



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
PLANNING COMMISSION – REGULAR MEETING
October 7, 2024 6:30 PM

1. CALL MEETING TO ORDER
2. ROLL CALL
3. PUBLIC REMARKS
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
 - A. September 23, 2024
6. COMMUNICATIONS
 - A. Debra Major re: REZ #24013 (Email)
7. PUBLIC HEARINGS
 - A. By-law changes
8. UNFINISHED BUSINESS
 - A. None
9. OTHER BUSINESS
 - A. MAP Conference Update
10. REPORTS AND ANNOUNCEMENTS
 - A. Township Board update.
 - B. Liaison reports.
11. PROJECT UPDATES
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
October 28, 2024

1. PUBLIC HEARINGS
 - A. SUP #24025 – Drive-Through

2. UNFINISHED BUSINESS
 - A. None

3. OTHER BUSINESS
 - A. None

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
5151 Marsh Road, Okemos MI 48864-1198
517.853.4000, Township Hall Room
Monday, September 23, 2024, 6:30 pm

PRESENT: Vice Chair Snyder, Commissioners Brooks, McConnell, Romback, and Scales

ABSENT: Chair Shrewsbury, Commissioner Blumer

STAFF: Principal Planner Brian Shorkey

1. CALL MEETING TO ORDER

Vice Chair Snyder called the September 23, 2024, regular meeting for the Meridian Township Planning Commission to order at 6:30 pm.

2. ROLL CALL

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

3. PUBLIC REMARKS

Vice Chair Snyder opened public remarks at 6:31 pm

Vice Chair Snyder closed public remarks at 6:31 pm

4. APPROVAL OF AGENDA

Vice Chair Snyder asked to add an agenda item to Other Business to review the agenda for the Michigan Planning Conference and make suggestions to Principal Planner Shorkey for sessions they would like him to attend.

Commissioner McConnell moved to approve the September 23, 2024, regular Planning Commission meeting agenda as amended. Seconded by Commissioner Scales. Motion passed unanimously.

5. APPROVAL OF MINUTES

Commissioner Scales asked that 7A be amended to add the time the hearing closed.

Commissioner Romback moved to approve the Minutes of the September 9, 2024, Planning Commission Regular Meeting as amended. Seconded by Commissioner Brooks. Motion passed unanimously.

6. COMMUNICATIONS

A. Okemos Local Investments - Email

7. PUBLIC HEARINGS

NONE

8. UNFINISHED BUSINESS

A. SUP #24023 – Okemos Gateway

Principal Planner Shorkey gave an overview of the application and the work that has taken place to date. He noted that there is a resolution of approval but if the Commission has more questions for the applicant, they must postpone and ask the applicant to attend a future meeting.

Commissioner McConnell moved to adopt the resolution to recommend approval of SUP #24023 to construct and adult use marijuana retailer at 1614 West Grand River, Okemos MI 48864.

Commissioner Scales moved that the motion be amended to include the additional bullet points stated in the memo. Supported by Commissioner McConnell. Motion passed unanimously.

The motion as amended seconded by Commissioner Romback to include the statements for the following reasons:

- **The proposed project conforms with the Township Master Plan and the Future Land Use map,**
- **The proposed project conforms with the Adult Use Marijuana regulations that have been adopted by the Township,**
- **The proposed project that would result fits the character of the area.**

Motion passed unanimously.

B. Planning Commission Bylaw Update

Principal Planner Shorkey gave an overview of the process as has occurred to date. He outlined the changes made to meet the Commission’s requests.

Commissioner Romback asked for clarification regarding the differences between the votes which require a portion of the quorum versus those that require a portion of the membership. Principal Planner Shorkey clarified that only Master Plan amendments require two-thirds of the members, other decisions require simple majority of the quorum.

Vice Chair Snyder asked that the wording of 5.4 be changed to use the word “members” only once.

9. OTHER BUSINESS

A. Planning Commission Meeting Resolution

Vice Chair Snyder and Principal Planner Shorkey summarized the discussion that has occurred to date.

Commissioner McConnell moved to adopt the resolution approving the updated 2024 Planning Commission Meeting Schedule. Supported by Commissioner Scales. Motion passed unanimously.

B. Planning Commission Discussion

i. Single-Family Residential Density

Principal Planner Shorkey outlined the changes he made to the maps as requested by the Commission.

Commissioner McConnell asked how the property outside of the Urban Service Boundary might be affected by development. Principal Planner Shorkey indicated that it would be limited by current zoning ordinances.

