



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
PLANNING COMMISSION – REGULAR MEETING
March 22, 2021 7PM

1. CALL MEETING TO ORDER
2. PUBLIC REMARKS
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
 - A. March 8, 2021 Regular Meeting
5. COMMUNICATIONS - None
6. PUBLIC HEARINGS
 - A. Special Use Permit #21021 (Mr. R's Driving School), install a driver's education road test course in the parking lot behind the shopping center at 1575 Haslett Road.
7. UNFINISHED BUSINESS
 - A. Rezoning #21020 (Martin Investment Properties, Inc.), rezone approximately six acres (three parcels) located on the north side of Jolly Road, east of Kansas Road from I (Industrial) and RA (Single Family-Medium Density) to PO (Professional and Office).
 - B. Special Use Permit #21011 (Lansing Mart Associates, LLC), excavate approximately 23,813 cubic feet (approximately 881 cubic yards) of soil from the floodplain to construct a retention pond at 2020 Grand River Avenue that will serve several commercial properties in the surrounding area.
8. OTHER BUSINESS
 - A. MUPUD ordinance.
9. REPORTS AND ANNOUNCEMENTS
 - A. Township Board update.
 - B. Liaison reports.
10. PROJECT UPDATES
 - A. New Applications
 1. Rezoning #21021 (New China of Michigan), rezone 0.42 acre RC (Multiple Family-maximum 14 dwelling units per acre) to RCC (Multiple Family-maximum 34 dwelling units per acre) at 5114 Jo Don Drive.
 - B. Site Plans Received - None
 - C. Site Plans Approved - None
11. PUBLIC REMARKS
12. ADJOURNMENT

Zoom meeting ID: 872 0006 8286
Zoom password: 5151

AGENDA page 2
CHARTER TOWNSHIP OF MERIDIAN
PLANNING COMMISSION MEETING
March 22, 2021 7PM

TENTATIVE PLANNING COMMISSION AGENDA
April 12, 2021

1. PUBLIC HEARINGS
 - A. Rezoning #21021 (New China of Michigan), rezone 0.42 acre RC (Multiple Family-maximum 14 dwelling units per acre) to RCC (Multiple Family-maximum 34 dwelling units per acre) at 5114 Jo Don Drive.

2. UNFINISHED BUSINESS - None

3. OTHER BUSINESS
 - A. Mixed Use Planned Unit Development (MUPUD) ordinance review.

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**

DRAFT

March 8, 2021

Meeting held virtually using the Zoom web conferencing application

7:00 P.M.

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

ABSENT: None

STAFF: Director of Community Planning & Development Mark Kieselbach, Principal Planner Menser, Neighborhoods and 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

- A. Shereen Tabrizi and John Faichney, 3566 Kansas Road and 3917 Sheldrake Avenue, spoke representing 17 individuals who signed a petition, in opposition to Rezoning #21020.
- B. Jim Halm, 3535 Kansas Road, spoke in opposition to Rezoning #21020.
- C. Ken and Brenda Miller, 3681 Kansas Road, spoke in opposition to Rezoning #21020.
- D. Carlene Hooker, 3663 Kansas Road, spoke in opposition to Rezoning #21020.
- E. Piotir Lupa, 3575 Kansas Road, spoke in opposition to Rezoning #21020.
- F. Joell Ackerman, 3521 Indiana Road, spoke in opposition to Rezoning #21020.

3. APPROVAL OF AGENDA

Commissioner Blumer moved to approve the agenda.

Seconded by Commissioner Premoe.

VOICE VOTE: Motion approved unanimously.

4. APPROVAL OF MINUTES

- A. February 22, 2021 Regular Meeting

Commissioner Premoe moved to approve the minutes.

Seconded by Commissioner Trezise.

VOICE VOTE: Motion approved unanimously.

Commissioner Cordill commented on a few bullet points in the Planning Commissioners discussion, on page two, should note "according to Trustee Opsommer".

Commissioner Premoe accepted as a friendly amendment.

VOICE VOTE: Motion approved unanimously.

5. COMMUNICATIONS

Chair Hendrickson noted four communications and a petition received in the packet.

6. PUBLIC HEARINGS

- A. Rezoning #21020 (Martin Investment Properties, Inc.), rezone approximately six acres (three parcels) located on the north side of Jolly Road, east of Kansas Road from I (Industrial) and RA (Single Family Medium Density) to PO (Professional and Office).

Chair Hendrickson opened the public hearing at 7:18 p.m.

Principal Planner Menser provided an overview of the request and noted the documents could be found starting on page 15 of the staff memo.

Chris Buck, the applicant's representative, 1111 Michigan Avenue, with Martin Investment Properties, spoke about the request and stated the intent for the request at this time is for the rezoning and use of the land and not the potential future development. He stated he would be available to answer questions.

Public Comments:

- A. John Faichney, 3566 Kansas Road, spoke in opposition to Rezoning #21020.
 B. Jim Halm, 3535 Kansas Road, spoke in opposition to Rezoning #21020.
 C. Joell Ackerman, 3521 Indiana Road, spoke in opposition to Rezoning #21020.

Planning Commission Discussion:

- Would all three parcels be necessary for the potential future development or could the request be split and use less space.
- The applicant's responses to the questions in the application do not satisfy the necessary criteria for the request.
- Reviewing the configuration of the property appears like the future potential development might be towards the north end and adjacent to the west, is residential property.
- 2446 Jolly Road is a two-acre parcel that could be rezoned to Professional/Office but there are concerns with 3532 Kansas Road and 3558 Kansas Road as there is too much intrusion into the surrounding residential area.
- There are so many current office space/commercial vacancies now in Meridian Township and is there a demand for building additional office space.
- The applicant's representative, Chris Buck, stated the Jolly Road frontage is a good space for a future project and would allow space for buffering between the project and the residential area.
- According to the traffic study provided there could be a significant increase in traffic. A more thorough traffic report would be done during the site plan review process and the Ingham County Road Department would determine any future traffic changes in the area.
- Looking at an aerial photo map would demonstrate a dramatic change to the northern two parcels.

- There would be a significant impact to 3 residential lots on the west side of Kansas Road.
- There does not seem to be a justification for rezoning the northern two lots.
- The request should be divided into two separate requests. The industrial piece could be rezoned to PO (Professional and Office) but the two residential properties would be a different rezoning request.
- The southern parcel, 2446 Jolly Road, Midwest Power lot could be rezoned as PO professional office PO and operate as a nonconforming use if there is a change in zoning,
- If the request is split, would the applicant find it helpful? The applicant's representative, Chris Buck, asked to be able to table this until the next meeting so he could meet with his applicant and return at the next meeting for further discussion before action is taken by the Planning Commission.

Chair Hendrickson asked Principal Planner Menser if by resolution the Planning Commission could bifurcate the request. Two resolutions will be drafted for the March 22, 2021 Planning Commission meeting in order to be prepared.

A straw poll indicated the Planning Commission would not be in support of the proposal as presented in its current form. This would be a recommendation for denial.

A second straw poll indicated the Planning Commission would be in favor of changing the request to only rezone the southernmost parcel at 2446 Jolly Road parcel to PO (Professional Office).

Principal Planner Menser noted the change, if made, would not require another public hearing because it would be a reduction in the request.

Chair Hendrickson closed the public hearing at 8:18 p.m.

- B. Special Use Permit #21011 (Lansing Mart Associates, LLC), excavate approximately 23,813 cubic feet (approximately 881 cubic yards) of soil from the floodplain to construct a retention pond at 2020 Grand River Avenue that will serve several commercial properties in the surrounding area

Chair Hendrickson opened the public hearing at 8:18 p.m.

Principal Planner Menser provided an overview of the request. He further noted a consultant will be onsite to verify the wetland on March 9, 2021. The consultant is hired by Meridian Township.

Applicants Michelle Shumaker, 3135 Pine Tree Road, Lansing, Michigan, with LSG Engineers and Robert Cohon, representing Lansing Mart Associates, 31500 Northwestern Highway, Farmington Hills, Michigan were in attendance and noted they would be available to answer questions.

Public Comments: None

Planning Commission Discussion:

- The proposed excavation will create a retention pond as there are only wetlands currently in the location and will serve the surrounding businesses with better drainage.

A straw poll indicated the Planning Commission would be in support of the Special Use Permit #21011. A resolution will be provided at the next meeting on March 22, 2021.

Chair Hendrickson closed the public hearing at 8:31 p.m.

7. UNFINISHED BUSINESS

A, Zoning Amendment #21010 (Township Board), amend the Code of Ordinances to require Township Board approval of special use permits for motor vehicle sales and service establishments and automobile dealerships in the C-2 and C-3 (Commercial) zoning districts.

Principal Planner Menser referenced page 71 in the packet includes the staff memo. The only changes to the text of the draft ordinance since the public hearing were to replace the word “new” with “used” in the definition of Used Automobile Dealership. In addition, clarification was made regarding the special use permits requiring final approval from the Township Board after a review by the Planning Commission and the requests include buildings greater than 25,000 square feet in size and commercial medical marihuana facilities.

Planning Commission Discussion:

- The ordinance is changing to add a secondary step to approving new auto dealerships.
- No permissions have been changed in C-2 and C-3 by Special Use Permits. Advisory by Planning Commission and final decision will be made by the Township Board.
- The minimum lot area standards are the same for both districts.
- The resolution applies the review is more rigorous (procedural or looking at the development differently).
- Perhaps change the wording from rigorous to expanded review.
- The review may be more vigorous and not rigorous since the standards are not changing.
- Similar to the Township Board dealing with buildings greater than 25,000 sq feet, other important criteria discussion include significant ground cover and water surface permeability issues so added input is good by the Township Board.

Commissioner Trezise moved to adopt the resolution recommending approval of Zoning Amendment #21010 in accordance with the revised draft ordinance language dated March 4, 2021. Supported by Commissioner McConnell.

Request to tweak the resolution wording in the fourth WHEREAS paragraph to be changed from rigorous to expanded review.

A friendly amendment was made by Commissioner Trezise.

VOICE VOTE: Motion approved unanimously.

ROLL CALL VOTE:

YAYS: Commissioner Trezise, McConnell, Cordill, Shrewsbury, Richards, Blumer, Snyder and Chair Hendrickson.

NAYS: Commissioner Premoe

MOTION CARRIED: 8-1

8. OTHER BUSINESS - NONE

9. REPORTS AND ANNOUNCEMENTS

A. Township Board update.

Principal Planner Menser provided a summary of the Township Board meetings held on February 23, 2021 and March 2, 2021 and noted the next Township Board meeting will be March 16, 2021.

B. Liaison reports.

- Chair Hendrickson provided an update from attending the February 24, 2021 Zoning Board of Appeals meeting. The Planning Commission has been asked to re-evaluate the Sign Ordinance due to the increase in variance requests for commercial wall signs.
- Commissioner Blumer attended the Downtown Development Authority meeting on February 1, 2021.
- Commissioner McConnell provided an update from attending the Environmental Commission meeting on March 3, 2021.

The Planning Commission would like to invite Deputy Township Manager Perry to attend a future meeting so he can share the plan for when road construction takes place during the spring of 2022 on Okemos Road and Grand River Avenue.

10. PROJECT UPDATES

A. New Applications

1. Special Use Permit #21021 (Mr. R's Driving School), install a driver's education road test course in the parking lot behind the shopping center at 1575 Haslett Road.

B. Site Plans Received

1. Site Plan Review #21-01 (Woodward Way LDHA), construct multiple family development consisting of three townhouse buildings and one apartment building with a total of 49 dwelling units

C. Site Plans Approved - None

11. PUBLIC REMARKS - NONE

12. ADJOURNMENT

Commissioner Cordill moved to adjourn the meeting.

Supported by Commissioner Shrewsbury.

VOICE VOTE: Motion carried unanimously.

Chair Hendrickson adjourned the regular meeting at 9:05 p.m.

Respectfully Submitted,
Debbie Budzynski, Recording Secretary



To: Planning Commission

From: Peter Menser, Principal Planner
Keith Chapman, Assistant Planner

Date: March 19, 2021

Re: Special Use Permit #21021 (Mr. R's Driving School), install driver's education training course behind the Haslett Shoptown shopping center at 1575 Haslett Road.

Mr. R's Driving School is requesting a special use permit to operate an outdoor driver-training area behind the Haslett Shoptown shopping Center at 1575 Haslett Road. The classroom facilities of the school are permitted by right in a shopping center in the C-2 (Commercial) zoning district, however, some outdoor activities associated with driver-training require a special use permit under Section 86-404(e)(4) as an open air business activity. The applicant will be using an area that is 35 feet wide and 70 feet long south of the driving school suite for driver training purposes. Striping and cones will be utilized within the 2,450 square foot testing area.

Haslett Shoptown shopping center consists of two buildings near the southeast corner of Marsh and Haslett Roads. One building is 31,122 and the other is 7,518 square feet. The proposed use will be located in the larger building that contains approximately 31,122 square feet of commercial retail space. Mr. R's Driving School currently leases a suite in the southeast corner of the building located at 1575 Haslett Road.

