

CHARTER TOWNSHIP OF MERIDIAN
PLANNING COMMISSION
AGENDA

REGULAR MEETING

August 26, 2013

Town Hall Room, Meridian Municipal Building
5151 Marsh Road, Okemos, MI 48864

Regular Meeting

1. Call meeting to order at approximately 7:00 p.m.
2. Approval of agenda
3. Approval of minutes
 - A. August 12, 2013 Regular Meeting
4. Public remarks
5. Communications
6. Public Hearings
 - A. *Special Use Permit #13061 (Caring Hand), request to establish an adult day care center in the International New Life Church addressed as 2630 Bennett Road
 - B. Special Use Permit #13101 (St. Paul's Lutheran), request to use the building at 3407 Lake Lansing Road for philanthropic, educational and social programs
 - C. *Special Use Permit #13111 (Meridian Township), request to construct a pedestrian-bicycle pathway across the Red Cedar River on the west side of Okemos Road
 - D. Special Use Permit #13121 (Meridian Township), request to construct an approximate 15,000 square foot fire station on the south side of Central Park Drive, east of Okemos Road and west of the Okemos Post Office
7. Unfinished Business
 - A. *Special Use Permit #13061 (Caring Hand), request to establish an adult day care center in the International New Life Church addressed as 2630 Bennett Road

Please note the Planning Commission may make a decision the same night as the public hearing regarding cases preceded by an asterisk ("")

Planning Commission Agenda
August 26, 2013
Page 2

- B. *Special Use Permit #13111 (Meridian Township), request to construct a pedestrian-bicycle pathway across the Red Cedar River on the west side of Okemos Road

- 8. Other Business

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

- 10. New Applications

- 11. Site Plans received

- 12. Site Plans approved

- 13. Public Remarks

- 14. Adjournment

Post Script: John Scott-Craig

The Planning Commission's Bylaws state agenda items shall not be introduced for discussion or public hearing that is opened after 10:00 p.m. The chair may approve exceptions when this rule would cause substantial backlog in Commission business (Rule 5.14 Limit on Introduction of Agenda Items).

Persons wishing to appeal a decision of the Planning Commission to the Township Board in the granting of a Special Use Permit must do so within ten (10) days of the decision of the Planning Commission (Sub-section 86-189 of the Zoning Ordinance)

Please note the Planning Commission may make a decision the same night as the public hearing regarding cases preceded by an asterisk ("")

**TENTATIVE
PLANNING COMMISSION AGENDA**

**September 9, 2013
Regular Meeting 7:00 p.m.**

Regular Meeting

1. Public Hearings

2. Unfinished Business
 - A. Special Use Permit #13101 (St. Paul's Lutheran), request to use the building at 3407 Lake Lansing Road for philanthropic, educational and social programs

 - B. Special Use Permit #13121 (Meridian Township), request to construct an approximate 15,000 square foot fire station on the south side of Central Park Drive, east of Okemos Road and west of the Okemos Post Office

 - C. Zoning Amendment #13020 (Planning Commission), request to amend Section 86-2 Definitions and Section 86-564 Yard Encroachments Permitted to update and clarify regulations for decks and patios

 - D. Zoning Amendment #13040 (Planning Commission), amend zoning ordinance Section 86-2 Definitions to add a definition of Adult Day Care Center; amend the conditions for adult day care centers in Section 86-403(d)(1), Section 86-404(d)(2), and Section 86-405(d)(2); and consider alternative types and locations for adult day care facilities

3. Other Business

CHARTER TOWNSHIP OF MERIDIAN
PLANNING COMMISSION
REGULAR MEETING MINUTES
August 12, 2013

DRAFT

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

PRESENT: Commissioners Cordill, Deits, Hildebrandt, Ianni, Salehi, Scott-Craig
ABSENT: Chair Jackson, Commissioners Honicky, Norkin
STAFF: Principal Planner Gail Oranchak

1. Call meeting to order

Vice-Chair Deits called the regular meeting to order at 7:00 P.M.

2. Approval of agenda

Commissioner Scott-Craig moved to approve the agenda amended as follows:

- Add Agenda Item #8A: Amendment to the 2013 Planning Commission Meeting Schedule
Seconded by Commissioner Hildebrandt.

VOICE VOTE: Motion carried 6-0.

Commissioner Cordill offered the following amendment to the agenda as these two items are a continuation of public hearings left open at the July 22, 2013 Planning Commission meeting:

- Add Agenda Item #6B: Special Use Permit #13091 (ICDTR), work in the floodplain of the Jeffries Drain associated with improvements to Cornell Road
- Add Agenda Item #6C: Wetland Use Permit #13-01 (ICDTR), impacts to regulated wetlands associated with improvements to Cornell Road

Seconded by Commissioner Scott-Craig.

VOICE VOTE: Motion carried 6-0.

3. Approval of Minutes

Commissioner Ianni moved to approve the Regular Meeting Minutes of July 22, 2013.
Seconded by Commissioner Scott-Craig.

VOICE VOTE: Motion carried 6-0.

4. Public Remarks

Vice-Chair Deits opened the floor for public remarks.

Neil Bowlby, 6020 Beechwood Drive, Haslett, offered suggestions on changes to the definition language for aged and mentally handicapped relative to adult day care centers contained in Zoning Amendment #13040.

John Kaufmann, 5140 Cornell Road, Okemos, read a letter on behalf of Thomas Voice, who requested restoration of certain wetland upland areas during the Cornell Road Improvements Project.

Leonard Provencher, 5824 Buena Parkway, Haslett, concurred with comments made by Mr. Bowlby. He spoke in support of Special Use Permit #13111, a pedestrian-bicycle pathway across the Red Cedar River.

Vice-Chair Deits closed public remarks.

5. Communications

- A. Todd Wilson, Park Commissioner Chair; RE: Recommended Changes to the Proposed Master Plan Goals and Objectives

6. Public hearings

- A. Zoning Amendment #13040 (Planning Commission), amend zoning ordinance Section 86-2 Definitions to add a definition of Adult Day Care Center; amend the conditions for adult day care centers in Section 86-403(d)(1), Section 86-404(d)(2), and Section 86-405(d)(2); and consider alternative types and locations for adult day care facilities.

Vice-Chair Deits opened the public hearing at 7:09 P.M.

- Introduction by the Chair (announcement of procedures, time limits and protocols for public participation and applicants)
- Summary of subject matter
Principal Planner Oranchak summarized the proposed zoning amendment as outlined in staff memorandum dated August 9, 2013.
- Planning Commission discussion:
Commissioner Salehi suggested amending the three (3) proposed definitions by adding the words "such as those" after "eighteen (18) years of age or older."

Vice-Chair Deits expressed concern that an individual with early onset Alzheimer's would not meet any of the categories listed. He asked fellow Commissioners for their thoughts on how particular they should be or whether any specific conditions should be covered.

Commissioner Cordill concurred with not limiting the conditions "too much" and believed the use of the term mentally ill could cause concern with neighboring residents.

Commissioner Ianni agreed that language should be changed to make it more inclusive but did not believe there should be a limitation as to who can use the facilities or a determination made as to whether a resident is "safe" or not. He offered that individuals living in residential neighborhoods may be mentally ill.

