

**CHARTER TOWNSHIP OF MERIDIAN  
PLANNING COMMISSION  
REGULAR MEETING MINUTES  
March 28, 2016**

**APPROVED**

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

PRESENT: Commissioners DeGroff, Honicky, Ianni, Jackson, Opsommer, Scott-Craig, Tenaglia,  
Van Coevering  
ABSENT: Commissioner Cordill  
STAFF: Principal Planner Oranchak

**1. Call meeting to order**

Chair Scott-Craig called the regular meeting to order at 7:02 P.M.

**2. Approval of agenda**

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

VOICE VOTE: Motion carried 8-0.

**3. Approval of Minutes**

**Commissioner Opsommer moved to approve the Regular Meeting Minutes of March 14, 2016.  
Seconded by Commissioner Jackson.**

VOICE VOTE: Motion carried 8-0.

**4. Public Remarks**

Chair Scott-Craig opened the floor for public remarks.

Scott Fairmont availed himself for Planning Commission questions on Tentative Preliminary Plat #16012 (Mayberry Homes).

Chair Scott-Craig closed public remarks.

**5. Communications**

Communications received and distributed at the February 8, 2016 meeting and placed on file:

- A. Lorraine Hoffman, co-owner, Special A'Fare Catering, 4661 Okemos Road, Suite 3, Okemos;  
RE: MARC/Central Fire Station Concept Plan
- B. David & Jane Ledebuhr, 4767 Cornell Road, Okemos; RE: TPP #16012 (Mayberry Homes)

**6. Public hearings (None)**

**7. Unfinished Business**

- A. Tentative Preliminary Plat #16012 (Mayberry Homes), a request to develop a 25-lot subdivision, Silverstone Estates, located on 25.5 acres east of Powell Road.

Principal Planner Oranchak highlighted changes to the tentative preliminary plat (TPP) as outlined in staff memorandum dated March 24, 2016.

**Commissioner Ianni moved [and read into the record] NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of the tentative preliminary plat for a 25-lot single family subdivision, commonly known as Silverstone Estates, located east of Powell Road and north of Grand River Avenue, with the following conditions:**

- 1. Approval is recommended based on the revised Tentative Preliminary Plat dated March 28, 2016, prepared by Enger Surveying and Engineering, indicating 25 single family lots, subject to revisions as required.**
- 2. Approval is also recommended for granting a waiver from Section 62-61(c) of the Code of Ordinances to permit Lot #1, Lot #24 and Lot #25 to face Powell Road, a collector street.**
- 3. The applicant shall obtain all necessary permits and approvals from the Ingham County Drain Commissioner, Ingham County Road Department, Michigan Department of Environmental Quality (MDEQ), and the Township. Copies of all permits and approval letters shall be submitted to the Department of Community Planning and Development. Should a permit be required from the Michigan Department of Environmental Quality, no grading or construction work shall be conducted until the permit is final and unappealable at the MDEQ.**
- 4. Final utility plans shall be subject to the approval of the Director of Public Works and Engineering and shall be completed in accordance with Township Engineering Design and Construction Standards.**
- 5. Storm sewer leads shall be provided to each lot in the subdivision. The final location of the leads shall be subject to the approval of the Director of Public Works and Engineering. All residences constructed in the subdivision shall be connected to an approved outlet.**
- 6. An overall grading plan for the subdivision shall be required with detailed construction plans, prior to issuance of any building permits.**
- 7. Prior to any construction or grading on the site, the applicant shall install silt fencing at the upland edge of water feature setbacks. The silt fencing shall be removed after construction once the area is stabilized and vegetation has been established.**
- 8. Powell Road shall be paved from the northern extent of the plat southward to Grand River Avenue in accordance with the requirements of the Ingham County Road Department.**

