



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
PLANNING COMMISSION – REGULAR MEETING  
January 11, 2021 7PM

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1. CALL MEETING TO ORDER
2. PUBLIC REMARKS
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
  - A. December 14, 2020 Regular Meeting
  
5. COMMUNICATIONS - None
6. PUBLIC HEARINGS - None
7. UNFINISHED BUSINESS
  - A. Election of Officers.
  - B. ZBA Representative and Board/Commission Liaison assignments.
  - C. 2021 Planning Commission goals.
  - D. Mixed Use Planned Unit Development (MUPUD) ordinance review.
  
8. OTHER BUSINESS - None
9. REPORTS AND ANNOUNCEMENTS
  - A. Township Board update.
  - B. Liaison reports.
  
10. PROJECT UPDATES
  - A. New Applications - None
  - B. Site Plans Received - None
  - C. Site Plans Approved - None
  
11. PUBLIC REMARKS
12. ADJOURNMENT

<b>Zoom meeting ID: 872 0006 8286</b> <b>Zoom password: 5151</b>
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**AGENDA page 2**  
CHARTER TOWNSHIP OF MERIDIAN  
PLANNING COMMISSION MEETING  
January 11, 2021 7PM

**TENTATIVE PLANNING COMMISSION AGENDA**  
**January 25, 2020**

1. PUBLIC HEARINGS
  - A. None.
  
2. UNFINISHED BUSINESS
  - A. None.
  
3. OTHER BUSINESS
  - A. Mixed Use Planned Unit Development (MUPUD) ordinance review.

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Individuals with disabilities requiring auxiliary aids or services should contact: Principal Planner Peter Menser, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4576 - Ten Day Notice is Required.  
Meeting Location: Zoom web conferencing application  
Meeting ID: 872 0006 8286 Password: 5151

Providing a safe and welcoming, sustainable, prime community.



**CHARTER TOWNSHIP OF MERIDIAN  
PLANNING COMMISSION  
REGULAR MEETING MINUTES**

**December 14, 2020**

**Meeting held virtually using the Zoom web conferencing application**

**7:00 P.M.**

**PRESENT: Commissioners Premoe, McConnell, Hendrickson, Cordill, Shrewsbury, Trezise, Blumer and Snyder.**

**ABSENT: Commissioner Richards**

**STAFF: Director of Community Planning & Development Mark Kieselbach, Principal Planner Peter Menser, Neighborhoods & Economic Development Director Amber Clark, Information Technology Director Stephen Gebes, and Multimedia Producer Samantha Diehl.**

**1. CALL MEETING TO ORDER**

Chair Hendrickson called the regular meeting to order at 7:00 P.M.

**2. PUBLIC REMARKS – NONE**

Chair Hendrickson welcomed the newly appointed Commissioner Christina Snyder to the Planning Commission. Commissioner Snyder has lived in Haslett since 2008 and she is an English Teacher.

**3. APPROVAL OF AGENDA**

Commissioner Cordill moved to approve the agenda.

Seconded by Commissioner Shrewsbury.

VOICE VOTE: Motion approved unanimously.

**4. APPROVAL OF MINUTES**

A. November 23, 2020 Regular Meeting

Commissioner McConnell moved to approve the minutes.

Seconded by Commissioner Blumer.

A few changes were discussed, and a motion was made to table the approval of the minutes until the next meeting when Commissioner Richards is present.

Commissioner Cordill moved to table the approval of the minutes until the next meeting.

Seconded by Commissioner McConnell.

VOICE VOTE: Motion approved unanimously.

**5. COMMUNICATIONS - NONE**

**6. PUBLIC HEARINGS - NONE**

## 7. UNFINISHED BUSINESS

### A. Mixed Use Planned Unit Development (MUPUD) ordinance review.

Principal Planner Menser provided a summary of the general ideas discussed by the sub-committee (consisting of Commissioners Cordill, Premoe and Richards as well as Neighborhood and Economic Development Director Clark and himself) during the past couple of months concerning the ordinance and recommendations for possible revisions. Possible amendments to the ordinance include: Concept plan review, Applicability, Application requirements, Amenities, Design standards, Procedures, Waivers, Phasing, Density, Commercial component of the project, Amendments and Penalties.

