PLANNING COMMISSION MINUTES

September 10, 2025
Regular Meeting - 7:00 PM

1) CALL TO ORDER

IN A REGULAR SESSION held on Wednesday, September 10, 2025 at 7:00 PM in the Council Chambers of City Hall, 323 West Michigan Ave, Marshall, MI 49068, the Marshall Planning Commission was called to order by Vice Chair Banfield.

2) ROLL CALL

Roll was called:

Present: Vice Chair Tim Banfield, Carter Bright, Tim Fitzgerald, Aron Hodo, Ian Stewart, Ryan Underhill, and Jim Zuzk

Also Present: Director Strange and Deputy Clerk Cary

Absent:Chair Lisa McNiff, Karl Sievertsen

3) APPROVAL OF MINUTES - Items can be added or deleted from the Agenda by board action.

A. Approve June 11, 2025 Planning Commission Meeting Minutes

Moved by Aron Hodo, supported by Tim Fitzgerald to approve the June 11, 2025, Planning Commission Meeting Minutes On a voice vote: **Motion Carried.**

4) APPROVAL OF AGENDA - Items can be added or deleted from the Agenda by board action.

Moved by Ian Stewart, supported by Tim Fitzgerald to approve the September 10, 2025 Planning Commission agenda On a voice vote: **Motin Carried.**

5) PUBLIC COMMENT ON AGENDA ITEMS Persons addressing the board are required to give their name and address for the record when called upon by the Chair. Members of the public shall be limited to speaking for a maximum of three (3) minutes. Comments should address AGENDA ITEM topics. Public Hearing items should be addressed during the PUBLIC HEARING portion of the meeting agenda. Non-Agenda items should be addressed during the PUBLIC COMMENT-NON-AGENDA ITEMS portion of the meeting agenda.

Barry Wayne Adams of 622 W Green St gave public comment.

6) PUBLIC HEARINGS & SUBSEQUENT BOARD ACTION Persons addressing the board are required to give their name and address for the record when called upon by the Chair. Members of the public shall be limited to speaking for a maximum of three (3) minutes. Comments should address PUBLIC HEARING topics. Agenda items should be addressed during the PUBLIC COMMENT-AGENDA ITEMS portion of the meeting agenda. Non-Agenda items should be addressed during the PUBLIC COMMENT-NON-AGENDA ITEMS portion of the meeting agenda.

A. 2025 MASTER PLAN ADOPTION

Vice chair Banfield opened the public hearing at 7:07pm.

Director Strange gave a brief introduction of the Master Plan. The City of Marshall Master Plan process was a collaborative effort led by City Staff along with Progressive Companies, who were advised throughout by a Steering Committee composed of Planning Commissioners, members of City Council, representatives of various boards and commissions, local business owners, and other important stakeholders like Marshall Schools.

Overall, there were over 1,200 points of feedback given by the community throughout the planning process. This included small focus group meetings, an online community survey

with over 600 responses, four pop-up events at the farmers market and Fridays at the Fountain, two public open houses, and a final community survey that provided an alternative to attendance at the final public open house. Details of the community engagement process are provided in Chapter 3 of the plan.
As of the writing of this report (9/3), additional comments were received from one resident, two business owners, a Marshall Township resident and the Marshall Township Planning Commission during the required 63-day public notice period. Of those comments, two were related to marijuana licensing and regulations, which was not a focus of the Master Plan process. Copies of all comments received have been included in the packet, or were brought for distribution and consideration to the meeting.
Planning Commissioners who were unable to attend this meeting but have submitted comments will have theirs reviewed during discussion.
Staff reviewed the remaining comments and is recommending the following changes to the plan based on the comments received. Due to the level of community engagement during the planning process, comments that express an opinion regarding a recommendation in the plan were evaluated in context of the many other points of feedback received throughout the process. In other words, a comment received on a plan goal or objective during this time period was not given more weight than comments received during the formal public engagement process during which residents also provided feedback on the same topics.

Banfield stated that the master plan is maps of the city of what could happen.

Regis Klingler at 348 Butler Ct gave public comment in favor of the plan and reiterated items expressed in his letter of public comment.

Aaron Smith at 15325 W Michigan Ave gave public comment in favor of the plan, expressing a desire to engage in the process to revise zoning as it relates to marijuana product growers and sales.

Jim Coury at 712 Gorham St gave public comment in favor of the plan, expressing appreciation for the environmental focus areas and comprehensive nature of the plan.

Lucy Hough at 1004 S Kalamazoo Ave gave public and member of the steering committee spoke in favor of the plan. She expressed an appreciation for the inclusive process used to develop the plan, and was very happy with the end result - that the final product was a good representation of the goals set from information collected from the community.

Barry Wayne Adams of 622 W Green St gave public comment against the master plan and planning in general.

Banfield closed the public hearing at 7:29pm.

Moved by Tim Fitzgerald, supported by Aron Hodo to Approve Resolution 25-01, A Resolution to adopt the amended City of Marshall Master Plan and submit the plan to the Marshall City Council for final approval, and authorize the City Manager and City Clerk to sign the necessary documents.

Strange discussed what amendments are being recommended.
Amendments are to include:

1. Fix the inaccurate label for the Kalamazoo River and remove the words “North Branch”.
2. Remove references to the amount of area to be dedicated as green space in the MAJOR Campus site. The intent remains the same - that our intent is to keep green space in the band along the river.
3. Updates need to be made to the Non-motorized plan to reflect sidewalks that were constructed this summer, and new proposed sidewalks as a consequence. The proposed revised map is attached.
4. Edit the information on page 92 of the plan to specify that the proposed bridge in Ketchum Park is over Rice Creek, not the Kalamazoo River.
5. Address a few instances of acronyms used without the full name being spelled out elsewhere in the plan and minor typographical errors. For example, “DDA” should be listed as “Downtown Development Authority” and “MDOT” should be listed as “Michigan Department of Transportation”.

