



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
PLANNING COMMISSION – REGULAR MEETING
September 9, 2024 6:30 PM

1. CALL MEETING TO ORDER
2. ROLL CALL
3. PUBLIC REMARKS
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
 - A. August 12, 2024
6. COMMUNICATIONS
 - A. Director Schmitt re: Planning Commission Schedule (Email)
7. PUBLIC HEARINGS
 - A. SUP #24023 – Okemos Gateway
8. UNFINISHED BUSINESS
 - A. None
9. OTHER BUSINESS
 - A. Planning Commission Discussion
 - i. Planning Commission Bylaw Update
 - ii. Current Land Use Update
10. REPORTS AND ANNOUNCEMENTS
 - A. Township Board update.
 - B. Liaison reports.
11. PROJECT UPDATES
 - A. Project Report
12. PUBLIC REMARKS
13. COMMISSIONER COMMENTS
14. ADJOURNMENT

Individuals with disabilities requiring auxiliary aids or services should contact: Director of Community Planning and Development
Timothy R. Schmitt, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4506 - Ten Day Notice is Required.
Meeting Location: 5151 Marsh Road, Okemos, MI 48864



TENTATIVE PLANNING COMMISSION AGENDA
September 23, 2024

1. PUBLIC HEARINGS
 - A. None

2. UNFINISHED BUSINESS
 - A. SUP #24020 – Okemos Local Investment

3. OTHER BUSINESS
 - A. Planning Commission Discussion
 - i. Current Land Use Analysis

Individuals with disabilities requiring auxiliary aids or services should contact: Director of Community Planning and Development
Timothy R. Schmitt, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4506 - Ten Day Notice is Required.
Meeting Location: 5151 Marsh Road, Okemos, MI 48864

Providing a safe and welcoming, sustainable, prime community.



CHARTER TOWNSHIP OF MERIDIAN
REGULAR MEETING PLANNING COMMISSION **-DRAFT-**
5151 Marsh Road, Okemos MI 48864-1198
517.853.4000, Township Hall Room
Monday, August 12, 2024, 6:30 pm

PRESENT: Chair Shrewsbury, Commissioners Blumer, Brooks, Romback, and Scales

ABSENT: Vice-Chair Snyder, Commissioner McConnell

STAFF: Principal Planner Brian Shorkey

1. CALL MEETING TO ORDER

Chair Shrewsbury called the August 12, 2024, regular meeting for the Meridian Township Planning Commission to order at 6:30 pm.

2. ROLL CALL

Chair Shrewsbury called the roll of the Board. All board members were present except Vice-Chair Snyder.

3. PUBLIC REMARKS

Chair Shrewsbury opened public remarks at 6:31 pm

Chair Shrewsbury closed public remarks at 6:31 pm

4. APPROVAL OF AGENDA

Commissioner Blumer moved to approve the August 12, 2024, regular Planning Commission meeting agenda. Seconded by Commissioner Romback. Motion passed unanimously.

Commissioner Scales asked to add an item to the agenda to correct an error in bylaws and asked if it would be appropriate to add to the Commissioner Comments section. Chair Shrewsbury stated that it would be appropriate to comment on it and it could be placed on the next agenda for action.

5. APPROVAL OF MINUTES

Commissioner Scales moved to approve the Minutes of the July 8, 2024, Planning Commission Regular Meeting as amended. Seconded by Commissioner Romback. Motion passed.

Commissioner Romback asked that the spelling of his name be corrected.

Commissioner Scales asked about draft minutes that were placed in a Board packet. Principal Planner Shorkey clarified that the draft was used because of the timing between the Board

packet and the approval of the minutes in question and clarified that only the approved minutes for the Planning Commission are considered official.

6. COMMUNICATIONS

A. Ingham County Controller's Office Letter

Chair Shrewsbury asked if the Planning Commission was expected to give feedback. Principal Planner Shorkey indicated that it was an FYI and that he would send feedback to the County if the Planning Commission had feedback.

B. EGLE Materials Management Plan

7. PUBLIC HEARINGS

A. SUP #24020 – Okemos Local Investment

Principal Planner Shorkey outlined the SUP. Principal Planner Shorkey reminded the public that this is a hearing and a decision will not be made at this meeting.

Commissioner Romback asked if there would be an updated traffic study. Principal Planner Shorkey stated that the applicant is working to get an update.

Sam Pernick, applicant, summarized his application, noting that the plans are basically the same as what he submitted for conditional approval, excepting a change in the site plan regarding tree location to accommodate a sign. He gave an overview of the work that he has done on the property so far and plans to call the store "Good Vibes."

Commissioner Romback asked the applicant how many provisioning centers he owns. Mr. Pernick stated that he has two other stores in Michigan and commented about the contributions his company has made to the communities in which they are located.

Commissioner Blumer asked the applicant how he would manage security at his location, given that it is a rehabilitated home instead of a new building built for the purpose of housing a dispensary. Mr. Pernick gave details about his security plan for the property and gave details about security for his other stores.

Commissioner Scales asked the applicant for more details about securing transportation of the product. Mr. Pernick explained that the State does not allow dispensaries to handle transportation and that he does not have details on the logistics of how the vendors transport the product.

Chair Shrewsbury opened public comment at 6:59

Monal Shroff, Township resident, spoke in opposition to the dispensary.

Tannu Arora, Township resident, spoke in opposition the dispensary.

Chair Shrewsbury closed the public hearing at 7:05. By voice vote, the Planning Commission indicated support for the application pending the update of the traffic study.

8. UNFINISHED BUSINESS

NONE

9. OTHER BUSINESS

- A. Planning Commission Discussion
i. Off-Street Parking Ordinance Update

Principal Planner Shorkey introduced the items Staff have been working on with regards to updating the Parking Ordinance and stated that there is no draft at this time.

Commissioner Brooks asked about grant opportunities for EV stations. Commissioner Brooks expressed his concern that it could be costly if mandated in an Ordinance. Principal Planner Shorkey indicated that he was aware of grants, but that it would be on the applicant to seek those funds, and the Township can support them. He stated that the Ordinance wouldn't need to be a mandate, it would be guidance for property owners who planned to put in EV stations.

Commissioner Brooks asked if the landscape components could include rain garden and native plant guidance. Principal Planner Shorkey said that staff can consider those items.

Commissioner Blumer asked how this Ordinance would be implemented regarding Planning Commission responsibilities. Principal Planner Shorkey explained that it would affect zoning ordinances and permits would come through the Planning Commission for recommendation.

Chair Shrewsbury asked if pedestrian access would be appropriate to include in a parking Ordinance. Principal Planner Shorkey said that it is appropriate and staff can consider pedestrian access.

Commissioner Romback asked how the changes might affect businesses. Principal Planner Shorkey responded that required parking numbers will go down in some instances which could lead to a lesser need for infrastructure, allow more landscaping, or provide opportunities for more creative uses. Commissioners discussed businesses wanting to be cautious about not over-building or under-building parking.

Commissioner Romback asked how EV charging costs are determined and, if providing EV stations, will it take revenue away from gas stations. Principal Planner Shorkey stated that the cost charged to users is determined by the landowner. Commissioner Blumer stated that it is unusual for an EV driver to find free EV charging.

10. REPORTS AND ANNOUNCEMENTS

- A. Township Board Update

Principal Planner Shorkey reported that the Board approved SUP #24009, they did not approve the language for the proposed millage vote for Senior and Community Center, and they approved language for the Liquor License Ordinance.

Commissioner Scales asked for an update on REZ#24013. Principal Planner Shorkey responded that the developer has set up a community meeting as requested by the Planning Commission and that the REZ won't be brought before the Board until after that meeting has occurred.

B. Liaison Reports

Commissioner Blumer reported that the DDA is focused on development of a new Welcome sign for northbound Okemos Rd.

11. PROJECT UPDATES

A. Project Report

Principal Planner Shorkey highlighted the updates to the report.

Commissioner Scales and Commissioner Romback asked for an update about Downtown Okemos. Commissioner Scales reported that he spoke with the developer who says that the Township has been reporting incorrect numbers and that the project is on indefinite hold because of the Township's requests. Principal Planner Shorkey said that he has not received such information and that the plan is still under review.

12. PUBLIC REMARKS

Chair Shrewsbury opened public remarks at 7:36 pm

Chair Shrewsbury closed public remarks at 7:36 pm

13. COMMISSIONER COMMENTS

Commissioner Scales stated that he has reviewed Planning Commission bylaws and found under Meetings section 5.7(a) that the required number of votes to adopt any part of the Master Plan is six members, which was a 2/3 majority when there were nine members. He would like to change this to reflect a 2/3 majority for the current seven members. He also noted that under section 8.1 there is a process for amending bylaws and asked to start the process as soon as possible if the Planning Commission wants to make the change to 5.7(a).

14. ADJOURNMENT

Chair Shrewsbury called for a motion to adjourn the meeting at 7:40 pm

Commissioner Scales moved to adjourn the August 12, 2024 regular meeting of the Planning Commission. Seconded by Commissioner Blumer. Motion passed unanimously.

From: [Tim Schmitt](#)
To: [Brian Shorkey](#)
Subject: Planning Commission Meetings
Date: Wednesday, August 21, 2024 1:21:04 PM

At the next meeting, have a conversation with the PC about moving their October and November meetings:

- October 14th is Indigenous Persons Day and they should move that one forward a week to October 7th.
- October 28th is going to be during the Early Voting for the November election, so the Town Hall Room won't be available, so they need to officially move the venue to the Fire Station Community Room, so we can post it.
- November 11th is Veteran's Day, so that meeting needs to move backwards, as we are closed that day and moving it earlier will hit Early Voting as well.

Let me know if you have any questions.

Tim

Timothy R. Schmitt, AICP

Interim Township Manager///Director of Community Planning and Development

schmitt@meridian.mi.us

W 517.853.4506

5151 Marsh Road | Okemos, MI 48864

meridian.mi.us



To: Planning Commission

From: Brian Shorkey, Principal Planner

Date: September 9, 2024

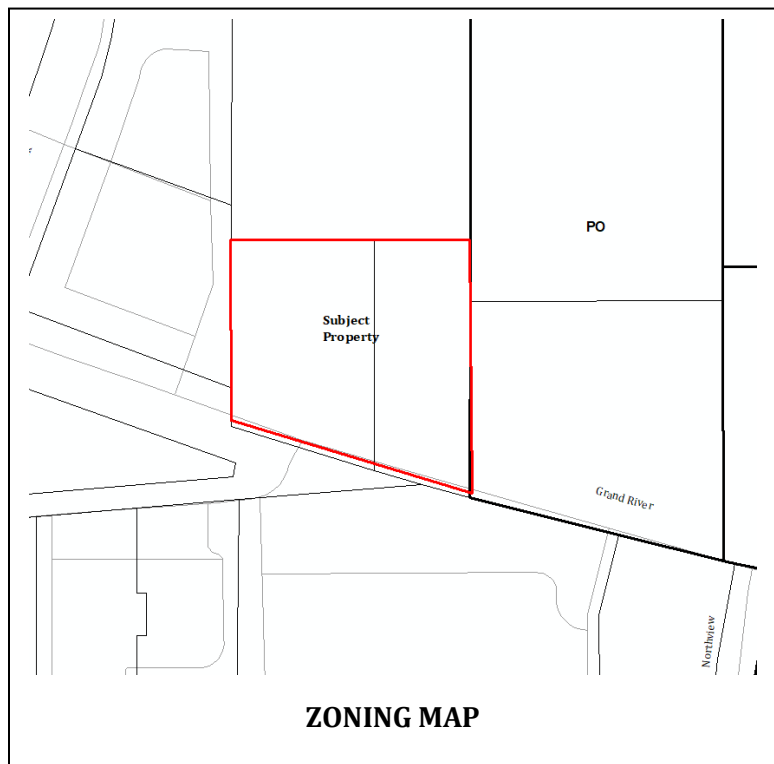
Re: Special Use Permit #24023 (Okemos Gateway LLC), to construct an adult use marijuana retailer at 1614 West Grand River Avenue, Okemos, MI 48864.

Okemos Gateway LLC (Applicant) has submitted a Special Use Permit (SUP) application for the construction of a 4,000 square foot adult use marijuana retailer at 1614 West Grand River Avenue, Okemos, MI 48864 (Subject Property). The Subject Property is approximately 2.4 acre in size and is zoned C-2 – Commercial. This SUP application follows the Board of Trustees’ approval of the adult use marijuana conditional license on July 23, 2024.

Zoning and Future Land Use

The Subject Property is located in the C-2 – Commercial zoning district. The same zoning designation applies to the adjacent properties to the west, north, and south. The property to the east is zoned PO – Professional and Office and contains the Sparrow Okemos Medical Building.

The C-2 district requires a minimum of 100 feet of lot frontage and 4,000 square feet of lot area for new lots. The Subject Property consists of two parcels that together total approximately 2.4 acres in size. The Subject Property has a total of approximately 373 feet of frontage along Grand River Avenue.

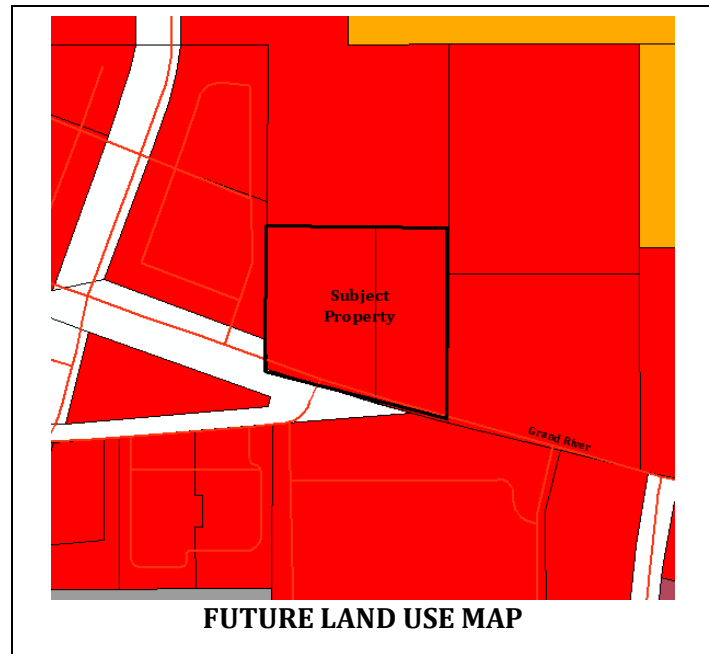


The Future Land Use Map from the 2023 Master Plan designates the subject site in the Commercial category. The same designation applies to all adjacent properties.

