



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
Downtown Development Authority
March 5, 2018 7:30 am
Municipal Building-Town Hall Room
5151 Marsh Rd. Okemos



1. CALL MEETING TO ORDER
2. MISSION: The Meridian Township DDA mission is to beautify and revitalize downtown Okemos as a very desirable place to shop, live, and do business. It is a commitment to promoting and improved quality of life by creating a friendly, walkable community embracing the natural aesthetics of the river and parks.
3. APPROVAL OF AGENDA
4. MINUTES-January 8, 2018
5. PUBLIC REMARKS
6. PRESENTATION – None Scheduled
7. FINANCIAL REPORT
8. AUTHORIZATION OF PAYMENTS
9. NEW BUSINESS
 - A. Annual Report
 - B. Meridian Redevelopment Fund
 - C. Future Tax Capture Plan
10. OLD BUSINESS
 - A. MUPUD Zoning Ordinance Amendment Update
11. CHAIR REPORT
12. STAFF REPORT
 - A. Development Projects Update
13. TOWNSHIP MANAGER REPORT
14. TOWNSHIP BOARD REPORT
15. OPEN DISCUSSION/BOARD COMMENTS
16. PUBLIC REMARKS
17. NEXT MEETING DATE
 - A. May 7, 2018, 7:30am
18. ADJOURNMENT

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting:
Township Manager Frank L. Walsh, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4258 - Ten Day Notice is Required.
Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall



Charter Township of Meridian
Downtown Development Authority (DDA)
5151 Marsh Road, Okemos, MI 48864
Monday, January 8, 2018 – Minutes (Draft)

Members

Present: Bill Cawood, Susan Fulk, Renee Korrey, Jim Spanos, Will Randle and Sherry Fisher

Members Jim Raynak, Scott Weaver and Supervisor Ron Styka

Absent:

Staff

Present: Economic Development Director Chris Buck, Director of Community Planning and Development Mark Kieselbach, Executive Assistant Michelle Prinz, and Finance Director Miriam Mattison

Others

Present: None

1. CALL MEETING TO ORDER

Chair Fulk called the meeting to order at 7:32 am.

2. APPROVAL OF THE AGENDA

MOTION BY MEMBER CAWOOD TO APPROVE AGENDA. SUPPORTED BY MEMBER KORREY. MOTION APPROVED 6-0.

3. APPROVAL OF MEETING MINUTES OF DECEMBER 4, 2017

MOTION BY MEMBER KORREY TO APPROVE MINUTES. SUPPORTED BY MEMBER SPANOS. MOTION APPROVED 6-0.

4. PUBLIC REMARKS

None.

5. PRESENTATION

None.

6. FINANCIAL REPORT

a. December 2017 Financial Report

Staff provided a summary update on the December 2017 Financial Report. Report on file.

7. AUTHORIZATION OF PAYMENTS

MOTION BY MEMBER CAWOOD TO AUTHORIZE PAYMENTS. SUPPORTED BY MEMBER FULK. MOTION APPROVED 6-0.

8. NEW BUSINESS

None.

9. OLD BUSINESS

None.

10. CHAIR REPORT

None.

11. STAFF REPORT

Director Buck reviewed the recent development projects. He reviewed the density discussion and process. He shared the EDC resolution that was made following the DDA letter after last month's meeting. The density item will be on the Board agenda on January 9, 2018 and they will decide the next steps in the process. He reviewed the drafted MUPUD language. Director Buck shared he has attended several meetings with the Four Corner Alliance and is keeping the lines of communication open on this process.

12. PUBLIC REMARKS

None.

13. TOWNSHIP BOARD REPORT

None.

14. OPEN DISCUSSION/BOARD COMMENTS

None.

15. NEXT MEETING DATE

a. March 5, 2018, 7:30am

16. ADJOURNMENT

The meeting adjourned without objection at 8:25am.