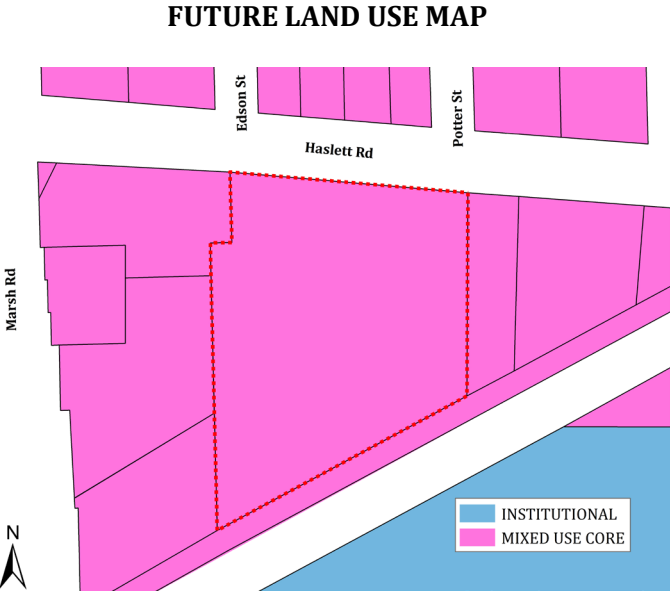
The applicant is requesting that the Planning Commission make a decision on the Special Use Permit the same night as the public hearing.

LOCATION MAP



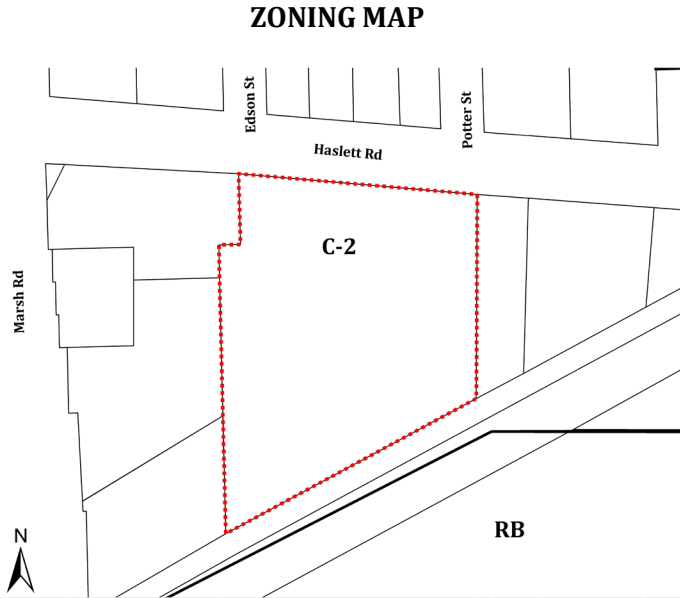
Master Plan

The Future Land Use Map from the 2017 Master Plan designates the subject property in the Mixed Use Core category.



Zoning

The subject site is zoned C-2 (Commercial) which requires a minimum of 100 feet of lot frontage and 10,000 square feet of lot area. The subject site has 365 feet of frontage along Haslett Road and is approximately 3.66 acres in total size.



Physical Features

The site is currently developed with a multi-tenant commercial building and a paved parking lot. The property has two access points on Haslett Road. There are no regulated floodplain or wetland located on the site. This area does not have any special designation on the Township Greenspace Plan.

Streets and Traffic

The approximate 3.66 acre site is located on the south side of Haslett Road and east of Marsh Road. Access to the site is provided by two driveways located on Haslett road. A seven foot wide pathway is installed along the Haslett Road frontage.

Haslett Road tapers from two lanes to four lanes with a center turn lane in front of the subject property. It is classified as a Minor Arterial Street, which requires a setback of 100 feet from the centerline of the right-of-way.

The most recent (2019) traffic count information from the Michigan Department of Transportation (MDOT) Annual Average Daily Traffic (AADT) map showed a total of 4,748 two-way vehicle trips in a 24 hour period on this segment of Haslett Road.

A traffic assessment is required for new special uses or an expansion or change of an existing special use where increase in intensity would generate between 50 to 99 directional trips during a peak hour of traffic. A peak hour of traffic is the hour of the highest volume of traffic entering and exiting the site during a.m. or p.m. hours. Based on the limited amount of traffic resulting from the addition of the outdoor driver-training area to the existing business a traffic assessment is not required for this project.

Staff Analysis

In 2003 a Special Use Permit (SUP #03061) was granted to the applicant to operate an outdoor driver-training area behind the building in the west service area at 1673 Haslett Road in Haslett Village Square. The applicant is now requesting the same use to be allowed in this new location at 1575 Haslett Road.

Parking for the new tenant will be provided by the existing parking lot for the shopping center. Striping and cones will be utilized within the 2,450 square foot testing area. The Fire Inspector has reviewed the set-up and had no concerns.

Planning Commission Options

The applicant has requested the Planning Commission make a decision on the special use permit the same night as the public hearing. Before acting on the applicant's request, the Planning Commission must first suspend Bylaw 6.4a, which states that a decision on a special use permit, zoning request, or ordinance will not be made on the date of the public hearing considering such item. While not done on a regular basis, the Planning Commission has voted on some requests, particularly those that are smaller scale or minor in nature, the same night as the public hearing. The following motion is provided to suspend Bylaw 6.4a for this special use permit request:

- **Move to suspend Planning Commission Bylaw 6.4a to consider Special Use Permit #21021 on the same night as the public hearing.**

The following motion is provided to adopt the resolution to approve the special use permit request.

- **Move to adopt the resolution to recommend approval of Special Use Permit #21021 with conditions.**

Attachments

1. Special use permit application and attachments dated January 27, 2021 and received by the Township January 27, 2021.
2. Resolution to recommend approval.

G:\Community Planning & Development\Planning\SPECIAL USE PERMITS (SUP)\2021\SUP 21021 (Mr. R's Driving School)\SUP 21021.pc1.docx

Dear Honorable Meridian Township Board/Committee members,

Explanation of the project:

After 17+ years in Haslett Village Square, we had to relocate our business because of the sale of the property that we were leasing. We have been in Meridian Township for all 25 years of business and wanted to stay close to our old spot and were very excited to find a home in Shop Town plaza, right across the street from our old/current location.

In addition to driver education, we also have a contract to do Road Tests for the State of Michigan as a third party vendor. The road test includes a parking lot course that takes place at the beginning of the test before an applicant can go on the road.

The parking lot portion of the test requires some lines to be painted on the pavement (permanent) and during the actual test, the placement of 16 traffic cones (temporary/non-permanent).

The area that will have paint on it is 35 ft. wide and 70 ft. long.

Tests are conducted during daylight hours only and a test applicant would be maneuvering among the cones for 5-10 minutes at the beginning of their test.

The proposed location for this paint/cones course will allow plenty of room for vehicles to drive around the building even when there is a test taking place.

Our previous location did NOT have enough room for cars to drive around the building while a test was taking place yet we were able to operate without causing any problems or disruptions in that case, so it seems this new site would absolutely no problem whatsoever.

Thank you for your consideration and all you do to keep Meridian Township a great place to live and conduct business!

Your Partner In Safety,
Jason Redoutey
Mr. R's Driving School

**CHARTER TOWNSHIP OF MERIDIAN
DEPARTMENT OF COMMUNITY PLANNING AND DEVELOPMENT
5151 MARSH ROAD, OKEMOS, MI 48864
PLANNING DIVISION PHONE: (517) 853-4560, FAX: (517) 853-4095**

SPECIAL USE PERMIT APPLICATION

Before submitting this application for review, an applicant may meet with the Director of Community Planning and Development to discuss the requirements for a special use permit and/or submit a conceptual plan for review to have preliminary technical deficiencies addressed prior to submittal of the application. If the property or land use is located in the following zoning districts RD, RC, RCC, RN then the applicant must meet with the Planning Director to discuss technical difficulties before filing a formal application.

Part I

- A. Applicant _____
Address of Applicant _____
Telephone - Work _____ Home _____ Fax _____ Email _____
Interest in property (circle one): Owner Tenant Option Other
(Please attach a list of all persons with an ownership interest in the property.)
- B. Site address / location / parcel number _____
Legal description (please attach if necessary) _____
Current zoning _____
Use for which permit is requested / project name _____
Corresponding ordinance number _____
- C. Developer (if different than applicant) _____
Address _____
Telephone – Work _____ Home _____ Fax _____
- D. Architect, Engineer Planner or Surveyor responsible for design of project if different from applicant:
Name _____
Address _____
Telephone – Work _____ Home _____ Fax _____
- E. Acreage of all parcels in the project: Gross _____ Net _____
- F. Explain the project and development phases:
- G. Total number of:
Existing: structures _____ bedrooms _____ offices _____ parking spaces _____ carports _____ garages _____
Proposed: structures _____ bedrooms _____ offices _____ parking spaces _____ carports _____ garages _____
- H. Square footage: existing buildings _____ proposed buildings _____
Usable Floor area: existing buildings _____ proposed buildings _____
- I. If employees will work on the site, state the number of full time and part time employees working per shift and hours of operation:
- J. Existing Recreation: Type _____ Acreage _____
Proposed Recreation: Type _____ Acreage _____
Existing Open Space: Type _____ Acreage _____
Proposed Open Space: Type _____ Acreage _____

- K. If Multiple Housing:
- Total acres of property _____
- Acres in floodplain _____ Percent of total _____
- Acres in wetland (not in floodplain) _____ Percent of total _____
- Total dwelling units _____
- Dwelling unit mix:
- | | | |
|------------------------------------|----------------|-------------|
| Number of single family detached: | for Rent _____ | Condo _____ |
| Number of duplexes: | for Rent _____ | Condo _____ |
| Number of townhouses: | for Rent _____ | Condo _____ |
| Number of garden style apartments: | for Rent _____ | Condo _____ |
| Number of other dwellings: | for Rent _____ | Condo _____ |

L. The following support materials must be submitted with the application:

1. Nonrefundable Fee.
2. Legal Description of the property.
3. Evidence of fee or other ownership of the property.
4. Site Plan containing the information listed in the attachment to this application.
5. Architectural sketches showing all sides and elevations of the proposed buildings or structures, including the project entrance, as they will appear upon completion. The sketches should be accompanied by material samples or a display board of the proposed exterior materials and colors.
6. A Traffic Study, prepared by a qualified traffic engineer, based on the most current edition of *Evaluating Traffic Impact Studies: A Recommended Practice for Michigan Communities*, published by the State Department of Transportation.
 - a. A traffic assessment will be required for the following:
 - 1) New special uses which could, or expansion or change of an existing special use where increase in intensity would, generate between 50 to 99 directional trips during a peak hour of traffic.
 - 2) All other special uses requiring a traffic assessment as specified in the Township Code of Ordinances, Chapter 86, Article IV, Division 2.
 - b. A traffic impact study will be required for the following:
 - 1) New special uses which would, or expansion or change of an existing special use where increase in intensity would, generate over 100 directional trips or more during a peak hour of traffic, or over 750 trips on an average day.
 - 2) All other special uses requiring a traffic assessment as specified in the Township Code of Ordinances, Chapter 86, Article IV, Division 2.
7. Natural features assessment which includes a written description of the anticipated impacts on the natural features at each phase and at project completion that contains the following:
 - a. An inventory of natural features proposed to be retained, removed, or modified. Natural features shall include, but are not limited to, wetlands, significant stands of trees or individual trees greater than 12 inches dbh, floodways, floodplains, waterbodies, identified groundwater vulnerable areas, slopes greater than 20 percent, ravines, and vegetative cover types with potential to sustain significant or endangered wildlife.
 - b. Description of the impacts on natural features.
 - c. Description of any proposed efforts to mitigate any negative impacts.

The natural features assessment may be waived by the Director of Community Planning and Development in certain circumstances.

