

**MINUTES OF THE
MARSHALL PLANNING COMMISSION MEETING
NOVEMBER 13, 2019**

MEMBERS PRESENT: Schroeder, Steen, Edblom, Lee, Knieff, Carstens
MEMBERS ABSENT: Fox
OTHERS PRESENT: Jason Anderson, Ilya Gutman, Chris Ziemer (ICS Consulting),
Dave Maroney (ATS&R), Ron Spoden (ATS&R)

1. The meeting was called to order by Chairman Edblom.
2. Edblom asked for the approval of the minutes of the October 9, 2019, regular meeting of the Marshall Planning Commission. The item was moved to the end of the meeting in order for Commission review of missing pages to the minutes as distributed. After reviewing complete, STEEN MADE A MOTION, SECOND BY KNIEFF, to approve the minutes as written. ALL VOTED IN FAVOR OF THE MOTION.
3. Gutman explained this is a request by Marshall Public Schools to construct a new elementary school. The Ordinance requires a conditional use permit for schools in an R-1 one family residence district. The new school will be constructed at the same site where the current middle school is located. Since this is a new building intended to accommodate several grade levels, it may have an effect on the neighborhood, so reviewing The Standards for Hearing is important. The major way the new school may influence the neighborhood is through increased traffic. The school has conducted a traffic study, which made recommendations for traffic impact mitigation measures that allowed keeping the level of service at all intersections unchanged from pre-project conditions. Staff recommends approval to the City Council of the request by Marshall Public School for a Conditional Use Permit to build a new elementary school in an R-1 One Family Residential District with the following standard conditions: 1. That the regulations, standards and requirements as set forth in the City Code and as pertains to the class of district in which such premises are located shall be conformed with. 2. That the City reserves the right to revoke the Conditional Use Permit in the event that any person has breached the conditions contained in this permit provided that the City serve the person with written notice specifying items of any default and allow the applicant a reasonable time in which to repair such default. 3. That the property is maintained to conform to the Zoning Code and not cause or create negative impacts to adjacent existing or future properties. 4. Combine lots and vacate the utility easement running through the new school building location. 5. Comply with all recommendations listed in the Traffic Impact Study. Ziemer (ICS) begin presentation indicating compliance with recommendations listed in Traffic Impact Study. He said traffic is the main issue. There will be a sidewalk link to Middle School, which will relieve pedestrian and traffic issues and improve overall site. Spoden (ATS&R) gave a brief presentation indicating orientation of the new school relating to the existing school. Overall parking meets space requirements. Bus parking can be for 71 event parking spaces for a total of 160 spaces on site for events. Two storm water items were addressed. Reroute existing sanitary sewer and vacate easement. Anderson clarified placement of sewer. Main traffic will be on Southview Drive. Traffic study recommended removing the bike lane on Southview Drive with parking on the south side only. Bike lane will be on north side of existing concrete sidewalk. Parking on south side is not recommended to be striped on the street as shown but Council can discuss at a later date. Dave Maroney (ATS&R) commented on sidewalks to Middle School with a pathway connecting to parking area. Walking distances were discussed. Main public entrance is

on the east side of the building, but school will have staff on both sides of school for student safety. The goal is to not have people parking on Southview Drive so extra parking is provided above Ordinance requirements. Anderson indicated design generally meets requirements of Ordinance other than the proposed building is shown over an existing lot line. Setbacks, height and landscape items are being checked. City recommendation comes from Traffic Study recommendations. Gutman indicated building will have different address. LEE MADE A MOTION, SECOND BY SCHROEDER to close the public hearing ALL VOTED IN FAVOR OF THE MOTION. SCHROEDER made A MOTION, SECOND BY STEEN to recommend to City Council an approval as recommend by staff. ALL VOTED IN FAVOR OF THE MOTION.

4. Gutman described this is a request by Marshall Public Schools to construct an addition to the existing Parkside elementary school. The Ordinance requires a conditional use permit for schools in an R-1 one family residence district and the original building does not have a conditional use permit on file. The addition is small compared to the existing building and should not have any measurable impact on the neighborhood. Staff recommends approval to the City Council of the request by Marshall Public Schools for a Conditional Use Permit to build an addition to the existing school in an R-1 One Family Residential District with the following standard conditions:
 1. That the regulations, standards and requirements as set forth in the City Code and as pertains to the class of district in which such premises are located shall be conformed with.
 2. That the City reserves the right to revoke the Conditional Use Permit in the event that any person has breached the conditions contained in this permit provided that the City serve the person with written notice specifying items of any default and allow the applicant a reasonable time in which to repair such default.
 3. That the property is maintained to conform to the Zoning Code and not cause or create negative impacts to adjacent existing or future properties.Spoden (ATS&R) gave presentation on the agenda item. There will be a sloped sidewalk to school addition. Addition character will match existing school and colors. Existing curb opening will be utilized by both entrances. One more ADA parking spot will be added and most of the accessibility will be from curb opening. Ziemer (ICS) indicated construction tentatively start in March with deliveries early morning or after school. STEEN MADE A MOTION, SECOND BY SCHROEDER to close the public hearing ALL VOTED IN FAVOR OF THE MOTION. STEEN MADE A MOTION, SECOND BY KNIEFF to recommend to City Council an approval as recommend by staff. ALL VOTED IN FAVOR OF THE MOTION.
5. Gutman went over Ordinance amendment Section 86-1 Definitions. ZEF Energy, a company dedicated to building charging stations for electric vehicles, is planning on building a vehicle charging station in Marshall. Charging stations are becoming more and more common and it looks like for many of them the best location would be between a street and parking lot, which means that they most likely will be located in the required front yard. The Ordinance prohibits locating accessory equipment in the required front yard, so in order to allow this arrangement, charging stations should be excluded from the accessory equipment definition. To prevent excessive use, the definition will limit exclusion to just two stations. Also, several Use definitions are updated and/or added to streamline the Zoning compliance review by staff. New definitions will define percentage of the building uses to qualify for being considered as permitted, accessory, or conditional uses for placement in zoning districts. Staff recommends approving the revisions amending Section 86-1 Definitions by excluding up to two electric vehicle charging stations from accessory equipment definition and revising various Use definitions. Anderson explained background of location. L&O has met on the ordinance revisions and Council has introduced ordinance. Marshall was chosen as one of the cities to receive the State grant for the stations.

--UNAPPROVED --

MMU is prepared to serve and started transformer work begun. CARSTENS MADE A MOTION, SECOND BY LEE to recommend to City Council an approval as recommend by staff. ALL VOTED IN FAVOR OF THE MOTION.

6. A MOTION WAS MADE BY KNIEFF, SECOND BY SCHROEDER to adjourn the meeting. ALL VOTED IN FAVOR OF THE MOTION. Chairman Edblom declared the meeting adjourned.

Respectfully submitted,
Lona Rae Konold, Recording Secretary