Chris Buck

From: Michelle Prinz
Sent: Tuesday, February 27, 2018 4:31 PM
To: Chris Buck
Subject: DDA Expenses

Follow Up Flag: Follow up
Flag Status: Flagged

Chris,
Below are the 2 Consumers Energy bills for the DDA's approval:

Date	Check #	Vendor Name	Description	Amount
1/25/2018	1078	Consumers Energy	electricity	\$185.40
2/18/2018	1079	Consumers Energy	electricity	\$134.79
			TOTAL	\$320.19



Michelle Prinz
Executive Assistant
prinz@meridian.mi.us
W 517.853.4258 | F 517.853.4251
5151 Marsh Road | Okemos, MI 48864
meridian.mi.us

Send completed form to: Treas-StateSharePropTaxes@michigan.gov	Municipality Name	TIF Plan #	For Calendar Year taxes
	Enter authority type from list:		2017

Annual Report on Status of Tax Increment Financing Plan

A Revenue:

Tax Increment Revenues July 2017	\$	7,330
Tax Increment Revenues December 2017	\$	15,162
Property taxes - from DDA levy	\$	-
Interest	\$	-
State reimbursement for PPT loss (Form 5176 and 4650)	\$	18,288
Other income (grants, fees, donations, etc.)	\$	-
Total	\$	40,781

B Bond Reserve

	\$	-
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C Expenditures

(use data from your TIF plan)

Community Development	\$	-
Street Light Installment Note (project #1)	\$	149,500
Accrued Interest Payable (project #2)	\$	1,496
(project #3)	\$	-
Lease	\$	-
Debt Service - Bond 1		
Principal	\$	-
Interest	\$	-
Bond Fees	\$	-
Debt Service - Bond 2		
Principal	\$	-
Interest	\$	-
Bond Fees	\$	-
Debt Service		
Principal	\$	-
Interest	\$	-
Bond Fees	\$	-
Total	\$	150,996

D Outstanding bonded Indebtedness

Principal	\$	-
Interest	\$	-
Total	\$	-

E CAPTURED VALUES

PROPERTY CATEGORY	E ₁		E ₂		F (E ₁ - E ₂)	
	Current Taxable Value	Initial (base year) Assessed Value	Current Taxable Value	Initial (base year) Assessed Value	Captured Value	
Ad valorem PRE Real	\$ 620,942	\$ 373,597	\$ 620,942	\$ 373,597	\$ 247,345	
Ad valorem non-PRE Real	\$ 14,749,373	\$ 13,802,353	\$ 14,749,373	\$ 13,802,353	\$ 947,020	
Ad valorem industrial personal	\$ 33,100	\$ 42,900	\$ 33,100	\$ 42,900	\$ (9,800)	

The yellow box is for local unit use--it is not required

Overall Tax rates captured by TIF plan	
	TIF Revenue
19.5894000	\$4,845.34
19.5894000	\$18,551.55
19.5894000	(\$191.98)

Ad valorem commercial personal	\$ 2,360,650	\$ 2,438,700	\$ (78,050)	19.5894000	(\$1,528.95)
Ad valorem utility personal	\$ 146,700	\$ -	\$ 146,700	19.5894000	\$2,873.76
Ad valorem other personal	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility real property, 0% SET exemption	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility real property, 50% SET exemption	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility real property, 100% SET exemption	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility personal property on industrial class land	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility personal property on commercial class la	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility personal property, all other	\$ -	\$ -	\$ -	0.0000000	\$0.00
Commercial Facility Tax New Facility	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT Replacement Facility (frozen values)	\$ -	\$ -	\$ -	0.0000000	\$0.00
Commercial Facility Tax Restored Facility (frozen values)	\$ -	\$ -	\$ -	0.0000000	\$0.00
Commercial Rehabilitation Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Neighborhood Enterprise Zone Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Obsolete Property Rehabilitation Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Eligible Tax Reverted Property (Land Bank Sale)	\$ -	\$ -	\$ -	0.0000000	\$0.00
Exempt (from all property tax) Real Property	\$ -	\$ -	\$ -	0.0000000	\$0.00
Exempt Personal Property 211.9m, 9n, 9o	\$ -	\$ 105,000	\$ (105,000)	19.5894000	(\$2,056.89)
Total Captured Value		\$ 16,762,550	\$ 1,148,215		\$22,492.84 Total TIF Revenue

