



Serving Haslett • Okemos • East Lansing

MERIDIAN

Economic Development Corporation

MEETING AGENDA

THURSDAY, March 2, 2017

Town Hall Room – Meridian Municipal Building

5151 Marsh Road – 7:30 a.m.

1. CALL TO ORDER
2. **MISSION:** Set the standard in creating an entrepreneurial culture; be the example for revitalization of our business districts and be the leaders in building sustainable public/private partnerships.
3. APPROVAL OF AGENDA
4. CONSENT AGENDA
 - a. Communications
 - b. Minutes – February 2, 2017
5. PUBLIC REMARKS
6. PRESENTATION
7. FINANCIAL REPORT
8. APPROVAL OF PAYMENTS
9. PLANNING COMMISSION REPORT
10. NEW BUSINESS
 - a. Discussion and Action- TinkrLAB Second 3D Printer funding request
11. OLD BUSINESS
 - a. Update- Brownfield Redevelopment Authority
12. CHAIR REPORT
13. STAFF REPORT
 - a. Update- Development Projects
14. TOWNSHIP MANAGER REPORT
15. TOWNSHIP BOARD REPORT
16. OPEN DISCUSSION/BOARD COMMENTS
17. PUBLIC REMARKS
18. NEXT MEETING DATE:
 - a. April 6, 2017, 7:30 a.m.
19. ADJOURNMENT

CHARTER TOWNSHIP OF MERIDIAN
MERIDIAN ECONOMIC DEVELOPMENT CORPORATION
February 2, 2017 MEETING MINUTES
TOWN HALL ROOM, MERIDIAN MUNICIPAL BUILDING

PRESENT: Chris Buck, Jade Sims, Trustee Phil Deschaine (arrived at 7:32), Lynda Rowlee, Shawn Dunham, David Olson (left at 8:00), David Ledebuhr, Adam Carlson

ABSENT: Malinda Barr, Josh Hundt, Manager Frank Walsh, Mark Epolito

OTHERS: Treasurer Julie Brixie (Ex-Officio) (arrived at 7:32), Environmental Commission Chair Bill McConnell, Department of Communications Director Deborah Guthrie (left at 8:35), Department of Community Planning & Development Mark Kieselbach, Economic Development Coordinator Ben Motil

1. CALL TO ORDER

Chair Buck called the meeting to order at 7:30 a.m. and asked Member Sims to read the Mission Statement.

2. **MISSION:** Set the standard in creating an entrepreneurial culture; be the example for revitalization of our business districts and be the leaders in building sustainable public/private partnerships.

3. APPROVAL OF AGENDA

MOTION BY MEMBER CARLSON TO APPROVE AGENDA. SUPPORTED BY MEMBER LEDEBUHR. MOTION PASSES 7-0.

4. CONSENT AGENDA

- a. Communications
- b. Minutes – January 5, 2017

MOTION BY MEMBER CARLSON TO APPROVE CONSENT AGENDA. SUPPORTED BY MEMBER DUNHAM. MOTION PASSES 7-0.

5. PUBLIC REMARKS

None.

6. Presentation

None.

7. FINANCIAL REPORT

Treasurer Brixie distributed and reviewed the financial report dated 2/2/17. Report on file.

MOTION BY MEMBER LEDEBUHR TO APPROVE FINANCIAL REPORT. SUPPORTED BY MEMBER DUNHAM. MOTION PASSES 8-0.

8. APPROVAL OF PAYMENTS

None.

9. PLANNING COMMISSION REPORT

Chair Buck read Planning Commission report from Planning Commissioner John Scott Craig, in lieu of his presence due to illness.