Commissioner Salehi was supportive of removal of the entire specification clause as suggested by earlier public comment.

Commissioner Scott-Craig also questioned inclusion of the phrase mentally ill. He noted that the child care center paradigm is being followed although adult day care facilities are not regulated by the state like child care centers. Since there are no licensing regulations, Commissioner Scott-Craig requested careful thought be given that the type of facilities and its users mentioned are compatible with residential neighborhoods.

Commissioner Hildebrandt believed the language should be made more inclusive and suggested placing the prohibitive clause "those who are a danger to themselves" in lieu of naming each type of individual allowed. She requested changing the word "less" to "fewer" in all applicable clauses within the proposed zoning amendment.

Vice-Chair Deits inquired if alcohol or substance abuse rehabilitation centers or residential centers for persons released from or assigned to a correctional facility are subject to licensure

by the state.

Principal Planner Oranchak responded in the affirmative.

Vice-Chair Deits asked if these types of facilities are prohibited in the districts mentioned, is the Township prohibiting these legal uses of property throughout the Township.

Principal Planner Oranchak responded by noting the language would indicate they can't be incorporated into this specific use.

Vice-Chair Deits noted state law specifically permits child day care in residential districts and asked if state law allows alcohol or substance abuse rehab centers in certain zoning categories as well.

Principal Planner Oranchak responded there is no similar language in the Zoning Enabling Act.

Commissioner Scott-Craig addressed the condition contained in state law regarding a minimum distance from similar facilities for child family day care homes or the family group day care homes. He inquired if language to mimic that condition should be included for adult day care facilities.

Principal Planner Oranchak clarified that family child day care for up to six (6) children is a use permitted by right.

Commissioner Salehi added rationale for the state choosing not to license these facilities may be that it does not feel a need for licensure, so the Planning Commission can take a more relaxed approach to this zoning amendment.

Vice-Chair Deits noted individuals who are deemed a danger to themselves are assigned to a mental care facility and is an involuntary act. He suggested changing the language from "that require supervision" to "those who choose to enter supervision on an ongoing basis." This would allow the "laundry list" to be eliminated.

Commissioner Ianni pointed out there are other provisions in state law which govern individuals who are a danger to themselves and others. He was in agreement with removal of all descriptors, making the language more broad. He voiced concern with restricting a public facility to individuals with a certain type of disability.

Commissioner Salehi suggested changing the word "require" to "who benefit from".

Commissioner Scott-Craig expressed appreciation that the definitions of adult family day care home and adult group day care home operated in a single family dwelling require the owner to reside in the dwelling. He believed the standards in the ordinance for placement should be less rigorously enforced for the adult day care center.

Vice-Chair Deits responded by indicating such criteria would be included as part of the special use permit review.

Principal Planner Oranchak added that requirements outlined in Section 86-654 (non-residential use in residential districts), apply to both child care centers and adult day care centers such as a minimum of two (2) acres of land and a 50 foot building setback. She indicated this zoning amendment would add adult group day care homes, requiring them to

also have a special use permit, but not two acres of land area or a 50 foot building setback as they would be located in a single family residence. Principal Planner Oranchak indicated the Planning Commission could specify conditions similar to those for child care facilities.

Vice-Chair Deits suggested making them as parallel as possible for consistency and enforcement.

Vice-Chair Deits closed the public hearing at 7:39 P.M.

- B. Special Use Permit #13091 (ICDTR), work in the floodplain of the Jeffries Drain associated with improvements to Cornell Road and
- C. Wetland Use Permit #13-01 (ICDTR), impacts to regulated wetlands associated with improvements to Cornell Road

Principal Planner Oranchak updated Planning Commissioners on Board action for the Special Use Permit #13091 and Wetland Use Permit #13-01 as outlined in staff memoranda dated August 8, 2013.

Planning Commission discussion:

Commissioner Scott-Craig inquired as to the culvert mentioned during earlier public comment.

Principal Planner Oranchak believed the speaker was addressing a culvert under a private driveway which has an effect on his and his neighbor's property.

Vice-Chair Deits added that at least two of the driveways on the hill where the grade is going to be changed will need to be reconfigured.

Vice-Chair Deits expressed concern at the last meeting that a mitigation plan had not been provided and one is still not available; however, he noted that almost no wetland work is to be done compared to the previous plan.

Principal Planner Oranchak noted the Township will handle what little mitigation is necessary at the Township mitigation bank site.

Commissioner Deits expressed appreciation with the Board's choice of the more conservative option.

Vice-Chair Deits closed the public hearings at 7:50 P.M.

7. Unfinished Business

Commissioner Ianni moved to suspend Planning Commission Bylaw 6.4a to consider Special Use Permit #13091 the same night as the continued public hearing. Seconded by Commissioner Cordill.

VOICE VOTE: Motion carried 6-0.

- A. Special Use Permit #13091 (ICDTR), work in the floodplain of the Jeffries Drain associated with improvements to Cornell Road

Commissioner Scott-Craig 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 #13091 subject to the following conditions:

- 1. Approval is subject to the plans prepared by Bergmann Associates, Inc. submitted to the Township on July 9, 2013, and the related materials submitted as part of Special Use Permit #13091, subject to revisions as required.**
- 2. The applicant shall obtain any applicable permits, licenses, and approvals from the Michigan Department of Environmental Quality, Ingham County Drain Commissioners' office, and the Township prior to any work taking place on the site. Copies of all permits, licenses, and approvals shall be submitted to the Department of Community Planning & Development.**
- 3. Prior to any work taking place related to the project, the applicant shall submit a plan depicting the location and extent of the required minimum 81 cubic yards of compensating cut for review and approval by the Director of Community Planning & Development.**
- 4. In no case shall the impoundment capacity of the floodplain be reduced.**
- 5. Fill placed in the floodplain as part of the project shall be protected against erosion.**
- 6. The applicant shall properly dispose of all excess materials from the compensating cut areas to an off-site location subject to the approval of the Director of Community Planning & Development.**
- 7. The disposed materials at the off-site location shall be protected from erosion and re-seeded subject to the approval of the Director of Community Planning & Development.**

Seconded by Commissioner Ianni.

Planning Commission discussion:

- 81 cubic yards are not a hold over from the larger project
- Impact to the floodplain of 81 cubic yards has not changed based on the engineering plans

ROLL CALL VOTE: YEAS: Commissioners Cordill, Hildebrandt, Ianni, Salehi, Scott-Craig, Vice-Chair Deits

NAYS: None

Motion carried 6-0.