G Tax Increment Revenues Received	<i>(there may be a timing difference from item A revenue)</i>	
From local school districts-operating	\$ -	
From local school districts-debt	\$ -	
From intermediate school districts	\$ -	
From State Education Tax (SET)	\$ -	
From state share of IFT and other specific taxes**	\$ -	
From counties	\$ 19,470	
From municipalities (city, twp, village)	\$ 14,275	
From libraries (if levied separately)	\$ -	
From community colleges	\$ -	
From special or regional authorities (fire, park, EMS, etc.)	\$ 1,378	
Total	\$ 35,122	

These lines should show who would have received the revenue if it had not gone to the authority, regardless of whether the property was subject to ad valorem or specific taxes. See "Normal flow of K-12 taxes" worksheet to help measure this.

Note: Amounts in Section G should include both ad valorem and specific (IFT, CFT, etc.) taxes. Do not put PA 198 and PA 255 taxes on a separate line; include specific taxes captured on the lines describing the jurisdictions from which they were captured.

**** This is the school operating mills and SET mills used to calculate the IFT and other specific taxes**

H Number of Jobs Created	1
I Additional Information	
J Corridor Improvement Authorities only: Type and cost of capital improvements in developme	\$ - \$ - \$ -

MERIDIAN REDEVELOPMENT FUND - *DRAFT*

INTRODUCTION

Thank you for your interest in the Meridian Redevelopment Fund (MRF). The Township, has determined specific areas for redevelopment and has allotted funding to assist developers, land owners and business owners to improve the esthetic, functionality and economic viability of their properties.

Before you apply, we encourage you to be acquainted with the program objectives and requirements mentioned in this packet.

Each funding application is individually evaluated. Approval for funding will be determined by, in order; staff, the Economic Development Corporation and the Township Board. Each will consider the financial needs of the applicant and the degree of public benefit to be derived from the funding.

Intent:

The primary intent of the Meridian Redevelopment Fund is to further the economic development goals and objectives of the Township as set forth by its 2017 Master Plan. The funds are to be used as an economic development tool to retain, expand or attract mixed-use development in downtown Okemos (Okemos & Hamilton Roads) and downtown Haslett (Haslett & Marsh Roads) – see maps for geographic details.

Applications may be submitted for consideration at any time and will be considered on a first-come, first-served basis. The MRF program is of indeterminable duration and the Township may elect to cease funding new projects at any time or when funds are depleted.

Eligible Uses:

Projects must be located within the within the geographic boundaries as outlined in Attachments A & B.

Funds may be used for a variety of project phases, including but not limited to: infrastructure improvement (roads, sidewalks or utility improvements), wayfinding, pocket parks or other place-making amenities (pavilions, amphitheaters, bike racks, awnings, benches) among many others.

Unless otherwise defined in the funding documents, once funding is approved and subsequent paperwork has been consummated, the applicant must start the project within 90 days as evidenced by ordering the goods or services for which the funding is being sought. The phase of the project that the funding was required to complete must be fulfilled within 1 year of the approval date.

Funding Terms and Conditions:

Funding may be delivered either by grant or loan at the Board's determination based on the merits of the project. Grants will likely be in the form of reimbursement. Loan terms, interest rates and repayment schedule will be made fully clear in the Townships correspondence after the project has been considered. Funding documents will clarify the need for collateral and will require the Township be named in first position for repayment in the event of default and/or bankruptcy. The Township may also recommend other funding mechanisms it has information about or access to.

