

1. CALL MEETING TO ORDER
2. MISSION: Set the standard in creating an entrepreneurial culture; be the example for revitalization of our business districts and be the leaders in building sustainable public/private partnerships.
3. APPROVAL OF AGENDA
4. CONSENT AGENDA
 - A. Communications
 - B. Minutes-September 7, 2017
5. PUBLIC REMARKS
6. PRESENTATION
 - A. Farmers Market Site Plan and Proposal
7. FINANCIAL REPORT
8. APPROVAL OF PAYMENTS
9. PLANNING COMMISSION REPORT
10. NEW BUSINESS
 - A. Redevelopment Fund
11. OLD BUSINESS
 - A. Development Funnel
 - B. Sign Ordinance
 - C. Available Property for Development
12. CHAIR REPORT
13. STAFF REPORT
 - A. Development Projects Update
14. TOWNSHIP MANAGER REPORT
15. TOWNSHIP BOARD REPORT
16. MERIDIAN MALL REPORT
17. OPEN DISCUSSION/BOARD COMMENTS
18. PUBLIC REMARKS
19. NEXT MEETING DATE
 - A. November 2, 2017, 7:30am
20. ADJOURNMENT

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting:
Township Manager Frank L. Walsh, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4258 - Ten Day Notice is Required.
Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall

Charter Township of Meridian
Meridian Economic Development Corporation
5151 Marsh Road, Okemos, MI 48864
Thursday, September 7, 2017 – Minutes (Draft)

Members

Present: David Ledebuhr, Shawn Dunham, Adam Carlson, Chris Buck, Trustee Phil Deschaine, Mikhail Murshak, Township Manager Frank Walsh

Members

Absent: Jade Sims, Malinda Barr, Josh Hundt, David Olson and Lynda Rowlee

Others

Present: Treasurer Julie Brixie, Ex-Officio, Planning Commission Vice-Chair John Scott-Craig, Director of Community Planning and Development Mark Kieselbach, Senior Planner Peter Menser, Executive Assistant Michelle Prinz, and Brent Forsberg, TA Forsberg

1. CALL MEETING TO ORDER

Chair Buck called the meeting to order at 7:32 am and he read the mission statement.

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

3. APPROVAL OF THE AGENDA

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

4. CONSENT AGENDA

- a. Communications
- b. Minutes-August 3, 2017

MOTION BY TRUSTEE DESCHAIINE TO APPROVE THE CONSENT AGENDA. SUPPORTED BY MEMBER LEDEBUHR. MOTION PASSES 7-0.

5. PUBLIC REMARKS

None.

6. PRESENTATION

Brent Forsberg, TA Forsberg discussed the “lifestyle community” vision for the Elevation project opening next year, tembo housing projects he is working on in REO Town and had a general question and answer session regarding his view on economic development in the region.

7. FINANCIAL REPORT

Treasurer Brixie distributed and reviewed the financial report dated 9/7/17. Report on file.

MOTION BY MEMBER LEDEBUHR TO APPROVE FINANCIAL REPORT. SUPPORTED BY MANAGER WALSH. MOTION PASSES 7-0.

8. APPROVAL OF PAYMENTS

None.

9. PLANNING COMMISSION REPORT

Planning Commission Vice-Chair John Scot-Craig provided a summary of recent Planning Commission activities.

10. NEW BUSINESS/CHAIR REPORT

a. Available Property for Development

Chris Buck distributed a list of available property. He plans on keeping this list updated monthly for any developers who show interest in the Township.

11. OLD BUSINESS

a. Development Funnel

Chris shared a new format to the development funnel to include a variety of phases Township development projects are in.

b. Sign Ordinance

Peter suggested that the EDC begin the project of proposing sign ordinance revisions with identifying the requests that are most commonly made, but denied and those most commonly complained about. Peter shared a couple of problems with the existing ordinance including temporary signage, announcing signage, and grand opening signage. Suggestions included: featuring less of the contractor and bank on announcing signage, extending opening signage from 15 days to 30 days, consider waiving permit fee for grand opening signage, and consider adding menu signage. Peter and Chris agreed to draft proposed language to accommodate changes to these agreed upon gaps in our existing ordinance for the discussion at the next EDC meeting.