- M. Any other information specified by the Director of Community Planning and Development which is deemed necessary to evaluate the application.
- N. In addition to the above requirements, for zoning districts, **RD, RC, RCC, RN, and CV** and **Group Housing Residential Developments** the following is required:
1. Existing and proposed contours of the property at two foot intervals based on United States Geological Survey (USGS) data.
 2. Preliminary engineering reports in accordance with the adopted Township water and sewer standards, together with a letter of review from the Township Engineer.
 3. Ten copies of a report on the intent and scope of the project including, but not limited to: Number, size, volume, and dimensions of buildings; number and size of living units; basis of calculations of floor area and density and required parking; number, size, and type of parking spaces; architectural sketches of proposed buildings.
 4. Seven copies of the project plans which the Township shall submit to local agencies for review and comments.
- O. In addition to the above requirements, a special use application in zoning district **RP** requires the following material as part of the site plan:
1. A description of the operations proposed in sufficient detail to indicate the effects of those operations in producing traffic congestion, noise, glare, air pollution, water pollution, fire hazards or safety hazards or the emission of any potentially harmful or obnoxious matter or radiation.
 2. Engineering and architectural plans for the treatment and disposal of sewerage and industrial waste tailings, or unusable by-products.
 3. Engineering and architectural plans for the handling of any excessive traffic congestion, noise, glare, air pollution, or the emission of any potentially harmful or obnoxious matter or radiation.
- P. In addition to the above requirements, a special use application for a use in the Floodway Fringe of zoning district **CV** requires the following:
1. A letter of approval from the State Department of Environmental Quality.
 2. A location map including existing topographic data at two-foot interval contours at a scale of one inch representing 100 feet.
 3. A map showing proposed grading and drainage plans including the location of all public drainage easements, the limits, extent, and elevations of the proposed fill, excavation, and occupation.
 4. A statement from the County Drain Commissioner, County Health Department, and Director of Public Works and Engineering indicating that they have reviewed and approved the proposal.
- Q. In addition to the above requirements, a special use application for a use in the Groundwater Recharge area or zoning district **CV** requires the following:
1. A location map including existing topographic data at two-foot interval contours.
 2. A map showing proposed grading and drainage plans including the location of all public drainage easements, the limits and extent of the proposed fill, excavation, and occupation.
 3. A statement from the County Drain Commissioner, County Health Department, and Director of Public Works and Engineering indicating that they have reviewed and approved the proposal.
- R. In addition to the above requirements, the Township Code of Ordinances, Article VI, should be reviewed for the following special uses: group housing residential developments, mobile home parks, nonresidential structures and uses in residential districts, planned community and regional shopping center developments, sand or gravel pits and quarries, sod farms, junk yards, sewage treatment and disposal installations, camps and clubs for outdoor sports and buildings greater than 25,000 square feet in gross floor area.

Part II

**SUP REQUEST STANDARDS
Township Code of Ordinances, Section 86-126**

Applications for Special Land Uses will be reviewed with the standards stated below. An application that complies with the standards stated in the Township Ordinance, conditions imposed pursuant to the Ordinance, other applicable Ordinances, and State and Federal statutes will be approved. Your responses to the questions below will assist the Planning Commission in its review of your application.

- (1) The project is consistent with the intent and purposes of this chapter.
- (2) The project is consistent with applicable land use policies contained in the Township's Master Plan of current adoption.
- (3) The project is designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the same area.
- (4) The project will not adversely affect or be hazardous to existing neighboring uses.
- (5) The project will not be detrimental to the economic welfare of surrounding properties or the community.
- (6) The project is adequately served by public facilities, such as existing roads, schools, stormwater drainage, public safety, public transportation, and public recreation, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide any such service.
- (7) The project is adequately served by public sanitation facilities if so designed. If on-site sanitation facilities for sewage disposal, potable water supply, and storm water are proposed, they shall be properly designed and capable of handling the longterm needs of the proposed project.
- (8) The project will not involve uses, activities, processes, materials, and equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
- (9) The project will not directly or indirectly have a substantial adverse impact on the natural resources of the Township, including, but not limited to, prime agricultural soils, water recharge areas, lakes, rivers, streams, major forests, wetlands, and wildlife areas.

Part III

I (we) hereby grant permission for members of the Charter Township of Meridian's Boards and/or Commissions, Township staff member(s) and the Township's representatives or experts the right to enter onto the above described property (or as described in the attached information) in my (our) absence for the purpose of gathering information including but not limited to the taking and the use of photographs.

Yes No (Please check one)

By the signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate

Signature of Applicant

Date

Type/Print Name

Fee: _____

Received by/Date: _____

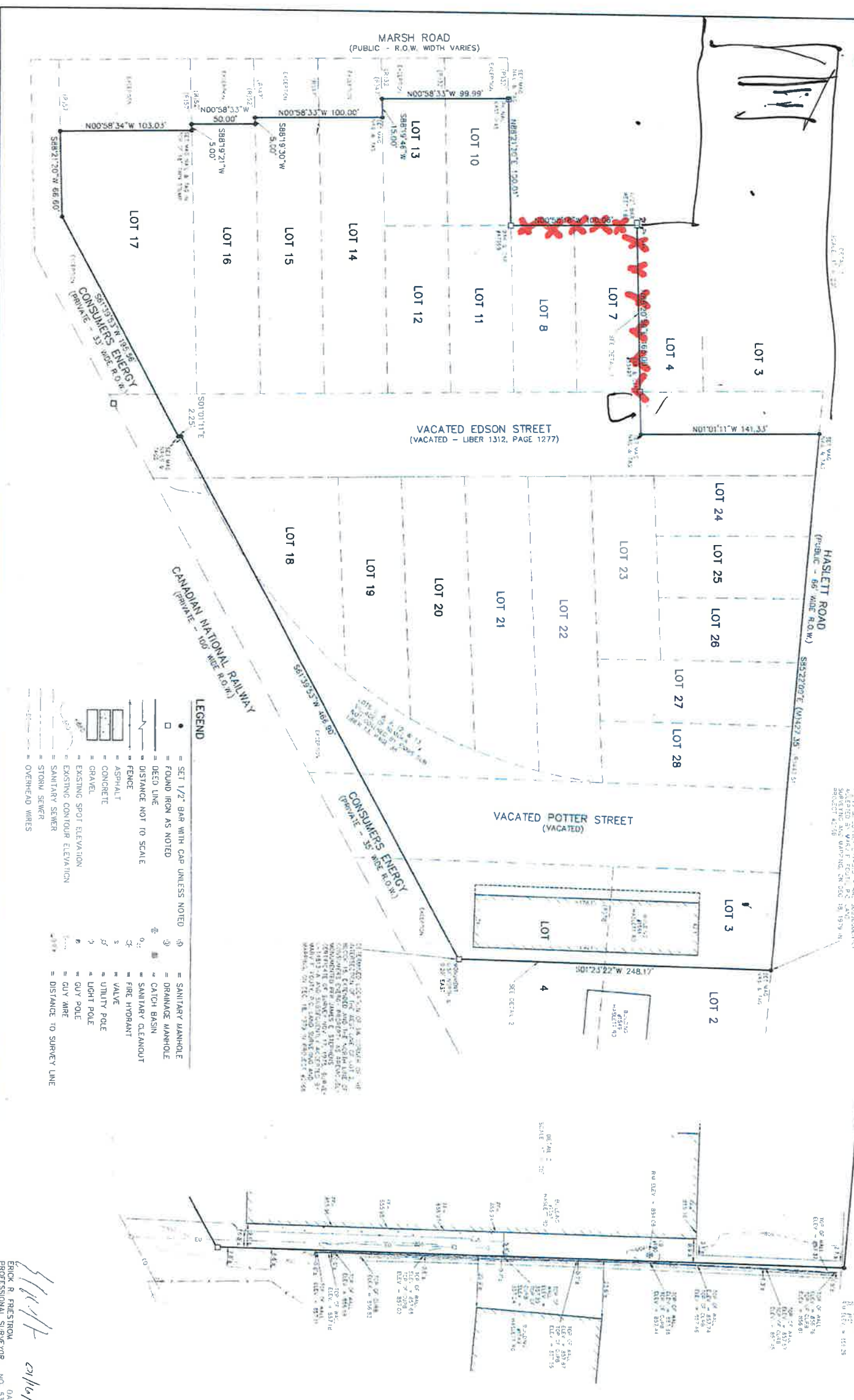
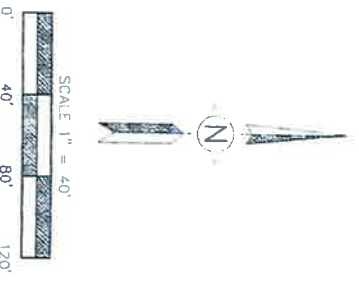
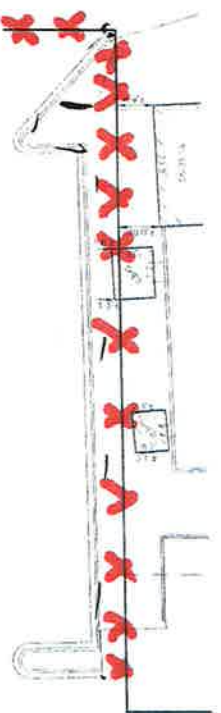
Special Use Permit Application Attachment
Site Plan Requirements Per Section 86-124(c)(4)

A site plan, drawn to a legible scale, containing the following information where applicable:

- a. Boundaries of the subject property.
- b. Total area of the subject property.
- c. Location of all existing and proposed structures.
- d. Approximate location and distance of all structures within 100 feet of the subject property.
- e. Uses of existing and proposed buildings, on the subject site.
- f. Proposed means of vehicular and pedestrian ingress and egress to the subject property.
- g. Public and private roads and streets, rights-of-way, and easements, indicating names and widths, which abut or cross the site.
- h. Existing and proposed parking spaces, and vehicular and pedestrian circulation patterns.
- i. The buildable area of the subject property indicating all required setbacks, yards and open space.
- j. Zoning classification of the subject and adjacent properties.
- k. Existing and proposed fencing, screening, landscaping, and buffers.
- l. Location and sizes of existing utilities including power lines and towers, both above and below the ground.
- m. Amount and location of all impervious surfaces.
- n. The verified boundaries of all natural water features and required setback lines.

LOT & TOPOGRAPHIC SURVEY

"1561 & 1581 HASLETT ROAD, HASLETT, MI 48840"



DETERMINED LOCATION OF WA CONSUMER LOT 3 JAMES E. STEPHENSON & ASSOCIATES, INC. 11111 S. WINDY LAKE DR. S.W. HASLETT, MI 48840-1512. SURVEYED AND SUBMITTED TO THE PUBLIC RECORDS ON 11/15/2017. PROJECT # 2017-015

NOTED: THE LOCATION OF THE SANITARY SEWER MAIN IS SHOWN AS APPROXIMATE. THE LOCATION OF THE SANITARY SEWER MAIN IS SHOWN AS APPROXIMATE. THE LOCATION OF THE SANITARY SEWER MAIN IS SHOWN AS APPROXIMATE.

LEGEND

•	SET 1/2" BAR WITH CAP UNLESS NOTED	⊕	SANITARY MANHOLE
□	FOUND IRON AS NOTED	⊙	ORANGE MANHOLE
—	DEED LINE	⊕	CATCH BASIN
—	DISTANCE NOT TO SCALE	⊕	SANITARY CLEANOUT
—	FENCE	⊕	FIRE HYDRANT
—	ASPHALT	⊕	VALVE
—	CONCRETE	⊕	UTILITY POLE
—	GRAVEL	⊕	LIGHT POLE
—	EXISTING SPOT ELEVATION	⊕	GUY POLE
—	EXISTING CONDUIT ELEVATION	⊕	GUY WIRE
—	SANITARY SEWER	⊕	DISTANCE TO SURVEY LINE
—	STORM SEWER		
—	OVERHEAD WIRES		

SURVEYOR'S NOTES:

- This plan was made of the direction of the parties James Wickens and is intended solely for their immediate use. Survey performed from 10/20/17.
- All bearings and distances on the survey are given and measured unless otherwise noted. The survey was performed on 10/20/17.
- The location of the sanitary sewer main is shown as approximate.
- All elevations are North American Vertical Datum of 1988 (NAVD88).
- No building dimensions are to be used for establishing the property lines.
- All measurements are in feet and decimal fractions.
- East is up and north is to the right.
- All staked road location and grade staking was done by the property owner and is not a part of this survey. The survey was performed on 10/20/17.