Commissioner Brooks asked about some of the spaces marked as over ten acres that surround individual parcels. Principal Planner Shorkey stated that they are preserved open space that cannot be subdivided nor built on and are part of Planned Unit Developments. Principal Planner Shorkey noted that, through the process of creating the maps, he has discovered that those parcels may need to be classified differently as Dedicated Open Space.

Commissioner Brooks asked if there is a way to know the history of how lots in the Township have been built out, particularly if the lots have gotten smaller over time. Principal Planner Shorkey stated that there is not a way to break the data out in that manner and said that lots are trending larger. Commissioner Scales commented that the property south of Tihart Road on Powell Road appears to be larger lots.

Commissioner McConnell suggested that the preserved open space areas and other parcels with use restriction be excluded on the next map to allow better ability to focus on the areas that have been or could be developed as Single-Family Residential. Principal Planner Shorkey stated that he could work on it and mentioned that one of the objectives of the Master Plan update is to include a more specific, parcel-by-parcel buildout analysis and this discussion helps achieve that objective.

Vice Chair Snyder asked if there were a way to show how wetlands overlay with this. Principal Planner Shorkey showed an overlay of where delineated wetlands lie on the Township Parcel Viewer.

Commissioner Brooks asked the Commission to help clarify the goal of this exercise, how to define what they need to make better decisions. Commissioner McConnell stated that he wants to know what the land use looks like now and try to project where it may go in the future; how much more can the Township grow and under what conditions. Commissioner Scales stated that it validates some of his assumptions and informs the Commission that they are on track with the Master Plan. Commissioners concurred that the Township is approaching a point where there will be no more buildable land. Commissioner Brooks stated that he would like to know more about density, particularly if a

goal will be to increase density in certain places. Commissioner Brooks stated that this map does help to understand density if an assumption is made about average family size, but that it might be possible to overlay census data. Vice Chair Snyder concurred.

Commissioner Romback asked for clarification about long, narrow lots that cannot be subdivided, what could change to allow those areas to be subdivided. Principal Planner Shorkey stated that it would require an ordinance change to allow private access easements instead of a publicly maintained road.

C. Michigan Planning Conference Courses Discussion

Vice Chair Snyder stated that Principal Planner Shorkey will be attending the Michigan Planning Conference and asked the Commission to offer suggestions for the courses they would like him to take.

Principal Planner Shorkey clarified the courses he will be required to take for certification purposes and asked that they Commissioners suggest courses within those limitations.

The Planning Commission discussed the upcoming course with Principal Planner Shorkey and made several suggestions, which were noted by Principal Planner Shorkey.

Commissioner Scales thanked Principal Planner Shorkey for sharing the agenda with the Commission.

Commissioner Brooks welcomed Principal Planner Shorkey to share pertinent information with the Commission, to which the other Commissioners concurred.

10. REPORTS AND ANNOUNCEMENTS

A. Township Board Update

Principal Planner Shorkey reported that the 2025 budget was approved, also disbandment of the Transportation Commission was discussed, and it will move forward to the next meeting for action. Commissioners McConnell and Scales commented with some history of the Transportation Commission's function.

B. Liaison Reports

Commissioner McConnell reported that a draft report of the 2024 Greenspace Master Plan has been recently submitted to the Environmental Commission and more members may be sought.

Commissioner Brooks outlined the ZBA's discussion regarding the signage at the Playmaker's property and the discussion regarding the variance request for Accessory Dwelling Units

Commissioner Scales reported that the Brownfield Redevelopment Committee authorized the second part of reimbursement request by American House and the Brownfield TIF for the Village of Okemos properties will be revoked because the properties no longer qualify

11. PROJECT UPDATES

A. Project Report

Principal Planner Shorkey stated that there are no changes from the last update, but there may be applications for zoning and SUP for a drive through restaurant on the next agenda.

12. PUBLIC REMARKS

Vice Chair Snyder opened public remarks at 7:44

Vice Chair Snyder closed public remarks at 7:44

13. COMMISSIONER COMMENTS

Commissioner Scales complemented Vice Chair Snyder for leading the meeting well. Vice Chair Snyder thanked him.

Vice Chair Snyder asked if Principal Planner Shorkey would consider sharing the Single-Family Residential Density maps with the Board. He stated that he would talk with Interim Manager Schmitt about sharing the maps. Commissioner McConnell suggested waiting until the Commission has done some more review and discussion.

14. ADJOURNMENT

Vice Chair Snyder called for a motion to adjourn the meeting at 7:45 pm

Commissioner Scales moved to adjourn the September 23, 2024 regular meeting of the Planning Commission. Seconded by Commissioner McConnell. Motion passed unanimously.