12. CHAIR REPORT

Chris reported the Township will be hosting a Shaping the Avenue Open House on Thursday, September 14, 2017 from 5-7pm. This will allow the community a chance to provide feedback on plans. The Brownfield Redevelopment Authority has adopted by-laws and officers. Chris Buck will serve as the Chair and John Scott-Craig will serve as the Vice-

Chair. The Township Board unanimously passed the MEDC Redevelopment Ready Community resolution.

13. STAFF REPORT

None.

14. TOWNSHIP MANAGER REPORT

- Manager Walsh reported the Township budget focuses on reducing pension debt, local roads, solar energy project, and redevelopment of our three core commercial areas.
- The Meridian Redevelopment Fund of \$570,000 is recommended in the 2018 Budget from the sale of the MARC and the fire station. The EDC would be involved in distributing the funds made available.
- Summer Park Reality, LLC has filed a lawsuit against the Township regarding the zoning of Walnut Hills.

15. TOWNSHIP BOARD REPORT

- Trustee Deschaine reported the Board is currently reviewing the 2018 Budget and the Master Plan.

16. MERIDIAN MALL REPORT

- Shawn reported that the mall is doing some new pop up stores.
- The mall is doing some soft seating and lighting renovations.
- New store-Torrent recently opened.

17. FARMERS' MARKET RELOCATION UPDATE

Dave reported that next month he plans to have a site plan and a proposal.

18. OPEN DISCUSSION/BOARD COMMENTS

None.

19. PUBLIC REMARKS

None.

20. NEXT MEETING DATE

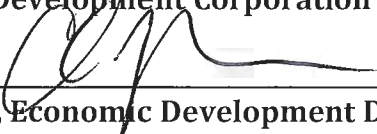
- Thursday, October 5, 2017 at 7:30am

21. ADJOURNMENT

Hearing no objection, Chris Buck adjourned the meeting at 8:55am.



To: Economic Development Corporation

From: 
Chris Buck, Economic Development Director

Date: September 28, 2017

Re: Redevelopment Fund

The Meridian Redevelopment Fund (MRF) was recently approved in the Meridian Township 2018 Budget. The creation of this fund will allow us to reinvest the proceeds from the sale of the Meridian Area Resource Center (MARC) (\$570,000) into the redevelopment of the core areas. The initial corpus may be augmented in the following years with a portion of the rental fees we collect on an annual basis. At this point, the details of the plan are not clearly laid out. The funds could be used for grants/loans to investors who deliver on a plan to redevelop the three core commercial areas. The program will be developed by the EDC with final consideration/approval from the Board. All disbursements would be vetted by the EDC and final approval from the Board.

I look forward to discussing the MRF further with you on Thursday.

TO: Economic Development Corporation

FROM: *Peter Menser*
Peter Menser
Senior Planner

DATE: September 26, 2017

RE: Sign policy amendments

At its last meeting on September 7, 2017 the Economic Development Corporation (EDC) discussed the best method to review and consider policy options for signs in Meridian Township. Staff suggested the EDC organize its review by looking at the different types of signs (wall signs, window signs, freestanding, etc.) that are regulated and consider policy options for each on a case by case basis. This approach will ensure a thorough consideration of each type of sign and provide a manageable project scope. At each meeting the EDC can consider a different sign type (or several smaller types grouped together), review the current regulations, examine different policy options, and propose amendments as preferred alternative policies are identified. The EDC may also consider sign types not currently regulated and develop policy as needed.

To begin the sign regulation review process, the EDC decided to begin with three types of signs that often receive complaints from business owners: temporary grand opening signs, announcing signs, and temporary sales/event signs.