LEGAL DESCRIPTION:

(As provided)

LOT 2: 24.00' x 115.00' x 115.00' x 24.00'

LOT 3: 24.00' x 115.00' x 115.00' x 24.00'

LOT 4: 24.00' x 115.00' x 115.00' x 24.00'

LOT 5: 24.00' x 115.00' x 115.00' x 24.00'

LOT 6: 24.00' x 115.00' x 115.00' x 24.00'

LOT 7: 24.00' x 115.00' x 115.00' x 24.00'

LOT 8: 24.00' x 115.00' x 115.00' x 24.00'

LOT 9: 24.00' x 115.00' x 115.00' x 24.00'

LOT 10: 24.00' x 115.00' x 115.00' x 24.00'

LOT 11: 24.00' x 115.00' x 115.00' x 24.00'

LOT 12: 24.00' x 115.00' x 115.00' x 24.00'

LOT 13: 24.00' x 115.00' x 115.00' x 24.00'

LOT 14: 24.00' x 115.00' x 115.00' x 24.00'

LOT 15: 24.00' x 115.00' x 115.00' x 24.00'

LOT 16: 24.00' x 115.00' x 115.00' x 24.00'

LOT 17: 24.00' x 115.00' x 115.00' x 24.00'

LOT 18: 24.00' x 115.00' x 115.00' x 24.00'

LOT 19: 24.00' x 115.00' x 115.00' x 24.00'

LOT 20: 24.00' x 115.00' x 115.00' x 24.00'

LOT 21: 24.00' x 115.00' x 115.00' x 24.00'

LOT 22: 24.00' x 115.00' x 115.00' x 24.00'

LOT 23: 24.00' x 115.00' x 115.00' x 24.00'

LOT 24: 24.00' x 115.00' x 115.00' x 24.00'

LOT 25: 24.00' x 115.00' x 115.00' x 24.00'

LOT 26: 24.00' x 115.00' x 115.00' x 24.00'

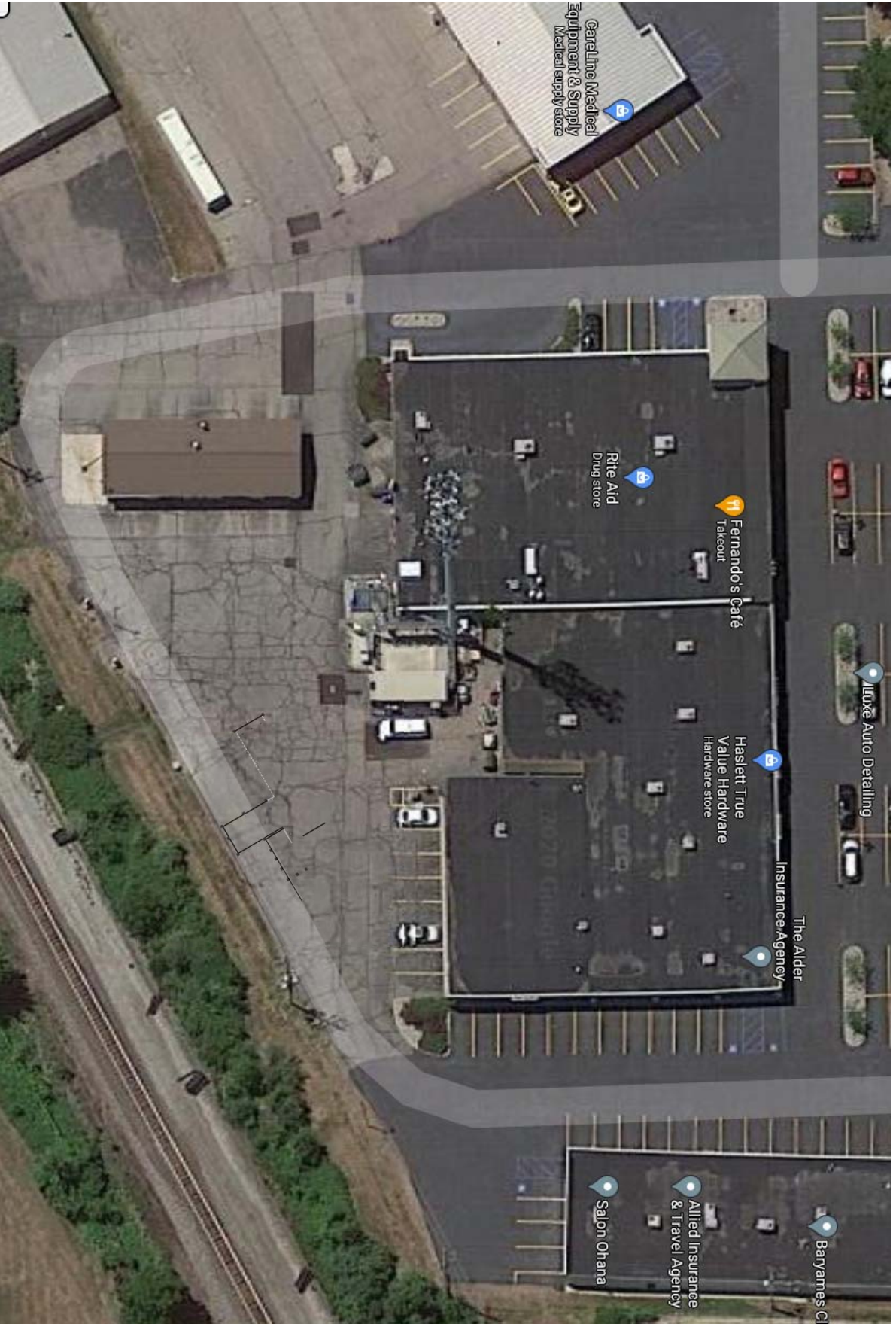
LOT 27: 24.00' x 115.00' x 115.00' x 24.00'

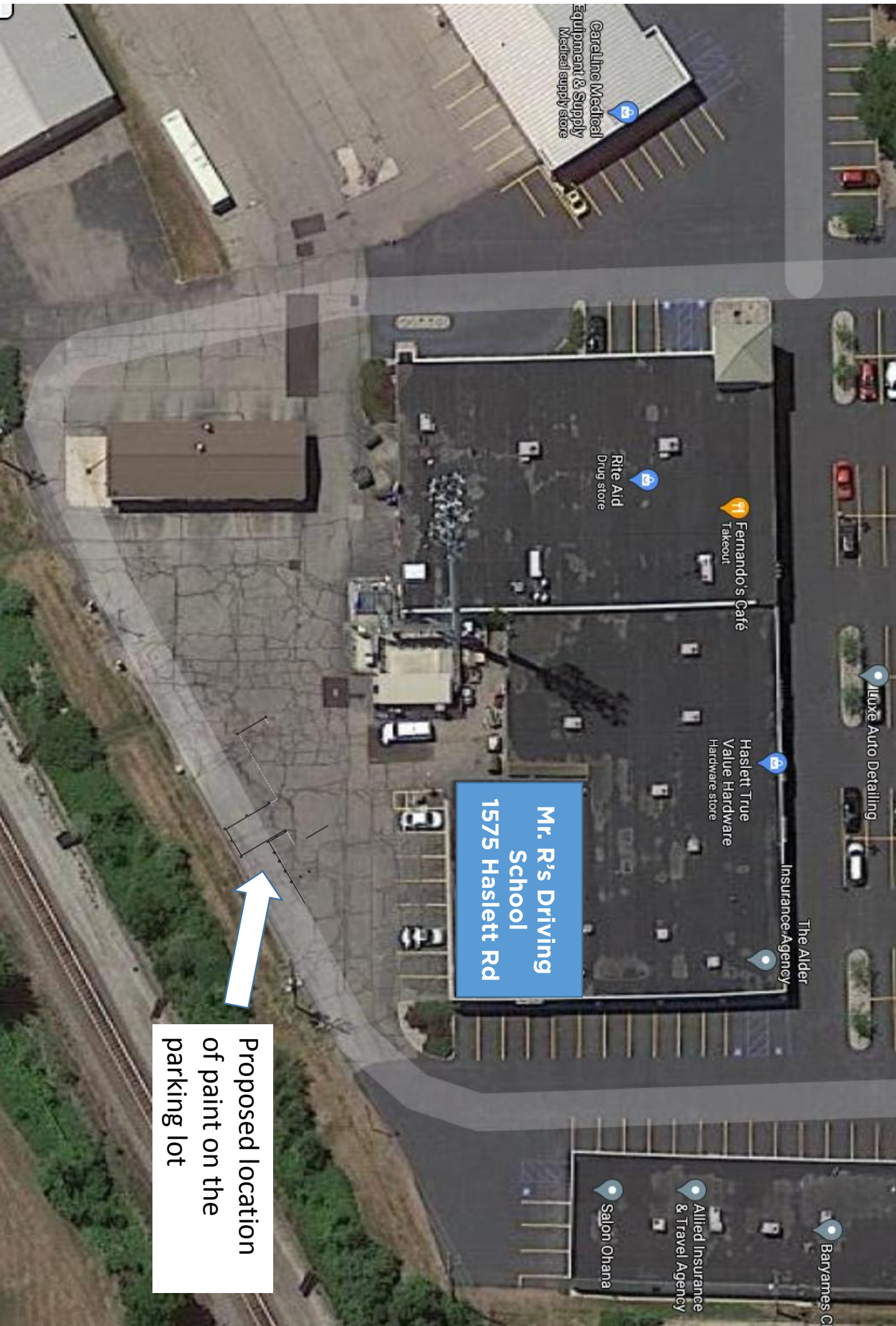
LOT 28: 24.00' x 115.00' x 115.00' x 24.00'

REVISIONS	DATE	BY	DESCRIPTION
13/29/2017			
01/16/2018			

KEBS, INC.
 210 HASLETT ROAD HASLETT, MI 48840
 PH: 517-338-0044 FAX: 517-338-0045
 WWW.KEBS.COM
 Local Office - PH: 248-781-8800

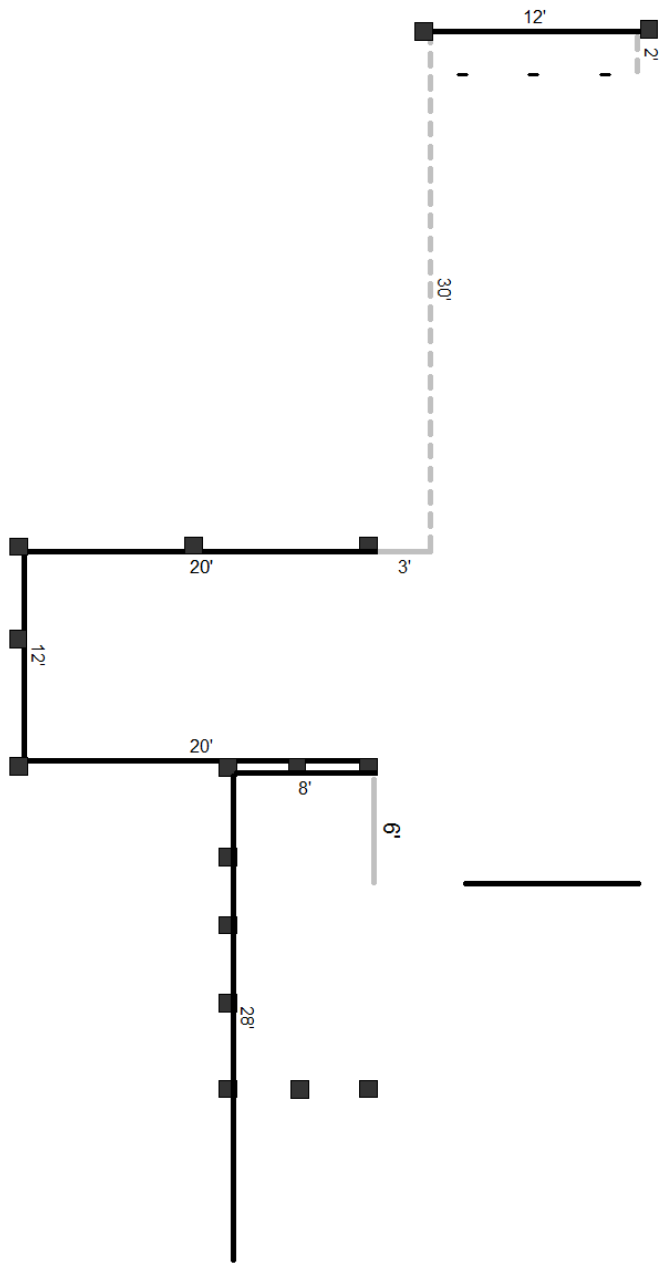
DRAWN BY	SECTION	DATE
SRF	10, 14N, 14W	
FIELD WORK BY	DATE	
SW	9/29/14 LOT	





Mr. R's Driving School
1575 Haslett Rd

Proposed location of paint on the parking lot





Martin

Jill Green
Real Estate Manager

February 1, 2021

Meridian Township
Community Planning & Development
5151 Marsh Rd.
Okemos, MI 48864

To Whom It May Concern:

On behalf of Shop Town, LLC, also known as Shop Town Plaza, we hereby grant permission to Michigan Safe Driving Council, LLC d/b/a/ Mr. R's A+ Driving School to use a portion of the Shop Town parking lot to conduct driver testing (road tests) as provided for in the lease agreement.

Sincerely,

MARTIN COMMERCIAL PROPERTIES, INC.
Accredited Management Organization

Jill Green
Real Estate Manager

cc: Landlord File
Lease File

1111 Michigan Ave, Ste 300
East Lansing, MI 48823

Office: 517 351-2200
Direct: 517 319-9228
Cell: 517 712-1319
Fax: 517 351-2201

jill.green@
martincommercial.com



ACCREDITED
MANAGEMENT
ORGANIZATION®



INDIVIDUAL
MEMBERSHIP-
ACoM
CERTIFICATION



INDIVIDUAL
MEMBERSHIP-
CERTIFIED
PROPERTY
MANAGER®



Individual
Membership-
CoreNet Global
Corporate Real
Estate Network



Individual
Membership-
Certified
Commercial
Investment Member



Individual
Membership-
The Counselors
of Real Estate



International
Council of
Shopping
Centers



Individual
Membership-
Society of
Industrial &
Office Realtors



PROVIDER E-SERVICES CERTIFICATION

This document is to be used ONLY if you are applying through CARS e-Services. DO NOT submit if applying through mail.

