

MINUTES
MARSHALL CITY PLANNING COMMISSION
WEDNESDAY, January 11th, 2012

In a regular session, Wednesday, January 11th, 2012 at 6:02 p.m. in the PSB training room, 900 S. Marshall St., Marshall, MI 49068 the Marshall Planning Commission was called to order by Chair Collins

ROLL CALL

Members Present: Chair Collins, Vice Chair Davis and Commissioners Revore, Burke Smith, Oates, Banfield, Fleming (7:05PM) and Council Liaison Mankerian

Members Absent: None

Staff Present: Natalie Huestis, Director of Community Services
Dave Owens, Planning & Zoning Assistant

MINUTES

MOTION by Davis, supported by Banfield, to accept both minutes of the December 14, 2011 regular meeting, and January 4, 2012 work session.

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

AGENDA

MOTION by Oates, supported by Davis, to accept the agenda for January 11, 2012 regular session.

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

AUDIENCE PARTICIPATION

Presentation by Martin Overhiser on proposed historic homes and downtown walk.

Mr Overhiser began the presentation with a brief history on the historic walk, and after the presentation fielded question from commissioners.

Commissioners questioned Mr. Overhiser on the life expectancy of the marking paint, the symbols to be used, and the distance between those symbols. Mr. Overhiser replied that the paint that would be used is the same paint used to paint the highway and it would be applied using the same painting equipment. He stated the costs would be kept very low due to the large volunteer force at his disposal, and because the city would loan them the painting equipment. Mr. Overhiser stated that symbols had not been decided at this time, but he believed a house symbol would be used for the home tour, and he pointed out the symbols would be 50' to 100' apart on the sidewalks, and would be color coordinated to each tour.

Commissioners expressed concern over the amount of personal information of each home owner that would be given to those taking the tour and asked if this had been considered. Mr Overhiser answered that only "public knowledge" information would be given.

(official)

Commissioners discussed safety concerns due to paint on sidewalks, safety concerns of sidewalks in need of repair accommodating the extra foot traffic, and how important it is for this to be completed with tasteful designs due to the high profile areas being discussed. Mr. Overhiser pointed out that the paint being used is inherently non-slip, and stated he had discussed sidewalk repairs with the city engineer and had been assured the city is continually updating and repairing all of the city's sidewalks, and that the historic society would not approve any gaudy designs or overly bright colors.

Commissioners asked Mr. Overhiser what he was seeking from the Planning Commission. Mr. Overhiser responded he was seeking the Planning Commission's recommendation on the Historic walk to the City Council.

MOTION by Banfield supported by Burke Smith to recommend the Historic walks to City Council. On a voice vote; **MOTION CARRIED.**

PUBLIC HEARINGS

None

OLD BUSINESS

Review of Existing Site Review Form for open discussion of existing businesses and site plan requirements.

Chair Collins opened the floor for continued discussion.

Commissioners questioned staff if there has been a fee attached to the waiver. Staff responded no there had not been a fee attached to the waiver, and pointed out that all fees are approved by City Council.

Commissioners discussed scenarios that qualified for a site plan waiver. Commissioners then questioned staff as to how staff would handle a review recommendation, and expressed interest in adding a review page that staff would use to report staff recommendations to Commissioners. Staff stated a final page would be added to the site plan waiver that included reporting sections for each department. This would enable each department to review the site plan and in turn sign off on the waiver. Commissioners agreed the departmental sign off page is to be added to the waiver system, and further that a section is to be added on the sign off page that would include each staff member that worked on the review, noting that a staff report of the waived site plan would suffice.

MOTION by Davis supported by Banfield to accept the Site Plan Review Form. On a voice vote; **MOTION CARRIED**

NEW BUSINESS

MOTION by Banfield supported by Davis to receive site plan **#SP12.01**. On a voice vote; **MOTION CARRIED**

Chair Collins opened the floor for discussion.

(official)

Commissioners asked staff when the last correspondence was received with the owner or the owner's representative. Staff responded that January 3rd, 2012 was the date of the last correspondence, and further that it was a letter from Architects Inc. the architectural firm designing the building for Mega Bev.

A representative for Architects Inc. was identified and asked to step forward as proxy for the owner of Mega Bev. Mr. Larry Rizor, president of Architects Inc. gave his name and stated they reside at 49 S. Cass Street, Suite 3B in Battle Creek Michigan.

Commissioners suggested that the building be moved south to accommodate a rear service drive, north or behind the building. The Planning Commission felt that a request to the ZBA for a parking variance to decrease parking to 19 spaces would be warranted in order to support the movement of the building, and asked Mr. Rizor if this scenario had been discussed with his client. Mr. Rizor stated he had discussed this with his client and that his client agreed in this scenario 19 spaces would be sufficient for his business to operate smoothly.

Commissioners discussed the drive on Greenfield, suggesting it should be lined up with the driveway across the street to the west. Concerns regarding traffic safety were also discussed; if there is further concern, the drive could be moved further north.

Mr. Rizor pointed out the driveway had been discussed with his client, and his client was willing to remove the driveway island to make it one large drive instead of two.

It was also discussed that deliveries could enter from W. Michigan into the site, deliver in the rear of the building, and exit to Greenfield.

Commissioners pointed out that "Monumental Sign" should be "Monument Sign," and they determined the term "Shallow Lawn Drainage Shale" to be inappropriate and should be replaced with the appropriate terminology.

Commissioners discussed the landscaping and pointed out the landscaping presented is concurrent with the city's landscaping ordinance; however, they recommended changing the species of bush in front of the property due to their proximity to snow and salt collection.

Commissioners expressed concern over the site plan not including any details for the signage that would be used for the business, and asked Mr. Rizor if the sign footprint on the site plan was all the information available. Mr. Rizor stated that another firm was handling the signage for the business. Commissioners pointed out that a complete site plan includes sign details.

Commissioners expressed safety concerns over the position of the monument sign in relation to traffic entering and exiting the property via W. Michigan Avenue. Commissioners suggested that any proposed sign be carefully evaluated for traffic safety and ensure the sign is not a visual obstruction to traffic.

Commissioners discussed receiving the site plan and holding off on a vote to approve it until they each had an opportunity to visit the property and investigate it more thoroughly. Furthermore, Commissioners recommended Mr. Rizor take the Planning Commission recommendations to his client and consider the changes they had discussed.

There being no further discussion Chair Collins tabled the site plan.

REPORTS

Commissioners – Commissioner Revore reported he would not be able to attend the February 8, 2012 meeting.

NON-AGENDA MATTERS None

ADJOURN The Planning Commission adjourned at 7:24 p.m.

Submitted by,

Dave Owens