

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

**January 11, 2021**

**Meeting held virtually using the Zoom web conferencing application  
7:00 P.M.**

**PRESENT: Commissioners McConnell, Hendrickson, Cordill, Shrewsbury, Trezise,  
Premoe, Snyder, Blumer, Richards (7:33 P.M.)**

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

**1. CALL MEETING TO ORDER**

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

**2. PUBLIC REMARKS – NONE**

**3. APPROVAL OF AGENDA**

Commissioner Cordill moved to approve the agenda.

Seconded by Commissioner McConnell.

VOICE VOTE: Motion approved unanimously.

**4. APPROVAL OF MINUTES**

A. December 14, 2020 Regular Meeting

Commissioner Premoe moved to approve the minutes.

Seconded by Commissioner Blumer.

VOICE VOTE: Motion approved unanimously.

**5. COMMUNICATIONS- NONE**

**6. PUBLIC HEARINGS - NONE**

**7. UNFINISHED BUSINESS**

**A. Election of Officers**

Commissioner Trezise moved to re-elect Chair Hendrickson for 2021.

Supported by Commissioner Cordill.

VOICE VOTE: Motion approved unanimously.

Commissioner Cordill moved to re-elect Vice-Chair Trezise for 2021.

Supported by Commissioner Blumer.

VOICE VOTE: Motion approved unanimously.

Commissioner Cordill moved to re-elect Commissioner Richards as Secretary.

Supported by Commissioner McConnell

Commissioner Richards was not in attendance yet at the meeting, but later agreed to be re-elected.

VOICE VOTE: Motion approved unanimously.

#### **B. ZBA Representative and Board/Commission Liaison assignments**

Vice-Chair Trezise asked for a motion to re-elect Chair Hendrickson for 2021. 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 Chair Hendrickson, who was appointed at the May 18, 2020 meeting following the resignation of the previous representative.

Motion by Commissioner Blumer to re-appoint Chair Hendrickson as the Planning Commission representative on the Zoning Board of Appeals for 2021.

Supported by Commissioner Shrewsbury.

VOICE VOTE: Motion approved unanimously.

Chair Hendrickson reviewed the list of other Meridian Township boards and commissions the Planning Commission members are representatives/liaisons for and noted the dates and times they conduct their regular meetings.

Commissioner Premoe noted he has not been sworn in yet for the Brownfield Redevelopment Authority and Principal Planner noted he would follow up with the Clerk's office.

Chair Hendrickson noted it would be good to have the commissioner's jump in somewhere even if serving as a back-up.

Director Kieselbach noted Commissioner Richards mentioned at last month's Transportation Commission meeting that he would like to be replaced, if possible.

Commissioner Shrewsbury stated difficulty in committing to additional boards and commission meetings due to her professional work responsibilities but appreciates the reports and fellow commissioners who are assuming the responsibilities.

Chair Hendrickson reviewed the 2021 updated board/commission appointments as follows:

- Corridor Improvement Authority (CIA) – Commissioner Cordill
- Downtown Development Authority (DDA) – Commissioner Blumer
- Environmental Commission – Commissioner McConnell
- Economic Development Corporation (EDC) – Vice-Chair Trezise
- Transportation Commission – Commissioner Snyder
- Brownfield Redevelopment Authority (BRA) – Commissioner Premoe

**C. 2021 Planning Commission Goals**

Chair Hendrickson reviewed the list of 2020 goals Principal Planner Menser provided in the meeting packet and the Planning Commissioners discussed their progress and hurdles (due to the pandemic).

