

**CHARTER TOWNSHIP OF MERIDIAN  
PLANNING COMMISSION  
REGULAR MEETING MINUTES  
January 25, 2016**

**APPROVED**

**5151 Marsh Road, Okemos, MI 48864-1198  
853-4000, Town Hall Room, 7:00 P.M.**

PRESENT: Commissioners Cordill, DeGroff, Honicky, Ianni, Jackson, Opsommer, Scott-Craig,  
Tenaglia, Van Coevering  
ABSENT: None  
STAFF: Principal Planner Oranchak

**1. Call meeting to order**

Chair Scott-Craig called the regular meeting to order at 7:06 P.M.

**2. Approval of agenda**

**Commissioner Honicky moved to approve the agenda. Seconded by Commissioner Cordill.**

VOICE VOTE: Motion carried unanimously.

**3. Approval of Minutes**

**Commissioner Ianni moved to approve the Regular Meeting Minutes of January 11, 2016.  
Seconded by Commissioner DeGroff.**

**Commissioner Opsommer requested staff change the references regarding the amount of acreage for the proposed Chick-fil-A site to provide consistency.**

VOICE VOTE: Motion carried unanimously.

**4. Public Remarks**

Chair Scott-Craig opened the floor for public remarks.

Leonard Provencher, 5824 Buena Parkway, Haslett, requested the Planning Commission consider an additional condition be added for SUP #16011 to provide bicycle parking near the entrance of the hotel in an effort to afford security for the bicycles.

Jeff Kyes, KEBS, Inc., 2116 Haslett Road, Haslett, availed himself for Planning Commission questions relative to Special Use Permit #16011. He noted Malinda Barr is also available to answer technical questions regarding management of the facility. Mr. Kyes responded to earlier public comment by indicating the applicant had no issue with moving bicycle parking near the entrance of the hotel.

Chair Scott-Craig closed public remarks.

**5. Communications (None)**

**6. Public hearings (None)**

**7. Unfinished Business**

A. Special Use Permit #16011 (Marriott), request to construct a 67,000 square foot Courtyard by Marriott with 99 rooms on Jolly Oak Road east of Staybridge Suites

**Commissioner DeGroff moved [and read into the record] NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby approves Special Use Permit #16011 (PHG Land Development LLC) with the following conditions:**

- 1. Approval is granted based on the site plans dated November 19, 2015 prepared by KEBS, Inc., and building elevations dated November 1, 2015 prepared by Mark A. Carlsen subject to revisions as required.**
- 2. Approval is subject to the applicant receiving Township Board approval to construct a building greater than 25,000 square feet in gross floor area.**
- 3. The final site plan, landscape plan, building elevations, building materials and colors, shall be subject to the approval of the Director of Community Planning and Development.**
- 4. Street trees shall be installed along Jolly Oak Road and Meridian Crossing Drive. Species and location of the trees shall be subject to the approval of the Director of Community Planning and Development.**
- 5. Trash and recycling dumpsters shall be enclosed on four sides; the enclosure(s) shall be constructed of brick or stone materials to match the building.**
- 6. All mechanical, heating, ventilation, air conditioning, generators, and similar systems shall be screened from view by an opaque structure or landscape material selected to complement the building. Such screening is subject to approval by the Director of Community Planning and Development.**
- 7. Site and building lighting shall comply with Article VII in Chapter 38 of the Code of Ordinances and shall be subject to the approval of the Director of Community Planning and Development. LED lighting shall be used where feasible.**
- 8. Final utility, grading, and storm drainage plans for the site shall be subject to the approval of the Director of Public Works and Engineering and shall be completed in accordance with the Township Engineering Design and Construction Standards.**
- 9. The applicant shall obtain all necessary permits, licenses, and approvals from the Ingham County Drain Commissioner and the Township. Copies of all permits, licenses, and approval letters shall be submitted to the Department of Community Planning and Development.**
- 10. Copies of the site plan information and construction plans for the project that exist in an AutoCAD compatible format shall be provided to the Township Engineering staff.**
- 11. Any future building additions or expansions shall require a modification to Special Use Permit #16011.**

**Seconded by Commissioner Ianni.**

Planning Commission and applicant's representative discussion:

