
JOINT PLANNING COMMISSION MINUTES

January 13, 2026
Regular Meeting - 7:00 PM

1) **CALL TO ORDER**

IN A REGULAR SESSION held on Tuesday, January 13, 2026 at 7:00 PM in the Council Chambers of City Hall, 323 West Michigan Ave, Marshall, MI 49068, the Marshall Joint Planning Commission was called to order by Chair Johnson.

2) **ROLL CALL**

Roll was called:

Present: Chair Joanna Johnson, Vice Chair Tim Fitzgerald, Commissioner Tim Banfield, Commissioner Aron Hodo, Commissioner Steve Riggs, Commissioner Mick Woods

Also Present: Deputy Clerk Cary, Marcia Strange, Director of Community Development, Marshall City, Shellie Briggs, Zoning Administrator, SCMCCI Marshall Township

Absent: None

3) **PLEDGE OF ALLEGIANCE**

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

Moved by Aron Hodo, supported by Steve Riggs to approve the agenda as presented.
On a voice vote: **Motion carried.**

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

A. Approve November 18, 2025 Joint Planning Commission Meeting Minutes

Moved by Tim Banfield, supported by Tim Fitzgerald to approve the November 18, 2025 Joint Planning Commission minutes. On a voice vote: **Motion carried.**

6) **PUBLIC COMMENT ON AGENDA ITEMS** Persons addressing the Commission 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, 622 West Green St, gave public comment.

Glenn Kowalske, Marshall Township gave public comment.

Kathy Wright, 210 N Main St, Ceresco, MI, gave public comment.

Vic Patel of Chicago, IL gave a public comment.

7) **PUBLIC HEARINGS & SUBSEQUENT BOARD ACTION** Persons addressing the Commission 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 only. Agenda items should be addressed during the PUBLIC COMMENT AGENDA ITEM portion of the meeting agenda. Non-Agenda items should be addressed during the PUBLIC COMMENT-NON-AGENDA ITEMS portion of the meeting agenda.

A. Public Hearing and Consideration for Special Land Use #SLU25-001

Director Strange gave a brief introduction to SLU25-001. There is a proposed project for 15855 W Michigan, which is the outlot of the Tractor Supply Company and Volunteers of America and behind the Taco Bell. This parcel is zoned B-4 (Business). There is an adjacent similar use with a drive-through restaurant (Taco Bell). Other properties in this plaza house the following uses: retail (Tractor Supply Company, Dollar Tree) and service (nail salon, optometrist, etc.). There is also currently a senior activity center (Heritage Commons).

Considerations for Special Land Use Requirements

Plans showing property boundaries, parking, possible sign locations, and the location of abutting streets, easements, and similar public areas are provided in the Civil and Site Plan drawings.

A legal description of the property is found on the last page of the Deed.

A proposed compliance plan, including hours of operation, can be presented at the February meeting. Typical hours for Jimmy John's are 10am-10pm and Dunkin' Donuts are typically open 5am-10pm.

The Special Land Use Criteria is below:

(A) The proposed use shall be in accordance with the city master plan and the intent and purpose of this subchapter. YES- THIS USE IS COMPATIBLE WITH THE AREA.

(B) A documented and immediate need exists for the proposed use within the community. DISCUSS. THERE IS NO MORATORIUM ON RESTAURANTS AND WE ALL EAT.

(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. THIS USE ALIGNS WITH ADJACENT USES. ELIMINATING UNUSED PARKING IS A BENEFIT.

(D) The proposed use shall be designed, constructed, operated and maintained so as to be compatible with the use of adjacent lands. THE IMPACT IS ANTICIPATED TO BE POSITIVE.

(E) The proposed use shall be compatible with the natural environment. A REDUCTION IN LOT COVERAGE IS A BENEFIT.

(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. NO CONCERNS OUTSIDE OF CONFIRMING THE STORMWATER RETENTION USE AND MAINTENANCE AGREEMENT. THIS IS A RECOMMENDED CONTINGENCY.

(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 odors. NO CONCERN ABOUT MOST, BUT TRAFFIC FLOW AND HEADLIGHTS SHOULD BE CONSIDERED.

Overall, this project promises to have a positive impact on the area. Any concerns by the JPC should be discussed and the applicant given the opportunity to address those concerns.

Vic Patel gave a brief description of the site. The developer discussed that they have been trying to put these two businesses in Marshall for the past two years. This will be the fifth Jimmy John's and Dunkin Dounts side by side.

Moved by Tim Banfield, supported by Aron Hodo, to open the public hearing for the consideration of the Special Land Use #SLU25-001.
The public hearing opened at 7:25 pm.

Barry Wayne Adams, 622 West Green St, gave public comment on the special land use.

Glenn Kowalske, Marshall Township gave public comment on the special land use.

Moved by Aron Hodo, supported by Mick Woods to close the public hearing. On a voice vote: **Motion carried.**
The public hearing closed at 7:32 pm.

Moved by Tim Banfield, supported by Aron Hodo to discuss the approval of the special land use #SLU25-001 and the recommendation to be sent to City Council. **Motion carried.**

Woods questioned if there was a traffic flow study done.