If you have any questions, please contact the Economic Development Director, Chris Buck at 517.853.4568, or by e-mail at buck@meridian.mi.us. The application, with the attached forms and supporting documents can be e-mailed, or mailed to:

Meridian Township Redevelopment Fund
c/o Economic Development Director
5151 Marsh Road
Okemos, MI 48864

MERIDIAN REDEVELOPMENT FUND

SUMMARY OF THE APPLICATION PROCESS

Step 1. Create a development plan with renderings that describe the purpose of the request, and why it is needed and important to the community.

Step 2. Submit a completed application, including supporting materials and renderings, to the Economic Development Director via e-mail at buck@meridian.mi.us. Staff will review your application for completeness.

Step 3. Staff will determine eligibility and feasibility of the project. The staff may also work with the applicant to clarify any ambiguity.

Step 4. The EDD will place the application on an upcoming meeting agenda of the Meridian Township Economic Development Corporation (EDC). The EDC meets on a monthly basis.

Step 5. With the assistance of the EDD, the applicant will present the project funding request to the EDC board at the scheduled meeting. The EDC Board will then make a decision about your loan application. Depending on the size and scope of the request, the Board may require multiple meetings to garner support for the project. You will be notified via e-mail of the decision.

Step 6. If approved, the EDD and EDC Board Chair will add the request to an upcoming Township Board meeting, which typically meets twice per month. The EDD, EDC Board Chair and/or applicant will present the project and funding request. The Township Board will make the determination as to whether the funding request will be granted and what the terms will be. Depending on the size and scope of the request, the Board may require multiple meetings to garner support for the project. You will be notified via e-mail of the decision.

Step 7. If approved, staff will prepare the appropriate loan documents. Within ten business days of approval, you will receive a commitment letter summarizing the conditions of the funding agreement, including the required use of the funds, whether the funds are a grant or loan, and repayment terms, if any.

Step 8. The grant or loan closing will be scheduled, with collaboration of the Township's Attorney. Transfer of funds will commence within seven days of the agreements being consummated.

MERIDIAN REDEVELOPMENT FUND

APPLICATION

Company Name:

Primary Contact:

Title:

Address:

Office Phone:

Mobile Phone:

E-Mail:

Corporate Form: (LLC, S-Corp, C-Corp, Sole Proprietorship, Partnership, Other):

Corporate Officers & Titles:

Company Description (who are you and what do you do?):

Describe the project in its entirety and why it benefits Meridian Township and its residents. Include the component you are requesting funding for:

What is your estimate cost for the entire project? Provide, in detail, *your personal financial position* and general funding sources for this project:

When do you plan to commence and complete work?

Will your end product create jobs? How many, part-time or full-time? Wage range?

Please add any additional information that will help the EDC or Township Board evaluate your request:

Please provide the names and municipalities of any projects you've completed within the past five years:

List three professional references of people who understand or are involved in your current or past projects:

Name:
Organization:
Phone:
E-Mail:

Name:
Organization:
Phone:
E-Mail:

Name:
Organization:
Phone:
E-Mail:

My signature below certifies that all the information contained in this application is true and complete. I authorize the Meridian Township staff to verify the information contained on this application by contacting the references given. I also understand that the information contained in this application will be used only to determine my eligibility to receive funding and will be kept confidential.

Applicant Signature

Date

Applicant Printed Name

Chapter 86: Zoning

Article IV: District Regulations

Division IV: Other Districts

Section 86-440 Mixed use planned unit development (MUPUD).

(a) Purpose and intent. – ***Remains as written.***

(b) Definitions. – ***Remains as written.***

(c) Permitted locations and uses.

(1) Locations. – ***Remains as written.***

(2) Uses.

a. – b. – ***Remain as written.***

c. Single- and multiple-family residential uses up to a density of 14 dwelling units per acre when developed in conjunction with the redevelopment of an existing building(s) for a use permitted by right or by special use permit in the underlying zoning district and on the same parcel of land.