From: [Debra Major](#)
To: [webmaster](#); [Brian Shorkey](#)
Cc: [Debra Major](#)
Subject: RE: Prior rezoning submittal #24013 (Fedewa Holdings)
Date: Sunday, September 29, 2024 1:23:45 PM

Some people who received this message don't often get email from debmajor627@gmail.com. [Learn why this is important](#)

Mr. Shorkey and Webmaster,

Will you please forward the email message below to all members of the Planning Commission and the Board of Trustees? Their emails were not easily found on the Township website. Please confirm that you were able to deliver this message on my behalf.

Thank you,
Debra Major

September 29, 2024

RE: Revised Fedewa Holdings Rezoning Request
Prior rezoning submittal #24013 (Fedewa Holdings)
Dobie Rd. Property north of Faith Lutheran Church

Dear Township Trustees & Planning Commissioners:

The Dobie Road Property (just north of the Faith Lutheran Church) has been the subject of rezoning discussion over the last several months. We understand Mr. Fedewa will be submitting a revised application in the near future. The Township residents adjacent to this property invite you all to a site visit of the involved properties so that all decision-makers can gain an accurate understanding of this area. We believe Mr. Fedewa would grant access to his property for a walk through given all parties would benefit greatly.

Given time constraints, we currently scheduled the visit for Wednesday, October 9 at 4:00 PM at the home of Joel and Debra Major at 4570 Seneca Drive, Okemos, MI. We will gladly reschedule as needed. For the site visit, we will walk the neighborhood and make our way to Dobie Road and the property in question.

We certainly hope many of you are able to attend. We look forward to walking our neighborhood with you so you may have first-hand knowledge of this area.

Please contact Deb Major with any questions and to RSVP at 517-230-8949 or by email at debmajor627@gmail.com.

Sincerely,

Debra Major

cc:

Peggy Anderson 4504 Seneca Dr.

David Bueche 4512 Seneca Dr.

Steve & Kim Karlzen 4543 Seneca Dr.

Dave & Kris Kloc 4538 Seneca Dr.

John Leone 4544 Dobie Rd.

Gordon and Katie Love 4548 Seneca

Joel & Debra Major 4570 Seneca Dr.

Michael & Gia McIntosh 4562 Seneca Dr.

Wayne Popard 4554 Seneca Dr.

Brad & Esther Shaw 4504 Dobie Rd.

[Invitation](#)



To: Planning Commission

From: Brian Shorkey, *AICP*
Principal Planner

Date: October 7, 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. These issues were discussed at the regular Planning Commission meetings on September 9, 2024 and September 23, 2024.

The Planning Commission may approve the updated bylaws as written. This can be accomplished with a simple motion and roll call vote by the Planning Commission. Staff has provided the following sample motion for the Planning Commission's use in discussing this item.

Motion to approve the 2024 amended Planning Commission bylaws.

Attachment

1. Redlined version of the Planning Commission Bylaws
2. Clean version of the Planning Commission Bylaws

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-A majority of members of the Planning Commission 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~~ two-thirds of the 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."

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2. OFFICERS

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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

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 - 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. A majority of members of the Planning Commission 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 two-thirds of the 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.



To: Members of Planning Commission

From: Brian Shorkey, AICP, Principal Planner

Date: October 7, 2024

Re: Project Report

As of October 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. Silverleaf Phase 1	West Bennett Road	June 26, 2024	25 SFR	Under construction
5. 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 Road and Marsh Road	July 26, 2019 (MUPUD)	290 MFR	Under Site Plan review
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

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|----------------------------|--------------------------|---------------------|-----------------------------|------------------------|
| 5. Shaw Quadplex | 5681 Shaw Street | June 10, 2024 (SUP) | New 4-unit MFR | Waiting for Site Plan |
| 6. Consumers Energy | 5180 Cornell Road | | Mobile Pad Expansion | Under Site Plan Review |

New Applications

- | <u>Name</u> | <u>Location</u> | <u>Description</u> | <u>Status</u> |
|-----------------------------|-------------------------|----------------------|------------------------------|
| 1. Tantay 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. Okemos Local Investments | 4360 Hagadorn | Adult Use Marihuana | SUP under review |
| 6. Ace Hardware | 3544 Meridian Crossings | New Hardware Store | Under building review |
| 7. Ai Ya Ramen | 1737 W. Grand River | New Restaurant | Under building review |
| 8. Okemos Gateway | 1614 W. Grand River | Adult Use Marihuana | SUP under review |
| 9. Panda Express | 4990 Marsh Road | Drive-Through | PH Oct. 28, 2024 |