PART A – APPLICATION TYPE		Indicate what type of application you are applying for through CARS e-Services.	
<input checked="" type="checkbox"/> Original	Complete Parts A, B, C, D, and E. When prompted, upload this form in lieu of DES-P01 Provider Certification Application.		
<input type="checkbox"/> Reapply	Complete Parts A, B, C, D, and E. When prompted, upload this form in lieu of DES-P01 Provider Certification Application.		
<input type="checkbox"/> Renewal	Complete Parts A, B, D, and E. Part C must be completed if your business address changed. When prompted, upload this form in lieu of DES-P07 Provider Renewal Application.		
PART B – PROVIDER / APPLICANT INFORMATION			
Business Name of Provider / Applicant		Previous / Current Provider Number	
Michigan Safe Driving Council dba Mr. R's Driving School			
PART C – ZONING and MUNICIPAL APPROVAL			
Business Office Address		City	County
1575 Haslett Rd		Haslett	Ingham
<input checked="" type="checkbox"/>	Location is APPROVED for use as an established office location to conduct a driver education provider business.		
<input type="checkbox"/>	Location is NOT APPROVED for use as an established office location to conduct a driver education provider business.		
<input type="checkbox"/> I hereby certify that the ADDRESS listed above has been inspected if required by ordinance or procedures and is either approved or not approved by the zoning or municipal authority as indicated below.			
Signature of Zoning/Municipal Authority		Phone Number	Approval Date:
<i>Mark Kieselbach</i>		517-853-4506	1/27/21
Printed Name of Zoning/Municipal Authority		Jurisdiction (City, Township, etc.)	
Mark Kieselbach		Meridian Township	
PART D – STIPULATION One business interest type (Owner, Partner, Officer, Director, or Designated Representative) listed within your application must sign the			
The applicant agrees that legal process affecting the applicant, served on the secretary of state against the applicant or the applicant's successor in interest for a violation of this act, a rule promulgated under this act, or an order issued under this act, has the same effect as if personally served on the applicant. This appointment remains in force as long as the applicant has any outstanding liability within this state under this act (2006 PA 384).			
Signature of Applicant		Date Signed	
<i>[Signature]</i>		01/21/2021	
PART E – CERTIFICATION Each Owner, Partner, Officer, Director, and Designated Representative listed within your application must sign the CERTIFICATION below.			
Any misleading, incomplete, or false statement may be grounds for denial of this application, or suspension or revocation of the certificate issued.			
<input type="checkbox"/> I/we hereby grant the licensing authority in any state or jurisdiction listed in this application authority to release information concerning any previous certificate (license) applications, certificate (license) history, and disciplinary actions or sanctions to the Department of State.			
<input type="checkbox"/> I/we hereby affirm to have read the most current Driver Education Provider Manual (includes Act 384 of 2006) and the Driver Education Curriculum Guide and understand all requirements within.			
<input type="checkbox"/> I/we hereby affirm to provide other information and documents as prescribed by the Secretary of State necessary to determine whether the applicant meets the requirements of this act (2006 PA 384).			
<input type="checkbox"/> I/we hereby certify that the persons named in this application are not acting as the alter ego, in the place of, or on behalf of, any other person or persons in seeking this certificate.			
<input type="checkbox"/> I/we hereby affirm that the established business office location meets all applicable zoning and municipality requirements.			
<input type="checkbox"/> I/we authorize the Department of State to receive and review the criminal history records of individuals within the application obtained from the Michigan State Police and the FBI.			
<input type="checkbox"/> With knowledge of the penalties for false statements under, but not limited to, Section 69 of the Driver Education Provider and Instructor Act [MCL 256.689, PA 384 of 2006], I/we certify that the statements and information contained in this application are true to the best of my/our knowledge and belief.			
1.	Printed Name – Provider's Authorized Official or Applicant	Title	
	Jason Redoutey	Member	
	Signature of – Provider's Authorized Official or Applicant	Date Signed	
	<i>[Signature]</i>	01/21/2021	
2.	Printed Name – Provider's Authorized Official or Applicant	Title	
	Mark Kieselbach	Director of Planning	
	Signature of – Provider's Authorized Official or Applicant	Date Signed	
	<i>Mark Kieselbach</i>	1/27/21	

Dear Honorable Board/Committee members:

I have a Special Use Permit before the committee and I would like to formally request immediate consideration of this permit. Specifically, I would like to request that a decision be made during the meeting that it is first discussed.

There is no construction to take place, no permanent structures involved, no interference with any other business that is already taking place.

The landlord has already given permission and this exact activity was occurring across the street for the last 17 years with no problems.

Thank you for your consideration,
Jason Redoutey

Mr. R's Driving School
1575 Haslett Rd.
Haslett, MI 48840

RESOLUTION TO APPROVE

**Special Use Permit #21021
(Mr. R's Driving School)**

At a regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held virtually using the Zoom web conferencing application on the 22th day of March, 2021, at 7:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____.

WHEREAS, Mr. R's Driving School has requested a special use permit to operate an outdoor driver-training area behind the Haslett Shoptown shopping Center at 1575 Haslett Road; and

WHEREAS, the Planning Commission held a public hearing on the request at its regular meeting on March 22, 2021 and has reviewed staff material forwarded under cover memorandums dated March 19, 2021; and

WHEREAS, the subject site is properly zoned C-2 (Commercial), which permits education uses by right and other special use(s) by special use permit; and

WHEREAS, the subject site meets the minimum lot area and lot width requirements of the C-2 (Commercial) zoning district; and

WHEREAS, the driver-training school operation will be harmonious and appropriate with the intended character of the rear service area of the shopping center parking lot; and

WHEREAS, the subject site is adequately served by municipal water and sanitary sewer.

NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby approves Special Use Permit #21021, subject to the following conditions:

1. Approval is in accordance with the plan submitted by the applicant dated January 27, 2021 and received by the Township January 27, 2021.
2. The use of paint and cones on the driver training course is limited to that described in the letter submitted by the applicant dated February 23, 2021.
3. Any future revisions to the site layout will require an amendment to Special Use Permit #21021.

ADOPTED: YEAS: _____

NAYS: _____

**Resolution to Approve
SUP #21021 (Mr. R's Driving School)
Page 2**

STATE OF MICHIGAN)

) ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Chairperson of the Planning Commission of the Charter Township Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Planning Commission on the 22th day of March, 2021.

Scott Hendrickson
Planning Commission Chair



To: Planning Commission

From: Peter Menser, Principal Planner

Date: March 18, 2021

Re: **Rezoning #21020 (Martin Investment Properties, LLC), rezone three parcels totaling approximately six acres located on the north side of Jolly Road, east of Kansas Road, from I (Industrial) and RA (Single Family-Medium Density) to PO (Professional and Office).**

The Planning Commission held the public hearing on Rezoning #21020 at its meeting on March 8, 2021. A straw poll taken at the meeting revealed Planning Commission support for rezoning 2446 Jolly Road from Industrial to PO but a lack of support to rezone the two parcels to the north currently zoned RA. The Commission ultimately decided to consider two resolutions at its next meeting on March 22, 2021; one to recommend approval of rezoning 2446 Jolly Road and to leave the other two parcels as currently zoned and another to recommend denial of rezoning all three parcels.

Planning Commission Options

The Planning Commission may recommend approval or denial of the request, or it may recommend a different zoning designation than proposed by the applicant to the Township Board. Resolutions are provided for consideration.

- **Motion to adopt the resolution recommending approval of rezoning an approximate two-acre parcel at 2446 Jolly Road from I (Industrial) to PO (Professional and Office).**
- **Motion to adopt the resolution recommending denial of Rezoning #21020 to rezone three parcels totaling approximately six acres located on the north side of Jolly Road, east of Kansas Road, from I (Industrial) and RA (Single Family-Medium Density) to PO (Professional and Office).**

Attachments

1. Resolution to recommend approval of rezoning 2446 Jolly Road.
2. Resolution to recommend denial of Rezoning #21020.

G:\Community Planning & Development\Planning\REZONINGS (REZ)\2021\REZ 21020 (Martin)\REZ 21020.pc2.docx

RESOLUTION TO RECOMMEND APPROVAL

**Rezoning #21020
Jolly Road/Kansas Road**

RESOLUTION

At a regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held virtually using the Zoom web conferencing application on the 22nd day of March 2021, at 7:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____.

WHEREAS, Martin Investment Properties, Inc. requested the rezoning of approximately six acres (three parcels) located on the north side of Jolly Road, east of Kansas Road, from I (Industrial) and RA (Single Family-Medium Density) to PO (Professional and Office), including properties addressed as 3558 Kansas Road, 3532 Kansas Road, and 2446 Jolly Road; and

WHEREAS, the Planning Commission held a public hearing on the request at its regular meeting on March 8, 2021 and has reviewed the staff materials provided under a cover memorandum dated March 3, 2021; and

WHEREAS, of the three parcels proposed for rezoning the Planning Commission agreed to recommend approval of the rezoning of 2446 Jolly Road from I (Industrial) to PO (Professional and Office) but not the rezoning of 3532 Kansas Road and 3558 Kansas Road from RA (Single Family-Medium Density) to PO (Professional and Office); and

WHEREAS, the proposed rezoning of 2446 Jolly Road to PO is consistent with property zoned PO to the east and west of the subject site; and

WHEREAS, the parcel at 2446 Jolly Road meets or exceeds the minimum standards for lot area and lot width of the proposed PO (Professional and Office) zoning district; and

WHEREAS, the proposed PO (Professional and Office) zoning is appropriate for the property at 2446 Jolly Road considering the site location along Jolly Road, which is identified as a Principal Arterial in the Code of Ordinances; and

WHEREAS, public water and sanitary sewer are available for extension to serve the subject site.

NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of Rezoning #21020 to rezone approximately two acres at 2446 Jolly Road from I (Industrial) to PO (Professional and Office).

**Resolution to Recommend Approval
Rezoning #21020 (Martin Investment Properties, LLC)
Page 2**

ADOPTED: YEAS: _____

NAYS: _____

STATE OF MICHIGAN)

) ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Chairperson of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Planning Commission on the 22nd day of March, 2021.

Scott Hendrickson
Planning Commission Chairperson

RESOLUTION TO RECOMMEND DENIAL

**Rezoning #21020
Jolly Road/Kansas Road**

RESOLUTION

At a regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held virtually using the Zoom web conferencing application on the 22nd day of March 2021, at 7:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____.

WHEREAS, Martin Investment Properties, Inc. requested the rezoning of approximately six acres (three parcels) located on the north side of Jolly Road, east of Kansas Road, from I (Industrial) and RA (Single Family-Medium Density) to PO (Professional and Office) including properties addressed as 3558 Kansas Road, 3532 Kansas Road, and 2446 Jolly Road ; and

WHEREAS, the Planning Commission held a public hearing on the request at its regular meeting on March 8, 2021 and has reviewed the staff materials provided under a cover memorandum dated March 3, 2021; and

WHEREAS, the current zoning of 3532 and 3558 Kansas Road is consistent with the RA zoning of adjacent properties to the north and west of the site; and

WHEREAS, the current residential use of 3532 and 3558 Kansas Road is consistent with the residential use of adjacent properties to the north and west of the subject site; and

WHEREAS, the current I (Industrial) zoning is consistent with the industrial use of the property at 2446 Jolly Road; and

WHEREAS, the applicant has not adequately demonstrated why the requested rezoning to Professional and Office is appropriate or why the current Industrial and RA zoning is unreasonable; and

WHEREAS, the subject properties could be used as currently zoned.

NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends denial of Rezoning #21020 to rezone approximately six acres (three parcels) located on the north side of Jolly Road, east of Kansas Road, from I (Industrial) and RA (Single Family-Medium Density) to PO (Professional and Office).

ADOPTED: YEAS: _____

NAYS: _____

STATE OF MICHIGAN)

) ss

Resolution to Recommend Denial
Rezoning #21020 (Martin Investment Properties, LLC)
Page 2

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Chairperson of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Planning Commission on the 22nd day of March, 2021.

Scott Hendrickson
Planning Commission Chairperson

G:\Community Planning & Development\Planning\REZONINGS (REZ)\2021\REZ 21020 (Martin)\REZ 21020 PC resolution to deny.docx



To: Planning Commission

From: Peter Menser, Principal Planner

Date: March 17, 2021

Re: Special Use Permit #21011 (Lansing Mart Associates, LLC), excavate approximately 23,813 cubic feet of soil from the floodplain to construct a detention pond at 2020 Grand River Avenue.

The special use permit public hearing was held at the March 8, 2021 Planning Commission meeting. At the meeting the Planning Commission agreed to consider a resolution to approve the request with conditions. Since the last meeting the Township's wetland consultant visited the site and verified that the proposed work is not located in a regulated wetland or wetland setback. The following conditions, among others not listed here, are included in the resolution to approve:

- The applicant shall submit approval from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) for the work in the floodplain prior to any work taking place on the site.
- The verified wetland boundary and any required setbacks shall be marked and clearly identified on-site prior to excavation beginning. Excavation may not occur in the 20 foot natural vegetation strip without a variance from the Zoning Board of Appeals (ZBA).
- Excavated materials shall not be placed in the floodplain, wetlands, or in a wetland setback.

Planning Commission Options

The Planning Commission may approve, approve with conditions, or deny the special use permit. A resolution to approve the special use permit with conditions is provided.