Planning Commission Discussion:

Concept plan-

- The timeline is helpful for developers
- Developers show the plan and get feedback before they proceed
- What effect does the time limit play in the process
- The role of the concept plan in the decision
- Whomever makes the final decision holds the hearing

Applicability-

- Where are MUPUD's allowed
- What limitations are already in the ordinance

Application-

- Follow through if the financing changes

Amenities-

- If public amenities are included in the project, the maintenance of those amenities should be clarified
- Then menu of amenities should be refined (quantified or categorized)
- Focus ordinance on public amenities
- Meet the goals of Meridian Township

Design standards-

- Change the wording from should to shall
- Define what is front (as in front yard, example: corner lot)
- Make clear requirements
- Tools for developers will provide positive results
- Look at occupancy rates for projects for horizontal verses vertical mixing

Procedures-

- The process takes too long 4-6 months
- Public comment is important and can impact decisions
- Could bylaws change or be suspended to move a project through the process faster. Offer a motion verses a resolution
- Could a change in procedure violate the open meetings act

- Possibility not to do a resolution for same night decision

Waivers-

- Enhance the application instead of changing the ordinance
- How are waivers impacting the project
- Use waivers as a negotiation technique
- Need to create a robust list of amenities first
- Amenity to waiver ratio, how to determine

Density-

- Add Meridian Mall
- Eliminate bonus for greenfield sites
- Determine on a project-by-project basis
- Limit density based on CATA or available parking
- Number of units verses Number of bedrooms

Commercial component-

- What is the minimum size and how is it measured
- Remove the “commercial” and designate as “nonresidential”
- Planning Commission does not see commercial change until it is too late

Amendments-

- What constitutes a change between minor and major amendment
- Make the amendment an easier/faster process depending on the project

Principal Planner Menser thanked everyone for the positive discussion and he will follow up on the comments as he continues to work on the draft of the ordinance and meet with the sub-committee.

**8. OTHER BUSINESS**

**A. December 21, 2020 Planning Commission meeting.**

Chair Hendrickson moved to cancel the Planning Commission meeting for December 21, 2020 after discussing the proposed agenda with Principal Planner Menser.

Commissioner Trezise moved to cancel the December 21, 2020 Planning Commission regular meeting.

Seconded by Commissioner Shrewsbury.

VOICE VOTE: Motion approved unanimously.

**B. 2021 Meeting Schedule.**

Principal Planner Menser provided a 2021 Meeting schedule for review.

Commissioner Premoe moved to accept the meeting schedule as printed.

Seconded by Commissioner Shrewsbury.

VOICE VOTE: Motion approved unanimously.

**C. 2021 Planning Commission goals.**

Chair Hendrickson suggested postponing the goal setting for the next meeting since this meeting went so long with the Mixed Use Planned Unit Development ordinance review. He asked everyone to review the goals set for 2020 and bring suggestions to the next meeting.

**9. REPORTS AND ANNOUNCEMENTS**

**A. Township Board update.**

Principal Planner Menser provided a summary of the December 8, 2020 Zoom Township Board meeting and noted the next Township Board meeting will be January 5, 2021.

**B. Liaison reports.**

- Commissioner McConnell provided an update from the December 2, 2020 Environmental Commission meeting.
- Commissioner Trezise provided an update from the December 3, 2020 Economic Development Corporation meeting.

**10. PROJECT UPDATES**

**A. New Applications**

1. Mixed Use Planned Unit Development #21-19024 (Village of Okemos, LLC), minor amendment to revise the floor plan and parking for the Village of Okemos project located on the north and south sides of Hamilton Road, west of Okemos Road.
2. Special Use Permit #21-19051 (Village of Okemos, LLC), minor amendment to overall size of the Village of Okemos project located on the north and south sides of Hamilton Road, west of Okemos Road.

**B. Site Plans Received - None**

**C. Site Plans Approved**

1. Site Plan Review #20-06 (Verizon Wireless), add antennae and equipment cabinet to existing wireless facility on roof of apartment building at 2900 Northwind Drive.

**11. PUBLIC REMARKS - NONE**

**12. ADJOURNMENT**

Commissioner Trezise moved to adjourn the meeting.

Supported by Commissioner Cordill.

VOICE VOTE: Motion carried unanimously.

Chair Hendrickson adjourned the regular meeting at 9:27 p.m.