9. **A paved shoulder shall be constructed along Powell Road as shown on the Pedestrian-Bicycle Master Plan. The final location of the shoulder shall be subject to the approval of the Director of Public Works and Engineering and the Ingham County Road Department. The design and construction of the pathway shall be in accordance with Ingham County Road Department and Township Engineering Design and Construction Standards.**
10. **A five foot wide concrete sidewalk shall be constructed along the both sides of Silverstone Way. The final location of the sidewalk shall be subject to the approval of the Director of Public Works and Engineering. The design and construction of the sidewalk shall be in accordance with Township Engineering Design and Construction Standards.**
11. **The natural vegetation strip associated with wetlands and open county drains shall be clearly identified with permanent markers. The size, number, and location of the markers, and the language on the markers, shall be subject to the approval of the Director of Community Planning and Development.**
12. **A tree survey identifying existing trees greater than 12” in diameter at breast height (dbh) by species shall be prepared prior to Township Board’s review of the tentative preliminary plat. The applicant shall apply for and receive a Land Clearing Permit for the removal of trees greater than 12” at breast height (dbh) on the site.**
13. **Street trees shall be required along the east side of Powell Road and along both sides of Silverstone Way within the subdivision. Species and location of the trees shall be subject to the approval of the Director of Community Planning and Development and the Ingham County Road Department.**
14. **Any wellhead(s) located on the site shall be properly closed and abandoned per the requirements of the Ingham County Health Department and the Township, prior to the issuance of any permit for construction activity, including grading permits.**
15. **A copy of the information that exists on computer for the plat and construction plans shall be provided to the Township Engineering staff in an Auto Cad compatible format.**

**Seconded by Commissioner Honicky.**

Scott Fairmont, 4429 Apache Drive, Okemos, representative for Mayberry Homes, clarified changes made to the plan previously received by Planning Commissioners.

Planning Commission and applicant’s representative discussion:

- Public road right-of-way is moved to the northeast corner of the subject property, resulting in less impervious surface
- Moving the public road right-of-way is a better location for the adjacent property addressed as 4767 Cornell Road
- Tree survey revealed a number of trees worth saving
- Tree survey showed a large oak in the middle of the previous Lot 5

- Plan was revised to move the lot line for Lot 4 into the middle of the large oak knowing that Lot 4 and Lot 5 have side yard setback requirements which will provide 20 feet around the oak tree
- Lot line for Lot 4 was moved 100 feet to the west of the center of the oak tree, which placed the lot line in an area of trees proposed to become a park, essentially losing buildability on Lot 4
- A 72" oak tree is shown in the middle of the road and the applicant is proposing a road layout revision to shift the road north and keep the right-of-way outside of the 72" oak tree drip line
- If the road can be shifted north, the 72" oak tree will be included in the protected zone along with the area of trees near Lot 4
- Moving the road to the north will require a slightly different configuration for Lots 1 through 3 and Lots 22 through 25
- Appreciation to the applicant for making the Planning Commission's suggested connections to the north and east
- Creation of a park in the subdivision is an attraction
- Proposed park north of Lots 16-21 is still part of the plan
- Revised plan shows an additional lot at Lots 14 and 15 while preserving a section of park labeled Private Park A
- Applicant's consideration of the need for a sidewalk on the northern boundary of Lot 13 in the future
- Previous comment by the property owner at 4767 Cornell Road regarding his desire for a split-rail wooden fence along the eastern property line
- Applicant's assertion most of the eastern property line is heavily wooded
- Township does not typically require fencing along property lines, but does utilize landscape buffers
- Applicant's desire to retain any mature trees along the eastern property line
- Applicant will provide proper landscape buffering along Lot 13 where the woods end
- Paved shoulder width as planned is adequate for the speed of traffic on Powell Road
- Appreciation for the willingness of the applicant's representative to make adaptations to preserve mature trees on site
- Planning Commissioner inquiry as to the steps involved in the platting process
- Next step is the final preliminary plat (FPP) which would go to the Township Board for approval
- The Ingham County Road Department (ICRD), Ingham County Drain Commissioner (ICDC) and the Michigan Department of Environmental Quality (MDEQ) will submit their reviews of the plat between the TPP and FPP steps in the process
- Staff recommendation to amend the first sentence in condition #12 relative to removal of the language regarding the tree survey and insertion of language concerning the preservation of the mature and health trees

**Commissioner Jackson offered the following amendment:**

- **Amend condition #12 by deleting the language in the first sentence and inserting "Consider adjustment to lot lines and roadways to preserve healthy mature trees identified in the tree survey from Powell Road eastward to Lots 4 and 5."**

**Seconded by Commissioner Tenaglia.**

ROLL CALL VOTE: YEAS: Commissioners DeGroff, Honicky, Ianni, Jackson, Opsommer,  
 Tenaglia, Van Coevering, Chair Scott-Craig  
 NAYS: None  
 Motion carried 8-0.