The ~~maximum~~ density may be increased to ~~no more than~~ 18 dwelling units per acre by offering four or more additional unique and extraordinary amenities acceptable to the Township.

d. Single- and multiple-family **RESIDENTIAL** uses up to a density of 10 dwelling units per acre when developed in conjunction with the development of an undeveloped site for a use permitted by right or by special use permit in the underlying district and on the same parcel of land.

E. FOR MIXED-USE PUDS WITHIN THE OKEMOS DOWNTOWN SHOWN ON MAP 1 AND THE HASLETT DOWNTOWN SHOWN ON MAP 2 THE TOWNSHIP BOARD MAY IN ITS DISCRETION APPROVE A HIGHER DENSITY PER ACRE OF RESIDENTIAL DWELLING UNITS AND AN INCREASE IN THE HEIGHT OF A BUILDING BASED UPON THE DEGREE TO WHICH THE PROPOSED MIXED-USE PUD COMPLIES WITH THE FOLLOWING PERFORMANCE CRITERIA:

1. ARCHITECTURAL DESIGN AND PLACEMENT OF BUILDING(S) ON THE PARCEL(S) WILL BE CONSISTENT WITH THE VISION OF THE MASTER PLAN AND ARE TO INCLUDE SUSTAINABILITY AND ENVIRONMENTAL CONSIDERATIONS, AND MUST PRODUCE AT LEAST 15% OF ITS ANNUAL ENERGY USAGE FROM RENEWABLE ENERGY RESOURCES. ACHIEVING ENERGY STAR OR LEED SILVER STANDARDS OR BETTER IS HIGHLY VALUED.

2. A PARKING PLAN THAT PROVIDES UNIFIED DESIGN ELEMENTS WITH THE MAIN BUILDING THROUGH THE USE OF SIMILAR BUILDING MATERIALS AND COLOR, AND ARCHITECTURAL STYLE.

3. AN INNOVATIVE DESIGN INCLUDING A NUMBER OF DIFFERENT UNIT TYPES, SIZES AND FLOOR PLANS ARE AVAILABLE WITHIN THE MIXED-USE PUD.

4. THE INTERIORS OF THE DWELLING UNITS PROVIDE UNIQUE FEATURES AND CONVENIENCES THAT DISTINGUISH THEM FROM STANDARD RESIDENTIAL UNITS AND CREATE A UNIQUE AND ATTRACTIVE LIVING ENVIRONMENT NOT COMMONLY FOUND IN THE TOWNSHIP.

5. THE MIXED-USE PUD PROVIDES COMMON AREAS AND/OR AMENITIES FOR RESIDENTS AND COMMUNITY MEMBERS SUCH AS GATHERING SPACES, GARDENS, COURTYARDS, PAVILIONS, POCKET PARKS, SWIMMING POOLS, EXERCISE ROOMS, STORAGE ROOMS, LOCKERS, COVERED PARKING, ETC.

6. THE MIXED-USE PUD PROMOTES PEDESTRIAN MOVEMENTS AND CONVENIENT TRANSPORTATION BY PROVIDING CONVENIENT ACCESS FROM THE RESIDENTIAL UNITS TO THE PUBLIC PEDESTRIAN/BICYCLE PATHWAY SYSTEM AND TRANSPORTATION SYSTEMS AS OUTLINED IN THE MASTER PLAN.

7. THE MIXED-USE PUD PROVIDES OPPORTUNITIES FOR SHARED PARKING, ACCESSWAYS, DRIVEWAYS, ETC., WITH ADJOINING PROPERTIES OR PROVIDES ADDITIONAL PARKING SPACES THAT MAY BE USED BY THE PUBLIC.