- Balaram Singh requested rezoning of his property at 1954 Saginaw Highway from RR to RDD to allow construction of a four unit apartment building and renovation of two existing buildings. Public Hearing held on 2/9/2017 and the PC voted to recommend approval on 2/23/2017.
- Stockwell Development Company requested rezoning of two parcels at the corner of Powell Road and Grand River Avenue from professional and office to Commercial (C-2). This included a request for a Special Use Permit for construction of a 12,000 square foot strip mall with two drive-thru windows. The Special Use permit was discussed on 1/9/2017 and approval granted on 1/23/2017, but for only one drive through window. Traffic was a concern as well as parking issues.
- The MUPUD request from Capstone Communities, LLC to construct the Hannah Farms East student housing project came back before the PC on January 9th. A slightly modified plan was presented (reduction by six units from 296 to 290), but the overall density of the project remained at nearly 28 units per acre. This is well above the 14-18 units per acre permitted by the MUPUD ordinance. Traffic congestion issues identified in the applicant's Traffic Study and strong objections from residents of surrounding neighborhoods were considered by the PC. The applicant will return at a future meeting to address these issues and the PC will then vote on a recommendation to the Township Board.
- The request by Summer Park Realty to rezone 157 acres at 2874 Lake Lansing Road (the Walnut Hills Golf Club) from RR to RAA came back to the PC following a Public Hearing and discussion on the November 14th and 21st 2016 meetings. The developer presented a more detailed Concept Plan for the project. Density and traffic issues were discussed as well as a proposal

by the members of the neighborhood to purchase the property. The applicant will be back before the PC in February for a decision on the rezoning if the project is still moving forward.

- The members of the Township Board received a draft of the 2017 Master Plan at their Study Session held on Tuesday January 24th. The Planning Commission looks forward to working with the Board, the members of the community and all local and regional stakeholders to complete this project.

10. NEW BUSINESS

- a. Chair Buck discussed the potential of the EDC funding a second \$900 matching fund request from Tinkerlabs for another 3D printer.
 - EDC members would like to wait and see how Tinkerlabs uses their first \$900, and then consider how the EDC would like to see the second \$900 used in the future.
 - EDC members would like to see a ceremony/ribbon cutting presentation with Tinkerlabs to promote the partnership between Tinkerlabs and EDC to the community.
- b. Treasure Brixie summarized the resolution to change signature cards on EDC accounts.

MOTION BY CHAIR BUCK TO APPROVE THE RESOLUTION TO CHANGE SIGNATURE CARDS ON EDC ACCOUNTS. SUPPORTED BY MEMBER LEDEBUHR. MOTION PASSES 8-0.

11. OLD BUSINESS

- a. The staff memo dated January 20, 2017 regarding the Corridor Improvement Authority (CIA) to Supervisor Styka was discussed.
 - Supervisor Styka will make his recommendation of CIA applicants to the Township Board at the February 7, 2017 regular board meeting.
 - Chair Buck thanked the EDC for all their hard work in establishing a CIA in Meridian Township.
- b. Staff provided an update on the progress of potentially establishing a Brownfield Redevelopment Authority (BRA) in the Township.
 - Staff will continue to meet with the Michigan Department of Environmental Quality (MDEQ) representative Janet Michaluk to explore the benefits and difficulties of establishing a BRA in the Township.
 - Difficulties may include an increase in workload on Township staff, but may decrease the time developers are required to invest in pursuing Brownfield incentives.
 - If the Township establishes a BRA, administrative fees and application fees will go to the Township, and not to outside organizations.

- Treasurer Brixie asked the EDC for their opinion in regards to the Township establishing a BRA.
 - Member Ledebuhr is in favor of the idea.
- Member Sims asked if a developer pulls out of a Brownfield, who is left with the cost of cleanup. Township staff responded if there is no project being completed, there is ultimately no brownfield and no costs being incurred.
- Lansing and East Lansing each have their own BRA.
- c. Staff provided an update on research regarding the 2017 EDC Budget item 'MABA Dues'.
 - Staff reported that the EDC is not paying any dues to MABA.
- d. Communications Director Deborah Guthrie provided a summary regarding the following:
 - New Year's Eve event (fireworks display and commemorative video).
 - 175th Anniversary events and dates.
 - Enactment Day Celebration on February 16th, 2017.

12. CHAIR REPORT

- Chair Buck updated the EDC Board on the events he has attended including MABA's 20th Anniversary Wine and Cheese Tasting at Dusty's Cellar.
- Attended the Old Town Commercial Marquee event in Lansing.
- Informed the EDC he received an update on the progress of the Costco project from Manager Walsh.

13. STAFF REPORT

- a. Development Projects Update – EDC staff provided updates on the status of proposed and ongoing projects within the Township. Report on file.

14. TOWNSHIP MANAGER REPORT

None.

