PLANNING COMMISSION MINUTES

November 12, 2025

Regular Meeting - 7:00 PM

[IGNORE_INDENT]

1) CALL TO ORDER

IN A REGULAR SESSION held on Wednesday, November 12, 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 Chair McNiff.

2) ROLL CALL

Roll was called:

Present: Chair Lisa McNiff, Tim Banfield, Aron Hodo, Karl Sievertsen, Ian Stewart, and Ryan Underhill

Also Present: Director Strange and Deputy Clerk Cary

Excused: Carter Bright, Tim Fitzgerald, and Jim Zuck

Moved by Ryan Underhill, supported by Ian Stewart to excuse Carter Bright, Tim Fitzgerald, and Jim Zuck. On a voice vote: **Motion Carried.**

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

A. Approve October 8, 2025, Planning Commission Meeting Minutes

Moved by Ian Stewart, supported by Aron Hodo to approve the October 8,2025, 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 Aron Hodo, supported by Tim Banfield to approve the amended agenda to add setting the schedule for next year. On a voice vote: **Motion 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.

None.

6) ELECTION OF OFFICERS Article IV. Nomination and Election of Officers Section 1. Date of Election The elected officers of the Planning Commission shall be nominated and elected each year at the regular November meeting or first regular meeting after the November meeting if a November meeting is not held. Section 2. Term of Elected Office A candidate receiving a majority vote of the Planning Commission membership shall be declared elected and shall hold office for one year.

A. Election of Chair to One Year Term

McNiff opened nominations from the floor.
Hodo nominated Tim Bainfield for chair.
Hearing no further nominations, McNiff closed the nominations.

On a voice vote: **Motion Carried.**

B. Election of Vice-Chair to One Year Term

McNiff opened nominations from the floor.
Banfield nominated Tim Fitzgerald for vice chair.
Hearing no further nominations, McNiff closed the nominations.

On a voice vote: **Motion Carried.**

7) PUBLIC HEARINGS & SUBSEQUENT BOARD ACTION

A. Public Hearing - 775 Industrial, Tiger Towing and Self-Storage

Director Strange gave a brief introduction to the project at 775 Industrial Rd.

Cody Newman from Driven Design at 117 West Michigan Ave in Battle Creek, Michigan, gave a brief overview of the project. There will be a 1,300 square foot building. It will be a fenced-in lot. We have gone through the ordinance to make sure the landscaping plan has everything that is required. They have also provided a photometric and stormwater plan for this site as well. The west end of the lot is a storage space for vehicles. It is not a scrapyard, just an impound lot, then there's a proposed storage units. There will be drives down the middle and on the north and south ends of the lot. This is a brownfield site, so they are just trying to clean up the site and make it have usable life. This lot has a million utilities on it. We have been working closely with the city to paint this lot.

The owners of Tigers Towing discussed the history of their company and the certifications that they hold.

The board questioned how the EV vehicles are going to be handled in the impound lot and the fluids that leak from vehicles.

Vic Potter at 19060 Partello Rd discussed that use to own Buds Towing. He discussed that he used to work with Randy and his dad years ago and provided a positive recommendation for the approval of the project.

Tom Carpenter of AR Engineering, the civil engineer on the project, is located at 5725 Venture Park in Kalamazoo. He addressed the stormwater requirements for the project. There is a storm structure in that lot that would pick up the stormwater off the impervious surface. The structure is an oil separator. The clean water that leaves the oil separator leaves down the road through a pipe out and around to the pond. The structure before the pond is also an oil separator.

The public hearing closed at 7:22pm.

The board discussed the factors of a special land use.

A.**The proposed use shall be in accordance with the City Master Plan and the intent and purpose of this subchapter**
Discussion about the use of the site. The Master Plan focused on connectivity and space will be held for the sidewalk/trail.

B. A documented and immediate need exists for the proposed use within the community.
The proposed RV storage will provide an option for homeowners without room to store their RV's appropriately on their own property. Although there is a new storage unit project across Industrial, storage units in the area have limited availability.
Agreement with the need for RV storage and limited availability of storage units.

C. The use is compatible with adjacent uses and the existing or intended character of the surrounding neighborhood, and will not have an adverse impact upon or interfere with the development, use or enjoyment of adjacent properties, or the orderly development of the neighborhood.
The use is compatible with the character of the surrounding properties and ensures the long term viability of the adjacent drive, ensuring we don't have a vacant property with limited commercial prospects. No adverse impact on the enjoyment of neighboring parcels or development of the neighborhood is expected.
Sidewalk/trail is deferred for a later date.
The board discussed the existing character and agreed that this use was compatible with the neighboring properties.

D. The proposed use shall be designed, constructed, operated and maintained so as to be compatible with the use of adjacent lands.
The proposed use is consistent with the design and construction of the surrounding industrial uses. The proposed outdoor storage should not negatively impact the site as it will be shielded from view by new vinyl fencing. The use of the City property to the south has been accommodated.
Discussion about the look of the vinyl fence and if the

E. The proposed use shall be compatible with the natural environment.
The construction will be required to follow the Due Care requirements to ensure environmental protection from existing contaminants. The new work has been engineered safeguarding against additional contaminants and the bioswales will provide a nice visual at the front of the property.
The Engineer provided additional information about how the underground structures serve to separate the oil. There are two in-line in the system and they will need to be serviced to clean out any contaminants.