- B. Wetland Use Permit #13-01 (ICDTR), impacts to regulated wetlands associated with improvements to Cornell Road**

Commissioner Scott-Craig moved [and read into the record] NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN, pursuant to Article 4 of Section 22 of the Township Code of Ordinances, hereby approves Wetland Use Permit #13-01 with the following conditions:

- 1. Approval is subject to the plans prepared by Bergmann Associates, Inc. submitted to the Township on July 9, 2013, and the related materials submitted as part of Wetland Use Permit #13-01, subject to revisions as required by the Township Board's decision to implement Option #2 and by this permit.**

2. The applicant shall obtain all necessary permits, licenses and approvals from the Michigan Department of Environmental Quality (MDEQ), the Ingham County Drain Commissioners office, and the Township prior to any work taking place. Copies of all permits, licenses and approvals shall be submitted to the Department of Community Planning & Development.
3. Wetland Use Permit #13-01 shall be subject to the applicant receiving approval of Special Use Permit #13091 for work in the 100-year floodplain related to the project.
4. Prior to any work taking place, a soil erosion and sedimentation control plan and a wetland mitigation monitoring plan shall be submitted to the Director of Community Planning & Development for review and approval.
5. No work shall be permitted within regulated wetlands beyond the work proposed at the Jeffries and Foster Drains.
6. Erosion control measures shall be installed to ensure soil resulting from construction activities does not enter existing wetlands.
7. No straw bales shall be used for erosion control, unless in conjunction with sediment erosion control fencing.
8. Prior to construction, erosion control fencing shall be installed to prevent sedimentation from infiltrating into the wetlands. The erosion control fencing shall be maintained throughout the duration of the project and shall be removed after construction is completed and the area is stabilized.
9. Spoils shall be hauled and disposed of at an offsite location acceptable to the Director of Community Planning & Development.
10. Wetlands impacted at the Jeffries and Foster Drains shall be compensated for at a minimum ratio of 1.5 to 1 on the Township's Land Preservation mitigation site.
11. The applicant shall periodically inspect the subject sites during the first year after construction to identify and correct side slope erosion issues adjacent to wetlands.
12. Mitigation shall be provided at the Township's Wetland Mitigation Bank location off Okemos Road. If not, the applicant shall submit a wetland mitigation plan for review and approval by the Director of Community Planning & Development.
13. The wetland mitigation shall be monitored as part of the required annual report for the mitigation area with a written status report and photographic documentation provided to the Department of Community Planning & Development.
14. A copy of the approved wetland use permit containing the conditions of issuance shall be posted in a conspicuous manner such that the wording of the permit is available for public inspection and the posting shall remain in place throughout the duration of site work.
15. Upon completion of construction, the applicant shall contact the Department of Community Planning & Development for an inspection of the site to ensure compliance with the permit.

Seconded by Commissioner Hildebrandt.

ROLL CALL VOTE: YEAS: Commissioners Cordill, Hildebrandt, Ianni, Salehi, Scott-Craig,
Vice-Chair Deits

NAYS: None
Motion carried 6-0.

8. Other Business

A. Amended 2013 Planning Commission Meeting Schedule

Principal Planner Oranchak summarized proposed amendment options due to scheduling conflicts in the Town Hall Room.

Planning Commission discussion:

- Preference to change the October 28th regularly scheduled meeting to October 21st to allow use of the Town Hall Room for a Grand River Corridor charette

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 2013 meeting schedule by moving the regular meeting scheduled for October 28, 2013 to October 21, 2013. Seconded by Commissioner Hildebrandt.

ROLL CALL VOTE: YEAS: Commissioners Cordill, Hildebrandt, Ianni, Salehi, Scott-Craig,
Vice-Chair Deits

NAYS: None
Motion carried 6-0.

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

Commissioner Ianni reported a resident approached him regarding an ordinance amendment to address non-conforming structures in the event of a natural disaster. He inquired if there was interest in such an ordinance change.

Principal Planner Oranchak responded this issue is not being addressed by staff at this time.

Commissioner Scott-Craig expressed appreciation for the tours given at the water plant by its staff last Saturday.

Commissioner Cordill thanked Park Commission Chair Wilson for his memo suggesting amendments to the Master Plan Goals and Objectives.

10. New applications

- Special Use Permit #13101 (St. Paul's Lutheran), request to use the building at 3407 Lake Lansing Road for philanthropic, educational and social programs
- Special Use Permit #13111 (Meridian Township), request to construct a pedestrian-bicycle pathway across the Red Cedar River on the west side of Okemos Road
- Special Use Permit #13121 (Meridian Township), request to construct an approximate 15,000 square foot fire station on the south side of Central Park Drive, east of Okemos Road and west of the Okemos Post Office

11. Site plans received

- A. Site Plan Review #13-78-22 (Zahra Institute), locate a religious institution at 4133 Okemos Road
- B. Site Plan Review #13-02 (Capstone), review of Hannah Lofts, third phase of Hannah Farms MUPUD located on Esoteric Way, south of Hannah Blvd and north of Eyde Parkway.

12. Site plans approved (None)

13. Public remarks

Vice-Chair Deits opened public remarks.

Leonard Provencher, 5824 Buena Parkway, Haslett, inquired if passage of the zoning amendment to allow adult day care facilities obligated the applicant to offer a full range of care, or if the applicant be allowed to provide only specific services. He inquired if there should be some type of Township format to regularly review ordinances to see if changes need to be made based on circumstances.

Vice-Chair Deits closed public remarks.

15. Adjournment

Vice-Chair Deits adjourned the regular meeting at 8:18 P.M.

Respectfully Submitted,

Sandra K. Otto
Recording Secretary

CHARTER TOWNSHIP OF MERIDIAN
PLANNING COMMISSION
REGULAR MEETING MINUTES
August 12, 2013

DRAFT

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

PRESENT: Commissioners Cordill, Deits, Hildebrandt, Ianni, Salehi, Scott-Craig
ABSENT: Chair Jackson, Commissioners Honicky, Norkin
STAFF: Principal Planner Gail Oranchak

1. Call meeting to order

Vice-Chair Deits called the regular meeting to order at 7:00 P.M.

2. Approval of agenda

Commissioner Scott-Craig moved to approve the agenda amended as follows:

- Add Agenda Item #8A: Amendment to the 2013 Planning Commission Meeting Schedule
Seconded by Commissioner Hildebrandt.

VOICE VOTE: Motion carried 6-0.

Commissioner Cordill offered the following amendment to the agenda as these two items are a continuation of public hearings left open at the July 22, 2013 Planning Commission meeting:

- Add Agenda Item #6B: Special Use Permit #13091 (ICDTR), work in the floodplain of the Jeffries Drain associated with improvements to Cornell Road
- Add Agenda Item #6C: Wetland Use Permit #13-01 (ICDTR), impacts to regulated wetlands associated with improvements to Cornell Road

Seconded by Commissioner Scott-Craig.

VOICE VOTE: Motion carried 6-0.

3. Approval of Minutes

Commissioner Ianni moved to approve the Regular Meeting Minutes of July 22, 2013.
Seconded by Commissioner Scott-Craig.

VOICE VOTE: Motion carried 6-0.

4. Public Remarks

Vice-Chair Deits opened the floor for public remarks.

Neil Bowlby, 6020 Beechwood Drive, Haslett, offered suggestions on changes to the definition language for aged and mentally handicapped relative to adult day care centers contained in Zoning Amendment #13040.

John Kaufmann, 5140 Cornell Road, Okemos, read a letter on behalf of Thomas Voice, who requested restoration of certain wetland upland areas during the Cornell Road Improvements Project.

