PLANNING COMMISSION MINUTES

January 8, 2025
Regular Meeting - 7:00 PM

1) CALL TO ORDER

IN A REGULAR SESSION held on Wednesday, January 8, 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 McNiff, Vice Chair Banfield, Bright, Fitzgerald, Hodo, Stewart

Also Present: Deputy Clerk Cary

Absent: Zuck

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

A. Approval of December 11, 2024 Meeting Minutes

Moved by Tim Banfield, supported by Aron Hodo to approve the December 11, 2024, 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 Aron Hodo to approve the agenda as presented 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 five (5) 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) COMMISSION ORGANIZATION

A. ELECTION OF OFFICERS

Moved by Tim Banfield, supported by Tim Fitzgerald to elect Lisa McNiff as Chair of Planning Commission. On a voice vote: **Motion Carried.**

Moved by Lisa McNiff, supported by Tim Fitzgerald to elect Tim Banfield as Vice Chair of Planning Commission. On a voice vote: **Motion Carried.**

B. JOINT PLANNING COMMISSION APPOINTMENTS

Chair McNiff appointed Aron Hodo as Joint Planning Commissioner and Carter Bright as an alternate for Joint Planning Commissioner.

7) PUBLIC HEARINGS & SUBSEQUENT BOARD ACTION

A. 2025 - CAPITAL IMPROVEMENT PLAN PUBLIC HEARING

Chair McNiff opened the Public Hearing for the 2025 Capital Improvement Plan at 7:04PM.

Chair McNiff closed the Public Hearing for the 2025 Capital Improvement Plan at 7:05PM.

Moved by Tim Banfield, supported by Aron Hodo to Approve the 202 Capital Improvement Plan for the City of Marshall and move it on to City Council. On a voice vote: **Motion Carried.**

Discussion:
Banfield asked why some of the columns are not list as a priority.

Director of Community Development Strange stated that before it goes to City Council we can go in and add those priority list that we have missed. We will address those before we move on to the next stage.

Scott Wolfersberger Mayor of Marshall- As for at prioritization goes as what has been accessed as the largest need. But if the largest need is the most expensive then they try to hit the low categories so at least some things get accomplished.

8) OLD BUSINESS

none

9) REPORTS AND RECOMMENDATIONS/NEW BUSINESS

A. 1154 WEST MICHIGAN AVE SITE DEVELOPMENT PLANS - INTRODUCE AND SET PUBLIC HEARING

Moved by Tim Banfield, supported by Aron Hodo to set a Public Hearing for 1154 West Michigan Avenue Site Development Plans for February 12, 2025, at the regularly scheduled Planning Commission meeting. On a voice vote: **Motion Carried.**

Discussion:
Director of Community Development Strange introduced the engineer, and the owner of 1154 West Michigan Avenue is here, so there are additional opportunities for a presentation. What the Planning Commission has in the packet is the preliminary site plan. Previously this site was granted a Zoning Board of Appeals variance to allow the building to be four stories. We have had some communications about the parking allotment, current numbers are based on what Marriot recommendation is. In the zoning ordinance for parking, we can add parking spaces base on meeting room sizes. Her recommendation is that several spots be allocated for future parking addition so that there wasn't quit as much asphalt on site initially. Recommendation that a note in that site in our system, that in a couple of years if people are complaining about people parking in adjacent properties for hotel business, we can go in and request they implement that additional parking. Another thing to point out that we do not have control over but does impact this project, MDOT controls Michigan Ave and there is a parking island just right outside of the site. There is a request by MDOT for this project to pay for the modification of the island to accommodate additional stacking on Michigan Ave. We

have had some conversations with MDOT to see if that could be delayed until after the building is up to see what the true impact is. That scope would be implemented as a part of this construction project. Another thing to notice is that they are implementing solar panels to cover up areas in the parking lot.

Fitgerald asked what do you mean by stacking?

Strange described that stacking is when cars are waiting in a line, length of area where five or six cars take up. They are expecting more cars needing to wait to turn into the hotel drive then what previous has been needed. MDOT is trying to make sure people are not waiting in the drive lane. They want to put that more into a turn lane.

Andrew Rossell from AR Enginering we also have Savinder the property owner and Joey with the solar company here with me today. We are happy to answer any questions. We are working on approximately 17,600 square foot footprint Marriot Hotel. It has 101 rooms, indoor pool, a little breakfast area that turns into a bar at night, conference rooms and an outdoor patio. We have 110 parking spaces on site with eleven for future allocated parking. As Director Strange indicated we have solar canopies over parking spaces. They will provide shade in the summer and shelter from the snow. As Director Strange mention we have been reviewing the site plan with MDOT and have gone through traffic impact assessments. MDOT has standard lengths of the que lanes. MDOT wants more stacking in the left turn lane because of their standards. The median island that is there now would get modified a little bit, not substantial a couple feet on either side. We have been working with the city about the storm water. We have 9,300 cubic feet of underground storm water storage, which is significantly more than what is out there right now.

Banfield ask about how many conference rooms and how big are they and how many people.

Hodo concerns that if you have a big conference, you are not going to have enough parking.

