

**MINUTES
MARSHALL CITY PLANNING COMMISSION
WEDNESDAY, October 12, 2016**

In a regular meeting session, Wednesday, October 12, 2016 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 Chair Banfield.

ROLL CALL

Members Present: Commissioners Banfield, Bomia, Burke-Smith, Davis, McNiff, Meservey, Rodgers, and Council Liaison Miller.

Members Absent: Commissioners Collins and Zuck.

Staff Present: Natalie Dean, Assistant City Manager/Director

MINUTES

MOTION by McNiff, supported by Burke-Smith to accept the minutes of the July 20, 2016 regular meeting as presented. On a voice vote; **MOTION CARRIED.**

AGENDA

MOTION by Davis, supported by Rodgers, to accept the agenda for the October 12, 2016 regular meeting as presented. On a voice vote; **MOTION CARRIED.**

AUDIENCE PARTICIPATION

None

PUBLIC HEARINGS

None

NEW BUSINESS

Receive Site Plan #16.02, PS Food Mart Car Wash, at 1010 W. Michigan Ave.

MOTION by McNiff, supported by Meservey, to receive Site Plan #16.02, PS Food Mart Car Wash, at 1010 W. Michigan Ave. On a voice vote; **MOTION CARRIED.**

Staff introduced Site Plan #16.02, for the PS Food Mart Car Wash at 1010 W. Michigan Ave. She explained that the property holds several variances that were granted in 2005 under the old ordinance. One of the variances granted allowed for a reduced front yard set-back on the lot, permitting 21'8" from the 35' stated in the ordinance at the time.

Another variance allowed a fence, instead of a wall, to separate residential from commercial use. However, this plan is still using the approved wall on the north side of the property. Staff discussed that a variance also existed for reduced landscaping on the property.

Staff reported that there will be four parking spaces on site, the required amount for this property and use. Lastly, Staff reported that Folk Oil decided to merge both this parcel along with their developed parcel at 1002 W. Michigan Ave. She explained that although Planning Commission will only be considering the development on the parcel with the car wash, they are able to see how the parcels will merge if the site plan is approved.

Andrew Rossell, owner and engineer for AR engineering, presented the site plan to the Planning Commission. He explained that AR Engineering worked with City Staff in deciding to close one of the drives on the property, as there was a total of three. The owner chose to close the drive on Fountain, closest to W. Michigan Ave; City Staff agreed to this change.

Commissioners asked if the drive lane into the car wash had only pavement markings or if it was also curbed. Rossell explained that the drive lane was not curbed, and that only the pavement would be marked.

Commissioners asked for clarification on the pavement markings located at the entrance off of Fountain St. Commissioners were concerned that without a right arrow marked to encourage drivers to turn left, drivers trying to get to the convenience store or gas station would continue on straight and disrupt traffic in the car wash drive lane.

Commissioners inquired as to whether or not the entrance drive on Fountain St. could be moved further north to allow for drivers to enter and join the carwash lane. Staff explained that the drive is at its maximum allowable distance from a residential property where it sits now.

Commissioners noted that they felt that traffic would try to go both north and south not only on the west side of the building, but also on the east side of the building. The west side of the building is marked with both north and south arrows on the site plan, but the east side of the building is only marked with a south arrow. Rossell explained that they would be able to add a north arrow to the east side in order for both sides of the building to be marked with two-way traffic.

Commissioners suggested that the landscape plan should include three feet of grass on the east side of the sidewalk along the west side of the property.

Consider approval for Site Plan #16.02, PS Food Mart Car Wash, at 1010 W. Michigan Ave.

MOTION by McNiff, supported by Meservey, to approve Site Plan #16.02, PS Food Mart Car Wash, at 1010 W. Michigan Ave with the following conditions:

- North and South arrows marked on the pavement of the east side of the building, showing two-way traffic along the building, if there is adequate room.
- Three feet area of grass added between sidewalk and curb along the west side of the property.

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

Planning Commission Meeting Times and Review Rules of Procedure.

Staff encouraged commissioners to review the rules of procedure, keeping in mind that they will be electing a new Chair and Vice-Chair at the November meeting.

Staff asked for commissioner input in deciding whether or not they want to keep the same 7 PM meeting time. Commissioners agreed that they would like to keep the same 7 PM meeting time.

OLD BUSINESS

None

PUBLIC COMMENTS

None

REPORTS

Commissioner Meservey commented that there are three more Saturday Farmer's Markets before taking a week break before moving onto the Wednesday Winter Market held in Oaklawn Hospital. She commented that six of the Winter Market days will be held from 3 PM to 8 PM.

Commissioner Davis commented that the MAEDA Board is working on a strategic planning component to their board.

Staff reported that the City of Marshall is receiving their Redevelopment Ready Certification. She explained that on December 2nd at 11 AM, the City will be presented with that certification at the Franke Center.

ADJOURN

The Planning Commission adjourned at 8:00 pm.

Submitted by,

Elizabeth Renaud