Staff Analysis

Applications for special land use permits are reviewed under Sec. 86-126 in the Zoning Ordinance. Based on that review, Staff has the following comments:

1. The Subject Property lies within Adult Use Marijuana Overlay Area 3. This has been approved of one of the only five areas in the Township where adult use marijuana retailers are allowed. An adult use retail conditional license has been approved for the site.
2. The project is consistent with the intent and purposes of this chapter and the proposed adult use marijuana retailer conforms with the Subject Property's zoning and Future Land Use designations.
3. The project is consistent with applicable land use policies contained in the Township's comprehensive development plan of current adoption.
4. 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.
5. The project is not expected to adversely affect or be hazardous to existing neighboring uses.
6. The project is not expected to be detrimental to the economic welfare of the surrounding properties or the community.
7. The project is adequately served by public facilities, such as existing roads, schools, stormwater drainage, public safety, and public transportation.
8. The project is adequately served by public sanitation facilities if so designed. If on-site sanitation facilities for sewage disposal, potable water supply, and stormwater are proposed, they shall be properly designed and capable of handling the long term needs of the proposed project.
9. 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.



10. The project is not expected to 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, or wildlife areas.
11. Attachment #3 details the safety and odor control that is being proposed by the Applicant. The safety and odor control systems meet the Township's requirements.
12. The Subject Property is adequately served by water and sewer. An attached traffic assessment (Attachment #4) verifies that the existing roads are capable of handling the traffic and no traffic study is required.
13. If this SUP is approved, then the next step will be site plan approval. Site plans are administratively approved and require approvals from all relevant offices and agencies. In this case, the site plan will require approvals from the Township Engineering Department, the Ingham County Drain Commission, and the Michigan Department of Transportation.

Based on the information provided by the Applicant, Staff has identified no major concerns that would negatively impact surrounding properties or the Township at large while reviewing the proposed Special Use Permit. If the project is approved by the Planning Commission and the Township Board, the applicant will be required to submit for Site Plan Review and/or any required building permits prior to beginning operations.

Recreational Marihuana Approval Process

Applicants for a Recreational Marihuana Facility must go through various steps in order to establish a facility within Meridian Township, including securing local and state approval. Applications are submitted to the Director of Community Planning and Development for review. All inspections, review, processing, and competitive review, if necessary, shall be completed within 90 days of a complete application. A completed application is forwarded to the Township Board, who must approve or deny the application within 120 days of a completed application and fees. If the application is approved, then the Applicant shall receive a conditional approval, the conditions of which must be met for the Applicant to receive a Permit as the Permit Holder. If the Township Board issues conditional approval, then the Applicant must submit their SUP application to the Planning Commission within 60 days. Recreational Marihuana permits are reviewed for renewal or amendment, but the SUP does not require annual renewal. If the applicant maintains a valid State license and remains in good standing with both the State and Township a renewal will be granted for another one year period.

Planning Commission Options

The Planning Commission may recommend approval, approval with conditions, or denial of the proposed special use permit. A resolution will be provided at a future meeting.

Attachments

1. Special use permit application and legal description
2. Attachment 1: Site Plan, dated August 2, 2019
3. Attachment 2: Business Plan
4. Attachment 3: Odor Mitigation Plan
5. Attachment 4: Traffic Assessment

**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 Okemos Gateway, LLC - Ammar W. Alkhalji
 Address of Applicant 29580 Northwestern Highway
 Telephone - Work 248.559.5555 Home _____ Fax _____ Email ammar@investorsgroup.com
 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 1614 W. Grand River / 33-02-22-426-001 / Parcel 3
 Legal description (please attach if necessary) A laced
 Current zoning C2 - Commercial District
 Use for which permit is requested / project name Commercial I
 Corresponding ordinance number _____
- C. Developer (if different than applicant) Same as above
 Address _____
 Telephone - Work _____ Home _____ Fax _____
- D. Architect, Engineer Planner or Surveyor responsible for design of project if different from applicant:
 Name Nowak and Fraus Engineers Rogvov Architects
 Address 46777 Woodward, Pontiac, MI 48342 32500 Telegraph, Bingham Farms, MI 48025
 Telephone - Work 248.332.7931 Home _____ ~~Fax~~ Tel. 248.540.7700
- E. Acreage of all parcels in the project: Gross 2.40 Net _____
- F. Explain the project and development phases:
- G. Total number of:
 Existing: structures _____ bedrooms unknown offices N/A parking spaces N/A carports N/A garages _____
 Proposed: structures 1 bedrooms N/A offices N/A parking spaces 53 carports N/A garages N/A
- H. Square footage: existing buildings: _____ proposed buildings 4,000
 Usable Floor area: existing buildings _____ proposed buildings 4,000
- 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: It is expected that there will be 3 employees on site. Hours of operation is anticipated to be from 8 am to 7 pm
- J. Existing Recreation: Type N/A Acreage _____
 Proposed Recreation: Type N/A Acreage _____
 Existing Open Space: Type Residential Lawn Acreage 2.28
 Proposed Open Space: Type Commercial Lawn Acreage 1.60

K. If Multiple Housing:
 Total acres of property N/A
 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.

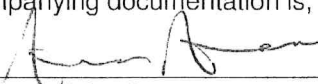
- (1) The project is consistent with the intent and purposes of this chapter.
- (2) The project is consistent with applicable land use policies contained in the Township's Master Plan of current adoption.
- (3) The project is designed, constructed, operated, and maintained so as to be harmonious and 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

8/23/24
Date

AMMAR ALKRAFAJI
Type/Print Name

Fee: _____

Received by/Date: _____



CIVIL ENGINEERS
LAND SURVEYORS
LAND PLANNERS

LEGAL DESCRIPTION

PARCEL 3

The East 145 feet of the following description: Beginning at a point 1123.75 feet West of the East quarter post of Section 22, Town 4 North, Range 1 West, thence West 351 feet, thence South 748 feet to the center of Grand River Road, thence Easterly along center of said road 351 feet; thence North 746 feet to beginning, Meridian Township, Ingham County, Michigan.

Address: 1614 W. Grand River Avenue
Tax ID No.: 33-02-02-22-426-001

NOWAK & FRAUS ENGINEERS

46777 WOODWARD AVENUE
PONTIAC, MI 48342-5032

WWW.NOWAKFRAUS.COM

VOICE: 248.332.7931
FAX: 248.332.8257

issued for:
 OWNER REVIEW: 06 AUG. 2019

LAND/ BUILDING/ PARKING DATA :	
LAND DATA :	
NET LAND AREA	24 ACRES
BUILDING DATA :	
PROPOSED RETAIL 'A'	4000 S.F.
TOTAL BUILDING AREA :	4,000 S.F.
PARKING REQUIRED :	
RETAIL :	20 SPACES
RETAIL: (5 SPACES/ 1,000 GFA) = 20 SPACES	
TOTAL PARKING REQUIRED:	20 SPACES
PARKING PROVIDED :	20 SPACES

project:

Proposed for
Commercial Development
 Grand River Ave.
 Meridian Twp., MI

ROGVOY
 ARCHITECTS

32500 TELEGRAPH ROAD
 SUITE 250
 BINGHAM FARMS, MICHIGAN
 48025-2404

PH 248.540.7700 FX 248.540.2710
 www.rogvoy.com



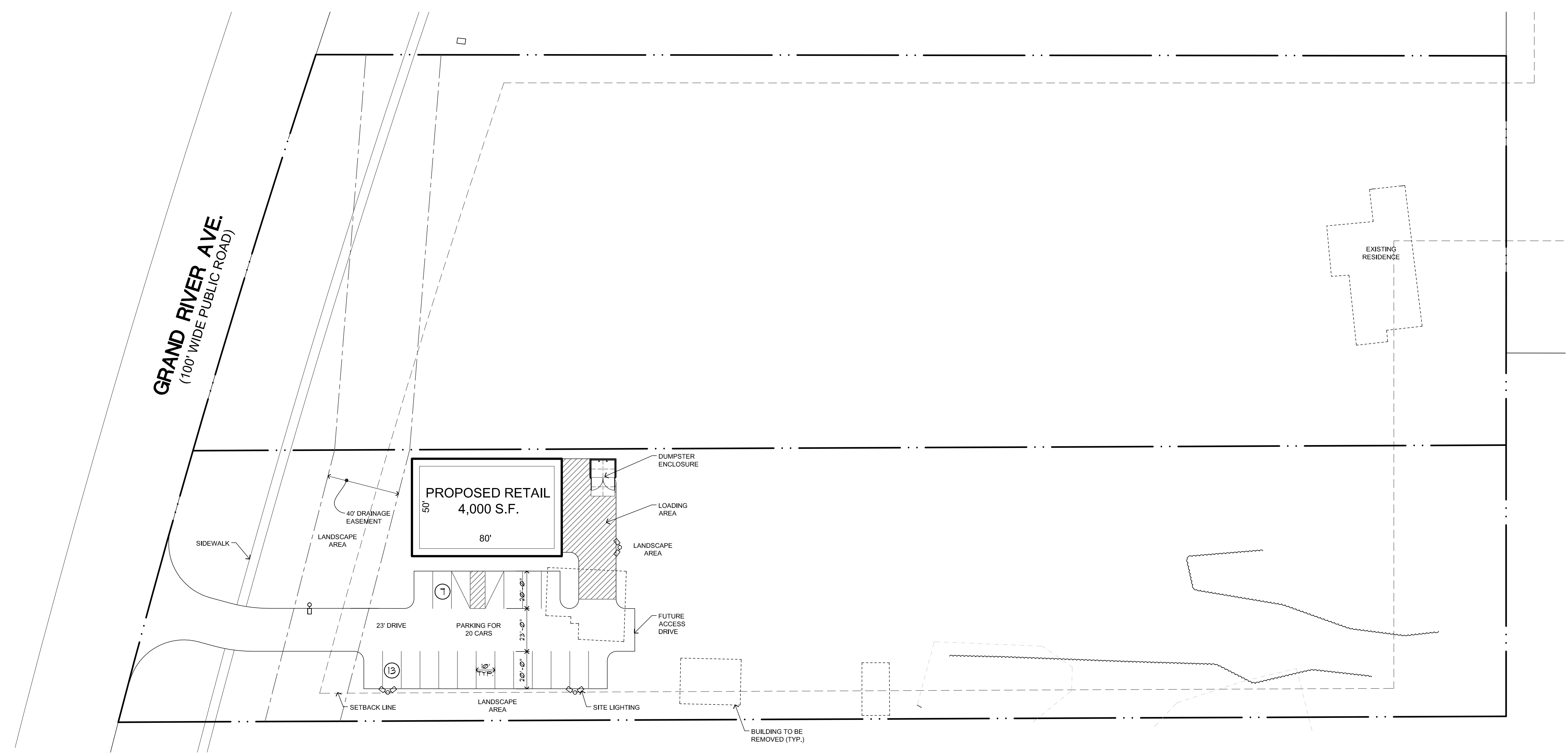
drawing:
Conceptual Site Plan

DO NOT SCALE DRAWING

issue date: 02 AUG. 2019
 drawn: KS
 checked: MD
 approved: MD

file number: 19030
 sheet:

SP-2

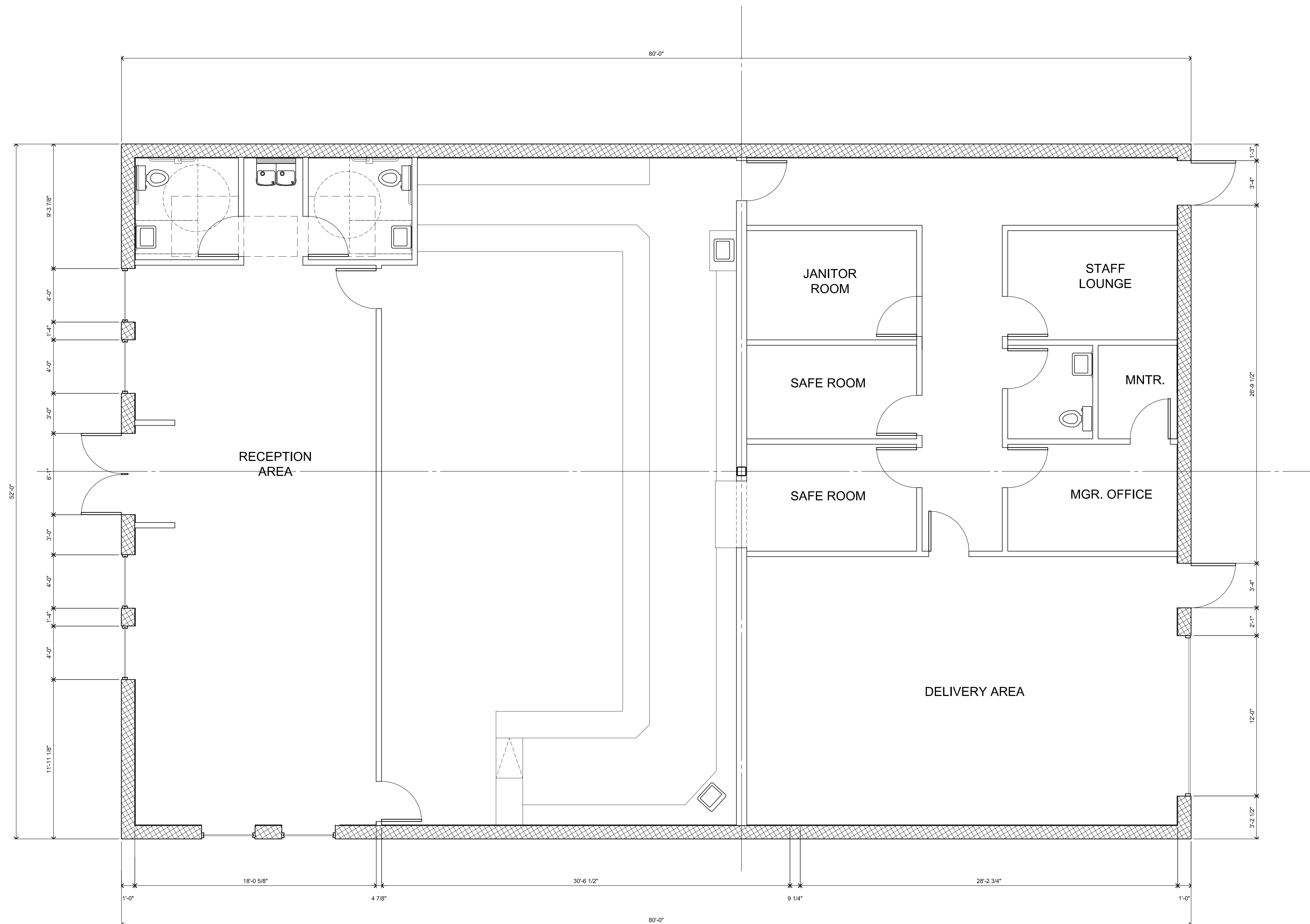


SITE PLAN

SCALE: 1"=30'-0"

