

MARSHALL CITY PLANNING COMMISSION
Wednesday, December 9, 2020 at 7:00 p.m.
Electronic Meeting Format

ZOOM LINK:

<https://us02web.zoom.us/j/87177478740?pwd=RnhpMU5GT1R3Q3huWGN1djEzVFNEdz09>

Call to Order

Roll Call

Approval of Agenda

Regular Meeting of the Planning Commission, December 9, 2020

Approval of Minutes

Minutes from November 11, 2020

Public Comments on Agenda Items

Public Hearings

New Business

1. Receive and set Public Hearing for January 13, 2021 for Planning Commission Draft Capital Improvements Plan 2021-2027

Old Business

Public Comment on Non-Agenda Items

Reports

Adjournment

**MINUTES
MARSHALL CITY PLANNING COMMISSION
WEDNESDAY, November 11, 2020**

In a regular session, Wednesday, November 11, 2020 at 7:00 p.m. at the City Hall, Training Room, 323 West Michigan Ave, Marshall, Michigan and by Zoom, the Marshall Planning Commission was called to order by Vice-Chair Banfield.

ROLL CALL

Members Present: Chair Davis(late), Commissioners, Banfield, Burke Smith, McNiff, Reed, Schwartz, Zuck, C. Zuzga, and Council Liaison Metzger

Members Absent:

Staff Present: Trisha Nelson,
Eric Zuzga, Director of Special Projects

AGENDA

Banfield stated that an item needed to be added to the agenda under New Business to affirm actions taken between April 30 and September 30 under the remote meetings act.

MOTION by Schwartz, supported by McNiff to accept the agenda for the Wednesday, November 11, 2020 as amended. On a roll call vote; ayes-Banfield, Burke Smith, McNiff, Reed, Schwartz, Zuck, C. Zuzga, Davis; nays-none; **MOTION CARRIED.**

MINUTES

MOTION by Schwartz, supported by McNiff, to accept the minutes from the October 14, 2020 regular meeting. Burke Smith stated that in the roll call it needed to reflect that she was present. On a roll call vote; ayes-Banfield, Burke Smith, McNiff, Reed, Schwartz, Zuck, C. Zuzga, Davis; nays-none; **MOTION CARRIED.**

PUBLIC COMMENTS ON AGENDA ITEMS

NONE

PUBLIC HEARINGS

Vice Chair Banfield opened the Public Hearing on Zoning Ordinance text amendment to define Hoop House and Commercial Greenhouse and define Use Standards for same.

Mike Beck, Director of Community affairs for Michigan Pure Med, 11300 Old US 27 S, stated that he felt there had been a lot of thought put into the ordinances as written and that the City Attorney had pulled a lot of data together from multiple sources before writing it. He further stated that there are a lot of things his company will have to do in order to obtain the Special Land Use permit and get the approval for this type of grow. He encourages the commission to pass the ordinances on to City Council, as he feels it is well written and that the strict guidelines are good as far as this ordinance.

Vice Chair Banfield closed the Public Hearing on Zoning Ordinance text amendment to define Hoop House and Commercial Greenhouse and define Use Standards for same.

NEW BUSINESS

MOTION by Davis, supported by McNiff to recommend to council the Zoning Ordinance text amendment to define Hoop House and Commercial Greenhouse and define Use Standards for same.

Burke Smith questioned in section 3 1A, setbacks for hoop houses, it doesn't necessarily approach a front yard setback. There is the set back from the road, but no front yard set back is specifically covered. Revore replied that the City realizes there may be some odor, so it 1,500 feet from a residential property 250 feet from a roadway and 50 feet from any rear or side setback. This was modeled after other ordinances and in this case, the 250 feet would be the front yard setback.

Burke Smith stated that the ordinance states that a security fence must surround the property and hoop houses, but there is no specific height stated. Revore replied that there is no height stated in the ordinance but that if the commission would like to add one this would be a good time to do it. Burke Smith stated that she was leaning towards 8 feet but was unsure what any other ordinances say as far as height for security fences. Schwartz stated that in the original marijuana ordinance the height for the security fence surrounding the property was 8 feet. Banfield stated that the 8 feet that the original ordinance states should cover it, as visual screening is covered in section F of the proposed ordinance. Burke Smith stated that there needs to be a height set in the ordinance so that someone can't put a 3-foot fence and think it is covered. Banfield agreed that a height needs to be set. C. Zuzga stated that the maximum height in the industrial district is set at 8 feet with an additional foot for barbed wire if needed.