Leonard Provencher, 5824 Buena Parkway, Haslett, concurred with comments made by Mr. Bowlby. He spoke in support of Special Use Permit #13111, a pedestrian-bicycle pathway across the Red Cedar River.

Vice-Chair Deits closed public remarks.

5. Communications

- A. Todd Wilson, Park Commissioner Chair; RE: Recommended Changes to the Proposed Master Plan Goals and Objectives

6. Public hearings

- A. Zoning Amendment #13040 (Planning Commission), amend zoning ordinance Section 86-2 Definitions to add a definition of Adult Day Care Center; amend the conditions for adult day care centers in Section 86-403(d)(1), Section 86-404(d)(2), and Section 86-405(d)(2); and consider alternative types and locations for adult day care facilities.

Vice-Chair Deits opened the public hearing at 7:09 P.M.

- Introduction by the Chair (announcement of procedures, time limits and protocols for public participation and applicants)
- Summary of subject matter
Principal Planner Oranchak summarized the proposed zoning amendment as outlined in staff memorandum dated August 9, 2013.
- Planning Commission discussion:
Commissioner Salehi suggested amending the three (3) proposed definitions by adding the words "such as those" after "eighteen (18) years of age or older."

Vice-Chair Deits expressed concern that an individual with early onset Alzheimer's would not meet any of the categories listed. He asked fellow Commissioners for their thoughts on how particular they should be or whether any specific conditions should be covered.

Commissioner Cordill concurred with not limiting the conditions "too much" and believed the use of the term mentally ill could cause concern with neighboring residents.

Commissioner Ianni agreed that language should be changed to make it more inclusive but did not believe there should be a limitation as to who can use the facilities or a determination made as to whether a resident is "safe" or not. He offered that individuals living in residential neighborhoods may be mentally ill.

Commissioner Salehi was supportive of removal of the entire specification clause as suggested by earlier public comment.

Commissioner Scott-Craig also questioned inclusion of the phrase mentally ill. He noted that the child care center paradigm is being followed although adult day care facilities are not regulated by the state like child care centers. Since there are no licensing regulations, Commissioner Scott-Craig requested careful thought be given that the type of facilities and its users mentioned are compatible with residential neighborhoods.

Commissioner Hildebrandt believed the language should be made more inclusive and suggested placing the prohibitive clause "those who are a danger to themselves" in lieu of naming each type of individual allowed. She requested changing the word "less" to "fewer" in all applicable clauses within the proposed zoning amendment.

Vice-Chair Deits inquired if alcohol or substance abuse rehabilitation centers or residential centers for persons released from or assigned to a correctional facility are subject to licensure

by the state.

Principal Planner Oranchak responded in the affirmative.

Vice-Chair Deits asked if these types of facilities are prohibited in the districts mentioned, is the Township prohibiting these legal uses of property throughout the Township.

Principal Planner Oranchak responded by noting the language would indicate they can't be incorporated into this specific use.

Vice-Chair Deits noted state law specifically permits child day care in residential districts and asked if state law allows alcohol or substance abuse rehab centers in certain zoning categories as well.

Principal Planner Oranchak responded there is no similar language in the Zoning Enabling Act.

Commissioner Scott-Craig addressed the condition contained in state law regarding a minimum distance from similar facilities for child family day care homes or the family group day care homes. He inquired if language to mimic that condition should be included for adult day care facilities.

Principal Planner Oranchak clarified that family child day care for up to six (6) children is a use permitted by right.

Commissioner Salehi added rationale for the state choosing not to license these facilities may be that it does not feel a need for licensure, so the Planning Commission can take a more relaxed approach to this zoning amendment.

Vice-Chair Deits noted individuals who are deemed a danger to themselves are assigned to a mental care facility and is an involuntary act. He suggested changing the language from "that require supervision" to "those who choose to enter supervision on an ongoing basis." This would allow the "laundry list" to be eliminated.

Commissioner Ianni pointed out there are other provisions in state law which govern individuals who are a danger to themselves and others. He was in agreement with removal of all descriptors, making the language more broad. He voiced concern with restricting a public facility to individuals with a certain type of disability.

Commissioner Salehi suggested changing the word "require" to "who benefit from".

Commissioner Scott-Craig expressed appreciation that the definitions of adult family day care home and adult group day care home operated in a single family dwelling require the owner to reside in the dwelling. He believed the standards in the ordinance for placement should be less rigorously enforced for the adult day care center.

Vice-Chair Deits responded by indicating such criteria would be included as part of the special use permit review.

Principal Planner Oranchak added that requirements outlined in Section 86-654 (non-residential use in residential districts), apply to both child care centers and adult day care centers such as a minimum of two (2) acres of land and a 50 foot building setback. She indicated this zoning amendment would add adult group day care homes, requiring them to

also have a special use permit, but not two acres of land area or a 50 foot building setback as they would be located in a single family residence. Principal Planner Oranchak indicated the Planning Commission could specify conditions similar to those for child care facilities.

Vice-Chair Deits suggested making them as parallel as possible for consistency and enforcement.

Vice-Chair Deits closed the public hearing at 7:39 P.M.

- B. Special Use Permit #13091 (ICDTR), work in the floodplain of the Jeffries Drain associated with improvements to Cornell Road and
- C. Wetland Use Permit #13-01 (ICDTR), impacts to regulated wetlands associated with improvements to Cornell Road

Principal Planner Oranchak updated Planning Commissioners on Board action for the Special Use Permit #13091 and Wetland Use Permit #13-01 as outlined in staff memoranda dated August 8, 2013.

Planning Commission discussion:

Commissioner Scott-Craig inquired as to the culvert mentioned during earlier public comment.

Principal Planner Oranchak believed the speaker was addressing a culvert under a private driveway which has an effect on his and his neighbor's property.

Vice-Chair Deits added that at least two of the driveways on the hill where the grade is going to be changed will need to be reconfigured.

Vice-Chair Deits expressed concern at the last meeting that a mitigation plan had not been provided and one is still not available; however, he noted that almost no wetland work is to be done compared to the previous plan.

Principal Planner Oranchak noted the Township will handle what little mitigation is necessary at the Township mitigation bank site.

Commissioner Deits expressed appreciation with the Board's choice of the more conservative option.

Vice-Chair Deits closed the public hearings at 7:50 P.M.

7. Unfinished Business

Commissioner Ianni moved to suspend Planning Commission Bylaw 6.4a to consider Special Use Permit #13091 the same night as the continued public hearing. Seconded by Commissioner Cordill.

VOICE VOTE: Motion carried 6-0.

