel the site plan is sufficient, Marshall Excelsior would like final approval at this meeting.



ZONED I-1
(RESEARCH & MANUFACTURING)

BENCHMARK
MAG NAIL IN LIGHT
POLE
ELEVATION = 943.47

J & L Manufacturing

NOTES:
ALL DIMENSIONS ARE IN FEET AND DECIMALS
ALL IMPROVEMENTS NOT SHOWN

George B

SITE & UTILITY PLAN

E8 PERMANENT SEEDING SPECIFICATIONS

When

- To finalize stabilization of temporary seeding areas or when an area needs permanent stabilization following completion of construction. Also used when vegetative establishment can correct existing soil erosion or sedimentation problem.
- Within 5 days of final grade.

Why

- To stabilize soil and prevent or reduce soil erosion/sedimentation problems from developing.

Where

- Used on construction and earth change sites which require permanent vegetative stabilization.

How

- Review SESS plan and construction phasing to identify areas in need of permanent vegetative stabilization.
- Select perennial grass and ground cover for permanent cover.
- Seed mixes vary. However, they should contain native species.
- Seed mixes should be selected through consultation with a certified seed provider and with consideration of soil type, light, moisture, use applications, and native species content.
- Soil tests should be performed to determine the nutrient and pH levels in the soil. The pH may need to be adjusted to between 6.5 and 7.0.
- Prepare a 3-5" deep seedbed with the top 3-4" consisting of topsoil.
- Slopes steeper than 1:3 should be roughened.
- Apply seed as soon as possible after seedbed preparation. Seed may be broadcast by hand, hydroseeding, or by using mechanical drills.
- Mulch immediately after seeding.
- Dormant seed mixes are for use after the growing season, using seed which lies dormant in the winter and begins growing as soon as site conditions become favorable.

E8 PERMANENT SEEDING SPECIFICATIONS

How

- Protect seeded areas from pedestrian or vehicular traffic.
- Divert concentrated flows away from the seeded area until vegetation is established.

Maintenance

- Inspect weekly and within 24 hours following each rain event in the first few months following installation to be sure seed has germinated and permanent vegetative cover is being established.
- Add supplemental seed as necessary.

Limitations

- Seeds need adequate time to establish.
- May not be appropriate in areas with frequent traffic.
- Seeded areas may require irrigation during dry periods.
- Seeding success is site specific, consider mulching or sodding when necessary.

PERMANENT SEEDING SPECIFICATION
SEED ALL DISTURBED AREAS WITH THE FOLLOWING SEED MIXTURE OR APPROVED EQUAL. APPLY AT A RATE OF 3 LBS./1000 SF

-APPLY SILT STOP OR APPROVED TACKIFIER TO SEED MIX.

Planting Zones:	Lower Peninsula (South of 120N) Zone 1	Lower Peninsula (North of 120N) Zone 2	Upper Peninsula Zone 3
Seeding Window	4/15 - 10/10	5/1 - 10/1	5/1 - 9/20
Seeding Window	1/1/5 - Freeze	1/1/0 - Freeze	1/1/0 - Freeze
Dormant Seeding*			1/1/0 - Freeze

Source: Adapted from MDOT Interim 2003 Standard Specifications for Construction

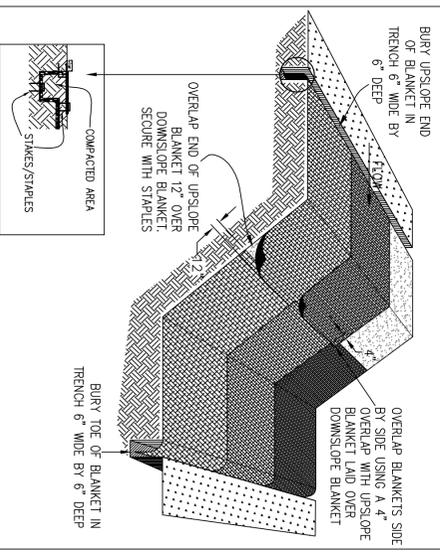
Seeding Dates (with irrigation or Mulch)	Zone 1 Lower Peninsula (South of US 10)		Zone 2 Lower Peninsula (North of US 10)		Zone 3 Upper Peninsula	
	4/1 - 8/1	5/1 - 9/20	5/1 - 6/10	5/1 - 9/10	5/1 - 6/15	5/1 - 9/20
(w/o irrigation or Mulch)	4/1 - 5/20	5/1 - 6/10	5/1 - 6/15	5/1 - 9/10	5/1 - 6/15	5/1 - 9/20
Dormant Seeding	8/10 - 10/1	8/1 - 9/20	8/1 - 9/20		8/1 - 9/20	
	11/1 - Freeze	10/25 - Freeze	10/25 - Freeze		10/25 - Freeze	

* Dormant seeding is for use in the late fall after the soil temperature remains consistently below 50°F, prior to the ground freezing. This practice is appropriate if construction on a site is completed in the fall but the seed was not planted prior to recommended seeding dates. No seed germination will take place until spring. A cool season annual grass may be added in an attempt to have some fall growth.

