

--UNAPPROVED --

**MINUTES OF THE  
MARSHALL PLANNING COMMISSION MEETING  
JULY 14, 2021**

**MEMBERS PRESENT:** Lee, Fox, Muchlinski, Councilperson Edblom

**MEMBERS ABSENT** Knieff, Carstens, Schroeder

**OTHERS PRESENT:** Lauren Deutz, Economic Development Director;  
Jason Anderson, Director of Public Works;  
Annette Storm, Director of Administrative Services

**1. Call to Order -**

The meeting was called to order at 5:00 pm by Chairperson Lee.

**2. Approval of Minutes -**

Lee asked for the approval of the minutes of the May 12, 2021 regular meeting of the Marshall Planning Commission. MUCHLINSKI MADE A MOTION, SECOND BY FOX, to approve the minutes as written. ALL VOTED IN FAVOR OF THE MOTION.

**3. Resolution for the TIF Plan for District 6-1 Complying with the City of Marshall Comprehensive Plan –**

State Statutes require the Planning Commission to review the Project Plan and the TIF Plan for compliance with the intent of the City Comprehensive Plan. The proposed project is a high-density residential construction (two 24-unit buildings) that will be located in the area that the Comprehensive Plan intends to be used for that purpose. The draft Project Plan and TIF Plan including TIF Financing Plan are attached for your information, but the only items related to planning commission review are compliance with the intent of the comprehensive plan as it relates to your recommendation to Council. The approval is a step in the process for allowing the City to use TIF funds for this project. The HRA and City Council will be responsible for determining the necessity of TIF funds for the proposed project. Staff recommends approval of the attached resolution finding the proposed Project Plan for Project Area No. 6 and Tax Increment Financing Plan for Tax Increment Financing District No. 6-1 of the Housing and Redevelopment Authority in and for the City of Marshall to be consistent with the intent of Comprehensive Plan for the City.

Lauren Deutz, Economic Development Director, presented the item. Gabe Olsen, owner of Suite Liv'n Apartments in Marshall, has submitted a TIF application for a proposed apartment development located on Birch Court. The project would include two, three-story apartment buildings which would provide 24 housing units each for a total of 48 new rental units. The unit breakdown would be 16 1-bedroom and 8 2-bedroom units per building. The buildings would be located at 501 Village Drive and 406 Village Drive, both properties which are currently owned by the developer. The former church parsonage currently resides at the 406 Village Drive location but Suite Liv'n is in the process of donating the building to a local organization. Suite Liv'n purchased their first property in Marshall in 2018 and currently owns approximately 350 dwelling units in Marshall. Suite Liv'n also manages properties in Willmar, New London,

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Pennock, Litchfield, Hutchinson, and Spicer. In order to qualify as a housing district for TIF, at least 40 % of the units will be affordable to occupants with incomes no greater than 60% of the area median income. The current proposed rates would qualify the entire development under the 60% median income threshold. Suite Liv'n strives to deliver new high quality housing options for workforce and students that remain affordable based on community demand. The EDA is also currently completing a Housing Study update which indicates the need for additional rental units in the community through 2030. Per the draft we received, Marshall can support the addition of 124 new market rate rental housing units, 75 shallow-subsidy, and 128 deep-subsidy units. Suite Liv'n's proposed rates for the project fall into the "moderate income" housing options available for the community.

Fox indicated the role of the Planning Commission is to confirm this fits into the Comprehensive Plan of the City. Anderson confirmed the zoning of the area. Fox said not much gray area with this action. Muchlinski indicated adequate room for development and parking. Anderson stated northwest property owner received variance previously. Lee concurred no issues with this action. Fox said fits into the plan.

FOX MADE A MOTION, SECOND BY MUCHLINSKI, to approve the Resolution for the TIF Plan for District 6-1 Complying with the City of Marshall Comprehensive Plan. ALL VOTED IN FAVOR OF THE MOTION.

**4. Other Business -**

Anderson stated at the July 13, 2021 meeting, the City Council unanimously approved the Comprehensive Plan Task Force. The task force consists of a cross section of various sectors (for example, healthcare, education, retail). City staff will provide the Task Force listing to Planning Commission via email. Recommendations were made by SRF Consulting Group on which industries and interest groups to include in the Task Force and the number of representatives needed. There are 12 individuals on the list. Planning Commission will be represented by Amanda Schroeder. Edblom indicated SRF will be requesting substantial input from PC regarding the Comprehensive Plan. Lee questioned timeline. Deutz said approximately one-year timeline.

**5. Adjourn -**

MUCHLINSKI MADE A MOTION, SECOND BY FOX to adjourn the meeting. ALL VOTED IN FAVOR OF THE MOTION. Chairman Lee declared the meeting adjourned at 5:38 pm.

Respectfully submitted,  
Lona Rae Konold