G:\Drawings\2019\19030\02_Scheme\19030 SP-1 19-0806.dwg, 8/6/2019 11:24:42 AM, kshelton

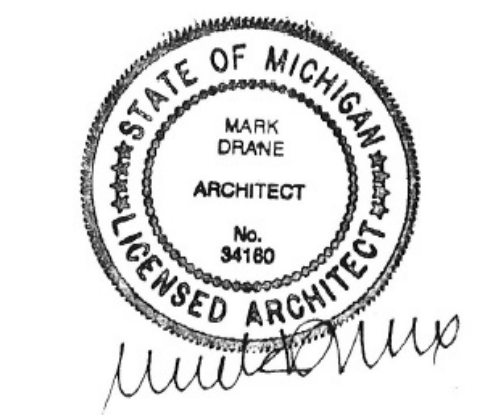
project:



Proposed for
Commercial Development
 Grand River Ave.
 Meridian, MI



32500 TELEGRAPH ROAD
 SUITE 250
 BINGHAM FARMS, MICHIGAN
 48025-2404
 PH 248.540.7700 FX 248.540.2710
 www.rogvoy.com



drawing:
**Conceptual
 Floor Plan**

DO NOT SCALE DRAWING
 issue date: 02 AUG. 2019
 drawn: KS
 checked: MD
 approved: MD

file number: 19030
 sheet:

FLOOR PLAN

SCALE: 1/4" = 1'-0"

FP-2



DNVK 4 LLC
1614 GRAND RIVER MERIDIAN TOWNSHIP
A PREMIUM MARIHUANA RETAIL CENTER



TABLE OF CONTENTS

Contents

1. Executive Summary.....	2
2. Timeline	3
3. Operations Overview	4
4. Product Line	4
5. Marketing & Sales.....	5
6. Organization & Roles/Staffing.....	6
7. Employee Hiring, Training, and Compensation.....	8

BUSINESS STARTUP PLAN

1. EXECUTIVE SUMMARY

DNVK 4 LLC is a marihuana company, founded with marihuana customers in mind. The company was inspired by the personal experiences of the ownership group, witnessing first-hand the positive impact that marihuana can provide for individuals and those experiencing health issues.

The company was founded by Darren Naimi and Marvin Karana, both experienced businessmen. Darren is passionate about helping medically ill people with alternatives to live a better life, combined with his experience as an operator of several family owned retail businesses and operation of multi-family properties he will prove to be a valuable owner. The owners have the experience necessary to help DNVK 4 truly thrive. Marvin Karana is a local attorney who graduated from Wayne State University Law School and has, both business and retail experience. Marvin is the principle of Karana Law and the manager of several commercial properties in Michigan and California. Marvin is also one of the few licensed Metro PCS Master Agents in the State of Michigan. This involved several background checks from Metro PCS.

DNVK 4 is planning to open a **medical and adult use retail marihuana center** in Meridian Township, provided that the company is successful in the application process. The designs for the facility are well under way. This will help to expedite the development of the dispensary process to ensure timely providing of marihuana to customers and the licensed patients and caregivers in compliance with the Township and State of Michigan regulatory scheme.

MISSION STATEMENT:

DNVK 4 will provide a comfortable, safe and a secure environment with knowledgeable and passionate team members who care about improving the lives of its customers and the lives of others in the community. Our team will provide expert education and superior products along with exceptional customer service through the experienced leadership of Darren and Marvin.

OBJECTIVES:

- Provide an uninterrupted supply of high-quality marihuana for all qualifying customers
- Implement a marihuana safety and educational program in cooperation with our community partners
- Implement standard operating procedures to ensure uniformity in all operations
- Create a program that requires employee training and familiarity with operating procedures prior to assigning employees to critical tasks

2. TIMELINE

With the time required to finish construction, receive final approval, and acquire inventory, the company anticipates opening for business in the late 2024 or early 2025 , which may change depending on municipal approval.

PHASE 1: PERMITTING

Marvin Karana and Darren Naimi have all received pre-qualification status with the State of Michigan and can begin construction upon receiving a Township approval.

PHASE 2: STAFFING AND Training

Before and during the build out of the facility, the company will begin its employee recruitment and hiring process. Employees will be required to submit to the required background checks set forth by the State. Once approved for employment, each employee will be required to attend training for their position. This will include both classroom and hands-on job experience encompassing all tasks in the marihuana center, compliance with rules and regulations, and in-depth knowledge of marihuana. This training will ensure our staff is prepared to begin working with customers in the company's facilities as we open for business. Due to the fluid regulatory environment and continuing technological innovations in the industry, the company will provide ongoing education and training programs.

PHASE 3: VENDOR SELECTION

Prior to opening, the General Manager and Inventory Control Manager will begin reaching out to licensed vendors in the state in order to get to know their sales and management teams. Part of our selection process will require a facility tour to observe the processes of each potential vendor. This will also include fact-finding on each product offered by the vendors and the potential uses for each.

As vendors and products are selected, they will be added to our product acquisition list. Depending on production lead time of certain products, arrangements may be made with producers to ensure they arrive at DNVK 4 in a timely manner.

PHASE 4: COMMENCEMENT

DNVK 4 has considered the current number of marihuana customers in the State of Michigan and is forecasting demand based on this information. We will commence initial product acquisition based on these estimates. Sales and inventory will be closely monitored by the Inventory Control Manager to ensure that each marihuana center has adequate supplies to prevent lost sales due to insufficient variety or volume of products.

3. OPERATIONS OVERVIEW

DNVK 4 will adopt Standard Operating Procedures (SOPs) to ensure the secure, safe, consistent and proper handling and distribution of marihuana. The SOPs will include step-by-step instructions on every task within the facility, providing the guidelines of conduct for facility personnel and the procedures necessary to comply with all regulations.

DNVK 4 SOP document will include definitions, purpose, policies, procedures, and quality control checks for every operation in the facility. The definitions detail industry-specific terms and acronyms used throughout each document. The purpose establishes the goal of each procedure. The policy section provides the standard that the procedure must achieve. The procedure section presents a step-by-step process for the completion of individual tasks in the facility and includes examples of all the logs, forms, charts and diagrams required for record keeping.

MARIHUANA CENTER

Once a customer has been verified and checked in by the Security Associate stationed in the secure entry vestibule, they will be permitted to enter and can approach the marihuana center Service Counter once a Marihuana Center Agent is available. If all Marihuana Center Agents are serving other customers, overflow customers will be asked to wait in the designated waiting area. While serving the customer, the Marihuana Center Agent will ask the customer several questions relating to their medical use and their qualifying condition (if applicable) and will offer guidance for possible treatment options based on the information provided by the company's training program.

In addition to providing marihuana, Marihuana Center Agents are expected to spend an average of 10-15 minutes with new customers to familiarize them with our facility and the resources we offer, educate the customer on our product offerings, and assess the customer's needs. Marihuana Center Agents will spend an average of 5-10 minutes with returning customers and will discuss the effectiveness of the treatment methods the customer has tried, and provide further guidance as needed.

DNVK 4 will offer several forms of marihuana. All products offered by the Company will be inspected for compliance with the standards established by the State of Michigan, following the processes detailed in the Company's SOP manual.

4. PRODUCT LINE

DNVK 4 will seek to offer marihuana, concentrates, and infused products in order to accommodate the needs and preferences of a wide variety of customers. All marihuana items offered by DNVK 4 will be cultivated and manufactured according to standards typically required in commercial agricultural production facilities. As part of the product acquisition process, the General Manager and Inventory Control Manager will tour the facilities of prospective suppliers to observe handling practices and ensure they meet the established standards. All marihuana items received will be required to undergo strict quality control inspections prior to being accepted into our inventory. Any noncompliant items will be rejected, and the facility that produced the product will be notified.

DRY FLOWER

Dried marihuana is the most popular consumption method for marihuana customers nationwide. Because of this, the bulk of the inventory carried by DNVK 4 will be in the form of dried marihuana.

DNVK 4 will provide a wide range of marihuana strains from licensed producers in the State of Michigan. The dried marihuana will be sold in pre-packaged, individual child-resistant containers, to protect the produce but also to simplify inventory tracking and promote loss prevention.

EXTRACTS

Extracts and oils take several forms and are a preferred consumption method for many marihuana customers. DNVK 4 will provide select extracts from licensed producers.

Extracts (e.g., wax, shatter, live-resin, rosin, CO₂ Oil, distillate, crystallite, etc.) will be sold in pre-packaged units of 0.5 grams and 1.0 grams. Extracts may also be offered in the form of pre-filled atomizer cartridges for use with electronic cigarettes in assorted sizes of 100-1000 milligrams. All products will be sold in certified child-resistant packaging and will comply with the labeling standards established by the State of Michigan.

MARIHUANA-INFUSED PRODUCTS

Marihuana-infused products including edible and topical products will be stocked in smaller quantities by DNVK 4, due to their lower demand by marihuana customers. DNVK 4 will not accept any product that is made to look like a commercially-produced candy or other item that may cause the product to appeal to children. All Infused products will be clearly labeled to show that they contain marihuana.

5. MARKETING & SALES

To be responsible and support the rules in the State of Michigan, the Company will not engage in any sort of public advertisement including radio, television, billboards, or bus stops. Our marihuana centers will only be identified by signage sufficient to signify the Company's location. The company's website will require age verification and display our business hours, available product types, and address and telephone number.

In addition to advertising on our own website, DNVK 4 will host a menu of our products on Weedmaps™ and Leafly™. These websites are designed to assist customers in finding marihuana centers in their area, as well as specific products to help treat their symptoms. Leafly™, in particular, offers a wide range of information available for each strain in an extensive, searchable database. Customers can base search parameters on their specific symptoms. Both of these sites include landing pages that require visitors to confirm they are either a registered medical marihuana patient or over the age of 21 to enter.

DNVK 4 will work hard to maintain an excellent reputation for offering high quality marihuana in a safe, friendly, customer-focused environment. Our concerted efforts will engender word-of-mouth recommendations as the primary mechanism to drive our sales.

6. ORGANIZATION & ROLES/STAFFING

GENERAL MANAGER

Role: The General Manager is responsible for the overseeing the operations of the marihuana center including developing and implementing company policies, coordinating with department managers, and helping to ensure the facility performs according to plan.

Qualifications:

- Minimum 5 years' managerial experience
- Strong communication skills
- Demonstrates people management skills and development capability
- Demonstrates successful leadership
- Strong organizational skills
- Proficiency in technology software, desktop electronics, MS Office (Word, Excel, Outlook, PowerPoint)
- Fluent in spoken and written English
- First aid training, OSHA training
- Highly regulated industry related experience a plus

SHIFT MANAGER

Role:

The Security Manager ensures the security of the facility, the inventory, the staff and the customers. This person is responsible for ensuring that contracted 24/7 security personnel adhere to the policies and procedures of DNVK 4.

Qualifications:

- Minimum Bachelor's Degree in Business Management, Operations and/or Logistics, Project Management or related fields
- Minimum 5 years' experience in management or operations, proof of successful team management and leadership
- Strong communication skills with the ability to direct staff, and take responsibility for the communication
- People management skills and capability
- Strong organizational skills
- Proficiency in technology software, desktop electronics, MS Office (Word, Excel, Outlook, PowerPoint)

QUALITY ASSURANCE MANAGER/ SHIPPING MANAGER

Role: This position is responsible for ensuring the marihuana center remains in compliance with all state requirements. This individual will be responsible for keeping abreast of all regulatory changes and updates to the state laws and

regulations as well as educating the entire provisioning center team of applicable changes. This individual is also responsible for ensuring that received products are compliant with packaging, labeling and shipping requirements.

Qualifications:

- Bachelor's degree in Business, Management, Operations, Engineering or related fields is required or equivalent experience
- Five or more years of experience in a similar position, preferably in a regulated industry
- Experience recording and reporting data
- Proficiency in technology software, desktop electronics, MS Office (Word, Excel, Outlook, PowerPoint)
- Experience in similar positions

INVENTORY CONTROL MANAGER

Role: This individual is responsible for tracking of all inventory. Responsibilities include management of the seed-to-sale inventory tracking system software and hardware, management of all inbound and outbound product, tracking, manifesting and quality control functions.

Qualifications:

- Bachelor's degree in Business, Management, Operations, Engineering or related fields is required or equivalent experience
- Experience recording and reporting data
- Proficiency in technology software, desktop electronics, MS Office (Word, Excel, Outlook, PowerPoint)
- Experience in similar positions

OFFICE MANAGER

Role:

The Office Manager supports all aspects of provisioning center operations.

Qualifications:

- Associate or Bachelor's degree in Business Management, Project Management or related management field
- One to 5 or more years of experience in a similar position, preferably in a regulated industry

SECURITY MANAGER

Role:

The Security Manager ensures the security of the facility, the inventory, the staff and the customers

Qualifications:

- Proven experience as security manager or similar position

- Experience using relevant technology and equipment
- Experience in reporting and emergency response planning
- Excellent knowledge of security protocols and procedures
- State certification or licensure as a security professional, if required
- Solid understanding of budgeting and statistical data analysis
- Working knowledge of MS Office
- Excellent communication and interpersonal skills
- Outstanding organizational and leadership skills
- Committed and reliable
- High school diploma; Further education in security administration or similar field will be an asset

MARIHUANA CENTER AGENT

Role: This position is responsible for customer-service duties as assigned and will be cross-trained for other facility duties. Performs all the tasks in the provisioning center, including: providing exceptional patient (customer) service, a complete understanding of offered products, and inventory, point-of-sales software, and cash management.