ROLL CALL VOTE ON THE MAIN YEAS: Commissioners DeGroff, Honicky, Ianni, Jackson, Opsommer,  
 Tenaglia, Van Coevering, Chair Scott-Craig  
 MOTION: NAYS: None  
 Motion carried 8-0.

## 8. Other Business

### A. Pedestrian-Bicycle Pathway Master Plan Review

Planning Commission discussion:

- Township Board is responsible for adopting the Pedestrian-Bicycle Pathway Master Plan
- Engineering Department is responsible for construction of the pathway
- Pedestrian-Bicycle Pathway Master Plan is incorporated into the Township Master Plan
- Trees continue to fall onto the pathway created by vehicles during drain repair from Hidden Lake Drive into the woods along the Raby Drain
- Responsible party to maintain the pathway
- Paved interurban pathway is part of the Consumers Energy transmission line right-of-way and is maintained by Consumers
- Purpose of tonight's discussion is to pass comments onto the Township Board relative to suggestions for improvements, inclusions, or questions regarding pathways
- Cost of pathway maintenance is covered by millage funds
- Inquiry if a wooden footpath will be constructed to address the "deep water" area near the Rysberg Point donation, parallel to the Raby Drain
- Proposed future extensions have been defined and adopted
- Planning Commission can comment on future proposed pathways
- Request for a better definition of each pathway type and its allowable uses
- All pathways are paved and the typical pathway is concrete, 7 feet wide and runs along streets
- Cross country pathways are generally constructed of asphalt and run through open land, connecting terminus places
- Cross country pathway from Okemos Road to Hulett Road just south of Knob Hill Apartments, which extends to the pedestrian/bicycle concrete pathway on Hulett and Okemos Road
- Asphalt based paved shoulders are an extension of the roadway and are generally striped and marked for bicycle/pedestrian use
- Proposed cross country pathways do not currently exist
- Inquiry if the Township already has the rights to the proposed cross country pathways
- Some easements will likely be required
- Concern with the gap in front of the Sumbal property on Jolly Road
- Mr. Sumbal has been working with the Engineering Department to grant an easement
- Gap on the lot next to the recently approved optometry clinic on Marsh Road
- Gap on the north and south side of Mt. Hope Road
- Connection from the Okemos Pointe project which leads to Robins Way

- Regional connections along the Township's borders
- Staff brings projects to the Township Board as part of the Capital Improvements Projects (CIP)
- Pedestrian-Bicycle Pathway millage is up for renewal later this year and includes construction and maintenance of pathways
- Addition of east/west pathways
- Top priority is the pathway leading from The Square on Grand River, along the railroad tracks around the bottom of Dawn Avenue and to Hagadorn Road
- Commissioner belief the top priority pathway is the subject of a proposal being prepared for the county park millage
- Several of the gaps proposed to be filled are costly and will require land acquisition
- Engineering Department is "fully engaged" in the planning of the top priority pathway to ascertain its cost in an effort to request the Park Commission assist with funds to construct the pathway
- Planning Commission belief the top priority pathway connects to a pathway through the campus of Michigan State University (MSU) on the other side of Hagadorn Road through to Lansing
- Top priority pathway speaks to regional connectivity
- Connections to MSU will lead down to Kalamazoo Street and to the River Trail in Lansing
- Planning Commissioner suggestion to identify costs for each connectivity and create an action plan to identify maintenance, preservation and forecast
- Coordination with ICRD for non-motorized funding through the Michigan Department of Transportation (MDOT)
- Planning Commissioner suggestion to have a five (5) year plan similar to the Transportation Improvement Plan (TIP)
- Assistant Township Manager and Engineering staff will collect input on the Pedestrian-Bicycle Pathway Master Plan through the month of April
- Desire of the Chair to place this item on the next agenda
- Request for available funds to be provided to Planning Commissioners
- Annual funds are applied to prioritization of the pathway system
- Each year there are projects to improve and projects to extend dependent upon available funds and the scope of the project
- Projects are completed when the funds are apportioned
- Planning Commission suggestions/comments can be compiled in a memo to the Director of Public Works and Engineering who will incorporate those comments into the information sent to the Board

B. 2016 Planning Commission 2016 Calendar Amendment

Principal Planner Oranchak highlighted proposed changes to hold several work sessions relative to the Master Plan update.

