

**MINUTES**  
**MARSHALL CITY PLANNING COMMISSION**  
**WEDNESDAY, January 9, 2013**

In a regular meeting session, Wednesday, January 9, 2013 at 7:00 p.m. at City Hall, Council Chambers, 323 W. Michigan Ave., Marshall, MI the Marshall Planning Commission was called to order by Chair Collins.

**ROLL CALL**

Members Present: Chair Collins and Commissioners Banfield, Davis, Burke Smith, Fleming (7:03), Oates, Revore and Council Liaison Mankerian

Members Absent: Commissioners Mengel and Zuck

Staff Present: Natalie Huestis, Director of Community Services

**MINUTES**

**MOTION** by Davis, supported by Oates, to accept the minutes of the December 12, 2012 regular meeting as submitted. On a voice vote; **MOTION CARRIED.**

**AGENDA**

**MOTION** by Banfield, supported by Davis, to accept the amended agenda for the January 9, 2013 regular meeting. On a voice vote; **MOTION CARRIED.**

**AUDIENCE PARTICIPATION**

None

**PUBLIC HEARING**

Public Hearing for Text Change to §152.07 Signs Prohibited of the Marshall City Code of Ordinances

Public Hearing Open

No public participation

Public Hearing Closed

**NEW BUSINESS**

Discuss and define "Project Narrative" with City Attorney, Paul Beardslee

Paul Beardslee, City Attorney, stated that he has received a lot of information regarding the HCOD Ordinance from staff and he is looking for direction from Commissioners regarding their interpretation of "Project Narrative". Mr. Beardslee stated that he would like Commissioners to identify the criteria that would be needed for the eight (8) properties to be moved formally into the overlay. Commissioners discussed using some of the wording from the rezoning application and possible

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having a short descriptive narrative that would identify the proposed attributes of the development. Staff stated that since the narrative is approved by City Council and the site plan is approved by Planning Commission, the applicant would have a 2 part process. Staff stated that at this point in the process, there is no definite time period after the narrative is approved and before a site plan is submitted.

Commissioners further discussed ownership of the 8 properties in question. Some Commissioners stated it would be easier if City Council included the 8 properties into the ordinance originally, rather than try to create a new process tailored specifically to these 8 properties. Commissioners did not agree on any specifics regarding a process for bringing the 8 properties into the HCOD overlay.

## **OLD BUSINESS**

### Discussion and recommendation to City Council on Text Change to §152.07 Signs Prohibited

Commissioners discussed the maintenance of historical signs and the proposed changes to the ordinance. Staff recommended the following under *§152.07 Signs Prohibited, (D) Dilapidated signs or signs in an unsafe or unmaintained condition, at the discretion of City Officials*. Commissioners questioned the need to include “at the discretion of City Officials” because all ordinances are enforced at the discretion of City Officials. After further discussion Commissioners decided to remove this section and just include “unmaintained condition.”

**MOTION** by Banfield, supported by Davis, to add the following text change to §152.07 Signs Prohibited, *(D) Dilapidated signs or signs in an unsafe or unmaintained condition*; On a voice vote; **MOTION CARRIED.**

### Discussion and Approval of changed to Planning Commission Rules of Procedure

Staff went over her report with the changes she made to the Rules of Procedure. Staff recommends the following changes be made;

- Page 2, Article III: Propose to delete Section 4, Secretary
- Page 2, Article III: Propose to add new Section 4, Attendance
- Page 3, Article VII: Propose to add Public Participation
- Page 3, Article VIII: Amendments

**MOTION** by Davis, Supported by Revore, to approve the changes as presented by staff to the Planning Commission Rules of Procedure. On a voice vote; **MOTION CARRIED.**

## **REPORTS**

Commissioner Banfield wished everyone a Happy New Year.

Commissioner Davis stated that the new CEO for the Marshall Area Economic Development Alliance is John Coulter. Davis discussed the changes that will be happening after MAEDA becomes active.

Council Liaison Mankerian stated she has been reappointed for the next two years as the liaison to planning commission.

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Staff discussed the wireless ordinance changes and stated that the proposed draft is with the City Attorney waiting for feedback. She stated that staff is still working with O'Reilly's, and she hoped the site plan would be coming to Planning Commission soon.

## **ADJOURN**

The Planning Commission adjourned at 7:55 p.m.

Submitted by,

*Colleen Webb*