8. THE MIXED-USE PUD PROVIDES NON-RESIDENTIAL USES ON THE GROUND FLOOR(S) AND THE DEVELOPMENT DEMONSTRATES A SOLID PLAN FOR SUSTAINABLE COMMERCIAL AND/OR OFFICE SPACE USAGE.

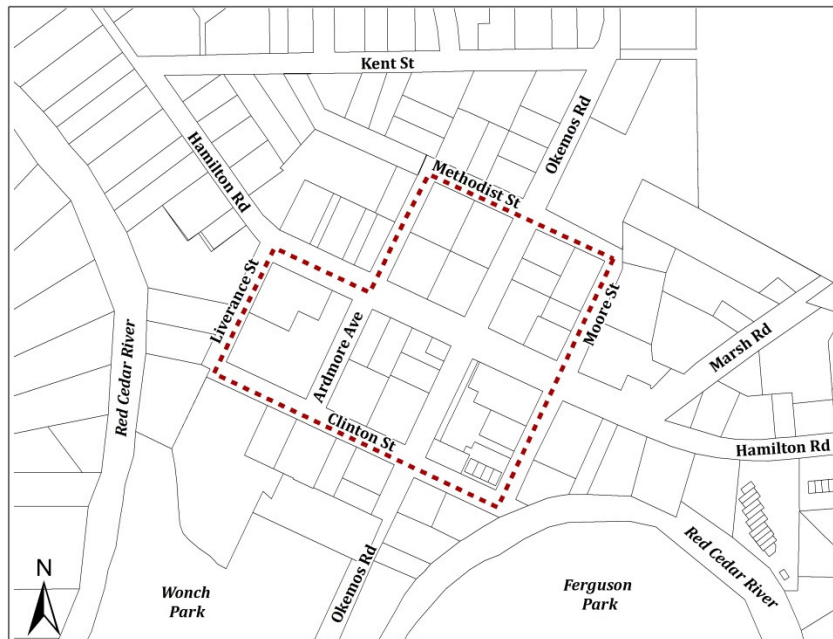
9. THE PROPOSED DEVELOPMENT DENSITY WILL NOT NEGATIVELY IMPACT THE CHARACTER, AESTHETICS, SAFETY, OR WELFARE OF SURROUNDING BUSINESSES AND NEIGHBORHOODS.

10. THE PROPOSED DEVELOPMENT DENSITY WILL TAKE INTO CONSIDERATION THE IMPACT TRAFFIC PATTERNS AND THE PROPOSED IMPACT WILL BE CLEARLY DEMONSTRATED DURING THE APPROVAL PROCESS.

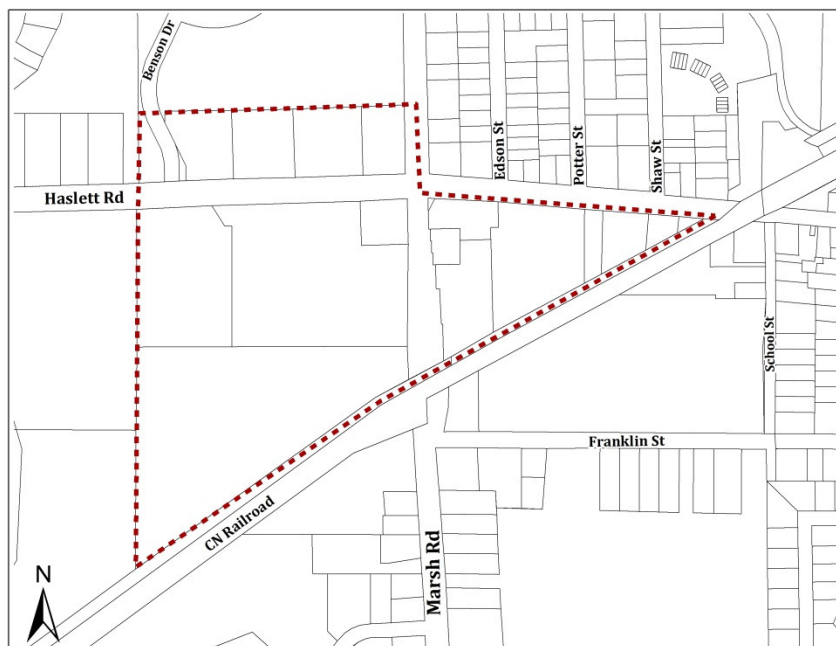
11. THE PROPOSED DEVELOPMENT DENSITY WILL NOT CAUSE AN INCREASED NEED FOR PUBLIC SAFETY SERVICES DUE TO INFLUX OF POPULATION.