Rossell - Those conference or meeting would be used during the day, where about 80% of the rooms are unoccupied during the day unless they are an extended stay.

Chair McNiff- So we're not talking like ballrooms that would be suitable for weddings or larger conference.

Savinder Singh- I have been a part of this community for five years and a business owner. The conference rooms it is required by the franchise. I could have put 25 more rooms in the hotel, but I just wanted to keep it small. If there is a meeting it is normally used during the day when most guest are not in the hotel rooms during the day. The reason for putting the solar in is because we want to make it like a green hotel, and it does a dual purpose. So, there is a lesser load on the electric grid. The solar carports will still be aesthetic to match the Marriott.

Banfield- We don't include solar roof structures in the ordinance, so these have to be considered as structures. Structures with a roof need to have setback based on our ordinance. Mr. Singh we're not trying to jam you up on here, we want to make sure that we're in compliance.

Staff and Andrew can work to ensure setbacks are met prior to the next Planning Commision meeting. Then Planning Commission could still give contingent approval at the next meeting.

Director Strange will confer with the city attorney for the correct interpretation of the current zoning language prior to the next Planning Commission meeting.

Banfield stated that due to the size that the landscape plan requires a licensed landscape architect. Usually, engineers give the zoning on either side of the property. Any of the sides for residential needs to be screened.

Rossell stated that plan will be signed and seal prior to the next planning meeting.

Discussion was brought up about the underground storm management. Banfield discussed concerns about maintenance of the underground and will require a maintenance agreement with the city. Rossell described how the first row is an isolation row with a manhole for ease of cleaning. Banfield deferred to the city engineer's judgement.

Questions were brought up about charging stations for cars. There are 4 designated spaces in the hotel parking lot. Their location was discussed and the designer will confirm final location as part of construction documents.

Discussion confirmed walkability of the site remains as is on Michigan Ave and that pedestrian traffic from north to south through the site still connects.

B. DISCUSS EAST PROSPECT VACATION

Director Strange explained a vacation of the street is the area of the street, and the right of way is turned over from the city to the owners of the properties on either side of the street. Oaklawn has requested a vacation on Prospect Street on the north side of the hospital. They have parking immediately adjacent to that north side and then the emergency room is on the south side of that. Oaklawn intent is to make way for the expansion of the emergency department. This action is purely the vacation of the street turning in from public property to private property. There are utilities in the right of way that would need to be dealt with through an easement. There might even be some questions about would we allow building on top of the water main that is running through there. City Council is requesting that planning commission would review the vacation and provide their input.

Chair McNiff stated it is pretty clear that it is city council's domain.

Mayor of Marshall Wolfersberger explained that the planning commission is an advisory board to council, we felt that planning commission were better positioned with your expertise and working with the department to investigate the questions of utilities and easements questions.

Mr. Degraw stated he is here to answer any questions. He has the same trepidations the charter very clearly states that the council shall establish and vacate streets. He is the attorney that has represented the hospital for the last 60 years. We contacted the city on October 4th and asked to vacate the portion of East Mansion Street lying between Madison and Hyde. The street is primarily used by hospital patients, visitors and employees. Most people avoid it because of the jog of the street. The purpose of vacating is to make room for the emergency room expansion. The emergency room needs about 11,000 or 12,000 square feet as they are only at 8,000 square feet. Not only because of the increase in patient volume but the anticipated increase from the blue oval plant. The patient load in 2024 was 20,446.

Mr. Degraw discussed the history of Oaklawn Hospital.

The ordinance in the hospital campus overlay district 3.1.16 Section A purpose number three. Expansion of health care and supporting issues within the hospital campus overlay district. The anticipate the increase. As healthcare services and related uses continue to expand street closures may also be a component of the district subject to city council approval. The hospital campus overlay provides the regulatory framework to permit expansion of health care and supporting uses.

The intent is to push is back off to staff at this point to collect some additional information. Director Strange will coordinate a timeline.

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 five (5) 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.

Scott Wolfersberger Mayor of Marshall expressed his gratitude and thank you for the support as the liaison for this board. He wasn't able to appoint a liaison since he ran out of council members. City Council still has two vacant spots but should have those spots filled at the first meeting in February. So, by the Planning Commission meeting in February, there should be a liaison appointed.

11) BOARD REPORTS

Commissioner Stewart- The steering committee meeting is tomorrow (January 9th), happy to see that process still continues. The MACC meeting was held tonight, this was the third one. So, this is the Marshall Area Conservation Committee, we have a tree planting scheduled got April 26th. This will be the first of two for this year. A lot of talk about trees but looking long term at things we can do for getting more tress to build our canopy to keep it healthy and keep it going. Curious through the master plan process and future discussions as a commissioner what we can do to expand our tree code.

Commissioner Fitzgerald had no report.

Commissioner Banfield- He will see everyone in two months. He will be gone for February and March.

Commissioner Bright- He will be out of the state too in February.

Commissioner Hodo- He will be out of town for February also.

12) ADJOURNMENT

The meeting was adjourned at 8:49pm.

Respectfully submitted by,

Brandie Cary
Deputy Clerk