- Mulch must be used with dormant seed.
- Do not seed when the ground is frozen or snow covered.
- Do not use a dormant seed mix on grassed waterways.



E9 MULCH BLANKETS



NOTES:

- PLACE MULCH BLANKET PARALLEL TO FLOW AND ANCHOR SECURELY.
- WHEN BLANKETS ARE USED IN FLOWING DITCH, BLANKETS SHOULD NOT OVERLAP IN DITCH CENTER PARALLEL TO FLOW.
- STAPLES INSTALLED/SECURED ACCORDING TO MANUFACTURER'S SPECIFICATIONS.
- WHERE POSSIBLE, CONSTRUCT WITH BIODEGRADABLE MATERIAL.



E9 MULCH BLANKETS SPECIFICATIONS

When

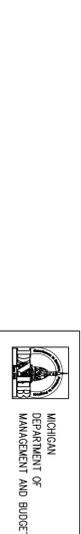
- When seeded areas are subject to erosive surface flows, severe wind, or to protect non-vegetated slopes or areas during the winter.
- Protects seeded areas and slopes against erosion from rain or wind. Holds soil moisture to allow for seed germination and reduces wind desiccation of germinated seeds.

Why

- Use on exposed slopes, newly seeded areas, new ditch bottoms, and other areas subject to erosion.

How

- Prepare subgrade to proper grade and compaction requirements.
- Remove ruts, roots, soil clods, or other debris from surface subject to mulch blanket installation.
- Spread or drill seed.
- Consult with erosion control material supplier to select mulch blanket based on slope gradient, expected surface run-off, and protection term necessary (long or short term).
- Position selected mulch blanket as close as possible to intended use location.
- Install blanket at top of slope, first anchoring toe in trench 6" wide X 6" deep, progressing down-slope or down-gradient, with approximately 12" of blanket extended beyond the up-slope portion of the trench.
- Anchor the blanket with staples/stakes placed approximately 12" apart in the bottom of the trench. Backfill and compact the trench after securing.
- Apply seed to compacted soil and fold the 12" portion of the blanket over compacted area and secure with a row of staples/stakes placed 12" apart across the width of the blanket.
- Unroll the blankets down or horizontally across the slope.



E8 PERMANENT SEEDING



E9 MULCH BLANKETS SPECIFICATIONS

How

- Overlap blanket edges by a minimum of 4" and blanket ends by a minimum of 12". Overlaps should be in the direction of expected flow with the up-slope blanket placed over the down-slope blanket edge.
- Secure down-slope end of blanket with staples/stakes and trench in.

Maintenance

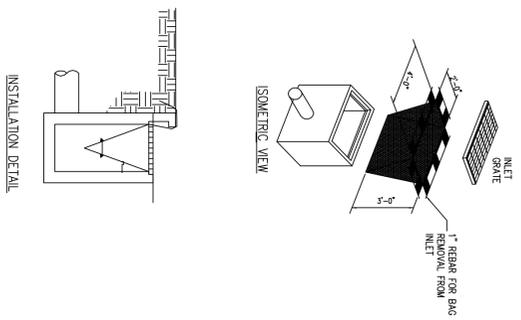
- Check after a rain event to ensure the blanket is still in place.
- Keep eroded soil, vehicular and pedestrian traffic, and concentrated runoff away from the blanketed area.

Limitations

- Mulch blankets and anchors may inhibit mowing.



S58 INLET PROTECTION - FABRIC DROP



When

- When sediment laden stormwater requires treatment before entering a stormwater drainage system.

Why

- To prevent sediment from entering stormwater systems.
- Use in or at stormwater inlets, especially at construction sites or in streets.

Where

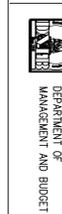
- Drop inlet filters should be inspected routinely and after each major rain event.
- Damaged filter bags should be replaced.
- Clean and/or replace filter bag when 1/2 full.
- Replace clogged fabric immediately.
- If needed, initiate repairs immediately upon inspection.
- Remove entire protective mechanism when upgradient areas are stabilized and streets have been swept.