Respectfully Submitted,

Debbie Budzynski, Recording Secretary



**To: Planning Commission**

**From: Peter Menser, Principal Planner**

**Date: January 7, 2021**

**Re: Election of Chair, Vice-Chair, and Secretary**

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The Planning Commission bylaws require that at the first regular meeting in January the Commission must select from its members a Chair, Vice-Chair, and Secretary. The general duties of each position are as follows:

**Chair:** The chair shall preside at all meetings, appoint committees and liaisons to other groups with concurrence from the Planning Commission, authorize calls for special meetings, and perform such other duties as may be specified by the Planning Commission.

**Vice-Chair:** The vice-chair shall act in the capacity of the chair in the chair's absence. In the event the office of the chair becomes vacant, the vice-chair shall succeed to this office for the unexpired term.

**Secretary:** The secretary shall perform those duties as assigned by the Michigan Planning Enabling Act (Public Act 33 of 2008) related to the Master Plan and may be assigned other duties from time to time.

At the meeting on January 11, 2021 the current chair will request nominations for the officer positions listed above. Once nominations are made the Planning Commission will vote on each office. The Commissioner receiving the most votes will serve in that position. The elected officer will begin serving immediately after being selected and will remain in office for the remainder of the year. Current officers may be re-elected; however the Planning Commission bylaws restrict any officer from serving more than two successive terms in any one position. Staff research indicates the current slate of officers is eligible for a second term.

The currently serving Planning Commission officers are as follows:

**Chair:** Scott Hendrickson (succeeded to Chair from position as Vice-Chair in early 2020 upon resignation of previous Chair)

**Vice-Chair:** Peter Trezise (selected at May 18, 2020 meeting to serve the rest of 2020 following elevation of previous Vice-Chair to position of Chair)

**Secretary:** Jerry Richards (served entirety of 2020 as Secretary)

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**To: Planning Commission**  
**From: Peter Menser, Principal Planner**  
**Date: January 8, 2021**  
**Re: Zoning Board of Appeals and commission liaison assignments**

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*ZBA Representative*

A member of the Planning Commission is required by the Code of Ordinances to serve on the Zoning Board of Appeals (ZBA) as a regular member. The current Planning Commission representative on the ZBA is Scott Hendrickson, who was appointed at the May 18, 2020 meeting following the resignation of the previous representative. The following motion is provided to appoint a member of the Planning Commission to the ZBA:

- **MOTION TO APPOINT \_\_\_\_\_ TO SERVE AS THE PLANNING COMMISSION REPRESENTATIVE ON THE ZONING BOARD OF APPEALS FOR 2021**

*Board/Commission Liaisons*

In the past the Planning Commission has selected from among its members informal representatives/liaisons to other boards and commissions in Meridian Township. The Planning Commission may choose to appoint a representative to the following boards and commissions (or other groups not listed here, as desired):

- Downtown Development Authority (DDA) – Current liaison is Peter Trezise
- Economic Development Corporation (EDC) – Current liaison is Peter Trezise
- Environmental Commission – Current liaison is Bill McConnell
- Transportation Commission – Current liaison is Jerry Richards
- Corridor Improvement Authority (CIA) – Current liaison is Holly Cordill

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**To: Planning Commission**

**From: Peter Menser, Principal Planner**

**Date: February 20, 2020**

**Re: 2020 Planning Commission goals**

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At its last meeting on February 10, 2020 the Planning Commission discussed the establishment of goals for 2020. The Planning Commission settled on the following items to include as goals:

1. Implementation of 2017 Master Plan.
  - a. Consider development of form-based code ordinance for Potential Intensity Change Areas (PICAs) and Grand River Avenue corridor with an intended completion date of April 30, 2020.
  - b. Address the revisions to the Zoning Ordinance and Zoning Map identified in the Action Plan on Page 15 of the Master Plan.
2. Update the Mixed Use Planned Unit Development ordinance, identifying issues with the ordinance by June 30, 2020 and completing a draft ordinance by September 30, 2020.
3. Complete a plan for the review and update of the Master Plan in 2020.
4. Revise the sign ordinance so it is content neutral, identifying issues with the ordinance by June 30, 2020 and completing a draft ordinance by the end of the year.

The above goals will not preclude the Planning Commission from working on other projects; they simply provide a guide for activities for the year. The following motion is included to formally adopt the 2020 Planning Commission goals.

- **Motion to adopt the 2020 Planning Commission goals**

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