- **Motion to adopt the resolution approving Special Use Permit #21011 with conditions.**

Attachment

1. Resolution to approve with conditions.

G:\Community Planning & Development\Planning\SPECIAL USE PERMITS (SUP)\2021\SUP 21011 (Lansing Mart Associates)\SUP 21011.pc1.docx

RESOLUTION TO APPROVE

**Special Use Permit #21011
(Lansing Mart Associates, LLC)**

At a regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held virtually using the Zoom web conferencing application, in said Township on the 22nd day of March, 2021, at 7:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____.

WHEREAS, Lansing Mart Associates, LLC has requested special use permit approval to excavate 23,813 cubic feet (approximately 881 cubic yards) from the floodplain to construct a retention pond at 2020 Grand River Avenue to the west of the Best Buy building; and

WHEREAS, the proposed work in the 100-year floodplain requires a special use permit pursuant to Section 86-436 of the Conservancy District of the Code of Ordinances; and

WHEREAS, the applicant proposes to excavate 23,813 cubic feet (approximately 881 cubic yards) from the floodplain and proposes no fill in the floodplain; and

WHEREAS, the Planning Commission held a public hearing on the request at its regular meeting on March 8, 2021 and has reviewed staff material forwarded under cover memorandums dated March 4, 2021 and March 17, 2021; and

WHEREAS, the proposed work in the 100-year floodplain is consistent with the requirements and standards outlined in Section 86-436(n), the Conservancy District, for the granting of a special use permit in the floodplain; and

WHEREAS, the excavation will improve the natural impoundment capacity of the base flood elevation; and

WHEREAS, the proposed work in the floodplain will not be adverse or damaging to the public health, safety, or welfare of the community.

NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby approves Special Use Permit #21011, subject to the following conditions:

1. Approval is in accordance with the site plan prepared by LSG Engineers and Surveyors dated February 24, 2020 (revision date February 8, 2021).
2. The applicant shall submit approval from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) for the excavation in the floodplain prior to any work taking place on the site.



To: Planning Commission

From: Peter Menser, Principal Planner

Date: March 18, 2021

Re: Mixed Use Planned Unit Development (MUPUD) ordinance review

The Planning Commission last discussed the MUPUD ordinance at its meeting on February 8, 2021. Since that time the MUPUD sub-committee met on February 16, 2021 to discuss the amenities section of the draft ordinance. Following that meeting staff updated the amenities section to reflect the ideas shared by the subcommittee and the Planning Commission as a whole, which mostly included dividing the list of amenities into weighted categories whereby each project feature is worth either one, two, or three amenities depending on its size, scale, and value (either financial or aesthetic or both).

After review of the general approach taken by staff at the March 18, 2021 Planning Commission meeting, staff is suggesting one more review by the MUPUD sub-committee prior to potential consideration of the initiation of a zoning amendment at the Planning Commission's next meeting April 12, 2021.

Attachment

1. Draft MUPUD ordinance dated March 18, 2021.

G:\Community Planning & Development\Planning\ZONING AMENDMENTS (ZA)\2020\MUPUD 2020\MUPUD review.pc6 (3-22-21 PC).docx

Chapter 86. Zoning

ARTICLE IV. District Regulations

DIVISION 4. Other Districts

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

- (a) Purpose and intent. The purpose of the mixed use planned unit development (mixed use PUD) section is to create more walkable pedestrian oriented developments by promoting and accommodating developments in rational mixed patterns that respect Meridian Township's transitional land use concept to protect, enhance and preserve natural resources. The second purpose is to encourage rehabilitation of existing structures to include those originally built or partially built before zoning ordinances were adopted, and in such a manner that will maintain traditional urban design to preserve and enhance community resources.

The intent of this section is two-fold.

- (1) Meet Township goals through well planned, integrated, high quality mixed use in redevelopment projects: Enhance health and safety goals by requirements for walkability, pedestrian orientation and high quality, durable, building materials. Increase Township prosperity goals and citizen welfare by appreciated property values which will support necessary public services. Actualize our cultural heritage through citizen pride in creative, new places to walk to, shop at and work in that retain a flavor of Meridian Township's rich history. Enhance diversity goals with new types of residential uses in close-knit community design. Improve our natural environment goal by mixed use redevelopment with incentives for more intensely landscaped buffers and open spaces designed to complement Township parks and green space plans.
- (2) Improve the potential for financially attractive and high quality mixed use projects in the Township while meeting Township goals of a safe, healthy and sustainable community.
 - a. Enhance incentives for investment by the ability to mix residential with **non-residential** commercial and office uses within the same development.
 - b. Allow flexibility in setback and parking requirements.
 - c. Encourage redevelopment by allowing increases in density in exchange for providing specified community amenities.
 - d. Achieve attractive and commercially successful core areas through cooperative development projects with one or more land owners.
 - e. Encourage mitigation to lessen potential hazards associated with the location of a mixed use PUD such as when adjacent to a railroad.

(b) Definitions.

AMENITY

~~Aesthetic, practical or other characteristics of a development that increase its desirability to a community or its marketability to the public. Amenities may differ from development to development.~~

Extraordinary project feature that provides usable benefit to both the occupants of the development and general public and reflects scale of facility, building, or place.

***From C-PUD ordinance: Aesthetic, practical or other characteristics of a development that increase its desirability to a community. Amenities may differ from development to development.**

AWNING

A roof-like cover, often fabric, metal, or glass designed and intended for protection from weather or as a decorative embellishment, and which projects from a wall or roof of a structure over a window, walk, door, or the like.

BALCONY

A platform that projects from the wall of a building and is surrounded by a railing or balustrade, for the private use of tenants.

CLOSE-KNIT COMMUNITY

A style of land development advocating smaller, narrower lots, shallower yards and setbacks, smaller and more intensely used spaces, etc. that is less land consumptive than traditional suburban development.

HORTICULTURAL MAINTENANCE PLAN

A written statement documenting the methods to be used to maintain landscaping materials in a healthy condition, free of refuse and debris.

IMPROVEMENT

Alterations to any structure that do not change the intensity of its use, do not increase the gross floor area, height, or bulk of the structure by more than 10%, and/or do not block or impede public access.

MONUMENT SIGN

A freestanding sign, in which the entire bottom (base) is in contact with the ground and is independent of any other structure.

ORNAMENTAL

Something that is either decorative or something that provides aesthetic quality to an object required for other purpose.

PEDESTRIAN ORIENTED DEVELOPMENT

Development designed with an emphasis primarily on the street sidewalk and on pedestrian access to the site and building, rather than on auto access and parking areas with design bearing a definite relationship to the human dimension. The building is generally placed close to the street and the main entrance is oriented to the street sidewalk. There are generally windows or display cases along building facades which face the street. A pedestrian oriented neighborhood offers variety in housing clustered around well-defined neighborhood centers which support jobs, **non-residential commercial** activity, and a range of amenities to sustain lively streets and gathering places. It offers a gradient density from open space to high-intensity **non-residential commercial** cores. The layout of pathways, streets and transportation corridors minimizes conflict between walking, biking, and driving.

REDEVELOPMENT

The process by which an existing developed area is rehabilitated, restored, renovated, expanded and/or adaptively reused. Redevelopment may also mean a site that contains an existing building(s) to be removed with the approval of the mixed use PUD.

SIGN PROGRAM

A plan of all signs proposed to be installed in a mixed use PUD project submitted for approval to create a coordinated project theme of uniform design elements such as color, lettering style, size, and placement consistent with the context of the project and its surroundings and the purpose and intent of this section.

SUBSTANTIAL IMPROVEMENT

Alterations to any structure that does change the intensity of its use, does increase the gross floor area, height, or bulk of the structure by more than 10%, and/or does block or impede public access.

WAIVER

Permission to depart from the requirements or standards of the underlying zoning district **in return for the provision of amenities.**

- (c) Permitted locations and uses.
 - (1) Locations.
 - a. Mixed use PUD shall be permitted in the C-2, C-3, CS, and CR zoning districts, where public water and sewer are available.
 - b. Mixed use PUD shall be permitted in the PO and C-1 districts where public water and sewer are available, provided that when adjacent to land zoned and developed in a single-family residential district, the height of buildings in the mixed use PUD shall be no taller than the abutting residential district would allow.

(2) Uses.

- a. All uses permitted by right and by special use permit in the underlying zoning district or districts where a project includes more than one zoning district, provided that the purpose and intent of this section is incorporated within the total development plan.
- b. ~~Limited commercial~~ **Non-residential** uses in an underlying PO zoning district.

1. **All uses allowed in the C-1 (Commercial) and PO (Professional and Office) zoning district by right and by special use permit are permitted in a PO zoned mixed use PUD.** ~~In addition to the uses permitted in the underlying PO zoning district, only the following neighborhood-oriented commercial uses are allowed:~~

- ~~i. Personal service establishments which perform services on the premises such as, but not limited to, barber or beauty shops, repair shops (jewelry, electronic, shoe, small appliances, etc.), pharmacies, tailor shops, laundries and dry cleaners, with the exception of dry cleaning plants.~~
- ~~ii. Restaurants and cafes which serve food or beverages. This use shall not include bars and taverns.~~
- ~~iii. Grocery stores.~~
- ~~iv. Financial institutions.~~
- ~~v. Retail merchandise establishments.~~
- ~~vi. Outdoor seating areas for cafes and restaurants.~~

2. ~~Commercial development shall not be located in any PO zoned mixed use PUD without approval by the Township Board of the location and general amount of commercial uses shown in the form of a site plan at the time of approval of the mixed use PUD. The request will be evaluated for consistency with the intent of the mixed use PUD ordinance and whether it is harmonious with adjacent sites. The Township Board may approve, approve with conditions, or deny a request in regards to the location and amount of any allowed commercial development in a PO-zoned mixed use PUD.~~

- ~~2 3.~~ ~~If the Township Board approves the location and/or amount of commercial uses in a PO zoned mixed use PUD, it~~ may place conditions on the development in order to guarantee consistency with the purpose and intent of the mixed use PUD ordinance, which includes, but is not limited to, providing walkable, pedestrian-friendly communities and ensuring compatibility with surrounding residential neighborhoods on adjacent sites. Conditions may include, but are not limited to, the following subjects:
- i. Hours of operation.
 - ii. Total square footage allotted for the **non-residential commercial** uses.
 - iii. Location, design, and orientation of specific **non-residential commercial** uses which may locate within the development and their placement in relationship to neighboring uses.
 - iv. Proportion of the development which may be occupied by individual **non-residential commercial** uses or by all **non-residential commercial** uses.
 - v. Maximum noise levels emitted.
 - vi. Lighting levels, direction, and timing.
 - vii. Sufficiency of parking.
 - viii. Enhancement of walkability within the development and connectivity to surrounding uses.
 - ix. Landscaping and screening.
- 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 density may be increased to 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,~~ **and the Meridian Mall property shown on Map 3,** the Township Board may in its sole discretion approve a higher density per acre of residential dwelling units and an increase in the height of a building based upon the proposed mixed-use PUD complying with the following performance criteria:
1. Architectural design and placement of building(s) on the parcel(s) will be consistent with the architectural standards set forth in the Master Plan, of current adoption, and are to include sustainability and environmental considerations, including, but not limited to, energy usage from renewable energy resources. Achieving Energy Star or LEED Silver standards or better is highly valued.
 2. The building height is no more than four stories above the finished grade. A fifth story may be allowed where there is a minimum of a ten-foot setback for such fifth story from the predominant first-floor facade elevation. Overall height from the finished grade to the top of the wall does not exceed 60 feet. Floor-to-ceiling height is at a minimum of 14 feet for first floor **non-residential commercial** or office uses, and a minimum of nine feet for all residential and any upper floors, regardless of use.
 3. A parking plan that provides a unified design for any parking structures with the main building through the use of similar building materials, color, and architectural style.
 4. An innovative design including a number of different dwelling unit types, sizes, and floor plans are available within the mixed-use PUD.
 5. The mixed-use PUD provides common areas and/or amenities for residents and the general public, including, but not limited to, gathering spaces, gardens, courtyards, pavilions, pocket parks, swimming pools, exercise rooms, storage rooms, lockers, and covered parking.
 6. The mixed-use PUD promotes nonmotorized and shared (public) transportation by providing convenient access to the public pedestrian/bicycle pathway system and public transportation systems as outlined in the Master Plan.