Qualifications:

- High school diploma or equivalent
- Good people skills
- Experience in customer-facing jobs
- Basic knowledge of marihuana uses and benefits
- Ability to work as part of a team
- Adaptability and flexibility
- Experience recording and reporting data
- Proficiency in technology software, desktop electronics, MS Office (Word, Excel, Outlook, PowerPoint)

7. EMPLOYEE HIRING, TRAINING, AND COMPENSATION

HIRING PRACTICES

DNVK 4 is committed to forming a diverse, inclusive employee team dedicated to excellence and equity in health and wellness. The company intends to achieve this through education, training, advocacy, and outreach to the local community. The management team will engage with employee recruiting companies to source at least two or more qualified candidates in the Township and employ the chronically underemployed. We will inform the recruiting company of our diversity goals to help them tailor our recruiting process. In DNVK 4's commitment to the local economy, a job fair will be held in the Township to help achieve this. The Company anticipates employing between 15 to 20 people for all positions including skilled, unskilled and professional employees, with at least 8 of these being full time employees.

All members, employees, contractors, or other individuals who may enter the licensed facility unescorted on a regular basis will be required to submit to an annual background check. All personnel will be required to notify management

within 24 hours of any event that would disqualify them from employment in the marihuana industry. All employees will register with and be approved by the State of Michigan prior to beginning work for DNVK 4.

TRAINING

Management will provide hands-on training to all employees in each position at DNVK 4. Every employee, regardless of position and experience, will complete a New Hire Training program within the first two days of employment. This program will be developed by our management team as a way to bring new employees up to speed quickly by providing them with the information they need to succeed at DNVK 4. As the company prepares the marihuana center to open its doors, we will bring educators to our facility to train our staff on-site and to help get the business started. Employees will receive training on our standard operating procedures during their New Hire Orientation and will be given a refresher course annually thereafter, or as changes in policies or the law require. Written training content will always be available as for all employees to review.

DNVK 4 will use a manual of standard operating procedures, lectures from qualified professionals, and periodical quizzes for managers to ensure our staff remains appropriately trained. Employees will also be encouraged to take advantage of special lectures, leadership training, and other educational opportunities that may arise.

COMPENSATION

DNVK 4 is committed to paying a competitive per hour rate to all of its employees. In addition, a select number of employees will be paid a minimum salary of 200% of the federal poverty level for a family of two(adjusted each year to the federal guideline). Each employee will be entitled to a performance review after 90 days of working for the company, and each year after that on the anniversary of their hire. While raises in pay are not guaranteed, they may be granted based on the merits of the performance review.

Employees will be eligible to receive certain benefits depending on their employment status such as maternity and sick leave, health insurance, 401-k, and educational seminars. The company has also budgeted for two weeks of paid time off for eligible employees. There will be a bi-weekly payroll structure.

EMPLOYEE INTEGRITY

Code of Ethic Policy will be provided to each employee

DNVK 4 LLC
29500 Telegraph Rd Ste 250
Southfield MI 48034

A description of the type of Facility proposed and the anticipated or actual number of employees.

REQUIRED INFO	RESPONSE
A description of the type of Facility proposed and the anticipated or actual number of employees.	<ul style="list-style-type: none">• The facility type will be a Marihuana Retail Center and Medical Marihuana Provisioning Center• The Company anticipates employing between 15 to 20 people for all positions including skilled, with at least 8 of these being full time employees.

DNVK 4 LLC
29500 Telegraph Rd Ste 250
Southfield MI 48034

Security Plan

REQUIRED INFO	RESPONSE
<p>A security plan meeting the requirements of Section 40-31(3) of the Ordinance, which shall include a general description of the security systems(s), current centrally alarmed and monitored security system service agreement for the proposed Permitted Premises, and confirmation that those systems will meet State requirements and be approved by the State prior to commencing operations.</p>	<ul style="list-style-type: none"> • The Applicant will install cameras to monitor all entrances, along with the interior and exterior of the Permitted Premises. • Robbery and burglary alarm system will be professionally monitored and operated 24 hours, 7 days a week. • Applicant will install a locking safe permanently affixed to the Premises that shall store all Marihuana and cash remaining in the facility overnight • Applicant will ensure all Marihuana in whatever form stored at the Permitted Premises shall be kept in a secure manner and shall not be visible from outside the Permitted Premises, nor shall it be grown, processed, exchanged, displayed or dispensed outside the Permitted Premises • Applicant will ensure all security recordings and documentation shall be preserved for at least 48 hours by the Permit Holder and made available to any law enforcement upon request for inspection. • The Applicant has a security system to alert owner and police to possible tampering in addition to having a security guard • The facility is equipped with an entry/exit, glass breakage, panic buttons, and motion sensors • Security system meets and/or exceeds guidelines set by the MMFLA/MRTMA Rules.

- A -

FACILITY AND BUILDING

Building/Facility is described herein as a “Marijuana Retail Center” (“Center”) located at (1614 Grand River)

The building is typical of a brick & mortar building. It is located at 1614 Grand River , with access driveways entering from adjacent the roadways into the parking lot. The parking lot is situated on the East of the building and is accessible from Grand River.

The business has a front exterior door which will be tempered glass encased in a steel frame. The business also has two rear entry, steel doors with steel frames. One enters into the delivery area and the other enters into a secured “private” hallway. There is also a “Steel Bay door” that enters into the delivery area at the rear of the building.

The Center is easily identified from the front parking lot and adjacent roadway. The lot itself is asphalt and is free from any visible obstructions and parking for customers is ample directly in front of the facility.

The facility has a “flat roof” typical of that of a “retail building” covered in asphalt with metal vents exposed, and air conditioning units installed. The vents and air conditioning units are to be secured properly with no access points visible to the interior of the building.

INTERIOR LAYOUT

Access into the interior of the Center is gained through three access points, one being the public glass front entry (magnetic doors,) one through a “Card Swipe” access door into to the private hallway and the other being the “Care Swipe” business/private rear access into the Delivery Area.

The interior comprises of a reception area, waiting room area and sales area, with a separate dividing wall to the product sales area. Entry into the sales area is through a secured magnetic safety door type “buzz and lock” system manned by a security professional.

The customer identification “Check Desk” is located in/near the middle of the reception area facing the lobby/waiting room. The reception check desk is manned by an employee and is used for the purpose of identification of MM cards and/or documents, prior to entry into the sales area.

The sales area will consist of display cabinets and shelving. A bar/counter top is located in the sales area where customers will be greeted and sales transactions will occur. There is both a separate entry door and exit door, into and out of the sales area. This will provide an extra level of security and provide for a smooth egress through the building.

Customers, upon exiting the Center can utilize the exit door into the reception area leading to the main entry/exit door in order to exit the building.

The facility has two restrooms (Men's & Women's) located within the reception area, the restrooms are standard bathrooms with no obstructions or outside access points.

The Exterior windows consist of a high grade "Safety/Security glass" and are "Smoked" in order to provide for another level of security and so no marijuana can be viewed from the exterior. The front exterior door is made of high-quality strength materials with reinforced steel door jam and locking system. The rear exterior doors are high grade metal door/jam Security doors with reinforced hinges and locking systems.

LIGHTING: EXTERIOR AND INTERIOR

Exterior lighting is provided by commercial grade Halogen & LED lights with plastic faces and metal encasements, mounted on the exterior of the building. Exterior lighting is ample and sufficiently illuminates the outside of the building and roof. The lighting for the parking lot consist of concrete based, metal pole type lighting system. This system provides for ample illumination of the parking lot and surrounding area.

The Interior lighting of the facility is a combination of "Halogen & LED" type of lights. Lighting in every room is ample and all lights are operated by wall-mount switches.

GUARDS

The facility has a designated "Security Guard Station" located near the front of the building between the customer waiting area and the product sales area. The Guard on-duty is a fully licensed CPL holder and has met all standards of training to perform his/her duty as it pertains to Facility Security.

The Guard is dressed in "business casual" attire of khaki pants and a black polo shirt with the logo of the Security Company prominently displayed on the front. The Guards are carrying Kydex type retention holsters with the duty weapon on his/her belt, along with a "magazine" carrier and extra magazines. (APPLICANT WILL FIRST MEET WITH LOCAL OFFICIALS AND POLICE DEPARTMENT BEFORE EMPLOYING ARMED SECURITY)

The Facility utilizes a dedicated (24/7) guard service, with a guard stationed inside the building during the hours of operation. At the end of the business day and once the building is secured for the night. A guard will conduct "**roving patrols**" utilizing a vehicle outside of the facility, in the parking lot during hours of non-operation. This will help provide for a multi-level security matrix that will ensure the safety of the customers and employees.

The area surrounding the facility is clear and free of any obstructions. Routine mowing and trimming of trees/vegetation will be conducted periodically to ensure a safe and clean environment.

The Asphalt parking lot will be maintained regularly and any or all defects (i.e. cracks, potholes, heaving's etc.) Will be addressed immediately and repaired as soon as possible. This will provide for a safe level traffic and foot travel area.

ACCESS AREAS FOR STAFF AND NON-STAFF BUSINESS ASSOCIATES

The Center will utilize strict access control point procedures to help deter and prevent any unauthorized entry into the facility or on its premises.

All employee/staff shall enter the building through the designated entry door located at the front of the facility. Only authorized employee/staff will have direct access to the sales and product areas of the facility. Only those "Select" employees/staff will have direct access to the secured management office and product storage area.

All "Non-Staff" business associates (i.e. Sales reps, Vendors, etc.) will have prior authorization from the facilities owner(s) or their designee, before being allowed access to the secured areas of the building. All "Non-Staff" business associates shall be escorted or monitored at all times while in secure areas conducting business.

"Under "NO" circumstances shall any non-authorized personnel be allowed access of any kind, into the "Vault" area of the facility without direct authorization from the owner(s) or their designee. This is a no exception rule and shall be strictly enforced at all times"

CUSTOMER AND DESIGNATED CAREGIVER ACCESS

Any and all Customers or their designated Caregiver(s) shall access through the front entry door of the facility. Once in the waiting room, the Customer and/or Caregiver shall present the employee receptionist with the proper, and up to date documentation, in order to receive approval/authorization to enter the product sales area of the facility.

(Only when the documentation has been verified by staff, the Customer and/or Caregiver will be allowed to purchase products at the facility.)

Customers and/or Caregivers will enter the sales area of the facility through designated "Magnetic Lock"

security entry door. Once the Customer and/Caregiver has completed their purchase/transaction. They shall leave through the designated exit door.

The Entry and Exit doors into the sale area shall be kept separate and utilized accordingly. This will ensure not only a level of privacy for the customers, but will add another layer of security so no two security doors are open at the same time.

NON-CUSTOMER PUBLIC ACCESS

Any and all “Non-Customer” individuals shall enter the facility through the front security access door. The individual(s) will be greeted by the employee receptionist and they shall inquire as to the nature of the individuals visit, in order to ascertain what service if any the business can provide for them.

(If it is determined that the individual has no legitimate reason to be inside the building, they will be politely asked to leave the premises.)

INTERNAL ACCESS POINT CONTROL

The “Internal Access Point Control” or IAPC, shall be utilized and strictly adhered too. An authorized employee, designee or Security Guard shall maintain control of the IAPC at all times and shall monitor all individuals within the interior of the facility. At no time shall the IAPC be left unattended or without proper supervision.

(The “Internal Access Point Control” is critical to facility security and all rules pertaining to the IAPC shall be strictly enforced without exception.)

- B -

ELECTRONIC SECURITY SYSTEMS

The Center will utilize state of the art 24/7 Video Surveillance and Alarm Security Systems, that will meet or exceed the requirements set forth by the State of Michigan under the Medical Marijuana Act/Law and Township of Meridian requirements.

VIDEO SURVEILLANCE SYSTEM

The facility will be equipped with a 24/7 Digital Watchdog security system, CATT-EYE compliant equipment, with a “tie-in” to the CATT-EYE programing system, using 2-u Chassis Blackjack servers with 24tb hard drive, Axis M3046V 4MP WDR 2.4m cameras & Axis Q6055E-S 60HZ 1080 PTZ with mount & P3225-VE MKII 1080 VANDM IP66. Using CAT 6 CMP cable runs with a CISCO 24 Port Poe Switch and a 2U WATT Box back-up battery & 10U Wall Mount Rack. With Smartphone technology and storage. Provided by “Low Voltage Designs” of Bloomfield Hills, Michigan.

(The VSS is operational 24/7 & covers all areas where Marijuana is sold, packaged, stored, weighed, received or transferred and also cover all entrances, along with the interior and exterior)

MONITORING AND STORAGE

The Center will provide 24/7 monitoring of all Video Surveillance Systems of both the interior and exterior of the facility. During the hours of operation, the Video Surveillance System or VSS shall be monitored at all times by a facility employee, designee or security guard. The monitoring of the VSS will be through the integrated video monitoring system located at the guard station or via the Smartphone technology/application.

During hours of non-operation, the VSS will continue to record and monitor the building 24/7. The information and data will be retained in the facilities servers.

The storage for the VSS shall be through both onsite & offsite computer servers, and the DATA saved/stored for no less than 45 days. Access of stored information will only be authorized by the facility owner or his/her designee, and the stored information shall not be disseminated without permission, and all HIPAA Laws will apply.

INTRUSION AND MOTION DETECTION

The facility is equipped with 24/7 Intrusion & Motion detection sensors throughout the building and storage area. The sensors are placed in strategic locations to help monitor the facility after hours and are designed to “trip/active” when motion or a moving object is detected. The sensors will then activate the building alarm system, and alerts will be sent to the 24-hr monitoring agent, the owner or designee and local police/law enforcement.

Also, an alert will be sent to the owner, manager or designee via Smartphone technology informing them of an activation. The owner, manager or designee will have the ability through Smartphone technology to login into the VSS and view the facility in “real time” to determine the type of intrusion.

BURGLAR ALARM SYSTEM

The facility will be equipped with a 24/7, Linear Emerge Elite door security system, with Vista 20p control pad & a 6160rf Key Pad along with back up battery and transformer. A Trilogy T-2 2700 Door Keypad with 18/6 STR OAS 1-M RL Gray & 10/2 STR JKT 1-M. With Long Range motion detectors and zone expander, Audio Siren with tamper proof housing. Honeywell 5816 WHWM glass breakage sensors on all exterior windows, along with Honeywell 1B 100D Beam roof sensors.

PANIC BUTTON

The facility will be equipped with a “Panic Button” and the location shall not be disclosed to anyone not directly associated with the Center facility. The button will be accessible to designated employees and shall be used in case of an emergency or critical incident. Once activated an alert will be sent to the local Law Enforcement and/or the Emergency Dispatch center.

The Panic Button is to be utilized whenever there is a critical incident or a threat where the onsite Security Guard is incapacitated or is unable to address the threat without causing further risk to the Staff or Customers.