How

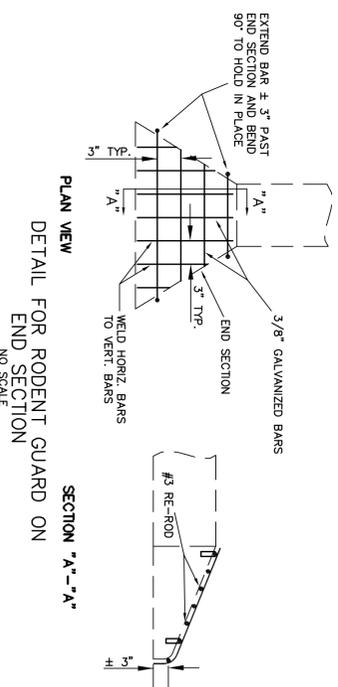
- A filter fabric bag is hung inside the inlet, beneath the grate.
- Replace grate, which will hold bag in place.
- Anchor filter bag with 1" rebar for removal from inlet.
- Flaps of bag that extend beyond the bag can be buried in soil in earth areas.

Limitations

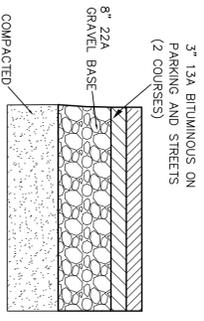
- Can only accommodate small flow quantities.
- Requires frequent maintenance.
- Ponding may occur around storm drains if filter is clogged.



S58 INLET PROTECTION - FABRIC DROP SPECIFICATIONS



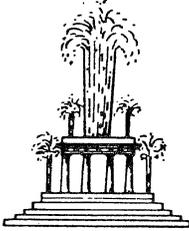
DETAIL FOR RODENT GUARD ON END SECTION
 NO SCALE



PAVEMENT SECTION DETAIL
 NO SCALE

<p>72 HOURS BEFORE YOU DIG CALL MISS DIG 800-482-7171 (TOLL-FREE)</p>	
<p>REVISIONS</p> <p>1-2-15 SUBMITAL</p> <p>9-29-15 517 REV</p>	<p>KEBS, INC. KES ENGINEERING</p> <p>216 HASLETT ROAD, HASLETT, MI 48940</p> <p>PH. 517-539-1014 FAX. 517-539-8047</p>
<p>SCALE: N/A</p> <p>DATE: 12-11-12</p> <p>AUTHORIZED BY: MARSHALL EXCELSIOR</p>	<p>Project Office</p> <p>Marshall Excelsior Addition</p> <p>1506 George Brown Jr</p> <p>SEC/DETAIL SHEET</p> <p>DESIGNER: AJP</p> <p>PROJECT MGR: AJP</p> <p>APPROVED BY: AJP</p> <p>SHEET 3 OF 4</p> <p>JOB # 86171</p>

City of Marshall
Application for Site Plan Review



Attn: Planning & Zoning Administrator
323 W Michigan Ave.
Marshall, Michigan 49068

Official Use:

Date Received: 6/16/15 Received by: ND Approved
Application Complete: Fee Paid: \$250.00 Receipt Number: _____

The following application is made to the City of Marshall Planning Commission in accordance with the provisions of the Planning and Zoning Department.

1. Applicant Information

Address of Property being developed:

MARSHALL EXCELSIOR - 1506 GEORGE BROWN DRIVE / MARSHALL, MI 49068

Owner of Property:

JEFFREY BELG / PERTSHIRE INVESTMENTS

Address: 1506 GEORGE BROWN DR City: MARSHALL State: MI Zip: 49068

Email: _____ Telephone: (269) 789-6700 Cell: (269) 589-7211

JZUCK@MARSHALLEXCELSIOR.COM

2. Owner's Agent if working for property owner.

Title: DIRECTOR Name: JIM ZUCK

Address: 1506 GEORGE BROWN DR City: MARSHALL State: MI Zip: 49068

Email: _____ Telephone: (269) 789-6700 Cell: (269) 589-7211

JZUCK@MARSHALLEXCELSIOR.COM

City of Marshall
Application for Site Plan Review

3. Brief description of proposed project

NEW SITE PLAN / MASTER PLAN REVIEW

- PARKING EXPANSION

- OFFICE EXPANSION

- MANUFACTURING FACILITY EXPANSION

4. Property Information

Zoning District: I-1 Are there wetlands present? Yes ___ or No X

Is the property located in a floodplain? Yes ___ or No X

Land Area in square feet: 293,159 Building Area in square feet:
76,000

Number of Square feet of paved areas: 146,954

Is there a lake or stream within 500 feet of the subject property: Yes ___ or No X