- A. Special Use Permit #13091 (ICDTR), work in the floodplain of the Jeffries Drain associated with improvements to Cornell Road

Commissioner Scott-Craig 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 #13091 subject to the following conditions:

- 1. Approval is subject to the plans prepared by Bergmann Associates, Inc. submitted to the Township on July 9, 2013, and the related materials submitted as part of Special Use Permit #13091, subject to revisions as required.**
- 2. The applicant shall obtain any applicable permits, licenses, and approvals from the Michigan Department of Environmental Quality, Ingham County Drain Commissioners' office, and the Township prior to any work taking place on the site. Copies of all permits, licenses, and approvals shall be submitted to the Department of Community Planning & Development.**
- 3. Prior to any work taking place related to the project, the applicant shall submit a plan depicting the location and extent of the required minimum 81 cubic yards of compensating cut for review and approval by the Director of Community Planning & Development.**
- 4. In no case shall the impoundment capacity of the floodplain be reduced.**
- 5. Fill placed in the floodplain as part of the project shall be protected against erosion.**
- 6. The applicant shall properly dispose of all excess materials from the compensating cut areas to an off-site location subject to the approval of the Director of Community Planning & Development.**
- 7. The disposed materials at the off-site location shall be protected from erosion and re-seeded subject to the approval of the Director of Community Planning & Development.**

Seconded by Commissioner Ianni.

Planning Commission discussion:

- 81 cubic yards are not a hold over from the larger project
- Impact to the floodplain of 81 cubic yards has not changed based on the engineering plans

ROLL CALL VOTE: YEAS: Commissioners Cordill, Hildebrandt, Ianni, Salehi, Scott-Craig, Vice-Chair Deits

NAYS: None

Motion carried 6-0.

- B. Wetland Use Permit #13-01 (ICDTR), impacts to regulated wetlands associated with improvements to Cornell Road**

Commissioner Scott-Craig moved [and read into the record] NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN, pursuant to Article 4 of Section 22 of the Township Code of Ordinances, hereby approves Wetland Use Permit #13-01 with the following conditions:

- 1. Approval is subject to the plans prepared by Bergmann Associates, Inc. submitted to the Township on July 9, 2013, and the related materials submitted as part of Wetland Use Permit #13-01, subject to revisions as required by the Township Board's decision to implement Option #2 and by this permit.**

2. The applicant shall obtain all necessary permits, licenses and approvals from the Michigan Department of Environmental Quality (MDEQ), the Ingham County Drain Commissioners office, and the Township prior to any work taking place. Copies of all permits, licenses and approvals shall be submitted to the Department of Community Planning & Development.
3. Wetland Use Permit #13-01 shall be subject to the applicant receiving approval of Special Use Permit #13091 for work in the 100-year floodplain related to the project.
4. Prior to any work taking place, a soil erosion and sedimentation control plan and a wetland mitigation monitoring plan shall be submitted to the Director of Community Planning & Development for review and approval.
5. No work shall be permitted within regulated wetlands beyond the work proposed at the Jeffries and Foster Drains.
6. Erosion control measures shall be installed to ensure soil resulting from construction activities does not enter existing wetlands.
7. No straw bales shall be used for erosion control, unless in conjunction with sediment erosion control fencing.
8. Prior to construction, erosion control fencing shall be installed to prevent sedimentation from infiltrating into the wetlands. The erosion control fencing shall be maintained throughout the duration of the project and shall be removed after construction is completed and the area is stabilized.
9. Spoils shall be hauled and disposed of at an offsite location acceptable to the Director of Community Planning & Development.
10. Wetlands impacted at the Jeffries and Foster Drains shall be compensated for at a minimum ratio of 1.5 to 1 on the Township's Land Preservation mitigation site.
11. The applicant shall periodically inspect the subject sites during the first year after construction to identify and correct side slope erosion issues adjacent to wetlands.
12. Mitigation shall be provided at the Township's Wetland Mitigation Bank location off Okemos Road. If not, the applicant shall submit a wetland mitigation plan for review and approval by the Director of Community Planning & Development.
13. The wetland mitigation shall be monitored as part of the required annual report for the mitigation area with a written status report and photographic documentation provided to the Department of Community Planning & Development.
14. A copy of the approved wetland use permit containing the conditions of issuance shall be posted in a conspicuous manner such that the wording of the permit is available for public inspection and the posting shall remain in place throughout the duration of site work.
15. Upon completion of construction, the applicant shall contact the Department of Community Planning & Development for an inspection of the site to ensure compliance with the permit.

Seconded by Commissioner Hildebrandt.

ROLL CALL VOTE: YEAS: Commissioners Cordill, Hildebrandt, Ianni, Salehi, Scott-Craig,
Vice-Chair Deits

NAYS: None

Motion carried 6-0.

8. Other Business

A. Amended 2013 Planning Commission Meeting Schedule

Principal Planner Oranchak summarized proposed amendment options due to scheduling conflicts in the Town Hall Room.

Planning Commission discussion:

- Preference to change the October 28th regularly scheduled meeting to October 21st to allow use of the Town Hall Room for a Grand River Corridor charette

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 2013 meeting schedule by moving the regular meeting scheduled for October 28, 2013 to October 21, 2013. Seconded by Commissioner Hildebrandt.

ROLL CALL VOTE: YEAS: Commissioners Cordill, Hildebrandt, Ianni, Salehi, Scott-Craig,
Vice-Chair Deits

NAYS: None

Motion carried 6-0.

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

Commissioner Ianni reported a resident approached him regarding an ordinance amendment to address non-conforming structures in the event of a natural disaster. He inquired if there was interest in such an ordinance change.

Principal Planner Oranchak responded this issue is not being addressed by staff at this time.

Commissioner Scott-Craig expressed appreciation for the tours given at the water plant by its staff last Saturday.

Commissioner Cordill thanked Park Commission Chair Wilson for his memo suggesting amendments to the Master Plan Goals and Objectives.

10. New applications

A. Special Use Permit #13101 (St. Paul's Lutheran), request to use the building at 3407 Lake Lansing Road for philanthropic, educational and social programs

B. Special Use Permit #13111 (Meridian Township), request to construct a pedestrian-bicycle pathway across the Red Cedar River on the west side of Okemos Road

C. Special Use Permit #13121 (Meridian Township), request to construct an approximate 15,000 square foot fire station on the south side of Central Park Drive, east of Okemos Road and west of the Okemos Post Office

11. Site plans received

- A. Site Plan Review #13-78-22 (Zahra Institute), locate a religious institution at 4133 Okemos Road
- B. Site Plan Review #13-02 (Capstone), review of Hannah Lofts, third phase of Hannah Farms MUPUD located on Esoteric Way, south of Hannah Blvd and north of Eyde Parkway.

12. Site plans approved (None)

13. Public remarks

Vice-Chair Deits opened public remarks.

Leonard Provencher, 5824 Buena Parkway, Haslett, inquired if passage of the zoning amendment to allow adult day care facilities obligated the applicant to offer a full range of care, or if the applicant be allowed to provide only specific services. He inquired if there should be some type of Township format to regularly review ordinances to see if changes need to be made based on circumstances.

Vice-Chair Deits closed public remarks.

15. Adjournment

Vice-Chair Deits adjourned the regular meeting at 8:18 P.M.