Banfield stated that on the last page section 5 refers to the Marshall Chronicle and suggested it be changed to local publication. Revore stated that would be ok. Banfield further stated that in section I it says order control opposed to odor control.

Banfield stated that the motion is to recommend this to council as amended and that he believes that the odor control and screening in the ordinance offers protection to the community.

MOTION by Davis, supported by McNiff to recommend to City Council the Zoning Ordinance text 3 amendment as amended to define Hoop House and Commercial Greenhouse and define Use Standards for same. On a roll call vote; ayes-Banfield, Burke Smith, McNiff, Reed, Schwartz, Zuck, C. Zuzga, Davis; nays-none; **MOTION CARRIED.**

Banfield stated that commission needed to pass a resolution to affirm any actions taken via remote meetings between April 30 and September 30.

MOTION by Davis, supported by Schwartz to pass a resolution to affirm any actions taken via remote meetings between April 30 and September 30. On a roll call vote; ayes-Banfield, Burke Smith, McNiff, Reed, Schwartz, Zuck, C. Zuzga, Davis; nays-none; **MOTION CARRIED.**

Banfield stated that the dates for the 2021 Planning Commission meeting are in the packet that was received by the commission.

MOTION by Schwartz, supported by C. Zuzga to approve the 2021 Planning Commission meeting dates as submitted. On a roll call vote; ayes-Banfield, Burke Smith, McNiff, Reed, Schwartz, Zuck, C. Zuzga, Davis; nays-none; **MOTION CARRIED.**

Banfield stated that both the chair and vice chair positions will need nominations for one-year terms.

Burke Smith nominated Banfield for Chair. Davis supported Banfield for Chair. On a roll call vote; ayes-Banfield, Burke Smith, McNiff, Reed, Schwartz, Zuck, C. Zuzga, Davis; nays-none; **MOTION CARRIED.**

Davis nominated McNiff for Vice Chair. Burke Smith supported McNiff for Vice Chair. On a roll call vote; ayes-Banfield, Burke Smith, McNiff, Reed, Schwartz, Zuck, C. Zuzga, Davis; nays-none; **MOTION CARRIED.**

Nelson stated that the Joint Planning Commission members need to be appointed. Davis' term as an alternate is up, Matt Rodgers is no longer on the Planning Commission, so can't be on the Joint Planning Commission, and she can't find Burke Smith's appointment date, but believes her term is up as well. Davis nominated Banfield to the JPC. Burke Smith stated that she would stay on the board. McNiff stated that she would be the alternate. Nelson stated that the commissioners would be Banfield for Rodger's vacant seat, Burke Smith would retain he seat, and McNiff would be the alternate. On a roll call vote; ayes-Banfield, Burke Smith, McNiff, Reed, Schwartz, Zuck, C. Zuzga, Davis; nays-none; **MOTION CARRIED.**

OLD BUSINESS

None

PUBLIC COMMENTS NOT ON AGENDA

None

REPORTS

Burke Smith stated that the use of the bobcat in the new leaf pick up is troublesome. She stated that when they come up on the lawn it is causing considerable damage and she worries about the sprinkler systems in citizens' lawns.

McNiff stated that she worked the election polls and that Nelson did an amazing job. She was organized and stayed calm under pressure.

Davis stated that he served with Susan Collins on the planning commission for many years and she was an extraordinary individual who will be greatly missed. She was a neat person and it's sad to see her move on.

Schwartz expressed his gratitude on being elected to the second ward of City Council. He stated that he intends to sit down with Jim Hackworth, his opponent, and listen to his concerns and bring them to council as well.

Zuzga stated that she is a relatively new resident of Marshall and that she is a planner by trade and enjoys it both inside and outside of work.