Commissioner Scibbe stated his name is misspelled. This will be added to the amendments.

Strange also discussed some staff comments.

1. A Dog Park is identified as a project in the Parks and Recreation Plan (p. 66).
2. Brooks Industrial Park is not identified as a site for redevelopment because it has not yet been rezoned and the process for permitting residential development with the existing LDFA must be explored prior to advertising the site for development.
3. The Master Plan Steering Committee was composed of a wide range of individuals representing various interests within Marshall. It included local elected and appointed officials, city staff, public school representatives, and local business owners. The Steering Committee’s feedback was vital to the process, but ultimately the Master Plan is a product of the Planning Commission, and the Steering Committee does not have a formal role regarding the Master Plan going forward.
4. The property at the corner of F Drive and Old 27 to the south of I-94 is not within the city of Marshall.
5. Marshall and Marshall Township have a Joint Planning Commission established and, although there has not been a project requiring review since 2023, there is currently a project for consideration before the JPC. Comments from the Marshall Township Planning Commission have been included for your consideration. The Master Plan guides the City and, although our primary goals may not focus on or define the relationships we have with our neighboring townships, the County, and partners at the State level, they are important.
6. Trails are considered one of the “priority projects” of the Michigan Natural Resources Trust Fund Board. A linear park is fundamentally something different from a trail and is not what is envisioned for those areas designated as a “trail” in the document.

Moved by Tim Fitzgerald, supported by Aron Hodo to Approve Resolution 25-01, A Resolution to adopt the amended City of Marshall Master Plan and submit the plan to the Marshall City Council for final approval, and authorize the City Manager and City Clerk to sign the necessary documents.

Amendments are to include:

1. Fix the inaccurate label for the Kalamazoo River and remove the words “North Branch”.
2. Remove references to the amount of area to be dedicated as green space in the MAJOR Campus site.
3. Updates need to be made to the Non-motorized plan to reflect sidewalks that were constructed this summer, and new proposed sidewalks as a consequence. Include the proposed revised map in the final document.

4. Edit the information on page 92 of the plan to specify that the proposed bridge in Ketchum Park is over Rice Creek, not the Kalamazoo River.
5. Address a few instances of acronyms used without the full name being spelled out elsewhere in the plan and minor typographical errors. For example, “DDA” should be listed as “Downtown Development Authority” and “MDOT” should be listed as “Michigan Department of Transportation”.
6. Confirm spelling of Andrew Scibbe's name.
On a roll call vote:

Ayes: Stewart, Zuck, Underhill, Banfield, Bright, Hodo
Nays: None
Motion Carried.

RESOLUTION OF ADOPTION, #2025-01

City of Marshall Planning Commission, Calhoun COUNTY, MICHIGAN
2025 City MASTER PLAN

WHEREAS the City of Marshall City Council established a Planning Commission to prepare plans for the development of the city, and

WHEREAS the City of Marshall Planning Commission has prepared a draft City Master Plan, and

WHEREAS that draft has been reviewed at a public hearing to gather public comments of the residents of the City of Marshall and surrounding jurisdictions following notice as required by Michigan Planning Enabling Act PA 33 of 2008, and

WHEREAS following review of public comment, the City of Marshall Planning Commission approves of the plan content, including all descriptive text, maps, and figures, and

WHEREAS the Marshall City Council reserved for itself final approval of the plan as authorized by Michigan Planning Enabling Act PA 33 of 2008, now

THERFORE BE IT RESOLVED that the City of Marshall Planning Commission does hereby adopt the City of Marshall Master Plan including all maps and documents included and submits the plan to the Marshall City Council for final approval.

Moved by___________________________________ Yeas____________
Supported by:________________________________ Nays____________

_________________________________ _______________________________
Planning Commission Chairperson Deputy Clerk

____
Date

Banfield stated that this was a lot of work by alot of people. A lot of volunteers are also from the city. The comment that was made by Lucy that making sure people are included is a great example. She is someone that is not on the planning commission who chose to volunteer. As well as all the comments from Marshall township and others. Things don't happen without introducing ideas, so the idea of a retail marijuana change to the ordinance was proposed. That is how it starts.

7) OLD BUSINESS

None.

8) REPORTS AND RECOMMENDATIONS/NEW BUSINESS

9) PUBLIC COMMENT ON NON-AGENDA ITEMS Persons addressing the board are required to give their name and address for the record when called upon by the Chair. Members of the public shall be limited to speaking for a maximum of three (3) minutes. Comments should address NON-AGENDA ITEM topics. Public Hearing items should be addressed during the PUBLIC HEARING portion of the meeting agenda. Agenda items should be addressed during the PUBLIC COMMENT-AGENDA ITEMS portion of the meeting agenda.

Regis Klingler at 348 Butler Ct gave public comment.

Barry Wayne Adams of 622 W Green St gave public comment.

10) BOARD REPORTS

Strange discussed a future project on A Dr. The developers are holding an open house at Dark Horse on Thursday from 3pm-7pm. The city is putting together a grant application working with MISHDA and MEDC for housing improvements in the city. It is for low to moderate income levels and grants will be available to people for things like roof repairs, facade improvements, front porch, HVAC units etc. Each applicant would have $20,000 for their project, and it is a 50/50 match.

11) ADJOURNMENT

The meeting was adjourned at 7:56pm by Vice Chair Banfield.

Respectfully submitted by,

Brandie Cary
Deputy Clerk