FIRE ALARM

The facility will be equipped with a state-of-the-art Fire Alarm and suppression system. The system can be activated manually by simply pulling down on one of the Emergency Activation levers or will automatically activate when a sensor detects smoke or fire.

requesting fire personal to respond to the facility with their fire suppression equipment.

All Fire Alarm systems shall pass a fire safety inspection by the Bureau of Fire Services (BFS.) The Department or its authorized Agents, or State Fire Marshall or his or her Designee and shall meet all requirements set forth by the State of Michigan.

MAINTENANCE AND TESTING

The Video Surveillance System shall be tested daily and a systems check will be contacted at the beginning of every business day.

The Alarm System shall be assessed every day and checked routinely for any defects, damage or any system deficiencies.

If a defect or malfunction of any of the systems is detected, it shall be immediately reported to the systems vendor and repairs will be made forth with. It is imperative that all systems are operating properly to insure the safety of the Staff and Customers.

- C -

OPERATIONAL SAFETY PLAN

The Operational Safety Plan or “OSP” is a guide for employees, that will address potential situations and how to react. The OSP will give detailed steps and rules to follow that will dictate how the daily functions of the facility will be conducted and what is expected by employees. The OSP and its directives will provide another layer of Security & Protection for all employees and customers. Whenever a situation arises with the facility and an employee needs guidance on how to address the situation, they should refer to the OSP and follow the steps provided within.

EMERGENCY MANAGEMENT AND POLICE/FIRE/EMS

Management shall make every attempt to familiarize themselves with local Law Enforcement and Emergency Services within the community. Management will put forth an effort to introduce themselves to the local Police Department and have an open line of communication to enhance the “Police – Business relationship.” By having an open line of communication with local authorities and their perspective agencies, this will help build a level of trust with the business thus providing another layer of Security.

LAW ENFORCEMENT

In the event there is a “Critical Incident” employees/staff shall immediately call 911 for Emergency Services assistance. In the event the incident is ongoing, the employees/staff shall maintain their safety until the threat has subsided and then call 911 for assistance.

(At no time should an employee/staff member endanger themselves or others in the event a Critical Incident occurs.)

Once the proper authorities arrive on scene, the Staff will cooperate fully with Law Enforcement and assist them with providing information, descriptions, etc. in detailing the incident.

At times it may be necessary for Law Enforcement to conduct routine inspections of the facility and/or building. Staff will assist Officials with their request for inspection(s) and maintain a level of courtesy & professionalism while working with Law Enforcement.

FACILITY OPENING PROCEDURE

During the opening of the facility for the days business, the Security Guard shall arrive one-half hour before opening and conduct a physical assessment of the exterior of the building and a visual assessment of its roof. The Security Guard will then make entry into the building itself deactivating the alarm system and turning on the interior lights.

The Security Guard will conduct a physical assessment of the interior of the facility and check every room within the building (i.e. Offices, Storage, Closets, Bathrooms, Sales Area, etc.) After the building is deemed secure and safe for entry, the Security Guard shall login to the video surveillance system and conduct a system(s) check to insure the equipment is operating properly.

When Staff/Employees arrive at their designated times to begin their work day, they shall provide the Security Guard with the proper identification upon entry.

FACILITY CLOSING PROCEDURE

At the end of the days business, all product will be stored away in the proper storage compartment(s). The day's receipts/revenue will be secured in the facilities vault and the vault door locked.

The Security Guard will assume a position inside the facility where he/she can visually monitor Staff/Employees as they exit the building, in order to ensure their safety as they leave for the evening.

Once the Staff/Employees have exited the building, the Security Guard will then conduct an interior assessment of the facility and check every room within the building (i.e. Offices, Storage, Closets, Bathrooms, Sales Area, etc.) The Security Guard will ensure that no one is inside the facility prior to "locking-up" the building for the evening.

The Security Guard will then secure any interior doors and log out of the Video Surveillance System. Prior to leaving the Security Guard will activate the facility alarm system and lock the exterior door upon exit.

NOTE: All Staff/Employees are subject to search upon leaving the facility, the searches will include but are not limited to Purses, Backpacks, Bags, Lunch Boxes, Jackets, Coats etc. This will provide for another level of security and help to deter theft.

PREVENTING THEFT AND DIVERSION

As with any retail business, at times incidents of theft will occur both by customers and internally by employees. Therefore, the following procedure shall be followed to help mitigate the theft of product and/or revenue from the facility.

As it pertains to consumer theft: at no time shall there be more than the allotted number of customers in the “Sales Counter” area which will be determined by the owners. Customers shall be watched closely as they shop for products and services.

If a customer request to see/handle a product, the employee shall assist the customer with their request, and will keep an accounting of the product that the customer is “handling.” This will ensure that the product is returned in-whole to the employee, if the customer chooses not to purchase the item.

In the event it is suspected a customer has committed a theft, the employee shall immediately inform the Security Guard on-duty and he/she will take the appropriate action.

As it pertains to Internal theft: Upon accepting a condition of employment at the Center, the newly hired employee must agree to allow Security Professionals to search their person upon request (i.e. Bags, Purses, Backpacks etc.)

In order to prevent internal theft of revenue at the facility, a Security Camera will be affixed above the cash sales area and will be monitored by the Security Guard. This camera will also be accessible via Smartphone technology and can be accessed by the Owner or his/her designee for a real time assessment.

At the end of the business day the Manager or designee will conduct an accounting of the day’s receipts and revenue. In the event the accounting is inaccurate and a theft of revenue is suspected, the incident shall be reported to the Owner and Security Guard for documentation.

The Owner and Security Guard will conduct a review of the Security Surveillance footage in order to determine if a theft occurred and who committed the theft.

(If it is suspected that product is being stolen from the facility, an internal audit and inventory of the product shall be conducted. If it is determined that product is indeed missing from the facility. The theft shall be reported to the Department of State Police, and local Law Enforcement authorities within 24 hours of the theft or loss.)

“ONSITE” CONSUMPTION

At no time shall an Employee or Staff member consume Marijuana or Marijuana infused products on the premises of the Center. Employees found to be using Marijuana products on premises will be reported to the Owner or Manager, and the appropriate corrective action will be taken.

INCIDENT LOG AND REPORTING

A log shall be kept by Management in order to document any incidents involving theft of product or revenue. The log will also document incidents between employees and customers (i.e. Arguments, Threats etc.) The log will also be used to document any suspicious person or situation that may occur at the facility.

SUSPICIOUS PERSONS

If an Employee or Staff member encounters a “Suspicious Person” while at the facility, they shall immediately report the person to the Security Guard or Manager. A description of the subject and/or vehicle shall be documented (and if need-be,) reported to local Law Enforcement.

It will be the responsibility of the Security Guard to take appropriate action in dealing with subject and reporting the subject to authorities.

At no time shall the Security Guard give chase or pursue the person in question, it is the sole responsibility of the Security Guard to maintain the safety of the Staff/Employees and the security of the facility at all times.

“At no time should an Employee approach or confront a suspicious person, and by no means should the suspicious person be allowed into the facility.”

-D-

FACILITY OPERATIONS

The Day to Day operations at the Center is critical to the success of the business and to the Safety of its Staff/Employees. The rules set-forth will help ensure guidance and clarity of how daily operation will be conducted.

STAFF

The Staff at the Center are expected to conduct themselves in a safe and professional manner at all times. Staff appearance is representative of the business itself and having a clean, kept appearance, presents a level of professionalism to the customers.

While at the facility, Staff should remain vigilant and be aware of their surrounding when working with customers or visitors. The Staff shall report any perceived threat or suspicious situation to the Security Guard on-duty or the Manager, the Staff shall follow all Safety procedures set forth in the Security Plan.

TRAINING

Owner/Management will provide training upon hiring of new employees and Owner/Management will provide periodical training throughout the year, with updates pertaining to the operation of the business. The training an employee will receive will be determined by the Owner/Management staff and all employees are expected to participate.

Recommended Training for the Center

- Sales and Money exchange protocol
- Proper handling of product and sale items
- Opening and Closing procedure
- Safety and Threat assessment
- Critical Event protocol

SALES AND MONEY EXCHANGE

All Sales of product shall be conducted in the “Sales Counter” area of the facility and no outside sales will be permitted without proper authorization from the Owner/Manager. All transactions shall be documented and the exchange of money will be processed through the cash register.

There shall be no “Side Sales” or sales processed outside of the facility or on its premises. All sales/money exchanges must be completed within the interior of the facility and the policy for product sale strictly adhered to.

MANDATORY CUSTOMER IDENTIFICATION & CARD CHECKS

All customers wishing to conduct business or purchase product for sale at the Center must provide a picture I.D. and present a Medical Marijuana Identification Card. The customer shall present the proper information to the receptionist and the information shall be verified before the customer is allowed into the sales area of the facility.

In the event the receptionist feels the information on the identification card(s) is in-accurate or misrepresented. The receptionist/employee shall contact the on-duty Security Guard or Manager and further inquiries shall be made will made of the customer.

(The Center reserves the right to deny sales/service to any customer who refuses or fails to provide proper identification or a Medical Marijuana card upon request from the receptionist.)

FILE SECURITY/HIPAA

All customer files will be kept in a secured area within the Management office of the facility, and the office door locked at all times, unless when in use.

The customer/customer information kept at the facility belongs strictly to the customer, and at no time shall the customer(s) information be released without “**Expressed Written Consent**” of the customer him/herself.

The files shall be maintained in an organized fashion with periodic updates and/or reviews for accuracy being conducted.

(All rules for the Health Insurance Portability & Accountability Act shall be strictly adhered to.)

HOURS OF OPERATION

The Hours of Operation for the Center will be determined by the Owner/Management and all Opening & Closing protocols shall be strictly adhered to and followed in accordance to the Township of Meridian Ordinance.

A detailed plan indicating the hours of operation, employee staffing with description of employee duties and qualifications, shall be maintained on record at the facility.

-E-**PRODUCT AND REVENUE STORAGE/RECORDKEEPING**

The Product and Revenue kept at the facility both during the hours of operation and during “off- hours” shall be stored appropriately according to protocol. Both the Product and Revenue shall be kept in a secure location at all times and accounted for through internal audits. **(The Center shall maintain detailed recordkeeping and inventory management of all products & revenue at the facility.)**

STORAGE OF PRODUCT “On-Site”

The storage of Product during the hours of operation shall be in the sales area of the facility and kept in display cases or on shelving within the sales area. The Product shall be strictly monitored and accounted for by Staff/employees. Excess product shall be kept in the facility vault and Management will decide what amount of Product will be removed for/or offered for sale. At the end of the days business, all remaining Product shall be stored away in the vault during the “off-hours” that will be permanently affixed to the premise along with the cash.

STORAGE OF REVENUE “On-Site”

Any & All revenue stored “On-Site” will be kept in the facility vault and only accessed by the Owner, Manager or Designee. Funds needed for the daily operation of the business will be retrieved by the Owner, Manager or Designee and those monies used for daily transactions.

The only time the revenue shall be removed from the facility vault will be for the transportation of the revenue to the bank for deposit or to a Secure Transporter facility for storage. Only the Owner, Manager or Designee can authorize the removal and/or transportation of revenue from the facility.

VAULT

A secure vault meeting or exceeding the requirements for the safe storage of both Product and Revenue will be constructed on-site and permanently affixed to the premises. The vault will have strict access requirements and only designated personnel shall have access to the vault or its contents.

Only selected personnel shall have the security code to access the vault room, and only designated personnel shall have the code/combination to access the vault itself. The codes and combination for the vault shall be kept secret at all times and not disseminated.

(The codes and combination(s) shall be changed periodically to provide for a greater degree of security for both the product and revenue.)

DISPOSAL OF DAMAGED OR UNUSABLE PRODUCT AND HAZARDOUS MATERIALS

Any damaged or unusable product scheduled for disposal shall be destroyed according to the guidelines set forth by State of Michigan in the Medical Marijuana Administrative rules and Laws. At no time shall any product scheduled for disposal be sold or kept for personal use.

All product disposed of, shall be documented and entered into the facilities log book. The description of the product, the amount and the mode of disposal shall be documented. The name & initials of the individual who conducted the disposal shall be entered into log, along with Date & Time.

The Center shall maintain “material safety data sheets” for any hazardous materials kept onsite and shall have a working plan for the storage and disposal of such materials. **(The Center will contain no hazardous materials that will be stored on the premises at any time. - Any materials that may be possibly “hazardous” will be household cleaning supplies and will be disposed of and handled per manufacturer label)**

SECURE TRANSPORTATION OF THE PRODUCT AND REVENUE

The transportation of the product and revenue shall be through a “Secure Transporter” per State of Michigan law. DNVK 4’s facility will uniquely have an enclosed “secure garage” for the transporter to enter and exit. After the secured transporter’s vehicle has entered the secure garage, the garage door will close, and product can be safely unloaded. After the product is unloaded and logged into the METRC system, the secure garage door will open, and the secured transporter will exit. This will add another layer of security as all delivery transaction are not visible to anyone. Please see facility plan for layout and rendering of the transporter into the garage. The rules and regulations shall be followed and adhered to as it pertains to the “off-site” transportation or movement of Product or Revenue.

Odor Management Plan

As part of Applicant's commitment to positive community impact, applicant has developed odor mitigation strategies to ensure there are no detectable marijuana odors beyond the property boundary. Applicant has considered potential impacts to its neighbors during facility site selection, facility design, and developing company standard operating procedures (SOPs). Both primary and secondary HVAC systems will be installed to reduce detectable odors outside the facility.

Potential Odor Sources

Packaging - The majority of marijuana items will arrive at the Marijuana Center pre-packaged for individual sale, which will drastically reduce the potential for odors. Bulk flower shipments requiring repackaging for dispensing directly to patients/customers will be separated according to bud size and placed into child-resistant packaging (CRP). Mild odor is emitted during the packaging process, as the cured marijuana is agitated. This also results in a small amount of particulate matter release, which can contribute to emitted odors. The facility will be equipped with an activated carbon filter to absorb a large portion of the odors emitted during packaging and will feature a pre-filter designed to collect particulate matter.

Storage Area – Odors should be minimal in the storage and designated quarantine areas. All packages will remain sealed and enclosed in a box or safe in the product storage area. Any product being stored for disposal will remain sealed until it is destroyed. Employees will make sure that all containers are closed and sealed, and will immediately close any containers noticed open in the storage area. To ensure odors are kept to a minimum, the facility will have an activated carbon filter, similar to that in the packaging room.

