

**MINUTES
MARSHALL CITY PLANNING COMMISSION
WEDNESDAY, MAY 11, 2022**

In a regular session, Wednesday, May 11, 2022 at 7:00 p.m. at City Hall, Council Chambers, 323 West Michigan Avenue, Marshall, Michigan, the Marshall Planning Commission was called to order by Chair Banfield.

ROLL CALL

Members Present: Commissioners Banfield, Burke Smith, Fitzgerald, McNiff, Reed, Zuck, C Zuzga and Council Liaison Wolfersberger

Members Absent: Commissioner Hall, Longyear, and Zuck

Staff Present: Trisha Nelson, Planning & Zoning Administrator

AGENDA

MOTION by Reed, supported by Zuzga, to accept the agenda for the Wednesday, May 11, 2022 as submitted. On voice vote; **MOTION CARRIED.**

MINUTES

MOTION by Fitzgerald, supported by Zuzga, to accept the minutes from the Wednesday, March 2, 2022 special meeting and the Wednesday, March 9, 2022 regular meeting. On voice vote; **MOTION CARRIED.**

PUBLIC COMMENTS ON AGENDA ITEMS

None

PUBLIC HEARINGS

NEW BUSINESS

Cody Newman, of Driven Design, prepared the site plan for Kellogg Community Credit Union at 108 N Park and the project as a whole. He stated that the building at 107 N Park had been used as a bank and would continue to be used as a bank. He stated that the footprint of the building would remain the same. He further stated that 5 parking spots would be removed to make room for a dumpster enclosure and an additional 4 spots would be removed to create a pass-through lane for the ITM. He stated that the vehicles that were used as models in the site plan were scaled to a full size pick up truck and that there is enough room for 5 vehicles to wait. He stated that the 2 storm drains and all exterior lighting will remain, as well as the current asphalt footprint with new striping to reflect the described changes.

Zuzga questioned where the dumpster enclosure was being proposed. Newman stated that it was being placed in the southeast corner. Zuzga questioned if it would meet setback requirements. Nelson stated that the only requirement is that it be fenced. Reed questioned if the ITM would be placed further down than on the building. Mike Miller, VP of operations at Kellogg Community Credit Union, stated that the slab that

is currently on site will be removed and a new one placed to allow drive up and walk up traffic. He further stated that the ITM will allow people to speak with a Teller if there needs expand beyond those of a basic ATM. Banfield questioned if there was a canopy over the ITM. Newman stated that there is a canopy that is 8' off the ground and sticks out 2'. Wolfersberger questioned if there would be hours of operations for the teller portion of the ITM. Miller stated that it would be available from 9am-6pm. Banfield questioned if there was space for someone to leave the line. Nelson stated that the ordinance requires it and that was why the 4 parking spots would be turned into a pass through.

Banfield questioned if there are other ITMs like the proposed one. Miller stated that this will be the first ITM, but that they have had several other island style ATMs. Banfield stated that while it is nice to have the ITM covered, 8' seemed short for the canopy height. Miller stated that there will be a block that won't allow you to hit the ITM and the height is actually 9'. Wolfersberger questioned if the ITM signage and display would be lit 24/7. Miller stated that there is lighting on the ITM that will be on at all times, but it is more of a glow than a bright light.

Banfield stated that with removing the parking space, the lot would need to be either resurfaced or restriped and he suggested that there be placed markings for the bypass lane and a one way arrow put in when that is done. He further stated that the height of the ITM canopy should be no less than 9' and that the dumpster have sides to block the view of it. Newman stated that all four sides of the dumpster will have a 6' high fence with a gate on side. Wolfersberger stated that the residences near there are going to be over looking the dumpster. Zuzga suggested the possibility of some tall grasses to block the view as well. Banfield stated that approval should be conditional on the dumpster meeting the ordinance for setback.

MOTION by Reed, supported by Burke Smith to receive Site Plan application #SP22.01 for Kellogg Credit Union at 107 N Park Ave. On a voice vote; **MOTION CARRIED.**

MOTION by Zuzga, supported by Reed to approve Site Plan application #SP22.01 for Kellogg Credit Union at 107 N Park Ave with the following conditions:

1. There are pavement markings to show the bypass lane and a one-way arrow.
2. The dumpster follows the ordinance for setbacks.

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

PUBLIC COMMENTS NOT ON AGENDA

REPORTS

Wolfersberger stated that the only thing City Council recently dealt with was cleaning up the parking ordinances.

Nelson stated that there are no stated setbacks for dumpsters but that she would talk with them about moving it out some to allow for someone to clean behind the enclosure.

Banfield questioned when training would be occurring. Nelson stated that there may be a vacancy on the board soon and once she has a definitive answer from that board member, training will move forward with the board at that point. Zuzga stated that she will do some basic training for those new to the process, but that the RRC certification the city has requires that training be done yearly for all board members and that the city keep records of the trainings.

ADJOURN

Planning Commission adjourned at 7:38 p.m.

Submitted by,

Michelle Eubank