F. The proposed use shall be adequately served by essential public facilities and services, such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewage facilities and schools.
The frequency of use is very low in comparison to the traffic to the City lot behind it. Traffic will be increased but distributed throughout a longer da on this site which is served by a major street and a state trunkline. The proposed use will not have any adverse

impact on water, sewer, schools, or refuse. The impact on police and fire is expected to be minimal.
The Engineer stated that an open item with stormwater is the point of connection at the street. To avoid the cost of updating the City utility at the tie-in location, the Engineer requests tie-ing in to the East farther. This final coordination was discussed as being allowed to be coordinated before Construction Documents are approved.

G. The proposed use shall not involve activities, processes, materials and equipment or conditions of operation that will be detrimental to public health, safety and welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or unreasonable or offensive odors.
The City Development Review Team found that there would be no detriment to public health, safety, or welfare. The proposed towing lot is designed with oil separators to mitigate risk of contamination by a damaged vehicle. Tiger's Towing has training regarding damaged EV's and the risks associated with their storage. The Fire Department provided information that a 50' radius is required from occupied space. Property damage within that range is likely if there is an incident. There is no expectation that the site will cause unreasonable traffic.
Stewart commented about the proximity to the River.

Moved by Tim Banfield, supported by Aron Hodo to approve of Special Land Use ~~#25.01~~ **#25.02a** for outdoor storage of vehicles and ~~#25.02~~ **#25.02b** for self-storage units with contingencies being an annual report by the owner to the city condition of the oil separation units and sidewalk deferral agreement.On a voice vote:**Motion Carried.**

8) OLD BUSINESS

None.

9) REPORTS AND RECOMMENDATIONS/NEW BUSINESS

A. 775 Industrial - Tiger Towing and Self Storage Site Plan Review

Director Strange gave a brief discussion on the site plan for 775 Industrial Rd. She discussed stormwater, water and sewer taping location, signs, and parking spots.

The board discussed the location of the dumpster and it was discussed that a garbage can (herbie-curbie) is acceptable.

The board also discussed the fencing on the property. The fence around the open air storage and impound lots will be 10 ft vinyl and the east-west fence between the open air storage and impound lots (North and South of the personal storage buildings) will be 6ft. The board also discussed the gates into the open air storage and impound lots being translucent, so law enforcement could see through them, and the gates not being chain-linked.

Banfield discussed the landscape plans with the board. He discussed moving the landscaping inside the retention area. He discussed that the landscaping plan needs to show beds around the shrubs.

Stewart questioned the corner of Mulberry with trucks coming around it. He is concerned about the fence on that corner with trucks coming through. The board discussed a 45 degree on that southeast corner is desired and Hammers agreed. Parameters discussed are 25' in each direction from the drive, then connect those two points.

The board discussed the lighting plans. There are not lights over every door, but there are fixtures called out at the top of the page, they are all down lights as required. The units aren't accessible at night, but Cody Newman (Architect) explained that there are wall packs on the area.

Board discussed site maintenance requirements during construction to keep contaminated dirt on site.

McNiff listed the contingencies:
Compliance with the sign ordinance that will be coordinated with the city for the relocated sign
Parking is acceptable at 5 spaces (what is shown is adequate)
The 10 ft fence will be vinyl, not a chain link and will be opaque.
The gates will be translucent and not chain link.
Trees inside the fence with landscape beds on the north side.
The southwest corner must have a 45-degree angled fence.

Moved by Tim Banfield, supported by Aron Hodo to approve site plan (P25-0005) at 775 Industrial Rd with contingencies:
Compliance with the sign ordinance that will be coordinated with the city
The 10 ft fence will be vinyl, not a chain link and will be opaque.
The gates will be translucent and not chain link.
Trees inside the fence with beds on the north side with landscape beds.
The southwest corner must have a 45-degree angled fence for safety purposes.
On a voice vote: **Motion Carried.**

B. Set 2026 Meeting Dates

The board discussed setting the meeting dates for 2026.

Moved by Tim Banfield, supported by Ian Stewart to set the meeting dates for the second ~~Tuesday~~ **Wednesday** of every month. On a voice vote: **Motion Carried.**

10) 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.

none.

11) BOARD REPORTS

Director Strange discussed that she is looking ahead to seeing what changes need to be made to the ordinances next year.

Stewart discussed the Fort Wayne River District and how it has spurred new development. Requested an increased focus and funding for our River District.

12) ADJOURNMENT

Moved by Aron Hodo, supported by Ryan Underhill to adjourn the meeting. On a voice vote:**Motion Carried.**

The meeting was adjourned at 8:51pm.

Respectfully submitted by,

Brandie Cary
Deputy Clerk