12. THE PROPOSED DEVELOPMENT OFFERS SOLUTIONS TO INFRASTRUCTURE SHORTFALLS AND MAKES EFFORTS TO PRESERVE EXISTING STRUCTURES.

MAP 1. BOUNDARY OF OKEMOS DOWNTOWN



MAP 2. BOUNDARY OF HASLETT DOWNTOWN



e f. Uses may be mixed vertically and/or horizontally.

(d) Phasing. – ***Remains as written.***

(e) Amenities. – ***Remains as written.***

Zoning Amendment #18020 (Township Board)
February 26, 2018

(f) Design standards. – ***Remains as written.***

(g) Procedure. – ***Remains as written.***

(h) Effect of issuance. – ***Remains as written.***

(i) Amendments. – ***Remains as written.***

(j) Enforcement. – ***Remains as written.***



CHARTER TOWNSHIP OF MERIDIAN Development Projects Update

February 2018

Businesses Opened:

- **Sprint Store**, 3520 Okemos Road, Suite 9 (Okemos & Jolly)
- **Waldo's Waffle and Ice Cream**, Meridian Mall

Ribbon Cuttings/Opening Imminent:

New Businesses Coming

- **Launch Trampoline Park**, 50k sq. ft. of Gordmanns (Meridian Mall)
- **Commercial Bank**, vacant 5/3 bank on Jolly Road. Plan to open in May.
- **Lotus Beauty Lounge**, Meridian Mall
- **Judes Barber Shop – 3499 Lake Lansing Road**
- **Baskin-Robbins**, 1917 Grand River Ave
- **Fox Lansing Nissan**, Grand River Ave

Projects under consideration

- **Hannah Farms East**, mixed use/student housing proposed at Eyde Pkwy/Hannah Boulevard.
- **LaFontaine**, Chrysler/Jeep/Dodge Dealer proposed at 1614 W. Grand River Ave
- **Panera Bread**, Proposing to demo and rebuild BD Mongolian Grill. Drive-through proposed.
- **Silverstone Estates**, 25 single family residential homes at Powell Road north of Grand River

Projects under construction

- **Great Lakes Interiors** - 5,600 square foot office furniture retailer at 2076 Towner Road.
- **Red Cedar Flats** - 112 unit, mixed use project with 11,800 square feet of commercial space on Northwind Drive.
- **Elevation** - mixed use project 350+ residential units and 21,000 sq ft commercial at Jolly Oak
- **Ingham County Medical Care Facility** – 64,000 square foot (48 room) addition at 3860 Dobie.
- **Whitehills Lakes South #2** –21 single family lots @ Saginaw Highway/Lake Lansing Road.
- **Georgetown #4** – initial site work underway for 22 single family lots at Tihart/Cornell Roads.
- **Sierra Ridge #3** – initial site work underway for 20 single family lots Lake Lansing/Newton.
- **Marriot Courtyard** –97 rooms at SW corner of Jolly Oak Road/Meridian Crossing Drive.

Projects approved/not yet commenced

- **Portnoy and Tu dentist office** –4,332 square foot dental office at 2476 Jolly Road.
- **Tilted Kilt**, new restaurant at 5000 Northwind Drive (Red Cedar Flats)

Closings/Moves

- **Famous Taco**, Haslett Village Square