15. TOWNSHIP BOARD REPORT

- Trustee Deschaine provided an update on Township Board activities including:
 - 2017 Goal Setting Agenda.
 - Boards and commissions appointments completed.
 - Township Manager Evaluation Completed.
 - Zoning amendment to Industrial zoning districts.
 - Plans for solving the pension liability issue.

- Overtime issues addressed by Board.
- Board study session held on DAS –Distributed Antennae System.
- Master plan close to final approval.
- Current investment policy approved by new Board.
- Trustee Deschaine provided a list of the 2017 Action Plan-Manager's Draft 2017 Goals (Report on file).

16. OPEN DISCUSSION/BOARD COMMENTS

EDC discussion:

- Member Ledebuhr attended the Smart Growth for the 21st Century hosted by the Greater Lansing Association of Realtors.
- He stated that Meridian Township was very well represented by the staff and board members that attended.

17. PUBLIC REMARKS

- Environmental Commission Chair Bill McConnell introduced himself and stated he will be attending EDC meetings to increase coordination between the EDC and Environmental Commission.

18. NEXT MEETING DATE:

- a. March 2, 2017, 7:30 am, Town Hall Room, Meridian Municipal Building.

19. ADJOURNMENT

Hearing no objection, Chair Buck adjourned the meeting at 8:50 a.m.

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

TO: Meridian Township EDC Board

FROM: _____
Benjamin M. Motil
Economic Development Coordinator

DATE: February 23, 2017

RE: The Mini Maker Foundation Matching Fund Request

The Mini Maker Foundation has approached the Meridian EDC with a proposal for a matching fund donation request in the amount of \$900 for a second JellyBox 3D printer. Kelly Flagg, of the Foundation for Haslett Schools has provided documentation showing their commitment in the attached invoice and corresponding check in the amount of \$900 to the Mini Maker Foundation. Currently, two Haslett schools are sharing one 3D printer. They are Ralya Elementary (5645 School Street) and Murphy Elementary (1875 Lake Lansing Road). With a \$900 matching fund donation from the Meridian EDC, each school would be able to have their own JellyBox 3D printer.

- **MOTION TO APPROVE A DONATION TO THE MINI MAKER FOUNDATION IN THE AMOUNT OF \$900 FOR A SECOND JELLYBOX 3D PRINTER TO GO TO HASLETT SCHOOLS.**

Attachments:

1. The Mini Maker Invoice to Haslett Education Foundation
2. Check for \$900 from the Foundation for Haslett Schools

INVOICE

Date: 2/10/2017
Invoice # 1050

The Mini Maker Foundation
C/O tinkrLAB
1982 West Grand River
Suite #321
Okemos, MI 48864
517-388-1488

Kelly Flagg
Haslett Education
Foundation

Ship To

Same

Salesperson	Job	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
Chris Allen					Due on receipt	

Qty	Item #	Description	Unit Price		Line Total
1	JB-001	JellyBox 3D Printer Grant Second Printer	900.00		900.00

Sales Tax Exempt #

38-6001630

Subtotal	\$900.00
Sales Tax	0.00
Total	\$900.00



Make all checks payable to The Mini Maker Foundation

Thank you for your sponsorship!

FOUNDATION FOR HASLETT SCHOOLS
P O BOX 615
HASLETT, MI 48840

1974

74-7185/2724
BRANCH 23

DATE 2/8/77

PAY
TO THE
ORDER OF

Mini Maker Foundation

\$ 900.00

Nine Hundred & 00/100

DOLLARS



Security
Features
Outline on
Back

Flagstar
Bank
Okemos, MI 48864
1-888-24VOICE

J. P. Co.

FOR

[REDACTED]

MEMORANDUM

TO: Township Board

FROM: *Peter Menser*
Peter Menser
Senior Planner

DATE: February 14, 2017

RE: Brownfield Redevelopment Authority (BRA)

The Township Board last discussed the establishment of a Brownfield Redevelopment Authority (BRA) at its meeting on January 3, 2017. At the meeting Janet Michaluk, a brownfield coordinator with the Michigan Department of Environmental Quality (MDEQ), provided a brief presentation on the basics of a BRA and staff described the procedural steps required to establish a BRA in Meridian Township.