7. The mixed-use PUD provides opportunities for shared parking, accessways, and driveways with adjoining properties or provides additional parking spaces that may be used by the public.
 8. The mixed-use PUD generally provides **non-residential** ~~commercial~~ and other nonresidential uses on the ground floor(s), and the development demonstrates a financially viable plan for sustainable **non-residential** ~~commercial~~ and/or office space usage.
 9. The mixed-use PUD demonstrates how proposed higher density will not negatively impact the character, aesthetics, safety, or welfare of surrounding businesses and neighborhoods.
 10. The mixed-use PUD considers any potential for increased traffic and provides solutions to address the traffic increases.
 11. The mixed-use PUD makes efforts to preserve and use existing structures or provides explanations to justify why such preservation and use is not possible.
- f. Uses may be mixed vertically and/or horizontally.
- g. The mixed use PUD approval shall serve as the special use permit review and approval for any use or other activity requiring special use permit approval in the underlying zoning district, provided the use or other activity requiring special use permit approval is identified before the Township Board approves the mixed use PUD. Any use subject to special use permit review proposed after a mixed use PUD approval must be processed pursuant to the special use permit requirements set forth in Chapter 86, Article II, Division 4 of the Code of Ordinances.**
- 1. The mixed use PUD approval shall serve as the special use permit for any project subject to § 86-658 of the Code of Ordinances; a separate special use permit shall not be required.**
 - 2. A mixed use PUD application to redevelop an existing use previously approved by special use permit shall act as the request to amend the existing special use permit.**

(d) Phasing. Mixed use planned unit developments may be phased provided each phase incorporates a use permitted in the underlying zoning district **and includes one or more amenities**. Phasing plans shall be evaluated for the proportionality of permitted use(s) to residential use(s). Phasing plans shall be submitted with the original mixed use PUD.

(e) Amenities.

(1) Requirements and guidelines.

- a. Every mixed use PUD shall incorporate **at least** one or more amenities.
- b. Every request for a density bonus shall incorporate **four** ~~one or more~~ amenities in addition to those required by subsection (e)(1)a.
- c. Waivers from zoning ordinance standards may be granted by the Township Board in exchange for amenities. **For every one waiver requested at least one amenity must be provided.**
- d. Amenities shall not be combined or counted more than once or counted toward any other requirement of the ordinance.
- e. ~~When multiple amenities are proposed, multiple criteria categories should be represented.~~
- f. Amenities shall be visible and/or accessible to the public from a fully improved street, and/or a benefit to the general public.
- g. One or more amenities must be provided in each project phase, if a phased development is proposed.**

(2) Criteria. Amenities acceptable for consideration by the Township shall meet one or more of the following criteria:

- a. Type, value, and number of amenities shall be proportionate to the size and/or cost of the project **and the number of waivers requested.**
- b. ~~Variety of amenity categories represented.~~
- c. Support of goals expressed in this section, ~~the Township Board policy manual,~~ the master plan, or other applicable adopted plans.
- d. Consistency and compatibility with the intended use of the site.
- e. Continuity of design elements.

- f. Appropriate and harmonious with the surrounding area.
 - g. Potential to act as a catalyst for improvements to surrounding sites.
- (3) ~~Categories listing~~ **Examples of possible amenities. The following list of amenities is weighted to recognize more substantial project features may fulfill the requirement for multiple amenities. Other amenities not listed below may be considered provided they meet the criteria established in Section 86-440(e)(4).**
- a. Project features counting as three (3) amenities.
 - 1. Activities or technologies listed for Leadership in Energy and Environmental Design (LEED) certification by the U.S. Green Building Council or certification criteria of organizations with similar goals; for example, American Society of Landscape Architects' (ASLA) Sustainable Sites Initiative (SITES) or Society of Environmentally Responsible Facilities (SERF).
 - 2. Multilevel parking decks or underground parking.
 - 3. A minimum of 20 percent of the total units within the development identified as affordable units.
 - 4. Project includes at least 50 percent of the total gross floor area of the building(s) identified for non-residential uses such as retail stores, restaurants, offices, or similar land uses.
 - 5. Vertical mixing of land uses for the entire project.
 - 6. Project includes unique, high-quality architecture and 75 percent of all facades are covered with natural materials such as brick or stone.
 - 7. Dedicated outdoor gathering space in the form of a central green, plaza, or square which is to function as a focal point for the non-residential portion of the mixed use PUD and serve as an area where social, civic or passive activities can take place. This area shall be at least 1,500 contiguous square feet or larger in size and designed to serve as a visual and functional civic amenity for sitting, viewing, dining, or other similar outdoor activity.

- b. Project features counting as two (2) amenities.
 - 1. Any alternative energy system producing at least 50 percent of the energy consumed by the development.
 - 2. Grey water recycling.
 - 3. Green roof.
 - 4. Transit stops and shelters. The addition or relocation of one or more transit stops and shelters when supported by a local transit provider.
 - 5. Public art at 1% of the project cost designed to withstand natural elements and reasonable public contact for at least 10 years.
 - 6. Interior individual bicycle lockers or a locker banks.
 - 7. Shared parking where it can be determined that the peak requirements of the several occupancies occur at different times (daily, weekly or seasonally).
 - 8. Installation of waterless urinals or other low-flow plumbing fixtures throughout project.
 - 9. A mix of dwelling unit types (such as one, two, or three bedroom units) with no more than 50 percent of one type of dwelling unit provided in the development.
 - 10. Public outdoor seating plazas adjacent to or visible and accessible from the street including, but not limited to, benches or other outdoor seating not associated with an outdoor cafe.

- c. Project features counting as one (1) amenity.
 - 1. Electric car charging stations. A minimum of five charging stations shall count as one amenity.
 - 2. Green space exceeding the underlying permeable surface regulation.
 - 3. Covered bicycle storage on site.
 - 4. Combination of first floor awnings and upper floor balconies adjacent to a public street.

5. Street trees installed at a 50% higher density and one inch caliper larger than required by the Code of Ordinances.
6. Public recreation resources for active recreation or informal spontaneous recreation such as ball fields, tennis courts, swimming pools, pickle ball courts, or other similar activities.
7. Wireless access points available to the general public.
8. Bicycle repair station.
9. Sidewalk planters.
10. Dedicated parking for e-scooters or other alternative mobility options.
11. Decorative streetlights.
12. Privately maintained courtyards, plazas, pocket parks, and rooftop gardens and similar features with seating for the public.

a. ~~Conservation:~~

1. ~~Any alternative energy system.~~
2. ~~Grey water recycling.~~
3. ~~Green roofs.~~
4. ~~Electric car charging stations.~~
5. ~~Activities or technologies listed for Leadership in Energy and Environmental Design (LEED) certification by the U.S. Green Building Council or certification criteria of organizations with similar goals; for example, American Society of Landscape Architects' (ASLA) Sustainable Sites Initiative (SITES) or Society of Environmentally Responsible Facilities (SERF).~~

b. ~~Environment:~~

1. ~~Significantly increased pervious surfaces.~~
2. ~~Rehabilitation of degraded sites.~~
3. ~~Green space exceeding the underlying permeable surface regulation.~~

- ~~4. Rehabilitation of green space designated as links on the greenspace plan.~~
 - ~~5. Street trees installed at a 20% higher density or one inch caliper larger than required by the Code of Ordinances.~~
- ~~c. Accessibility:~~
- ~~1. Transit stops. The addition or relocation of one or more transit stops when supported by a local transit provider.~~
 - ~~2. Foot and bicycle pathways and sidewalks that connect with the Township's pedestrian/bicycle pathway system and routes identified in the Township's green space plan via a public right-of-way or public access easement.~~
 - ~~3. Covered bicycle storage on site.~~
- ~~d. Parks, recreation and culture for active and passive activities:~~
- ~~1. Public recreation resources.~~
 - ~~2. Public cultural venues.~~
 - ~~3. Public art at 1% of the project cost designed to withstand natural elements and reasonable public contact for at least 10 years.~~
- ~~e. Social interaction:~~
- ~~1. Outdoor gathering spaces or outdoor eating spaces of 300 square feet or more.~~
 - ~~2. Public outdoor seating plazas adjacent to or visible and accessible from the street including, but not limited to, benches or other outdoor seating not associated with an outdoor cafe.~~
 - ~~3. Privately maintained courtyards, plazas, pocket parks, and rooftop gardens and similar features with seating for the public.~~
- ~~d. Site and building design:~~
- ~~1. Underground utilities.~~
 - ~~2. Combination of first floor awnings and upper floor balconies adjacent to a public street.~~

- ~~3. Porches on any structure.~~
- ~~4. Multilevel or underground parking.~~
- ~~5. Ornamental paving treatments for sidewalks and/or parking areas such as, but not limited to, concrete masonry unit pavers, brick, stone or pervious concrete or asphalt.~~
- ~~6. Innovative lighting.~~
- ~~7. Sidewalk planters located in the vicinity of sidewalks and/or outdoor seating areas.~~
- ~~8. Public access to new technology including wireless access points, electronic information displays, excluding unsolicited electronic broadcast information.~~
- ~~9. Consolidation of multiple land parcels into one to facilitate an integrated design.~~
- ~~10. Fountain.~~

(f) Design standards.

(1) General restrictions.

- a. Except as noted elsewhere in this section, the yard, setback, lot size, type and size of dwelling unit, frontage requirements, and impervious surface regulations and restrictions are generally waived for the mixed use PUD, provided that the spirit and intent of this section, as defined in Subsection 86-440(a) above, are incorporated with the total development plan. The Planning Commission may recommend and the Township Board shall establish all requirements by means of the approval of the planned unit development.
- b. Maximum height in a mixed use PUD shall be no higher than 45 feet, **except for those mixed-use PUDs within Okemos Downtown as shown on Map 1, the Haslett Downtown shown on Map 2, and the Meridian Mall property shown on Map 3.** Exceptions provided in Section 86-591 shall apply.
- c. Except as stated above, all requirements regarding floodways, floodplains and wetlands in the conservancy district shall apply to the mixed use PUD.
- d. Metal and portable buildings shall be prohibited.

- e. Residential uses shall be located as far as possible from railroad tracks.

(2) Structure.

- a. Building materials generally. Materials ~~shall should~~ include, but are not limited to, wood, brick, clapboards, beadboard, glass, and stone. Other materials, such as vinyl, aluminum, and other metal sidings ~~shall should~~ be avoided. All buildings shall be completed on all sides with acceptable finishing materials. Any element not specifically mentioned in this section shall otherwise conform to other provisions of the Code of Ordinances.
- b. Architectural design. Diversity and variety in architecture is encouraged.
 - 1. Architectural design shall be consistent with pedestrian-oriented development.
 - 2. Property owners shall be encouraged to design and construct their building facades so that these improvements relate to and are sensitive to nearby historical features, blend with the facades of adjacent buildings and complement streetscape improvements in the area. Buildings greater than 50 feet in width shall be divided into increments of no more than 50 feet through articulation of the facade.
 - 3. Windows shall cover no less than 50% of nonresidential street level facades.
 - 4. All mechanical, heating, ventilation, and air conditioning (HVAC) and like systems shall be screened from street level view on all sides by an opaque structure or landscape material selected to complement the building.
 - 5. Railings, benches, trash receptacles and/or bicycle racks, if provided, shall be of commercial quality, and complement the building design and style, subject to the approval of the Director of Community Planning and Development.

(3) Parking.

- a. Setbacks for parking areas from the public street, adjoining properties, and when adjacent to residentially zoned properties shall be established during the review process. Consideration should be given to preservation of existing residential neighborhoods and heritage trees.

- b. The number of required off-street parking spaces shall comply with § 86-755 of the Code of Ordinances, which outlines the schedule of requirements for parking spaces. The Township Board may reduce the number of off-street parking spaces required for a development. The Township Board shall establish a reasonable number of required off-street parking spaces based on the characteristics associated with the property and availability of other sources of parking or the provision of amenities in lieu of parking.
 - c. Parking lots **shall only be permitted in** ~~are encouraged to be on the~~ **a side or in the rear yard of a building. In no case shall a parking lot extend beyond the front façade of a building.**
 - d. Bicycle parking shall be separated from automobile parking ~~in visible locations~~ **and meet the provisions of Section 86-760.**
- (4) Landscaping shall generally comply with the provisions of the Code of Ordinances. Landscaping **shall** ~~should~~ be designed to preserve existing significant natural features and to buffer service areas, parking, or dumpsters; a mix of evergreen and deciduous plants and trees are preferred with seasonal accent plantings to add to the visual appeal of the area. Native plant species are encouraged and a horticultural maintenance plan shall be required. Landscaping shall also comply with other applicable provisions of this section. Maintenance of landscaped areas shall be subject to Subsection 86-758(3) of the Code of Ordinances. Additional landscaping may be required in order to preserve and/or protect adjacent properties.
- (5) Lighting. All outdoor lighting associated with nonresidential and multiple family residential projects in a mixed use overlay area shall conform to Article VII in Chapter 38 of the Code of Ordinances and is subject to the approval of the Director of Community Planning and Development. Street lighting intended to provide illumination for pedestrians on the sidewalk shall not exceed 15 feet in height.
- (6) Signs. Each applicant shall submit a sign program illustrating each proposed sign type, its size and location as part of the project's application materials. The size, number, and location of signs shall be submitted at the same time as the mixed use PUD project. The Director of Community Planning and Development may be authorized to approve the entire sign program, or any part of the sign program, as part of the site plan review process.
- a. General guidelines.
 - 1. Signs **shall be** designed to enhance the pedestrian experience, reflect and complement the character of the building, and respect the overall character of the area in an attractive and functional manner ~~are preferred.~~

2. Signs shall not cover or obscure architectural features of buildings ~~but should be located in logical signable which relate to the pattern of the facade.~~
 3. Signs shall be properly maintained.
 4. Signs or sign faces shall not be changed or installed without a new building permit and in accordance with an approved sign program.
- b. The following sign types are permitted in the mixed use PUD district. Except as indicated below, the number and size of signs shall be approved as part of the project's application for the mixed use PUD approval.
1. Wall signs, defined as a sign mounted flat against, or painted on the wall of a building (not a window sign) with the exposed face of the sign in the plane parallel to the face of the wall.
 - i. Only one primary wall sign for each business with direct access to a public street shall be permitted.
 - ii. Identification signs are a type of wall sign that fit within an imaginary two square foot rectangle. One identification sign shall be permitted for the business name and/or logo and shall be located on the wall surface adjacent to a tenant's main entry. Restaurants may add an additional two square feet to the rectangle for a menu.
 - iii. Tenant directory signs are a type of wall sign used to identify businesses without direct frontage on a public street. The sign shall be located adjacent to the main entrance to the nonfrontage suites and shall not exceed six feet in height.
 2. Canopy or awning signs, defined as a sign incorporated into a canopy or awning. The sign and/or logo on a canopy or awning shall not exceed 30% of the canopy nor shall it be internally lit.