Nelson stated that the next meeting will have the CIP and it will be Council Liaison Metzger's last meeting.

Banfield stated that he had been on the commission since Sue Collin's husband was on the commission and also served with Sue. He further stated that Sue had an abundant knowledge of the history of Marshall and she respected both the history of the town while working towards the future.

ADJOURN

Planning Commission adjourned at 7:40 p.m.

Submitted by,

Michelle Eubank



ADMINISTRATIVE REPORT
December 9, 2020 – Planning Commission Meeting

TO: Planning Commission Members

FROM: Jon B. Bartlett, Finance Director
Trisha Nelson, City Clerk

SUBJECT: Schedule a Public Hearing for Adoption of the July 1, 2021 – June 30, 2027 Capital Improvement Program

BACKGROUND: Each year the City of Marshall prepares a six-year Capital Improvement Program (CIP) that is formally adopted by City Council. This six-year CIP (spreadsheet attached) is the guide for future capital needs and resource allocation for the City of Marshall.

Beginning in September, staff began to update the previous CIP to address the changes impacting the six-year plan and add the latest fiscal year, 2026-27. The Director's Team assembles the data and analyzes the needs and the potential revenue resources.

Under the Michigan Planning Enabling Act (PA 33 of 2008) and Marshall City Charter, the Planning Commission is required to review the projects proposed in the Capital Improvement Plan that require site plan reviews and to set a public hearing to adopt the CIP for those projects.

RECOMMENDATION: Set a public hearing for January 13, 2021 for discussion and public comment regarding the proposed July 1, 2021 through June 30, 2027 Capital Improvement Program items that will need site plan review by the Marshall City Planning Commission.

FISCAL EFFECTS: None.

ALTERNATIVES: As recommended

Respectfully submitted,

A handwritten signature in blue ink that reads "Jon B. Bartlett".

Jon B. Bartlett
Finance Director

A handwritten signature in blue ink that reads "Trisha Nelson".