Planning Commission Discussion:

- Progress was made on the Form Based Code ordinance draft but the intended completion date of April 30, 2020 was missed.
- No action was taken to address revisions to the Zoning ordinance and Zoning map with action plan on page 15 of the Master Plan.
- A subcommittee was created to work on updating the Mixed Use Plan Development ordinance and progress was made during the last quarter of the year.
- Completing a plan for review and updating the Master Plan in 2020 did not get done.
- The sign ordinance draft was not completed by the end of the year. This process will be detailed and we are running a few years behind some of the court cases that are controlling it.
- Consult with the Zoning Board of Appeals to get feedback on what kind of sign related cases have been presented.
- Principal Planner Menser reviewed the items that needed to be looked at on the Action Plan on page 15 of the Master Plan for the revisions to the Zoning ordinance and Zoning map.

Commissioner McConnell wanted to commend Chair Hendrickson for an excellent presentation at the recent Township Board meeting with his PowerPoint presentation on Form Base Code.

Chair Hendrickson noted the goals listed seem reasonable as discussed by the Planning Commission and asked for a motion to adopt them for the 2021 year.

1. Implementation and finalization of updating the Mixed Use Planned Unit Development (MUPUD) ordinance by end of March 2021.
2. Revise the sign ordinance by end of October 2021.
3. Completion of Form Base Code ordinance changes by end of June 2021
4. Begin the process of updating the Future Use Land Map in anticipation of the 2022 Master Plan Revision by end of December 2021.

Commissioner Premoe moved to adopt the 2021 Planning Commission goals

Supported by Commissioner Blumer

VOICE VOTE: Motion approved unanimously.

Chair Hendrickson noted the assignment of Subcommittee's to assist with goalsetting for 2021:

- Mixed Use Planned Unit Development (MUPUD) ordinance subcommittee members- Commissioner Premoe, Commissioner Cordill, and Commissioner Richards.
- Form Base Code subcommittee members- Chair Hendrickson, Vice-Chair Trezise, Commissioner McConnell and Commissioner Snyder.
- Sign Ordinance subcommittee members- Commissioner Blumer, Commissioner Shrewsbury, and Commissioner Richards.

- Future Use Land (FUL) subcommittee members- Commissioner Snyder, Commissioner McConnell, Commissioner Cordil, and Chair Hendrickson.

**D. Form Base Code**

Principal Planner Menser noted Chair Hendrickson attended the Township Board meeting last week and delivered a comprehensive PowerPoint presentation on Form Base Code, great job.

Principal Planner Menser will continue working on the draft of the updated Form Base Code ordinance and will have available at a future meeting.

**8. OTHER BUSINESS - NONE**

**9. REPORTS AND ANNOUNCEMENTS**

**A. Township Board update.**

Principal Planner Menser provided a summary of the Township Board meeting held on January 5, 2021 and noted the next Township Board meeting will be January 19, 2021.

Principal Planner Menser also noted there is a meeting scheduled for January 26, 2021 with the Township Board and the Township's Boards and Commissions at 6:00 P.M. via Zoom and he will send an email invitation to attend. This provides an opportunity for everyone to share goals and accomplishments within the Township.

**B. Liaison reports.**

- Chair Hendrickson provided an update from attending the December Zoning Board of Appeals meeting.
- Commissioner McConnell provided an update from attending the Environmental Commission meeting on January 6, 2021.
- Commissioner Trezise noted the Downtown Development Authority and Economic Development Corporation both met the first week of January but he was unable to attend.

Commissioner McConnell noted some discussion recently regarding the Village of Okemos and it brought up some questions about the ability to rent office space in the Township and the office space and how long it might continue. Can we get some information about what kind of commercial or office occupancy rates are and what the trends might be in the future? Principal Planner said he would work with Director Clark to get some information.

**10. PROJECT UPDATES**

- A. New Applications - None
- B. Site Plans Received - None
- C. Site Plans Approved - None

**11. PUBLIC REMARKS - NONE**

**12. ADJOURNMENT**

Commissioner Richards moved to adjourn the meeting.

Supported by Commissioner McConnell.

VOICE VOTE: Motion carried unanimously.

Chair Hendrickson adjourned the regular meeting at 8:11 p.m.

Respectfully Submitted,

Debbie Budzynski, Recording Secretary