Director Strange stated that a traffic study was not required.

Johnson stated that she will forward the information to the township board as well.

Moved by Mick Woods, supported by Tim Banfield to Approve Special Land Use #SLU25-001. On a voice vote: **Motion carried.**

8) OLD BUSINESS

9) REPORTS AND RECOMMENDATIONS/NEW BUSINESS

A. Receive and Consider Site Plan #SP25-004 - Dunkin' Donuts and Jimmy John's
Moved by Tim Banfield, supported by Mick Woods to open the discussion for #SP25-004.

Director Strange gave an introduction on SP25-004.
Zoning:

1. The landscape plan must be sealed by a Landscape Architect. COMPLETE
2. Zoning of the property is B-4. Adjacent zoning: North and East-B-4, West-Undeveloped Multi-family residential (on Township zoning map). EXISTING TREES REMAIN. NO ADDITIONAL SCREENING TO THE WEST IS PROVIDED. The parcel to the West includes the shared stormwater retention

basin. If there is residential development adjacent we would require additional screening.

3. Lot coverage is 54.7% which is under the 60% max allowed. THIS IS A REDUCTION IN LOT COVERAGE FROM EXISTING CONDITIONS. Discussion that the existing lot coverage is 100%
4. Front yard is facing the Right of Way (ROW) of Michigan Avenue. SETBACKS ARE SHOWN ON SITE PLAN. FRONT YARD SETBACK SHOWS DRIVE ABOUT 20" INTO SETBACK. This is a similar condition to Taco Bell.
5. An easement is needed for utilities passing through Tractor Supply property (Parcel 53-002-592-01). FUTURE EASEMENT SHOWN,.
6. The City provides high speed internet (fiber). SHARED UTILITY EASEMENT SHOWN.
7. Question about the photometric plan was addressed as being included in the set.
8. Dimensions of all lots and property lines are given. The relationship of the property to the abutting properties is shown. The East/West drive on the North side of the parcel will affect the existing parking lot striping beyond the parcel to maintain the drive width around the new development. Submit proposed relationship of drive to parking that is to remain to prove safe travel pattern. TRAFFIC FLOW, PEDESTRIAN TRAVEL SIDEWALKS ARE NOT SHOWN.
9. Confirmed parking size meets 10'x20' requirement. 26 parking spots shown with 2 ADA spots meets requirements. PARKING REQUIREMENT MISCALCULATED, BUT SHARED PARKING AGREEMENT SUBMITTED.
10. Drives are shown, but need to be located with dimensions and radius for each must be given to confirm Fire Department access. FIRE DEPARTMENT- NO CONCERNS WITH NEW PLAN.
11. Adjacent buildings are more than 100' away, RELATES TO SCREENING REQUIREMENTS- NO SCREENING NEEDED EXCEPT TO ROW.
12. No sidewalks are shown. Pedestrian pathways are required and must be defined. Parking in West needs a safe route crossing the drive.
13. Deliveries are assumed to be to doors on the North side of the building. Confirm delivery truck will not be in way of drive thru. DELIVERY LOCATION SHOWN ON NORTH SIDE.
14. Confirm stacking requirements are met for both drive thru locations. Diagram with stacking of vehicles was requested and adjusted to meet 8 car minimum. COMPLETE.
15. Will any additional ground-mount or pylon sign be requested? REVIEW LOCATIONS. PYLON SIGN REQUESTED ON SOUTH SIDE. NO ADDITIONAL SIGNAGE INFORMATION PRESENTED - IF LOCATION IS ACCEPTABLE TO JPC, SPECIFIC SIGN PERMIT APPLICATION CAN BE REVIEWED BY ZONING ADMINISTRATOR TO ENSURE SIZE AND HEIGHT MEET ZONING REQUIREMENTS.
16. The site is not in wetlands or flood plain. NO ISSUE
17. Screening of the trash dumpster: MASONRY ENCLOSURE. SOME PLANTS ADDED TO SURROUND.
18. Adjacent parcel to the West is a residential use (16-270-003-00). Screening requirements should be reviewed as it relates to parking and trash. EXISTING TREES ARE NOT BEING REMOVED.
19. Consideration of headlights towards Michigan Avenue should be taken. Confirm if existing trees will be maintained on SE corner and that landscaping will keep headlights from affecting off-property traffic. ALTHOUGH COUNT MAY BE

ADEQUATE, IT WAS RECOMMENDED APPLICANT PROVIDE SCREENING FOR HEADLIGHTS.

20. Maintaining existing trees is appreciated. A TREE SURVEY WILL NOT BE COMPLETED - NO "CREDITS" FOR TREE COUNTS ARE REQUIRED/REQUESTED.
21. Proposed landscaping/screening will not be allowed directly over the watermain on the South property line. It has been pushed closer to the fence line on the South. THIS NEEDS TO BE CONFIRMED THAT THESE HAVE BEEN SHIFTED FAR ENOUGH AWAY FROM THE WATER MAIN.

Sewer:

1. Developer needs to obtain an easement for the private sanitary sewer lateral for the portions traversing private property prior connecting to the public sanitary sewer on the north side of the shopping plaza. MUST BE OBTAINED BEFORE BUILDING PERMITS WILL BE GRANTED.