**Commissioner Ianni moved [and read into the record] NOW THEREFORE BE IT RESOLVED THAT THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby revises the 2016 meeting schedule by adding work session meetings on Thursday, April 21, 2016; Monday, May 23, 2016, Monday June 27, 2016; Monday, July 25, 2016; Monday, August 22, 2016; and Monday, September 19, 2016. The additional meetings will begin at 6:00 p.m. in the Town Hall Room of the Meridian Municipal Building, 5151 Marsh Road, Okemos, MI 48864 (517-853-4560).**

**Seconded by Commissioner Tenaglia.**

Planning Commission discussion:

- June 27, 2016 is a regularly scheduled Planning Commission meeting date
- Concern one (1) hour may not be sufficient time to thoroughly vet certain topics prior to the regularly scheduled Planning Commission meeting
- Preference for keeping the work sessions confined to one (1) hour to keep on task
- Definitive period of time McKenna & Associates has set aside for the work sessions
- Staff suggestion for an additional whereas clause which speaks to the possible delay of the regularly scheduled Planning Commission meetings
- Planning Commissioner concern there be sufficient time to hear all comments provided by the public
- Wisdom in advising the public the work sessions may go beyond the scheduled commencement time of the regularly scheduled Planning Commission meetings
- Planning Commissioner concern with the possibility of delaying the regular meetings until 8:00 P.M.
- Inquiry into the flexibility of the consultant's time in the event there is a pressing issue for the Planning Commission to deal with during the regularly scheduled meeting
- Intention by staff for strict adherence to the schedule approved tonight unless there are dire circumstances to change dates/times
- If the start time of the regular meeting is later than the time adopted last year in the 2016 Planning Commission schedule resolution, notice must be posted 18 hours in advance
- If the date of the work session is changed, notice must be posted 18 hours in advance

**Commissioner Van Covering offered the following amendment:**

- **Amend the fourth whereas clause by inserting “and regular meetings will begin no later than 8:00 P.M. with the exception of Thursday, April 21, 2016” after “(optionally)”**

**Seconded by Commissioner DeGroff.**

VOICE VOTE: Motion carried 7-1 (Tenaglia).

ROLL CALL VOTE YEAS: Commissioners DeGroff, Honicky, Ianni, Jackson, Opsommer,  
ON THE MAIN Van Coevering, Chair Scott-Craig

MOTION: NAYS: Commissioner Tenaglia  
Motion carried 7-1.

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

Commissioner Ianni announced the Okemos Education Foundation (OEF) will host a Civil Rights Symposium entitled “The Legacy of Emmett Till: Understanding History from Four Perspectives” on Tuesday, April 19, 2016 beginning at 7:00 P.M. in the Okemos High School Auditorium. He stated admission is free to the public. Commissioner Ianni indicated more information is available at [www.oefsite.org](http://www.oefsite.org).

Chair Scott-Craig reported he will attend the April 5<sup>th</sup> Board meeting to respond to questions raised by Township Board members concerning his request for them to attend all meetings with the Master Plan consultant. He noted he was invited as the Chair of the Planning Commission to attend a focus group on branding for Meridian Township this Thursday. Chair Scott-Craig requested Planning Commissioners provide him with any thoughts on branding prior to the meeting.

Chair Scott-Craig noted the latest issue of *Planning and Zoning News* (PZN) announced the Michigan Association of Planning’s Spring Institute will be hosting an all-day session on April 14<sup>th</sup> in Lansing regarding affordable housing and the “missing middle” type of housing.

Commissioner Honicky noted the same issue of PZN highlighted issues with corresponding house and senate bill numbers currently before the Legislature.

A. New Applications

- i. Special Use Permit #16051 (New Hope Church), request to construct a 42,000 square foot church on 13.5 acres addressed as 2170 Saginaw Highway (M-78), the northeast corner of Saginaw Highway and Newton Road

B. Update of Ongoing Projects

- i. Site Plans Received – NONE
- ii. Site Plans Approved - NONE

**10. Public remarks**

Chair Scott-Craig opened and closed public remarks.

**11. Adjournment**

Chair Scott-Craig adjourned the regular meeting at 8:32 P.M.

Respectfully Submitted,

Sandra K. Otto  
Recording Secretary