Dispensing – Opening display or sample jars prior to patient/customer purchase may generate odors. This exposure is brief, minimizing odors while preserving the integrity of the sample. Dispensing agents will immediately replace the lids of sample jars after allowing patients/customers to smell the sample.

Odor Mitigation Devices

Applicant will install a Photohydroionization (PHI) Unit (see specifications below) as the primary odor mitigation device, designed to eliminate 99.99% of all odors safely and efficiently. In rooms where the odor is more intense, Applicant has elected to use activated carbon filters as a secondary odor reduction method.

Commercial PHI Unit by RGF®



This device is designed to reduce air pollutants such as odors, VOCs (chemical odors such as paint fumes, hydrocarbons, etc.), or smoke, and also kills mold, bacteria, and viruses. The unit is easily mounted into air conditioning and heating system air ducts, which are the primary conduits for odors being released outside the facility. When the HVAC system is in operation the Commercial PHI Unit creates an advanced oxidation process consisting of hydro-peroxides, ozonide ions, super oxide ions and hydroxide ions. All are considered low-r oxidizers that revert back to oxygen and hydrogen during the oxidation of the pollutant. The system comes fully assembled for easy installation.

Germicidal UV light rays have been used for decades by the medical industry as a method for destroying micro-organisms (germs, viruses, bacteria). UV light is dependable and can be easily installed in HVAC ducts or a plenum. Germicidal UV light is effective in reducing only the airborne micro -organisms that pass directly through the light rays. However, germicidal UV light has little to no effect on gases, vapors or odors. Photohydroionization Advanced Oxidation, on the other hand, is very effective on gases, vapors, VOCs and odors.

The combination of safe, low-level ozone (O₃) and UV light enhanced by a hydrated quad-metallic compound target, develops an advanced oxidation reaction that creates, as well as reduces, ozone to safe levels. This process also produces hydro-peroxides, super oxide ions, ozonide ions and hydroxides. By engineering the proper UV light wavelength, in combination with a triple function, no maintenance unit, the PHI Cell provides safe hydro-peroxides, super oxide ions, ozonide ions and hydroxides to purify the air.

With the RGF HVAC PHI Cell® Advanced Oxidation System, micro-organisms are reduced up to 99.99%. Gases, VOCs and odors are also reduced significantly; replaced with ozonide ions, hydro-peroxides, super oxide ion and hydroxides that leave the room fresh, clean, and odor free.

Activated Carbon Filters



Secondary odor mitigation systems include the placement of high-quality, 2.5-in. activated-carbon filters in the HVAC systems. These filters will be affixed to the HVAC intake vents in all rooms where marihuana is packaged, stored, displayed for sale, or otherwise handled.

The carbon filters are designed to reduce and control airborne pollutants such as VOCs, odors, and other gaseous contaminants. The filters act by “scrubbing” the air, absorbing contaminants into the activated carbon material as it passes through to be recirculated throughout the HVAC system. Applicant has selected Can Filter for the provider of these filters. The products are made in North America, and the company has a good reputation for providing high-quality filters for over 30 years. The brand was selected for having the thickest filter material, and the longest shelf life of the various filters Applicant compared.

Service and Maintenance

Employees will be instructed on the routine maintenance of pre-filters and carbon filters during orientation and training. Employees will learn how to disassemble pre- filters and carbon filters for inspection and proper maintenance, along with proper removal and reinstallation.

Pre-filter - Employees will perform maintenance on pre-filters monthly by vacuuming the dust from the pre-filter. Pre-filters will be replaced every 6 months.

Carbon filter - Employees will perform maintenance on carbon filters each year by vacuuming the dust from the outside of the carbon filter. Carbon Filters will be completely replaced every four years.

PHI unit – Employees will routinely inspect the bulb through an inspection sight glass during monthly examinations to confirm the unit is operational. Per manufacturer instructions, the bulbs in this units will be replaced every 18,000 hours, or around every 4 years at an average of 12 hours per day of operation.

All filters and pre-filters will be tagged to identify the employee that installed the device, the date and time of the replacement, and the date by which the device should be replaced. Service and maintenance records will be maintained for all serviceable items in the odor control system. At minimum, these records will contain the following information:

- Date and time of service
- Service performed
- Name of individual performing the service
- Unit number or device number serviced

Odor Complaints and Troubleshooting

The Applicant has developed SOPs to manage complaints or system malfunctions should they arise. As part of routine facility inspections, Applicant's Quality Assurance Manager (QAM) will walk around the perimeter of the facility to confirm there are no detectable odors being emitted. Should any odor be detected, the QAM will record the issue in the related notes in the inspection, and will include the location the odor was detected.

In the event Applicant receives a complaint of odors being emitted from the facility, the Provisioning Center General Manager will complete a complaint form to document the incident, and begin the investigation and resolution process. Once the form has been completed, it will be immediately provided to the manager on duty to take further action. The complaint form will include, at minimum, the following information:

- Date and Time of complaint

- Name of the individual making the complaint
- Description of the complaint
- Name and badge number of the employee recording the complaint

Once an odor mitigation concern has been identified, the management team will follow a diagnostic process to replicate the complaint, pinpoint the possible source, repair or replace items as needed, and confirm the repair has resolved the issue.

MEMO

VIA EMAIL ammar@winvestorsgroup.com

To: **W Investment Holdings, LLC**

From: **Julie M. Kroll, PE, PTOE
Mason Gamble, EIT
Fleis & VandenBrink Engineering**

Date: **December 12, 2023**

Re: **1614 W. Grand River Avenue
Traffic Volume & Trip Generation Comparisons**

1 INTRODUCTION

This memorandum presents the results of the traffic volume comparison and trip generation analysis for the proposed development that includes a provisioning center and mini-warehouse/self-storage facility site, located at 1614 W. Grand River Avenue, in Meridian Township, Michigan. Fleis & VandenBrink (F&V) previously completed a Traffic Impact Study (TIS) for the provisioning center use only, dated January 21, 2020. Since this study was completed, the site plan has been revised and now includes the two(2) uses on the property. Additionally, the traffic volumes utilized in the study were over five (5) years old at this time. Therefore, the Township has requested a comparison of the 2018 traffic volumes utilized in the TIS to the available current traffic volume data and a comparison between the trip generation calculations associated with the previous TIS and the currently proposed development plans for this site.

The scope of the study was developed based on Fleis & VandenBrink's (F&V) understanding of the development program, accepted traffic engineering practice, information provided by Meridian Township, and methodologies published by the Institute of Transportation Engineers (ITE).

2 TRAFFIC VOLUME COMPARISON

The previous 2020 TIS utilized turning movement count data that was collected by Traffic Engineering Associates (TEA) in 2018. Therefore, a comparison with current traffic volume data was evaluated, in order to verify the accuracy of the previous analyses. The MDOT Transportation Data Management System (TDMS) was utilized to review historical traffic volume data and Average Annual Daily Traffic (AADT) volume information along the study roadways of Grand River Avenue and Dobie Road / Central Park Drive. The results of the comparison are summarized in **Table 1**.

Table 1: Traffic Volume (AADT) Comparison

Year	Grand River (At Dobie Rd.)	Dobie Road / Central Park (At Grand River Ave.)	Grand River (E. of Hamilton Rd.)	Average
2018	0%	0%	0%	0%
2019	-4%	0%	-1%	-2%
2020	-20%	-15%	-20%	-18%
2021	+14%	+14%	+5%	11%
2022	+1%	0%	+1%	1%
2023*	+1%	+1%	+1%	1%
Difference (2018 – 2023)	-8%	0%	-14%	-7%

*Estimated Growth Rate

The results of the comparison indicates that the historical AADT (vpd) data has been decreasing on the adjacent roadways since 2018. Therefore, the 2018 TEA turning movement counts that were utilized in the original 2020 TIS are expected to provide a conservative analysis of the current 2023 conditions.

3 TRIP GENERATION ANALYSIS

The number of weekday peak hour (AM and PM) and daily vehicle trips that would be generated by the proposed development was forecast based on data published by ITE in the *Trip Generation, 11th Edition*. It should be noted that the trip generation analysis completed for this site in the F&V 2020 TIS utilized the ITE *Trip Generation, 10th Edition*. No changes to the previous trip generation calculations were made for this comparison. The site trip generation forecast is summarized in **Table 2**.

Table 2: Site Trip Generation Comparison

Scenario	Land Use	ITE Code	Size	Unit	Average Daily Traffic (vpd)	AM Peak Hour (vph)			PM Peak Hour (vph)		
						In	Out	Total	In	Out	Total
Previous Site Plan (1/21/2020 TIS)	Marijuana Dispensary*	882	5,430	SF	1,372	32	25	57	60	59	119
Current Site Plan (2023)	Marijuana Dispensary	882	4,000	SF	844	22	20	42	38	38	76
	Mini Warehouse	151	127,500	SF	185	6	5	10	9	10	19
Difference					-343	-4	0	-4	-13	-11	-24

* ITE Trip Generation 10th Edition

4 CONCLUSIONS

- The results of the traffic volume comparison indicates that the historical AADT (vpd) data has been decreasing since 2018. Therefore, the turning movement counts that were utilized in the original 2020 TIS are expected to provide a conservative analysis of the current 2023 conditions.
- The trip generation comparison indicates that the currently proposed site plan will generate **less trips** than the trip generation projections utilized for the previous 2020 TIS, based on the reduced building size and the updated ITE rates and equations.
- The results of this comparison show that trip generation and the traffic volumes in 2023 are *less* than the analysis that was performed in 2020. Therefore, the proposed development is expected to have less of an impact to the adjacent roadway network than evaluated in the 2020 TIS.

Any questions related to this memorandum, study, analysis, and results should be addressed to Fleis & VandenBrink.

I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Michigan.

Attached: Proposed Site Plan
 2020 Traffic Impact Study

MG:jmk



To: Planning Commission

**From: Brian Shorkey, AICP
Principal Planner**

Date: September 9, 2024

Re: Planning Commission Bylaws

At the Planning Commission meeting on August 12, 2024, the Planning Commission discussed a concern regarding language regarding the number of Commissioners making up a 2/3 majority, found in Sec. 5.7(a). The language currently states that a 2/3 majority of the Planning Commission is made up of six members. However, in 2022, the number of Planning Commissioners was reduced from nine to seven. As a result, the number of Planning Commissioners making up a 2/3 majority should have been reduced from six to five.

While preparing this item, Staff has also discovered that Section 5.4 also need to be updated to confirm that a quorum consists of four members instead of five.

Staff has attached a copy of the currently adopted bylaws and a redlined copy, with both of the Staff changes recommended above. We look forward to discussing this matter with the Planning Commission at their next meeting.

Attachment

1. Currently adopted Planning Commission Bylaws
2. Redlined version of the Planning Commission Bylaws



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MERIDIAN TOWNSHIP PLANNING COMMISSION BYLAWS

These bylaws of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, are adopted in accordance with the Michigan Planning Enabling Act (ACT 33 of 2008 as amended), which states, "a planning commission shall adopt bylaws for the transaction of business and shall keep a public record of its resolutions, transactions, findings and determinations."

1. AUTHORIZATION

The Planning Commission, hereinafter called the Commission, is established pursuant to the Michigan Planning Enabling Act (Act 33 of 2008 as amended), and the Meridian Charter Township Code of Ordinances, (Chapter 2, Article VI, Division 5).

2. OFFICERS

2.1 Selection. At the first regular meeting in January, the Commission shall select from its members a chair, vice-chair, and secretary.

2.2 Terms. Term of office shall commence from the date of selection for a period of one year, or until a successor has been selected. Officers shall be eligible for re-election, but shall not serve more than two successive full terms in an office.

2.3 Duties.

- a. The chair shall preside at all meetings, appoint committees and liaisons to other groups with concurrence from the Commission, authorize calls for special meetings and perform such other duties as may be specified by the Commission.
- b. The vice-chair shall act in the capacity of the chair in the chair's absence.
- c. In the event the office of the chair becomes vacant, the vice-chair shall succeed to this office for the unexpired term and the Commission shall select a successor to the office of vice-chair for the unexpired term.
- d. The secretary shall perform those duties as assigned by the Michigan Planning Enabling Act (Act 33 of 2008 as amended), and such other duties as may be assigned from time to time by the Commission.

- e. Members of the Commission who are absent from more than three (3) consecutive, regularly scheduled Commission meetings and work sessions or more than thirty (30) percent of the regularly scheduled Commission meetings and work sessions in a calendar year shall be subject to review and possible recommendation for removal to the Township Board. Exceptions may be made if absences are due to the conduct of other business as authorized by the Commission.
- f. Members shall comply with the definition of "conflict of interest" found in Section 2-287(d) of the Code of Ordinances. Members who have a conflict of interest shall not vote or participate in any consideration of that matter, such action to be recorded in the meeting record. Failure of a member to disclose a potential conflict constitutes malfeasance in office.³

3. RESPONSIBILITIES AND AUTHORITY

The Commission shall assume the following responsibilities and authority pursuant to:

- A. THE MICHIGAN PLANNING ENABLING ACT (ACT 33 OF 2008 AS AMENDED)
 - 1. Prepare, adopt, or amend a master plan for the Township, including recommendations for development. Examples of activities to accomplish this responsibility include:
 - a. Preparation of planning reports and plans (prior to publication).
 - b. Preparation of preliminary plans and reports for the physical development of the Township, including: a land use plan and program and the general location, character, and extent of streets, roads, highways, bicycle paths, pedestrian ways, railroads, bridges, waterways and waterfront developments; flood retention works, drainage, sanitary sewers and water supply system; works for preventing pollution and works for maintaining water levels; and public utilities and structures.
 - c. Recommendations as to the general character, extent and layout for the redevelopment or rehabilitation of blighted areas.
 - d. Evaluate and prepare recommendations related to the administration and enforcement of the subdivision of land.
 - 2. Conduct studies and surveys related to Township planning and development.
 - 3. Review for charact, location, and extent and recommend approval or disapproval of public improvements, prior to construction or authorization for construction of a street, square, park, playground, public way, ground, or other open space, or public building or other building.
 - 4. Promote public education and citizen participation in the Township master

plan.

B. THE LAND DIVISION ACT (ACT 288 OF 1967 AS AMENDED)

1. Recommend approval, modification or disapproval of plats in accordance with Chapter 62 of the Meridian Township Code of Ordinances.

C. THE MICHIGAN ZONING ENABLING ACT (ACT 110 OF 2006 AS AMENDED):

1. Hear and decide special use permits.
2. Formulate and recommend ordinances, including their amendments or revisions.
3. Evaluate and prepare recommendations related to the administration and enforcement of the zoning ordinance.