Trisha Nelson
City Clerk

323 W. Michigan Ave.

Marshall, MI 49068

p 269.781.5183

f 269.781.3835

cityofmarshall.com

FUND	Department	Project Title	Priority Ranking	Estimated Useful Life	Source of Funding	Project Narrative/Purpose	2021-2022 Expenditure	2022-2023 Expenditure	2023-2024 Expenditure	2024-2025 Expenditure	2025-2026 Expenditure	2026-2027 Expenditure	City Expenditure	Other Funds or Grant Share	Total Expenditure	Council - C Planning Council PC
295	Airport	Land Acquisition	4	N/A	General Fund 5%, FAA Allocation 90%, State 5%	This project is to acquire approximately 29 acres of property in easement. The property is located at the approach end of runway 28 and is needed for approach protection and future development of the RPZ control.		\$7,750					\$7,750	\$147,250	\$155,000	PC
711	Cemetery	Cemetery Expansion to Meet Future Demand	2	150	Cemetery Trust Fund	Cemetery has four sections left holding 600 spaces for purchase. The number available will shrink exponentially as families begin having trouble finding blocks of spaces available for family plots. This will drive many to seek alternate locations.	TBD						\$0		\$0	PC
207	MRLEC	Front Parking Lot Expansion	4	40	MRLEC Operations	The MRLEC Building was designed with a community training room that can hold 70 people. The current front parking lot is inadequate for this volume of people, especially during business hours. The preliminary plan would add approximately 20 more spaces along the existing driveway at an angle				\$70,000			\$70,000		\$70,000	PC
296	L DFA	Brooks Electric Substation	2	50	L DFA reserves and possible Bond	Engineer, design, and construct a new 100 MVA electric substation in the Brooks Industrial Park	\$2,750,000	\$2,750,000					\$5,500,000		\$5,500,000	PC
296	L DFA	Oliver Drive Extension	4	25	L DFA reserves and possible Bond	Extend Oliver Dr to Udell Property		\$400,000					\$400,000		\$400,000	PC
TOTAL							\$2,750,000	\$3,150,000	\$0	\$0	\$0	\$0	\$5,900,000	\$0	\$5,900,000	
247	NE NIA	Land Bank Development Project	3	30	NIA TIF Capture	Extension of sewer, electric, fiber, and street to Land Bank owned property	TBD						\$0		\$0	PC
247	NE NIA	Forest St. Extension	3	30	NIA TIF Capture	Extension of sewer, electric, fiber, and street to connect Forest and O'Keefe	TBD						\$0		\$0	PC
TOTAL							\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
248	S NIA	Phase 2	2	30	S NIA TIF Capture	Extension of sewer, electric, fiber, streets, etc. to add or create buildable lots	TBD						\$0		\$0	PC
248	S NIA	Post Phase 2 Work	4	30	S NIA TIF Capture	Extension of sewer, electric, fiber, streets, etc. to add or create buildable lots		TBD					\$0		\$0	PC
TOTAL							\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	
582	Electric	Michigan Pure Med (MPM) Phase III	1	50	Electric Fund - Revenue Bond	Engineer, design, and construct a new 100 MVA electric substation in the industrial park for the phase 3 & 4 expansion of the MPM facility	\$2,000,000	\$3,000,000	\$500,000				\$5,500,000		\$5,500,000	PC
210	Farmer's Market	Farmer's Market Pavillion	4	25	Farmer's Market/Grants	Pavillion to cover a portion of the Farmer's Market area in the Green St. parking lot	\$0						\$0	\$150,000	\$150,000	PC
101	Fire	Fire Department Training Structure/Stairs	4	50	General Fund	The Fire Station was designed and built to accommodate a set of stairs on the outside of the hose tower. These stairs would enable firefighters the ability to train on rappelling, working with				\$100,000			\$100,000		\$100,000	PC
101	Parks	Phase V Riverwalk Design	4	30	Local Grants 100%	Design the next phase of Kalamazoo Riverwalk extending from Kalamazoo Ave. westerly to Pearl St. sub-station area.			\$0				\$0	\$37,500	\$37,500	PC
101	Parks	Ketchum Park Project 2 (Sidewalks & additional sitework)	2	40	Various Grants	Ketchum Park Project 2 (Sidewalks & additional sitework)							\$0	\$25,000	\$25,000	PC
101	Parks	Ketchum Park Project 3	3	40	Grants	Ketchum Park Project 3		\$0					\$0	\$150,000	\$150,000	PC

FUND	Department	Project Title	Priority Ranking	Estimated Useful Life	Source of Funding	Project Narrative/Purpose	2021-2022 Expenditure	2022-2023 Expenditure	2023-2024 Expenditure	2024-2025 Expenditure	2025-2026 Expenditure	2026-2027 Expenditure	City Expenditure	Other Funds or Grant Share	Total Expenditure	Council - C Planning Council PC	
TOTAL							\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$212,500	\$212,500	

208	Recreation	Eaton Park Development	2	30	Recreation Fund/Local Grants	Erect 4-6 Pickleball Courts, 2 full size outdoor basketball courts, bathrooms, pavilion, and splashpad		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000		\$500,000	PC
208	Recreation	Recreation Athletic Facility	3	30	Grants/Fund Raising	Construction of a Recreation Center that would include 2 basketball courts, community room, etc					\$4,000,000		\$4,000,000		\$4,000,000	PC
TOTAL							\$0	\$100,000	\$100,000	\$100,000	\$4,100,000	\$100,000	\$4,500,000	\$0	\$4,500,000	

591	Water	New Water Treatment Plant	1	60	Water Fund Bond	Build new iron removal plant on the Northside of E. Green St, across from existing plant.			\$5,000,000				\$5,000,000		\$5,000,000	PC
591	Water	New 600k Water Tower	2	50	Water Fund -Bond	Install new 600,000 gallon water tower at the MRLEC site. Contingent on North Brewer St. Development	TBD						\$0		\$0	PC
TOTAL							\$0	\$0	\$5,000,000	\$0	\$0	\$0	\$5,000,000	\$0	\$5,000,000	

GRAND TOTAL	\$7,500,000	\$9,507,750	\$5,700,000	\$370,000	\$8,200,000	\$200,000	\$31,477,750	\$722,250	\$32,200,000
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