As requested by the Township Board, staff set up an internal meeting on January 19, 2017 between the Township Manager, Township Treasurer and staff, Finance Director, Planning Department staff, and Ms. Michaluk from the MDEQ to discuss in detail the administrative logistics of a BRA. The meeting provided clarification regarding the responsibilities and duties of each department involved with managing a potential future BRA.

The following is a review of the process required to establish a BRA in Meridian Township:

- The Township Board must first adopt a resolution of intent to establish a BRA. The resolution sets a date for a public hearing at which the adoption of the BRA will be discussed. A legal notice must be published announcing the day and time of the public hearing.
- The Township Board holds the public hearing on the BRA on the date stated on the resolution of intent.
- If the Township Board intends to adopt a resolution establishing a BRA it must do so within 30 calendar days of the public hearing. The resolution may be adopted at the same meeting as the public hearing if desired.
- The resolution must to be filed with the State of Michigan (Department of State, Office of the Great Seal) promptly after adoption.

The Township Board may choose to designate the Economic Development Corporation (EDC) Board or Downtown Development Authority (DDA) Board to serve as the BRA or the Township Supervisor can appoint a new board consisting of five (5) to nine (9) members, subject to approval by the Township Board. The State Act does not require residency in the Township to serve on the BRA. After appointment, the BRA can elect officers, adopt bylaws, and establish a meeting schedule, along with other organizational matters.

Township Board (February 21, 2017)
Brownfield Redevelopment Authority (BRA)
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If the Township Board chooses to proceed with a BRA, a potential schedule could be as follows:

- March 7, 2017: Consider and potentially adopt resolution of intent to establish BRA
- April 4, 2017: Hold public hearing
- April 18, 2017: Adopt resolution establishing a BRA
- May 2, 2017: Deadline to adopt resolution establishing a BRA (30 day time limit expires May 4, 2017)

Janet Michaluk from the MDEQ will attend the meeting on February 21, 2017 to answer any questions the Township Board may have as it considers establishing a BRA.

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Development Projects (January 22, 2017 – February 22, 2017)

New Business

- Great Lakes Interiors- new office furniture office/warehouse at 2076 Towner Rd.
- Ribbon Cutting- Salon Red and Big John Steak & Onion, 2398 Jolly Rd, 3/6/17, 2 p.m.

Project Updates

- Okemos Point Mixed Use Planned Unit Development (MUPUD) – Site plan under review for Phase 1 of mixed use project consisting of 19 apartment buildings (350+ units) and 21,000 square feet of commercial space located west of Jolly Oak Road. Public hearing held on 12/6/16. Review deadline extended to 2/30/17.
- Holiday Inn Express – construction underway on four story 62,900 square foot hotel with 112 rooms at 2350 Jolly Oak Rd.
- Chick Fil A – construction underway for new Chick Fil A restaurant at 2055 Grand River Ave.
- Eyecare Associates of Haslett – construction underway on new optometrist office at 5700 Marsh Rd.
- Marriot Courtyard – site plan approved for new four story hotel with 97 rooms (64,052 square feet) at Jolly Oak Rd./Meridian Crossings Dr.
- Stockwell shopping center – request for special use permit to construct 12,000 square foot 6-unit shopping center with 2 drive-through windows at 1560 Grand River Avenue. Public hearing held on 9-26-16, discussed on 1/9/17, special use permit approved from one drive through window on 1/23/17 Planning Commission meeting.
- Hannah Farms East – request to construct mixed use project with approximately 381,740 square feet of residential space, 296 units, and 116,000 square parking deck at Eyde Parkway/Hannah Boulevard. Public hearing held on 12/19/16, discussed at 1/9/17 meeting, scheduled for further discussion at 3/13/17 PC meeting.
- Chamberlain Townhouses – site plan approved to construct 19,500 square foot, 8 unit townhouse project at 1730 Chamberlain Drive. Construction scheduled for 2017.
- 2/42 Church- request for special use permit to add community center at 2630 Bennett Rd, public hearing held on 2/13/17, scheduled for action at 2/27/2017 PC meeting.
- 1619 Haslett Rd- Request to demolish and reconstruct gas station, public hearing held on 2/13/17, scheduled for further discussion at 2/27/17 PC meeting.