4. COMMITTEES

- 4.1 Purpose. The Commission may establish committees and/or designate liaisons to other Township bodies necessary to assist it in fulfilling its responsibilities and goals.
- 4.2 Appointment. Committee members or liaison members shall be appointed by the chair, with concurrence from the Commission.
- 4.3 Assignment of Duties. The Commission shall define the purpose, functions, tenure, selection of the chair, meeting and reporting requirements for its committees. A committee may be discharged from its responsibilities by the Commission.
- 4.4 Public Participation. Committees shall meet requirements for public participation and access to records as provided for in 5.11 and 5.12 of these bylaws.

5. MEETINGS

- 5.1 Regular Meetings. The Commission shall hold no fewer than four regular meetings each year. In addition, work sessions may be scheduled for informal consideration of business, providing no official actions or decisions are taken at these sessions.
- 5.2 Special Meetings. Special meetings may be called by the chair. The chair shall call a special meeting at the written request of three or more members of the Commission. Commission members shall be notified at least 48 hours prior to

the meeting. Notification may be by e-mail or telephone and shall include the purpose of the meeting. Public notice of special meetings shall be in accordance with the Open Meetings Act (ACT 267 of 1976 as amended).

- 5.3 Meeting Schedule. A schedule of the Commission's regular meetings including date, time and place shall be established for each calendar year in accordance with the Open Meetings Act (ACT 267 of 1976 as amended). Notice of such schedule, shall be available to the public no later than ten days after the first meeting of the Commission in each calendar year. A change in the regular meeting schedule shall be posted within three days after the meeting at which the change is made.
- 5.4 Quorum. Five members shall constitute a quorum for the transaction of business at meetings unless otherwise specified in these bylaws. The chairperson may postpone or reschedule a meeting in the event a quorum will not be present upon proper notification in accordance with the Open Meetings Act (ACT 267 of 1976 as amended).
- 5.5 Resolutions and Motions. All resolutions and motions of a substantive nature shall be made in writing. The name of the originator and seconder, the findings of fact, and the rationale for action shall be recorded in the minutes.
- 5.6 Voting. Voting shall be by voice except that a roll call vote will be taken and recorded for all decisions made by resolution, or when requested by a member of the Commission.
- 5.7 Decisions. Providing a quorum is present, a simple majority of those present and voting shall be required for Commission action. Exceptions shall include:
 - a. Adoption of the Master Plan, or any part thereof, including extensions, additions, revisions or other amendments all of which shall require the affirmative vote of at least six members.
 - b. Any other action which by law, Township ordinance or parliamentary authority requires otherwise.
- 5.8 Agenda.
 - a. An agenda shall be established for each meeting of the Commission by designated Township staff and the chair, and shall be made available to Commission members and the public in advance of the meeting. The chair shall determine the order of business, unless otherwise amended by the Commission.
 - b. Agenda items to be considered at a special meeting shall be limited to those included in the call to meeting, unless all members are present and vote otherwise.

- c. A typical agenda may include:
 - 1. Call to order
 - 2. Public Remarks
 - 3. Approval of agenda
 - 4. Approval of Minutes
 - 5. Communications
 - 6. Public Hearings
 - 7. Unfinished Business
 - 8. Other Business (as applicable)
 - 9. Announcements
 - 10. Public Remarks
 - 11. Adjournment

5.9 Public Participation.

- a. All regular and special meetings, work sessions, and committee meetings shall be open to the public subject to the provisions of the Open Meetings Act (ACT 267, 1976 as amended).
- b. Opportunity shall be provided for public comment at meetings in accordance with established Commission and Township policies and procedures, which include:
 - 1. The number of persons admitted to a meeting room will be in keeping with public safety requirements and availability of space. Efforts will be made to provide adequate room to accommodate those in attendance.
 - 2. Established protocols for public participation will be announced at the beginning of the meeting.
 - 3. Opportunity to speak will be granted either under Public Remarks, or during a public hearing, as most appropriate.
 - 4. A member of the public will be provided no less than three minutes to speak. Reasonable time limits may be imposed to insure everyone desiring to speak has an opportunity to speak.
 - 5. Those completing a request form in writing shall be called upon first to speak.

6. Members of the public will identify themselves by name and address prior to presenting their comments.
 7. All written communications will become part of the Commission record.
 8. The chair, without objections from the Commission, may invite members of the public to participate in informal discussion on all or selected agenda items during Commission work sessions.
- c. The chair may call to order any person who disrupts the orderly conduct of a meeting and prohibit such person from further participation or attendance at such meeting.
- 5.10 Records. Designated Township staff shall be responsible for minutes and other official records of all Commission meetings and actions, including supporting documentation. Notice of meetings, minutes and records shall be available to the public in accordance with the Freedom of Information Act (ACT 442 of 1976 as amended).
- 5.11 Reporting Requirements. The Commission shall provide for timely transmission of such reports or recommendations as are required by State law, Township ordinance or Board policy. Examples of reporting requirements include:
- a. Planning.
 1. The secretary of the Commission shall prepare and distribute a notice the Commission intends to prepare a Master Plan and requesting cooperation and comment to:
 - a. Each municipality contiguous to Meridian Township.
 - b. Tri-County Regional Planning Commission
 - c. Ingham County Board of Commissioners.
 - d. Each public utility company and railroad company owning or operating a public utility or railroad within Meridian Township that registers its name and mailing address for this purpose with the Commission.
 - e. Any government agency that registers its name and mailing address for this purpose with the Commission.
 - f. Ingham County Road Department and Michigan Department of Transportation.

- b. The secretary of the Commission shall distribute the completed Master Plan draft after receiving Township Board authorization to the following:
 1. Each municipality contiguous to Meridian Township.
 2. Tri-County Regional Planning Commission.
 3. Ingham County Board of Commissioners including a statement signed by the secretary of the Commission that each municipality contiguous to Meridian Township and the Tri-County Regional Planning Commission were notified of the intent to prepare a Master Plan.
 4. Each public utility company and railroad company owning or operating a public utility or railroad within Meridian Township which has registered its name and address; and reimburses Meridian Township for copying and mailing costs.
 5. Any government agency which has registered its name and mailing address with the secretary of the Commission and reimburses Meridian Township for copying and mailing costs.
 6. Ingham County Road Department and Michigan Department of Transportation.
 - c. The secretary of the Commission shall distribute a copy of the adopted Master Plan to each entity which received a copy of the draft Master Plan shall be send a copy of the Master Plan upon final adoption.
2. Zoning. Following the hearing on a proposed Zoning Ordinance, or its amendment, the Commission shall submit any comments received at the hearing and its proposed zoning ordinance including any maps and recommendations to the Township Board for final action thereon, as specified in the Michigan Zoning Enabling Act (ACT 110 of 2006 as amended) and Chapter 86 of the Township Code of Ordinances.
 3. Annual Report. The Commission shall make an annual written report concerning its operations and the status of planning activities, including recommendations regarding actions by the Township Board related to planning and development; and on the administration and enforcement of the zoning ordinance and recommendations for amendments or supplements to

the ordinance. The secretary of the Commission shall transmit the report to the Township Board.

- 5.14 Limit on Introduction of Agenda Items. Agenda items shall not be introduced for discussion or a Public hearing opened after 10:00 p.m. The chair may approve exceptions when this bylaw would cause substantial backlog in Commission business.

6. PUBLIC HEARINGS

6.1 Purpose.

a. Public hearings shall be held:

1. Prior to the adoption of any part of the master plan or any extension, addition, revision or other amendment thereof.
2. Prior to recommending approval by the Township Board of any amendment to the Township Zoning Ordinances or of other zoning requests.
3. For consideration of special use permits.
4. For other matters as required by statute or Township Zoning Ordinance.

b. Public hearings may also be held for informational purposes. Reasons for holding informational hearings include but not limited to:

1. To seek citizen input on any appropriate subject.
2. To educate the public on selected issues or proposed actions related to planning and development and enhance public understanding or acceptance.

6.2 Notice.

A. Notice of public hearings, including time, place and purpose shall be made in conformance with applicable statutes and ordinances. Examples of noticing requirements include:

1. Planning. The Michigan Planning Enabling Act (Act 33 of 2008 as amended) for adoption and amendment of a master plan.
2. Zoning. The Michigan Zoning Enabling Act (Act 110 of 2006 as amended) and Meridian Township Code of Ordinances, Chapter 86,

for zoning map amendment, zoning ordinance amendments, special use permits, planned unit developments, and planned residential developments.

3. Plats. The Land Division Act (act 288 of 1967 as amended) and Meridian Township Code of Ordinances, Chapter 62, for tentative preliminary, final preliminary, and final plats.

B. Other procedures as adopted by the Planning Commission or Township Board.

6.3 Format. Public hearings shall be part of regular Commission meetings and shall be conducted according to established written procedures. An example of a typical public hearing format is:

- a. Introduction by the chair (Open public hearing, announcement of procedures, time limits, and protocols for participation by the public, applicants, and their designated representatives).
- b. Summary of subject matter.
- c. Presentation by the petitioner (applicant) or designated representative(s).
- d. Public comments.
- e. Discussion and questioning by Commission members.
- f. Close public hearing.

6.4 Decisions.

- a. 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.
- b. Written notice of a Commission decision will be sent to the parties directly concerned with the purpose of the hearing, including petitioners or originators of the request for the hearing.

7. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised, shall generally govern all questions of procedure not otherwise provided for in these bylaws or by state or federal law, or Township ordinance or policy; EXCEPT, the Planning Commission shall not reconsider a decision without prior authorization from the Township Board.

8. AMENDMENT AND SUSPENSION OF BYLAWS

- 9.1 Amendment. Bylaws not required by state or federal law or Township ordinance may be amended by a two-thirds vote of the Commission, provided fifteen days notice and an opportunity for comment is given to the public.
- 9.2 Suspension. A bylaw may be suspended by a two-thirds vote of Commission members present and voting at a meeting, provided said action is in accordance with established state or federal law, Township ordinance and parliamentary authority.

MERIDIAN TOWNSHIP PLANNING COMMISSION BYLAWS

These bylaws of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, are adopted in accordance with the Michigan Planning Enabling Act (ACT 33 of 2008 as amended), which states, "a planning commission shall adopt bylaws for the transaction of business and shall keep a public record of its resolutions, transactions, findings and determinations."

1. AUTHORIZATION

The Planning Commission, hereinafter called the Commission, is established pursuant to the Michigan Planning Enabling Act (Act 33 of 2008 as amended), and the Meridian Charter Township Code of Ordinances, (Chapter 2, Article VI, Division 5).

2. OFFICERS

2.1 Selection. At the first regular meeting in January, the Commission shall select from its members a chair, vice-chair, and secretary.

2.2 Terms. Term of office shall commence from the date of selection for a period of one year, or until a successor has been selected. Officers shall be eligible for re-election, but shall not serve more than two successive full terms in an office.

2.3 Duties.

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

b. The vice-chair shall act in the capacity of the chair in the chair's absence.

c. In the event the office of the chair becomes vacant, the vice-chair shall succeed to this office for the unexpired term and the Commission shall select a successor to the office of vice-chair for the unexpired term.

d. The secretary shall perform those duties as assigned by the Michigan Planning Enabling Act (Act 33 of 2008 as amended), and such other duties as may be assigned from time to time by the Commission.

- e. Members of the Commission who are absent from more than three (3) consecutive, regularly scheduled Commission meetings and work sessions or more than thirty (30) percent of the regularly scheduled Commission meetings and work sessions in a calendar year shall be subject to review and possible recommendation for removal to the Township Board. Exceptions may be made if absences are due to the conduct of other business as authorized by the Commission.
- f. Members shall comply with the definition of "conflict of interest" found in Section 2-287(d) of the Code of Ordinances. Members who have a conflict of interest shall not vote or participate in any consideration of that matter, such action to be recorded in the meeting record. Failure of a member to disclose a potential conflict constitutes malfeasance in office.³

3. RESPONSIBILITIES AND AUTHORITY

The Commission shall assume the following responsibilities and authority pursuant to:

A. THE MICHIGAN PLANNING ENABLING ACT (ACT 33 OF 2008 AS AMENDED)

1. Prepare, adopt, or amend a master plan for the Township, including recommendations for development. Examples of activities to accomplish this responsibility include:
 - a. Preparation of planning reports and plans (prior to publication).
 - b. Preparation of preliminary plans and reports for the physical development of the Township, including: a land use plan and program and the general location, character, and extent of streets, roads, highways, bicycle paths, pedestrian ways, railroads, bridges, waterways and waterfront developments; flood retention works, drainage, sanitary sewers and water supply system; works for preventing pollution and works for maintaining water levels; and public utilities and structures.
 - c. Recommendations as to the general character, extent and layout for the redevelopment or rehabilitation of blighted areas.
 - d. Evaluate and prepare recommendations related to the administration and enforcement of the subdivision of land.
2. Conduct studies and surveys related to Township planning and development.
3. Review for charact, location, and extent and recommend approval or disapproval of public improvements, prior to construction or authorization for construction of a street, square, park, playground, public way, ground, or other open space, or public building or other building.
4. Promote public education and citizen participation in the Township master

plan.

B. THE LAND DIVISION ACT (ACT 288 OF 1967 AS AMENDED)

1. Recommend approval, modification or disapproval of plats in accordance with Chapter 62 of the Meridian Township Code of Ordinances.

C. THE MICHIGAN ZONING ENABLING ACT (ACT 110 OF 2006 AS AMENDED):

1. Hear and decide special use permits.
2. Formulate and recommend ordinances, including their amendments or revisions.
3. Evaluate and prepare recommendations related to the administration and enforcement of the zoning ordinance.

4. COMMITTEES

- 4.1 Purpose. The Commission may establish committees and/or designate liaisons to other Township bodies necessary to assist it in fulfilling its responsibilities and goals.
- 4.2 Appointment. Committee members or liaison members shall be appointed by the chair, with concurrence from the Commission.
- 4.3 Assignment of Duties. The Commission shall define the purpose, functions, tenure, selection of the chair, meeting and reporting requirements for its committees. A committee may be discharged from its responsibilities by the Commission.
- 4.4 Public Participation. Committees shall meet requirements for public participation and access to records as provided for in 5.11 and 5.12 of these bylaws.