2. Capacity Fees: We have provided an estimate of fees based on the proposed connection size for developer's information and planning purposes. These fees are due prior to the water/sewer connection permit being approved.

Stormwater:

1. Provide agreement for proposed development to discharge stormwater across private property to the entire centralized stormwater basin. DRAFT AGREEMENT MUST BE OBTAINED BEFORE BUILDING PERMITS WILL BE GRANTED.

2. The developer needs to provide a stormwater maintenance and operation agreement between the proposed development and the basin property owner to ensure the development stormwater is managed properly in the centralized storm basin. DRAFT AGREEMENT MUST BE OBTAINED BEFORE BUILDING PERMITS WILL BE GRANTED.

3. Provide copy of the stormwater management plan for the centralized basin. DRAFT AGREEMENT MUST BE OBTAINED BEFORE BUILDING PERMITS WILL BE GRANTED.

Civil:

1. Provide existing pavement markings for parking lot to the north. It appears the traffic from existing developments will conflict with access to the proposed development. CLARIFICATION NEEDED.

2. The existing easements across the development parcel are for water and sewer utilities. If City owned FiberNet or Electric utilities are needed to expand into the site, an updated easement will need to be obtained by the city. Contingency items will need to be incorporated into the plans before building permit review can be considered.

The board discussed the contingencies.

Fitzgerald questioned the two drive-through setup.

Patel stated that they have 4–5 properties with the same setup and most are on smaller lots. Traffic works because two restaurants have different peak hours.

The board discussed the landscape plan with adding screening to the property.

The board discussed where the delivery parking would be on the site. The delivery parking would be located on the far west side of the main parking lot on the south end of the Tractor Supply parking lot.

Johnson: Sewer and stormwater capacity of retention basin being addressed?
Patel stated that there was no information from the City or County on the capacity or management plan. Engineering is doing calculations on capacity and will submit a management plan. Lot coverage is changing from 90 to 57%.

Moved by Tim Fitzgerald, supported by Tim Banfield to Approve Site Plan #SP25-004, with the following contingencies and allowances,

- Landscape plan must be updated as discussed in this meeting and be sealed by a landscape architect.
- Allow the drive to be in the setback
- Waive requirement to install sidewalks.
- Allow Administrative Review of a sign application for a pylon sign at this location.
- The developer needs to obtain an easement for the private sanitary sewer lateral for the portions traversing private property prior to connecting to the public sanitary sewer on the north side of the shopping plaza.
- Stormwater items Draft agreements must be obtained to discharge the storm water across private property to the stormwater basin, stormwater maintenance and operation agreement between the developer and the owner of the property. Solidify the capacity of the stormwater detention basin and provide the report to city staff for confirmation.
- Revised drawings are to be submitted to staff for final administrative approval.

On a roll call vote:

Ayes: Banfield, Fitzgerald, Hodo, Johnson, Riggs, Woods

Nays: None

Abstain: None

Motion carried.

B. Set Public Hearing - Planned Signage Package - Family Fare

Marcia introduced the request for a Planned Signage Package and presented the requirements for this type of package.

The process begins with setting a public hearing and that is what is being requested tonight.

A 150 square foot sign is being requested. The sign ordinance only allows 100 square feet. The sign that they removed was 238.9 square feet.

The process was set up for a new build to be looked at as a cohesive sign. Although we are looking at only one sign, all the other signs on the site and on the building meet the sign ordinance and information about those other signs was not provided. We are just talking about the south side of that property.

This request has already gone through the ZBA, who directed the request back to the JPC through this process.

The board discussed the planned signage package.

Gary Gebhardt with Signs by Crannie discussed the history of the signs on this site and the process of sign installation.

Moved by Steve Riggs, supported by Joanna Johnson to set a public hearing for the Planned Signage Package for Family Fare at the February 10, 2026, regularly scheduled Joint Planning Commission meeting. On a roll call vote:

Ayes: Johnson, Fitzgerald, Riggs, Hodo, Woods, Banfield

Nays: None

Abstain: None

Motion carried.

- 10) PUBLIC COMMENT ON NON-AGENDA ITEMS** Persons addressing the Commission 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.

David Begg 504 W Green St gave public comment.

Regis Klingler 348 Butler Ct gave public comment.

Barry Wayne Adams, 622 West Green St, gave public comment.

11) BOARD REPORTS

Woods gave a board comment about the traffic on Michigan Ave. He is also pleased that draft agreements must be obtained prior to building permits being issued.

Johnson commented that the Township Planning Commission will be having the Millbrook project do a presentation on February 6th or 7th. She stated that the Township does have mass communication as well. Michigan Avenue comments need to go to MDOT. Call the State or walk into the Michigan Department of Transportation office here in town.

12) ADJOURNMENT

Moved by Aron Hodo, supported by Tim Banfield to adjourn the meeting. On a voice vote: **Motion carried.**

The meeting was adjourned at 9:06 P.M.

Respectfully submitted by,

Brandie Cary
Deputy Clerk