Number of parking spaces: Existing _____ or Proposed 306

Has any other agency been contacted for approvals? Yes X or No ___. If yes, please list those agencies and the date:

Agency	Contact	Date
<u>MARSHALL ZONING BOARD</u>	<u>NATOLIE DEAN</u>	<u>5/29/2015</u>
<u>LDFA COMMITTEE</u>	<u>TOM TARKIEWICZ</u>	<u>5/29/2015</u>

5. Site Plan Submission Requirements (Review Zoning Ordinance for all requirements)

1. Complete the Application.
2. Review and follow the Site Plan Review checklist.
3. Go to www.cityofmarshall.com - Planning and Zoning and click on Marshall City Code of Ordinances and then type in "156".
4. Submit a certified survey of the property with the site plan.
5. Submit a copy of the deed showing ownership.

City of Marshall
Application for Site Plan Review

6. Authorization (Must be signed by the owner of the property)

I am the owner of record for this property for which this application is being filed and as such, I am familiar with the development being proposed to be carried out on my property.

I hereby, give permission for this application to be filed with the full understanding that certain restriction may be placed on the property relative to the approval of the proposed work.

I further certify that under penalties of perjury, I am to sign this application.

Name (Please Print) JAMES ZUCK

Title: DIRECTOR Date: 6/12/2015

Signature: 

Note: If there are multiple owners of the property or you are representing a group, corporation, or other organization attach a copy of a certified letter authorizing you to sign this application for the proposed development.

LAND USE AND DEVELOPMENT FEES	
PLATS	
Up to 30 Lots	\$450.00
Over 30 Lots	\$650.00
SITE CONDOMINIUMS	
Up to 30 Lots	\$350.00
Over 30 Lots	\$550.00
SITE PLANS	
Commercial and Industrial	\$250.00 < 30 acres \$350.00 - 30 acres or more
Institutional	\$250.00
Special Land Use	\$250.00
Planned Unit Development (PUD)	\$350.00
Amend a PUD development	\$150.00
Multiple Family Developments (Apartment & Condo's)	\$50 plus \$5.00 per unit or lot minimum fee \$250.00
Additions to existing Site Plans if Planning Commission Review is required	\$100.00
Extending Site Plan with Planning Commission approval	\$150.00



June 18, 2015

Allen J. Patrick, P.E.
Kebs, Inc.
2116 Haslett Road
Haslett, MI 48840

Jim Zuck
Marshall Excelsior
1506 George Brown Drive
Marshall, MI 49068

Re: Site plan #SP15.06 Marshall Excelsior, 1506 George Brown Drive

The City's review team met on Thursday, June 18th to discuss and review the site plan for Excelsior. Thank you for attending that meeting. Below you'll find a summary of the site plan evaluation:

Approved highlights:

- Engineering stamp
- Proper zoning has been marked
- Lot coverage is well within limits (40% max)
- Proposed landscaped greenbelt in front is 10' wide.
- Elevation drawings have been submitted and height is permissible at 20' (60' max)
- Driveways into the site remain unchanged and conform to zoning requirements.
- No signs are being proposed with the site plan.
- Drainage for the site meets City requirements.

Revisions

- Landscape Architect needs to produce and seal landscape plans.
- Show sidewalks and doors to all employee entrances in the new office addition.
- Barrier free parking space dimensions should be clearly shown and marked on the plan.
- Indicate south bay door and label all loading/unloading areas.
- Please print the number of employees as 260 on the plan.
- Show the relocation of the sanitary line on the east (under the new office addition).
- Add dumpster location with screening detail break-out.

Public Service Building
900 S. Marshall Ave.
Marshall, MI 49068

P:269.781.3985 x.1505

cityofmarshall.com

- The water line is 12', not 8" (City indicated differently, apologies). Please label the plan accordingly.
- Any new lighting provided should be clearly shown on the plans with an illumination plan.

Variance Requests

- Building setbacks are: Front: 60', Sides 30'/30', Rear 30'. A variance will be required for the current addition proposed to the east.

Again, thank you for your time spent with us in review of this plan. The deadline for final submittal of the application and revised site plan is set for Tuesday, June 30, 2015. Upon the receipt of these materials, you will be placed on the Planning Commission agenda for Wednesday, July 8, 2015, 7:00 p.m. at City Hall. A representative of the plan should be available at that meeting. I look forward to seeing you through this process and thank you for growing and investing in the City of Marshall. Please call or email if you should have any questions.

Sincerely,



Natalie Dean
Director of Community Services
Assistant City Manager