- Proposed project is a good fit for this area of the community
- Applicant has not requested any variances
- Project will not have a negative impact on traffic
- Inquiry if this Marriott will allow guests with pets
- Marriott has not yet determined whether they will allow pets in their rooms
- Nearby Staybridge Suites is a pet friendly hotel
- Staybridge Suites is the same group of owners as the Courtyard by Marriott
- Planning Commission suggestion that if pets are allowed, a portion of the landscape be dedicated to a pet friendly walking area and have a specified waste receptacle with mutt mitten stand
- Applicant has stated there is no objection to placing the bicycle parking near the entrance and will make that change on the plans prior to this project going before the Township Board

**Commissioner Opsommer moved to add condition #12 which states the applicant will relocate the bicycle parking adjacent to the handicap parking.**

**The motion died for lack of a second.**

ROLL CALL VOTE: YEAS: Commissioners Cordill, DeGroff, Honicky, Ianni, Jackson, Opsommer, Tenaglia, Van Coevering, Chair Scott-Craig

NAYS: None

Motion carried unanimously.

**Commissioner Cordill moved [and read into the record] NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby approves Special Use Permit #16011 (PHG Land Development LLC) with the following conditions:**

- 1. Approval of the special use permit is recommended in accordance with the cover sheet prepared by KEBS, Inc. dated November 9, 2015, subject to revisions as required.**
- 2. Special Use Permit #16011 is subject to approval and all conditions placed by the Township Board.**

**Seconded by Commissioner Honicky.**

Planning Commission discussion:

- Size is in keeping with a hotel of this scale
- Proposed project fits the area
- Project will not place undue demand on infrastructure currently in place

ROLL CALL VOTE: YEAS: Commissioners Cordill, DeGroff, Honicky, Ianni, Jackson, Opsommer, Tenaglia, Van Coevering, Chair Scott-Craig

NAYS: None

Motion carried unanimously.

**8. Other Business (None)**

**9. Township Board, Planning Commission officer, committee chair, and staff comment or reports**

Commissioner Honicky inquired if a small grocery store is still feasible for the Jolly/Okemos Road “region” to provide a place to purchase groceries.

Commissioner Jackson responded it is possible for a food supply facility to be provided within this area. She indicated there is still “room” in the Forsberg MUPUD design for inclusion of a grocery type facility.

Chair Scott-Craig reported his attendance at the January 6, 2016 Environmental Commission (EC) meeting where discussion ensued regarding the Burcham Park solar array, filling vacancies on the EC, particularly the youth positions and Environmental Stewardship Award nominees. He listed the EC goals as shared at the January 6<sup>th</sup> Joint Board Meeting with Boards and Commissions.

Chair Scott-Craig also reported his attendance at the January 7, 2016 Economic Development Corporation (EDC) meeting where 2016 Goals and Objectives were discussed; most notably review of the sign ordinance, support for the Corridor Improvement Authority (CIA), redevelopment of Haslett Village Square, Okemos Downtown Development Authority (DDA) area, Carriage Hills and input into the Farmers Market relocation process. He expressed appreciation for Planning Commissioner attendance at the Joint Meeting of Boards and Commissions. Chair Scott-Craig highlighted the January 14, 2016 Capital Area Transportation Authority (CATA) Open House session on the section of the Bus Rapid Transit (BRT) in Meridian Township, noting some diagrams had four (4) options under consideration. He reported his intent to attend the January 26, 2016 Board meeting to represent the Planning Commission on behalf of the proposed Master Plan consultant contract. Chair Scott-Craig announced the new fire station ribbon cutting ceremony will be held on February 1<sup>st</sup> at 1:00 P.M.

Commissioner Van Coevering reminded fellow Planning Commissioners of the Board and Commissions Appreciation Event to be held Thursday, January 28<sup>th</sup> in the Town Hall Room.

**A. New Application**

- i. Special Use Permit #16021 (Fann), request to establish a group day care home for up to 12 children at 4628 Manitou Drive

**B. Update of Ongoing Projects**

- i. Site Plans Received - None
- ii. Site Plans Approved
  - 1. Site Plan Review #15-11 (Meridian Investment Group), review site plan for Red Cedar Flats (MUPUD #15034), 112 residential units
  - 2. Site Plan Review #16-01 (Okemos Road LLC) to construct a building consisting of eight townhouse units at 3698 Okemos Road

**10. Public remarks**

Chair Scott-Craig opened and closed public remarks.

**14. Adjournment**

Chair Scott-Craig adjourned the regular meeting at 7:32 P.M.

Respectfully Submitted,

Sandra K. Otto  
Recording Secretary