3. Projecting signs, defined as a sign attached to and projecting perpendicularly from a building wall, excluding canopy or awning signs. One projecting sign per business with direct access to a public street shall be permitted. Projecting signs shall fit within an imaginary six square foot rectangle except projecting signs located under a canopy or first floor eaves or overhang shall fit within an imaginary rectangle with a maximum area of four square feet. The lowest edge of a projecting sign shall be no lower than eight feet above the sidewalk elevation.
 4. Window signs, defined as a sign affixed to the interior or exterior of a window or placed behind a window pane so as to attract attention of persons outside the building. Window signs shall not exceed 40% of the window area, except opaque signs shall be limited to 10% of the window area. Etched glass and similar artistic designs shall not be considered opaque.
 5. Freestanding signs, defined as any sign supported wholly or in part by some structure other than the building housing the business to which the sign pertains, are generally not permitted in the mixed use PUD district. Exceptions for freestanding signs of the monument type may be permitted when a building is set back a minimum of 15 feet from the right-of-way line with the resulting yard set aside for permanent public open space. In such case, the size, location and design of the sign shall be reviewed and approved as part of the overall sign program.
- (7) Sidewalks. Sidewalks shall be a minimum of five feet in width, except in two specific scenarios:
- a. When the sidewalk(s) is immediately adjacent to an outdoor seating cafe, the sidewalk shall be a minimum of seven feet in width to provide additional maneuverability, and
 - b. When the sidewalk(s) is immediately adjacent to an off-street parking area, where vehicles may overhang on the sidewalk, the sidewalk shall be a minimum of seven feet in width to provide additional maneuverability.
- (8) Pedestrian/bicycle pathways. Where a site submitted for mixed use PUD approval is located on a route of the Township's pedestrian/bicycle pathway master plan, construction or reconstruction of the route shall conform to Township standards for pedestrian/bicycle pathways.

~~(9) Noise levels. No noise exceeding 70 dB(A) shall be emitted, as measured from a property line.~~

(g) Procedure.

(1) **Pre-application meeting:** Each applicant shall confer with the **Director** ~~Department~~ of Community Planning and Development regarding the preparation of the mixed use PUD application **prior to submittal**. ~~The general proposal in the form of a conceptualized site plan shall be reviewed by the Director of Community Planning and Development in a preapplication conference prior to submission of the mixed use PUD application. The Director of Community Planning and Development shall furnish the applicant with requirements to the components of the mixed use PUD application.~~ It is not required that any person requesting a preapplication meeting ~~conference~~ be an owner of or holder of an equitable interest in the subject property.

(2) An applicant is urged to meet with owners and occupants of surrounding properties to apprise them of a proposed development, share the physical design, receive comments, and revise the proposal accordingly prior to submitting an official application. The Township will assist by providing property owner and occupant contact information **and attend meetings as deemed necessary**.

(3) Concept plan (optional). A property owner, prospective applicant or their representative may submit a concept plan for review and comment by the Planning Commission and **/or** Township Board.

a. Purpose.

1. To acquaint the Planning Commission and **/or** Township Board with the proposed project.
2. To provide guidance regarding the proposed design's compatibility with the purpose, intent and standards of the mixed use PUD ordinance.
3. To reduce the applicant's time and cost.

b. Submittal requirements.

1. A written request to initiate a concept plan review submitted to the Director of Community Planning and Development.
2. A written summary of the project (amount and type of uses, basis for the design concept).

3. A concept plan drawn to scale containing the following information:
 - i. Boundaries and acreage of the site.
 - ii. Zoning.
 - iii. Adjacent road network.
 - iv. General layout of buildings, interior access roads and unique design elements.
 - v. General location of known features affecting the site layout such as, but not limited to, floodplain, wetlands, woodlands, railroads, drains, rivers or rivers and streams, parkland, etc.
4. **A list of the amenities proposed for the project, along with descriptions and locations of each.**
- c. Review procedure.
 1. Upon receipt of a written request and other required data and information, the Director of Community Planning and Development shall review the concept plan.
 2. Within 30 days of the date of receiving a complete request the ~~d~~Director shall forward to the Planning Commission and/or Township Board the concept plan and accompanying data along with any written comments from the ~~d~~Director. The Planning Commission and/or Township Board shall ~~concurrently~~ review the concept plan and may offer comments or suggestions on the design. Comments or suggestions made during the review of the concept plan shall not be binding on the Township or the applicant.
- (4) Required data and information for a mixed use PUD.
 - a. A complete application accompanied by the appropriate fee.
 - b. A **site plan** ~~map~~ drawn to an engineer's scale of the total property involved, showing its location in the Township and its relation to adjacent property.
 - ~~c. A site analysis indicating principal factors which influenced the design, including building elevations and/or architectural documents and plans.~~

- d. A schematic layout of the proposed storm sewer system.
- e. A document generally describing the proposed phasing program for the mixed use PUD, **including** of all dwelling units, ~~non-dwelling-~~**residential** units, recreation and other facilities, and open space improvements.
- f. A reproducible two-foot contour topographic map (~~i.e., sepiac, mylar, etc.~~) drawn at the same scale as the site plan and showing the existing relief features on the site.
- g. A sign program.
- h. Natural features study for previously undeveloped properties. **The natural features study shall include...**
- i. Traffic study where the project will exceed ~~100~~ **50** vehicle trips during the peak hour of the adjacent roadway.
- j. Building elevations drawn to scale (in color).
- k. The developer shall provide the Township with copies of comments from other reviewing agencies, such as:
 - 1. The Ingham County Road **Department** ~~Commission.~~
 - 2. The Ingham County Drain Commissioner.
 - 3. Michigan Department of Transportation (if applicable).
 - 4. Michigan Department of **Environment, Great Lakes, and Energy** ~~Environmental Quality~~ (if applicable).
 - 5. ~~Township Environmental Commission (if applicable).~~
 - 6. Township Engineering Department.
 - 7. Township Fire Department.
 - 8. ~~The appropriate School Board (if applicable).~~
- l. The developer shall provide proof of property ownership, or a letter from the owner authorizing the request and proof of property ownership from the author of the letter.
- m. A list of the amenities proposed for the project, along with descriptions and locations of each.**

- n. A list of the waivers requested for the project, along with descriptions, dimensions, and locations of each, as well as justification or reasons why each waiver is being requested.**
- (5) Hearing. Upon submittal of a complete application, the Planning Commission shall hold a public hearing.
- a. Notice of public hearing. Notices shall comply with the provisions outlined in Subsection 86-65(b) of the Code of Ordinances.
- (6) Planning Commission decision. Following the public hearing, the Planning Commission will make a decision on whether to recommend approval of the request, recommend approval with conditions of the request, or recommend denial of the request, to the Township Board. The Planning Commission shall recommend approval, modification, or denial, to the Township Board, within ~~60~~³⁰ days of the date the planned unit development was placed on the commission's agenda ~~and shall within said 60 days, report its action to the Township Board.~~ The ~~60~~³⁰ day period may be extended if the applicant consents.
- (7) Township Board decision. After receiving a recommendation from the Planning Commission, the Township Board shall conduct a public hearing which shall be preceded by notice as specified in the preceding subsection (e)(3). Following the public hearing, the Township Board shall make a determination to approve, modify, or deny the request. The Township Board shall approve, modify or deny the planned unit development within 30 days of the date the planned unit development was placed on the board's agenda. The ~~30~~^{thirty} day period may be extended if the applicant consents.
- (8) Site plan review. Upon approval by the Township Board of the mixed use PUD, the developer shall submit a complete application to the Department of Community Planning and Development for site plan review, as outlined in the Code of Ordinances. The site plan review process shall be subject to the standards outlined in Chapter 86 of the Code of Ordinances.
- (9) Any condition imposed upon a mixed use PUD shall be part of the record and remain unchanged, unaltered, and not expanded upon, except with the mutual consent of the Township and the landowner. The Township shall maintain a record of conditions which are changed.
- (h) Effect of issuance.
- (1) Effective date. The effective date of an approved mixed use PUD shall be the date of the Township Board decision.

- (2) When a mixed use PUD becomes void. If construction related to the mixed use PUD has not commenced within ~~four~~ **two** years after the effective date, approval shall be void, except one ~~two~~ **one**-year extension may be considered if a written request is submitted to the Department of Community Planning and Development prior to the expiration date.
 - (3) Extension of a phased mixed use PUD. Once the first phase of a multi-phased mixed use PUD is under construction, the Township Board may grant a ~~two~~ **one**-year extension for future phases if a written request is submitted to the Department of Community Planning and Development prior to the current expiration date. Provided construction progresses on subsequent phases, the Township Board may grant additional ~~two~~ **one**-year extensions if a written request is submitted to the Department of Community Planning and Development prior to the most recent expiration date.
- (i) Amendments.
- (1) Generally. The property owner may apply for an amendment in writing to the Director of Community Planning and Development. The director shall make a determination as to whether a proposed amendment constitutes a major or minor amendment to the original planned unit development.
 - (2) Major amendments. A major amendment shall have a significant impact on the mixed use PUD and the conditions of its approval, which shall include, but not be limited to:
 - a. Building additions located outside a building envelope as shown on the approved mixed use PUD site plan.
 - b. Building additions that reduce any setback shown on the approved mixed use PUD site plan.
 - c. Building additions in excess of 2,000 square feet ~~for buildings under 20,000 square feet in gross floor area or 10% of an existing building over 20,000 square feet in gross floor area.~~
 - d. Expansion of a use that results in an additional **25** ~~100~~ or more vehicle trip ends during the peak hours.
 - e. Addition of land to the mixed use PUD ~~equal to or more than 20,000 square feet for existing sites less than 40,000 square feet in area or two times the original site size for sites over 40,000 square feet.~~
 - f. Expansion of a use that ~~anticipates a 10% or greater increases~~ **s** in required off-street parking.
 - g. Any addition to a legal nonconforming site.

- h. Any addition of 50 or more residential dwelling units to the mixed use PUD.**
- i. Any reduction in non-residential space in a building(s) by 25 percent of the usable floor area or greater.**

(3) Minor amendments. All amendments not deemed to be major amendments by the Director of Community Planning and Development shall be considered a minor amendment.

(4) Process to amend a mixed use PUD.

- a. Major amendments shall follow the same procedure set forth in this section for new applications, including, but not limited to, submitting an application and fee, **but review and a decision on the amendment shall be limited only to the Township Board.**
- b. Minor amendments. The Director of Community Planning and Development shall initiate the following review process:
 1. Application. An application for an amendment to a mixed use PUD shall be submitted to the Director of Community Planning and Development.
 2. Fee. A fee shall be paid at the time of filing the application in the amount established in the schedule of fees adopted by the Township Board.
 3. Hearing. Upon submittal of a complete application, the Director of Community Planning and Development shall hold a public hearing.
 - i. Notice of the public hearing. Notices shall comply with the provisions outlined in Subsection 86-65(b) of the Code of Ordinances.
 - ii. Director of Community Planning and Development decision. Following the public hearing and after adequate review and study of the application, the Director of Community Planning and Development shall make a decision to approve, approve with conditions or deny the minor amendment request within ~~6~~ **30** days of the public hearing date. The sixty-day period may be extended if the applicant consents.

4. Site plan review. Upon approval of a minor amendment by the Director of Community Planning and Development, the applicant shall submit a complete site plan review application to the Department of Community Planning and Development, as outlined in Chapter 86 of the Code of Ordinances.
 5. Any condition imposed upon a minor amendment to a mixed use PUD by the Director of Community Planning and Development shall remain unchanged, unaltered, and not expanded upon, unless the change is reviewed and authorized by the Director of Community Planning and Development.
- c. Appeal. An aggrieved person may appeal the decision of the Director of Community Planning and Development to the Township Board in accordance with § 86-188.
- (j) Enforcement. The provisions of this article shall be enforced in the manner provided elsewhere in this Code of Ordinances. Any development that is not otherwise in conformance with these regulations shall not be approved.