5. MEETINGS

- 5.1 Regular Meetings. The Commission shall hold no fewer than four regular meetings each year. In addition, work sessions may be scheduled for informal consideration of business, providing no official actions or decisions are taken at these sessions.
- 5.2 Special Meetings. Special meetings may be called by the chair. The chair shall call a special meeting at the written request of three or more members of the Commission. Commission members shall be notified at least 48 hours prior to

the meeting. Notification may be by e-mail or telephone and shall include the purpose of the meeting. Public notice of special meetings shall be in accordance with the Open Meetings Act (ACT 267 of 1976 as amended).

- 5.3 Meeting Schedule. A schedule of the Commission's regular meetings including date, time and place shall be established for each calendar year in accordance with the Open Meetings Act (ACT 267 of 1976 as amended). Notice of such schedule, shall be available to the public no later than ten days after the first meeting of the Commission in each calendar year. A change in the regular meeting schedule shall be posted within three days after the meeting at which the change is made.
- 5.4 Quorum. ~~Five-Four~~ members shall constitute a quorum for the transaction of business at meetings unless otherwise specified in these bylaws. The chairperson may postpone or reschedule a meeting in the event a quorum will not be present upon proper notification in accordance with the Open Meetings Act (ACT 267 of 1976 as amended).
- 5.5 Resolutions and Motions. All resolutions and motions of a substantive nature shall be made in writing. The name of the originator and seconder, the findings of fact, and the rationale for action shall be recorded in the minutes.
- 5.6 Voting. Voting shall be by voice except that a roll call vote will be taken and recorded for all decisions made by resolution, or when requested by a member of the Commission.
- 5.7 Decisions. Providing a quorum is present, a simple majority of those present and voting shall be required for Commission action. Exceptions shall include:
- a. Adoption of the Master Plan, or any part thereof, including extensions, additions, revisions or other amendments all of which shall require the affirmative vote of at least ~~six~~-five members.
 - b. Any other action which by law, Township ordinance or parliamentary authority requires otherwise.
- 5.8 Agenda.
- a. An agenda shall be established for each meeting of the Commission by designated Township staff and the chair, and shall be made available to Commission members and the public in advance of the meeting. The chair shall determine the order of business, unless otherwise amended by the Commission.
 - b. Agenda items to be considered at a special meeting shall be limited to those included in the call to meeting, unless all members are present and vote otherwise.

- c. A typical agenda may include:
 - 1. Call to order
 - 2. Public Remarks
 - 3. Approval of agenda
 - 4. Approval of Minutes
 - 5. Communications
 - 6. Public Hearings
 - 7. Unfinished Business
 - 8. Other Business (as applicable)
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To: Township Planning Commission
From: Brian Shorkey, Principal Planner
Date: July 22, 2024
Re: Current Land Uses

Staff has updated the GIS parcel layer with current land use data. This effort was completed with assistance from Google Earth and the township's online parcel viewer. The land use categories are based on the Master Plan and a former land use map dated September 2003.

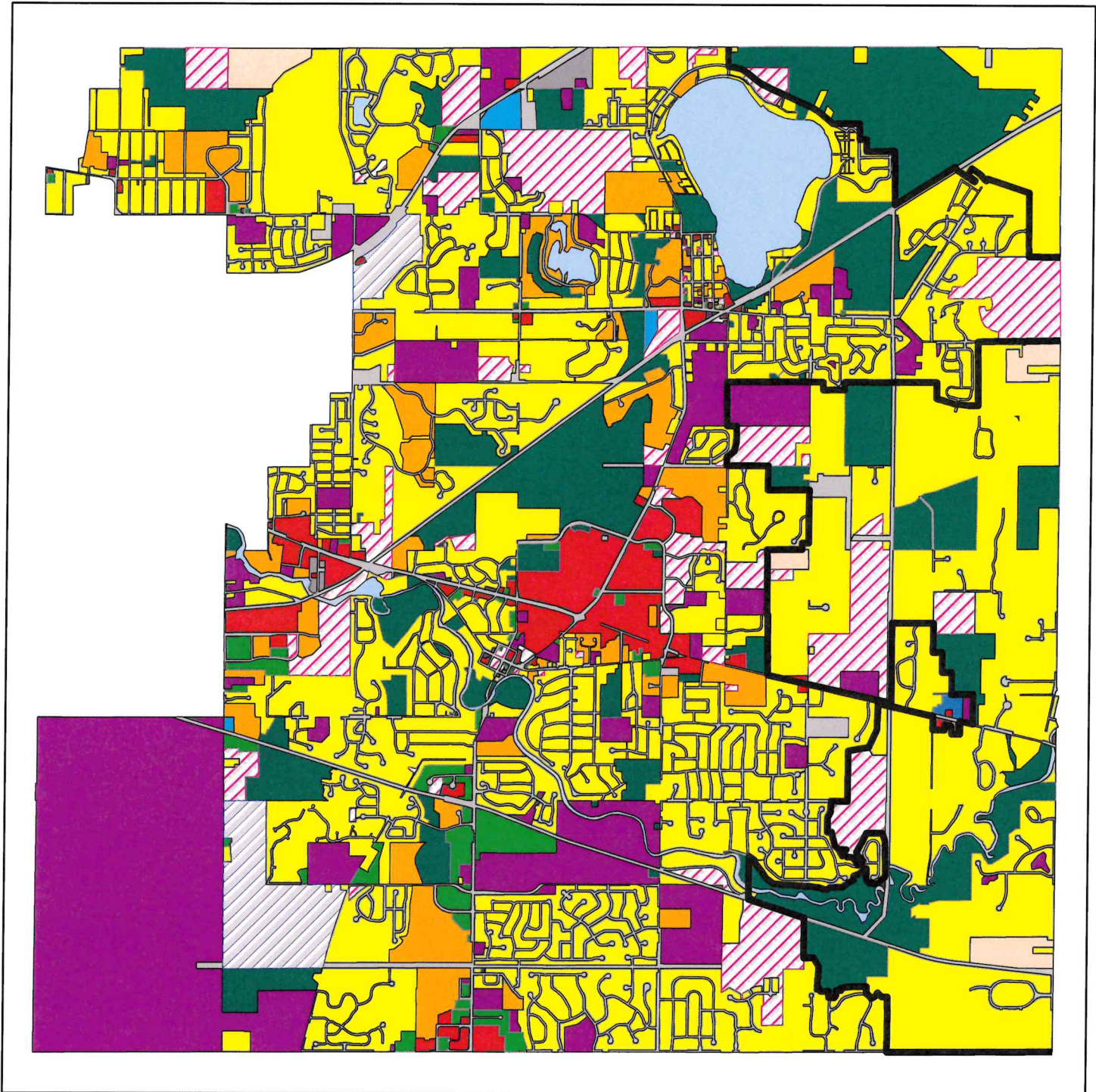
The total acreage of the current land uses, in descending order of size, are as follows:

<u>Land Use Class</u>	<u>Acres</u>	<u>Percentage of Usable Land</u>
Single Family Residential	8,903	49.0%
Outdoor Recreation and Cemetery	2,665	14.7%
Institutional	2,654	14.6%
Developable Open Space	1,407	7.7%
Multi-Family Residential	1,005	5.5%
Commercial	604	3.3%
Cooperative Agreements	364	2.0%
Office	297	1.6%
Agriculture	170	0.9%
Industrial	41	0.2%
Mixed Use	39	0.2%
Mobile Home Park	12	0.1%
Total	18,161	100%

In addition, there are a total of 1,571 acres of land categorized as Transportation, Communications, and Utility and a total of 619 acres of Water. As these are not usable, they are not calculated in the percentages above or in the following calculations.

The question of how much developable land is available outside of the Urban Service Boundary (USB) has been asked. Staff has divided the useable land and has provided the attached spreadsheet that details the breakdown of land use categories between the USB. A map of the current land use categories with the USB has also been provided.

Current Land Use



Land Use Classes	
	Urban Service Boundary
LU Class	
	Agriculture
	Commercial
	Cooperative Agreement
	Developable Open Space
	Industrial
	Institutional
	MSU
	Mixed Use
	Mobile Home
	Multi-Family Residential
	Office
	Outdoor Recreation & Cemetery
	Single Family Residential
	T, C, and U
	Water

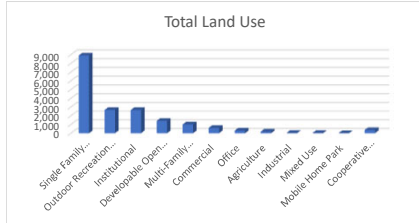


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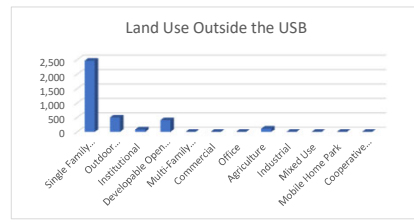
3,700 1,850 0 3,700 Feet



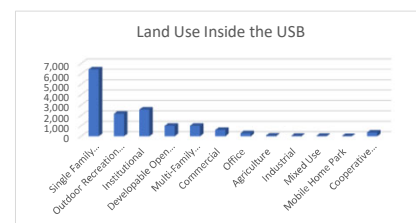
Total Land Use Category	Acres	Percentage
Single Family Residential	8,903	49.0%
Outdoor Recreation and Cemetery	2,665	14.7%
Institutional	2,654	14.6%
Developable Open Space	1,407	7.7%
Multi-Family Residential	1,005	5.5%
Commercial	604	3.3%
Office	297	1.6%
Agriculture	170	0.9%
Industrial	41	0.2%
Mixed Use	39	0.2%
Mobile Home Park	12	0.1%
Cooperative Agreements	364	2.0%
Transportation, Communications, & Utilities	1,571	N/A
Water	619	N/A
Total	18,161	



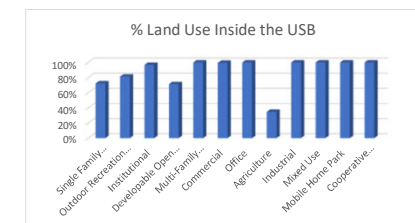
Outside USB Land Use Category	Acres	Percentage
Single Family Residential	2,469	69.2%
Outdoor Recreation and Cemetery	498	14.0%
Institutional	84	2.4%
Developable Open Space	404	11.3%
Multi-Family Residential	0	0.0%
Commercial	3	0.1%
Office	0	0.0%
Agriculture	111	3.1%
Industrial	0	0.0%
Mixed Use	0	0.0%
Mobile Home Park	0	0.0%
Cooperative Agreements	0	0.0%
Total	3,569	



Inside USB Land Use Category	Acres	Percentage
Single Family Residential	6,434	44.1%
Outdoor Recreation and Cemetery	2,167	14.9%
Institutional	2,570	17.6%
Developable Open Space	1,003	6.9%
Multi-Family Residential	1,005	6.9%
Commercial	601	4.1%
Office	297	2.0%
Agriculture	59	0.4%
Industrial	41	0.3%
Mixed Use	39	0.3%
Mobile Home Park	12	0.1%
Cooperative Agreements	364	2.5%
Total	14,592	



Inside USB Land Use Category	Percentage Inside The USB
Single Family Residential	72.3%
Outdoor Recreation and Cemetery	81.3%
Institutional	96.8%
Developable Open Space	71.3%
Multi-Family Residential	100.0%
Commercial	99.5%
Office	100.0%
Agriculture	34.7%
Industrial	100.0%
Mixed Use	100.0%
Mobile Home Park	100.0%
Cooperative Agreements	100.0%
Total	80.3%





To: Members of Planning Commission

From: Brian Shorkey, AICP, Principal Planner

Date: September 9, 2024

Re: Project Report

As of September 2024, the following projects are under construction, under site plan review, or have been submitted as a new application (Changes since the last report are shown in **bold**):

Under Construction

<u>Name</u>	<u>Location</u>	<u>Date Approved</u>	<u>Description</u>	<u>Status</u>
1. Grand Reserve	Central Park Drive	March 6, 2024	115 SFR Homes	Under Construction
2. Sanctuary III	North of Robins Way	March 15, 2022 (Plat)	7 SFR Homes	Under construction
3. Newton Pointe	6276 Newton Road	February 24, 2022	Mixed Use w/ 105 MFR & 14 SFR	Under construction
4. Schultz Vet Clinic	2806 Bennet Road	4/24/2023 (SUP)	Vet clinic expansion	Building permit under review
5. MSU to Lake Lansing Trail, Phase 2 (SUP)	Park Lake Road to Okemos Road	May 8, 2023	Township trail	Under construction
6. Planet Fitness	1982 W. Grand River	N/A	Business Expansion	Under construction
7. Silverleaf Phase 1	West Bennett Road	June 26, 2024	25 SFR	Under construction
8. Knob Hill Apartments	2300 Knob Hill Drive	N/A	Reconstruction of Apartment buildings	Under construction

Under Site Plan Review

<u>Name</u>	<u>Location</u>	<u>Date Approved</u>	<u>Description</u>	<u>Status</u>
1. Haslett Village	SW Corner of Haslett	July 26, 2019		Under Site Plan review

Page 2

	Road and Marsh Road (MUPUD)		290 MFR	Awaiting revisions
2. Elevation Phase 4	North of Jolly Road, West of Jolly Oak		MUPUD Amendment	Under Site Plan review Awaiting revisions
3. Proposed Restaurant	2731 W. Grand River	2/12/2024 (SUP)	New restaurant	Under Site Plan Review
4. Consumers Energy	Rutherford Drive	June 24, 2024	New Transfer Station	Under Site Plan Review
5. Shaw Quadplex	5681 Shaw Street	June 10, 2024 (SUP)	New 4-unit MFR	Waiting for Site Plan
6. All Grand Events	1737 W. Grand River	June 26, 2024 (ZBA)	New Deck	Under Site Plan review

New Applications

<u>Name</u>	<u>Location</u>	<u>Description</u>	<u>Status</u>
1. Tantai Cuisine	2398 Jolly Road	New Business	Waiting for building permits
2. New Coffee Shop	Hamilton Road	New Business	Under building review
3. SANNDs	3520 Okemos Road	Adult Use Marihuana	SUP under review
4. Herbana	2119A Haslet Road	Adult Use Marihuana	SUP under review
5. Copper Creek Ph. 5	Haslett Road	Next phase of Copper Creek	Rezoning under review
6. Okemos Local Investments	4360 Hagadorn	Adult Use Marihuana	SUP under review
7. Ace Hardware	3544 Meridian Crossings	New Hardware Store	Under building review
8. Ai Ya Ramen	1737 W. Grand River	New Restaurant	Under building review
9. Okemos Gateway	1614 W. Grand River	Adult Use Marihuana	SUP under review