Respectfully Submitted,

Sandra K. Otto
Recording Secretary

**Special Use Permit #13061
(Caring Hand)
August 22, 2013**

APPLICANT: Caring Hand
2630 Bennett Road
Okemos, MI 48864

STATUS OF APPLICANT: Occupant

REQUEST: SUP to operate an adult day care facility

CURRENT ZONING: RA (Single Family-Medium Density)

LOCATION: 2630 Bennett Road

AREA OF SUBJECT SITE: Approximately 6 acres (4.1 net)

EXISTING LAND USE: Church

**EXISTING LAND USES
IN AREA:** N: Single Family Residences
S: Bennett Road/Sunwind subdivision
E: Church
W: Hulett Road/Bennett Woods Elementary School

CURRENT ZONING IN AREA: N: RA (Single Family-Medium Density)
S: RA (Single Family-Medium Density)
E: RA (Single Family-Medium Density)
W: RR (Rural Residential)

**FUTURE LAND USE
DESIGNATION:** Institutional

FUTURE LAND USE MAP: N: Residential 1.25-3.5 du/a
S: Residential 1.25-3.5 du/a
E: Institutional
W: Institutional

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

TO: Planning Commission

FROM: 
Gail Oranchak, AICP
Principal Planner

DATE: August 22, 2013

RE: Special Use Permit #13061 (Caring Hand), adult day care center at 2630 Bennett Road

Pastor Phillip R. Moore and Danelle Lofton have requested a special use permit to operate Caring Hand, an adult day care center for at least seven participants in the New Life International Church building addressed as 2630 Bennett Road (northeast corner of Bennett and Hulett Roads). The site is zoned RA (Single Family-Medium Density) and, in accordance with Section 86-654 Nonresidential structures and uses in residential districts, the Planning Commission, in 1995, granted Special Use Permit #94071 to a previous religious institution to construct the church and operate a child day care center on the site. A child day care center no longer operates in the church and an active license does not appear on the Michigan Department of Human Services data base of child care centers and homes.

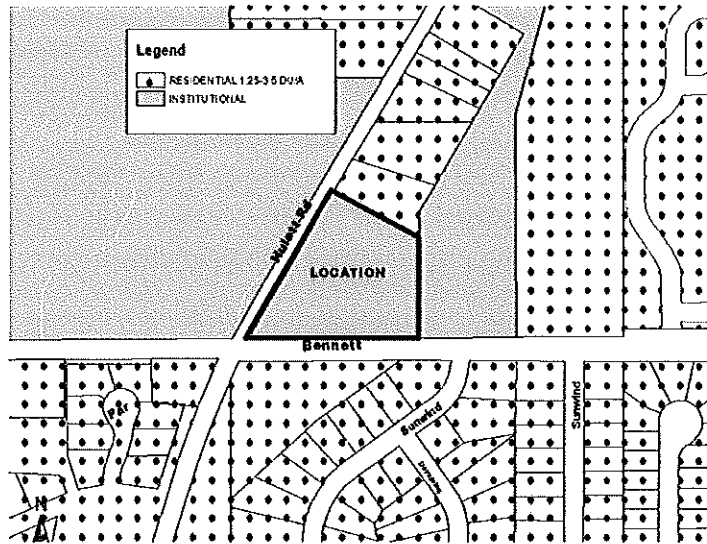
A public hearing was held on May 13, 2013 to consider the adult day care request. At the time, adult day care facilities were not a listed use in Section 86-654 Non-residential uses and structures in a residential district thus the request was being evaluated as an "Other" special use permit per Section 86-659. Subsequently, staff became aware adult day care centers are already a permitted use in the C-1 and C-2 Commercial districts. Since the use is permitted in commercial districts, the "Other" category which applies to uses not listed anywhere in the zoning ordinance could not be used in this case.

The Planning Commission initiated a zoning amendment to add adult day care centers to Section 86-654 as a use permitted by special use permit in a residential district. The Township Board adopted the amendment and it becomes effective on August 25, 2013. The second public hearing has been scheduled to review the special use permit request in accordance with the standards listed in Section 86-654 Nonresidential structures and uses in residential districts.

Master Plan

The 2005 Master Plan designates the subject site in the Institutional category.

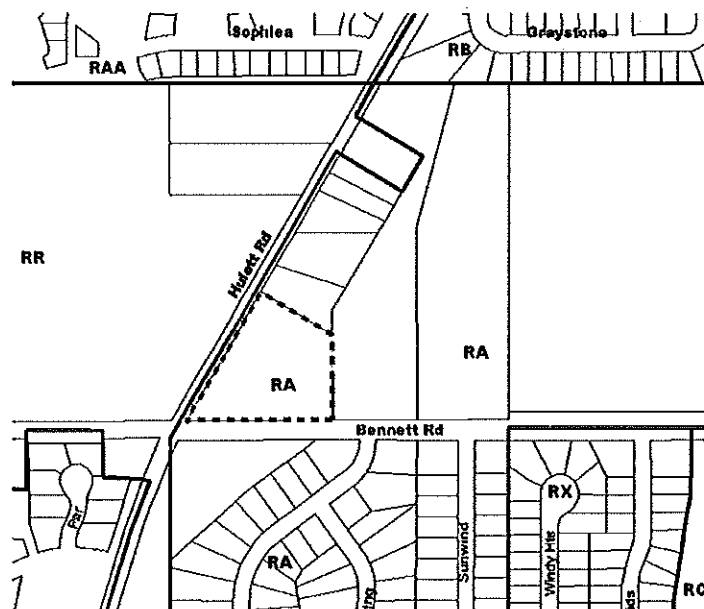
FUTURE LAND USE MAP



Zoning

2630 Bennett Road is zoned RA (Single Family-Medium Density) residential. The approximate six acre site (4.1 net acres) meets the minimum two acre site area requirement for a non-residential use in a residential district. Lot width along both Bennett and Hulett Roads exceeds the minimum 80 feet required by the RA district.

ZONING MAP



Physical Features

The site consists of an approximate 11,000 square foot church, associated parking lot (83 spaces), landscaped areas and a playground.

Neither floodplain nor wetlands are located on the site according to the Flood Insurance Rate Map (FIRM) prepared by the Federal Emergency Management Agency (FEMA) and the Township Wetland Map.

Streets & Traffic

The site has frontage on Bennett Road and Hulett Road. Access to the site is from Bennett Road. The map in Section 86-367 of the zoning ordinance shows Bennett Road classified as a Collector street and Hulett Road north of Bennett is a Local street.

Public Utilities

The site is served by public water and sanitary sewer.

Staff Analysis

The applicants have requested a special use permit to operate an adult day care center in the New Life International Church located at 2630 Bennett Road. Generally, adult day care facilities provide services for elderly, mentally or physically disabled adult persons for less than 24-hours in a day in a group setting that is not a residence.

Application information and comments made by the applicants at the public hearing on May 13 indicates Caring Hand will assist with activities of daily living and provide structured daily recreational activities to prevent re-hospitalization and nursing home placement while offering respite services for family care providers. Participation, staffing and services were described as follows:

- High functioning elderly population
- Up to a maximum of 20 individuals, preference for 25
- Minimum age requirement of 70 years
- Participants to be screened for dementia or cognitive deficits
- Staff to patient ratio as low as 1:4 but no greater than 1:10
- Three full-time employees
- Hours of operation: from 8:00 a.m. – 7:00 p.m. on Monday, Tuesday, Thursday and Friday; 8:00 a.m. – 5:30 p.m. on Wednesday; and 9:00 a.m. – 3:00 p.m. on Saturday but may vary
- Meals including a healthy breakfast and a warm noon meal structured around personal nutritional needs
- Daily recreational activities such as quilting, music therapy, current events, arts and crafts, bingo, cooking, aroma therapy and spiritual groups, etc.