Temporary grand opening signs

At its September 7, 2017 meeting the EDC discussed allowing larger grand opening signs for businesses, waiving the application fee (currently \$75), and extending the time period that the sign can be displayed. Section 86-687(9) of the Code of Ordinances outlines the provisions related to temporary grand opening signs, which are only allowed in commercial zoning districts. The current ordinance language is below:

Temporary grand opening signs. Temporary grand opening signs may be permitted for a period not to exceed 15 days for those businesses which are new to a particular location. The following additional regulations shall also apply to temporary grand opening signs:

- a. One grand opening sign may be permitted on the site of the business. The sign shall be no larger than 35 square feet in surface display area per side.*
- b. Grand opening signs shall be located no closer than 10 feet back of the street right-of-way.*
- c. Wind-blown devices, such as pennants, spinners, and streamers, shall also be allowed on the site of the business advertising a grand opening for the fifteen-day-time period designated for the grand opening sign.*

Announcing signs

Section 86-692 of the Code of Ordinances outlines the Township policy on announcing signs. Announcing signs are generally those displaying the name of a business/building that is under construction or otherwise coming soon to the Township. One of the primary challenges with the existing ordinance language is the requirement that the sign display the names of the architects, engineers, and/or contractors. The current ordinance on announcing signs is provided below:

One sign announcing the names of architects, engineers, and/or contractors of a building under construction, alteration, or repair and announcing the character of the building enterprise or the purpose for which the building is intended may be allowed, provided such sign shall not exceed 32 square feet in surface display area per side. Such sign may be a flat-wall sign or freestanding with a maximum height of eight feet above grade. If freestanding, the sign shall be located no closer than 10 feet back of the street right-of-way line.

Temporary sales/event signs

The Code of Ordinances does not currently have provisions related to temporary signs for sales or events. The ordinance does have regulations for temporary outdoor uses in commercial zoning districts (including, but not limited to, the sale of Christmas trees, shrubbery, flowers, fruits and vegetables, special sidewalk sales, or short-term promotional activities, excluding motor vehicle sales) but those are specifically for outdoor displays/sales, not sales or events taking place indoors. The Director of Community Planning and Development issued policy guidance in 2013 (attached) that provides for one sign no larger than 35 square feet in size for the temporary outdoor uses. In reviewing policy options for temporary sales/event signs, the EDC may consider the following issues:

- Size of sign allowed
- Location of sign
- Frequency of events/sales (how many times per year permitted)
- Possibility for items such as pennants, spinners, inflatable figures, etc.

After the EDC has considered each sign type described above and reached consensus on policy direction staff can put together draft ordinance language. From there, the EDC may consider sending a memorandum to the Planning Commission or Township Board requesting them to initiate a zoning amendment.

Attachment

1. Temporary outdoor use/tent sale permit policy

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Temporary Outdoor Use/Tent Sale Permit

In addition to the requirements and standards listed in Article II, Division 8 and Section 86-403(d)(3) of the Zoning Ordinance, the following conditions shall apply to the granting of a temporary outdoor use permit:

- 1) Signage
 - Only one sign shall be permitted on the site.
 - The sign shall be no larger than 35 square feet in surface display area per side.
 - The leading edge of the sign shall be setback 10 feet back of the street right-of-way and cannot be located in the sight-triangle.
 - The sign may be illuminated but no flashing or moving illumination shall be permitted.
 - The sign shall not revolve or move in any manner.
- 2) Except for the existing lighting on a site, no additional lighting may be installed unless it is in accordance with the Meridian Township Lighting Ordinance and has been approved by the Director of Community Planning and Development.
- 3) No spotlights, flashing or moving lights shall be permitted.
- 4) No wind-blown devices, such as but not limited to, pennants, spinners and streamers shall be permitted.
- 5) No inflatable figures shall be permitted.
- 6) Other than for the one allowed sign, there shall be no other type of advertising allowed on the site.
- 7) No product displayed outside the tent area.
- 8) Product and signage must be removed upon expiration of the permit, tent to be removed within 24 hours of the permit expiration.
- 9) Violations of these conditions may result in the issuance of a \$75 Civil Infraction ticket, and may be cause for denial of future tent/promotional sales.

These conditions may be amended by the Director of Community Planning and Development based on the requested use.

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