SUP #13061 (Caring Hand)
Planning Commission (8/22/13)
Page 4

- Structured wellness program including exercise
- 8,000 of the 11,000 square foot building to be available for use by the adult day care center including the multi-purpose room
- Some modifications to the building will be required.

Since the site's original special use permit for a church and day care center was granted per Section 86-654 as a nonresidential structure and use in a residential zoning district, the physical aspects of the site (site size, distance from abutting residential properties, parking, and landscaping) are in place to serve the proposed use. Any remodeling of the site to accommodate the adult day care facility may require additional permits from the Township such as a building permit.

Due to the delay, the Planning Commission indicated it would consider making a decision the same night as the public hearing. The following motion is provided to suspend Planning Commission Bylaw #6.4a which states, "A decision on a special use permit . . . will not be made on the date of the public hearing considering the item."

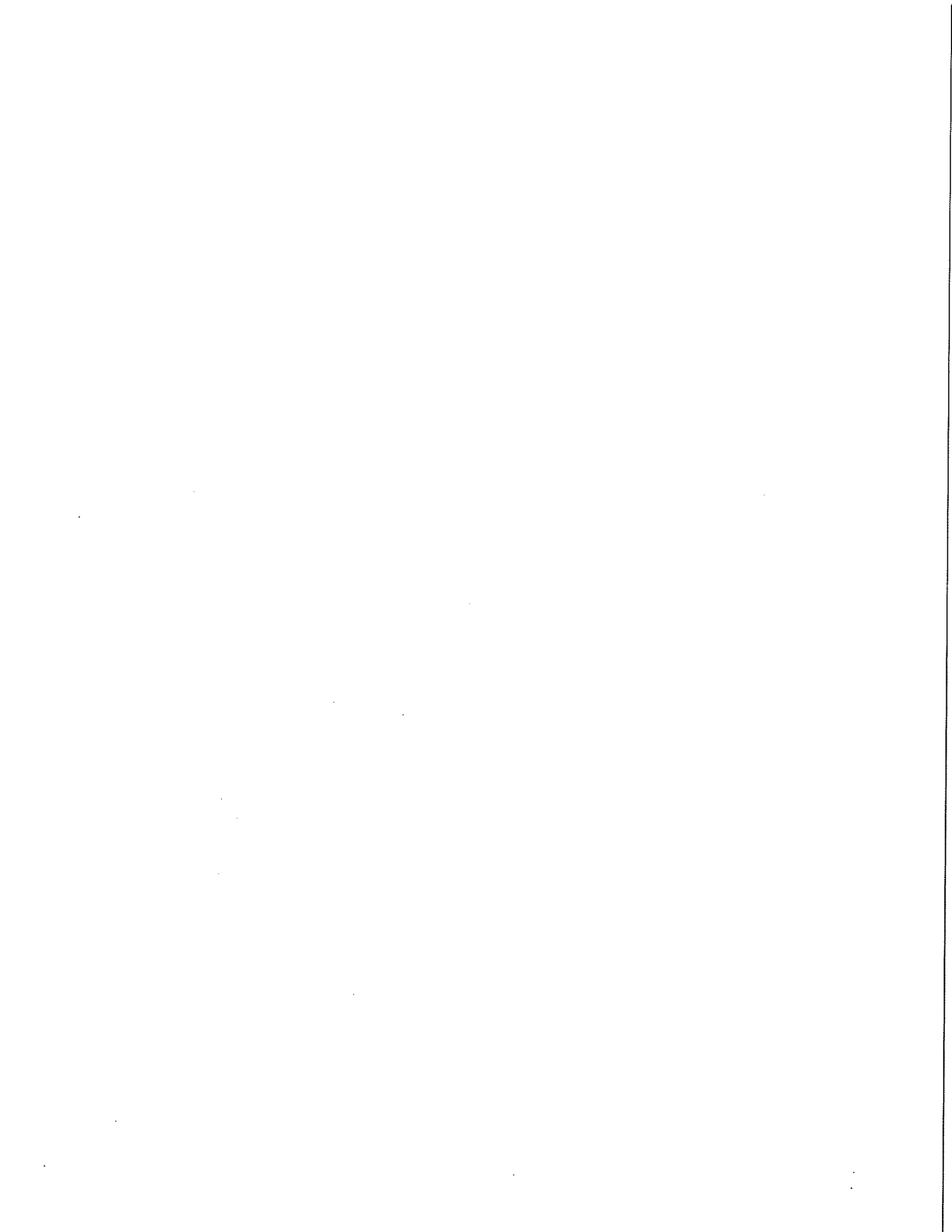
I MOVE to suspend Bylaw #6.4a to proceed with making a decision on Special Use Permit #13061 (Caring Hand) the same night as the public hearing.

Planning Commission Options

The Planning Commission may approve, approve with conditions or deny the special use permit. A resolution has been provided to approve the request.

Attachments

1. Special Use Permit application and attachments
2. Resolution to Approve
3. Minutes of the May 13, 2013 Planning Commission regular meeting



CHARTER TOWNSHIP OF MERIDIAN
DEPARTMENT OF COMMUNITY PLANNING AND DEVELOPMENT
5151 MARSH ROAD, OKEMOS, MI 48864
PLANNING DIVISION PHONE: (517) 853-4560, FAX: (517) 853-4095

SPECIAL USE PERMIT APPLICATION

Before submitting this application for review, an applicant may meet with the Director of Community Planning and Development to discuss the requirements for a special use permit and/or submit a conceptual plan for review to have preliminary technical deficiencies addressed prior to submittal of the application. If the property or land use is located in the following zoning districts RD, RC, RCC, RN then the applicant must meet with the Planning Director to discuss technical difficulties before filing a formal application.

Part I

A. Applicant Caring Hand
 Address of Applicant 2630 Bennett RD Okemos MI 48864
 Telephone - Work 517 749 6118 Home _____ Fax _____ Email _____
 Interest in property (circle one): Owner Tenant Option Other
 (Please attach a list of all persons with an ownership interest in the property.)
Danelle Lofgren
Phillip R. Moore

B. Site address / location / parcel number 2630 Bennett RD Okemos MI 48864
 Legal description _____ (please attach if necessary)

Current zoning _____
 Use for which permit is requested / project name Adult Day Care
 Corresponding ordinance number _____

C. Developer (if different than applicant) N/A
 Address _____
 Telephone - Work _____ Home _____ Fax _____

D. Architect, Engineer, Planner or Surveyor responsible for design of project if different from applicant:
 Name N/A
 Address _____
 Telephone - Work _____ Home _____ Fax _____

E. Acreage of all parcels in the project: Gross 5 Net _____

F. Explain the project and development phases:
Already developed

G. Total number of:
 Existing: structures 1 bedrooms 0 offices 1 parking spaces 73 carports 0
 garages 0 Proposed: structures _____ bedrooms _____ offices _____ parking spaces _____ carports _____
 garages _____

H. Square footage: 11000.00 existing buildings _____ proposed buildings _____
 Usable Floor area: 4000.00 existing buildings _____ proposed buildings _____

I. If employees will work on the site, state the number of full time and part time employees working per shift and hours of operation: At least 3 full time employees 8hrs a day x 5 days

J. Existing Recreation: Type Multi purpose room Acreage 14 acre
 Proposed Recreation: Type _____ Acreage _____

Existing Open Space: Type _____ Acreage 1/4 acre
Proposed Open Space: Type _____ Acreage _____

K. If Multiple Housing:

Total acres of property _____

Acres in floodplain _____ Percent of total _____

Acres in wetland (not in floodplain) _____ Percent of total _____

Total dwelling units _____

Dwelling unit mix: Number of single family detached: for Rent _____ Condo _____

Number of duplexes: for Rent _____ Condo _____

Number of townhouses: for Rent _____ Condo _____

Number of garden style apartments: for Rent _____ Condo _____

Number of other dwellings: for Rent _____ Condo _____

L. The following support materials must be submitted with the application:

1. Nonrefundable Fee.
2. Legal Description of the property.
3. Evidence of fee or other ownership of the property.
4. Site Plan containing the information listed in the attachment to this application.
5. Architectural sketches showing all sides and elevations of the proposed buildings or structures, including the project entrance, as they will appear upon completion. The sketches should be accompanied by material samples or a display board of the proposed exterior materials and colors.
6. A Traffic Study, prepared by a qualified traffic engineer, based on the most current edition of *Evaluating Traffic Impact Studies: A Recommended Practice for Michigan Communities*, published by the State Department of Transportation.
 - a. A traffic assessment will be required for the following:
 - 1) New special uses which could, or expansion or change of an existing special use where increase in intensity would, generate between 50 to 99 directional trips during a peak hour of traffic.
 - 2) All other special uses requiring a traffic assessment as specified in the Township Code of Ordinances, Chapter 86, Article IV, Division 2.
 - b. A traffic impact study will be required for the following:
 - 1) New special uses which would, or expansion or change of an existing special use where increase in intensity would, generate over 100 directional trips or more during a peak hour of traffic, or over 750 trips on an average day.
 - 2) All other special uses requiring a traffic assessment as specified in the Township Code of Ordinances, Chapter 86, Article IV, Division 2.
7. Natural features assessment which includes a written description of the anticipated impacts on the natural features at each phase and at project completion that contains the following:
 - a. An inventory of natural features proposed to be retained, removed, or modified. Natural features shall include, but are not limited to, wetlands, significant stands of trees or individual trees greater than 12 inches dbh, floodways, floodplains, waterbodies, identified groundwater vulnerable areas, slopes greater than 20 percent, ravines, and vegetative cover types with potential to sustain significant or endangered wildlife.
 - b. Description of the impacts on natural features.
 - c. Description of any proposed efforts to mitigate any negative impacts.

The natural features assessment may be waived by the Director of Community Planning and Development in certain circumstances.

M. Any other information specified by the Director of Community Planning and Development which is deemed necessary to evaluate the application.

N. In addition to the above requirements, for zoning districts, **RD, RC, RCC, RN, and CV** and **Group Housing Residential Developments** the following is required:

1. Existing and proposed contours of the property at two foot intervals based on United States Geological Survey (USGS) data.
2. Preliminary engineering reports in accordance with the adopted Township water and sewer standards, together with a letter of review from the Township Engineer.
3. Ten copies of a report on the intent and scope of the project including, but not limited to: Number, size, volume, and dimensions of buildings; number and size of living units; basis of calculations of floor area and density and required parking; number, size, and type of parking spaces; architectural sketches of proposed buildings.
4. Seven copies of the project plans which the Township shall submit to local agencies for review and comments.

O. In addition to the above requirements, a special use application in zoning district **RP** requires the following material as part of the site plan:

1. A description of the operations proposed in sufficient detail to indicate the effects of those operations in producing traffic congestion, noise, glare, air pollution, water pollution, fire hazards or safety hazards or the emission of any potentially harmful or obnoxious matter or radiation.
2. Engineering and architectural plans for the treatment and disposal of sewerage and industrial waste tailings, or unusable by-products.
3. Engineering and architectural plans for the handling of any excessive traffic congestion, noise, glare, air pollution, or the emission of any potentially harmful or obnoxious matter or radiation.

P. In addition to the above requirements, a special use application for a use in the Floodway Fringe of zoning district **CV** requires the following:

1. A letter of approval from the State Department of Environmental Quality.
2. A location map including existing topographic data at two-foot interval contours at a scale of one inch representing 100 feet.
3. A map showing proposed grading and drainage plans including the location of all public drainage easements, the limits, extent, and elevations of the proposed fill, excavation, and occupation.
4. A statement from the County Drain Commissioner, County Health Department, and Director of Public Works and Engineering indicating that they have reviewed and approved the proposal.

Q. In addition to the above requirements, a special use application for a use in the Groundwater Recharge area or zoning district **CV** requires the following:

1. A location map including existing topographic data at two-foot interval contours.
2. A map showing proposed grading and drainage plans including the location of all public drainage easements, the limits and extent of the proposed fill, excavation, and occupation.
3. A statement from the County Drain Commissioner, County Health Department, and Director of Public Works and Engineering indicating that they have reviewed and approved the proposal.

R. In addition to the above requirements, the Township Code of Ordinances, Article VI, should be reviewed for the following special uses: group housing residential developments, mobile home parks, nonresidential structures and uses in residential districts, planned community and regional shopping center developments, sand or gravel pits and quarries, sod farms, junk yards, sewage treatment and disposal installations, camps and clubs for outdoor sports and buildings greater than 25,000 square feet in gross floor area.

Part II

SUP REQUEST STANDARDS
Township Code of Ordinances, Section 86-126

Applications for Special Land Uses will be reviewed with the standards stated below. An application that complies with the standards stated in the Township Ordinance, conditions imposed pursuant to the Ordinance, other applicable Ordinances, and State and Federal statutes will be approved. Your responses to the questions below will assist the Planning Commission in its review of your application.

- (1) The project is consistent with the intent and purposes of this chapter. *yes*
- (2) The project is consistent with applicable land use policies contained in the Township's comprehensive development plan of current adoption. *yes*
- (3) The project is designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the same area. *yes*
- (4) The project will not adversely affect or be hazardous to existing neighboring uses.
- (5) The project will not be detrimental to the economic welfare of surrounding properties or the community. *yes it will comply*
- (6) The project is adequately served by public facilities, such as existing roads, schools, stormwater drainage, public safety, public transportation, and public recreation, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide any such service. *yes*
- (7) The project is adequately served by public sanitation facilities if so designed. If on-site sanitation facilities for sewage disposal, potable water supply, and storm water are proposed, they shall be properly designed and capable of handling the longterm needs of the proposed project. *yes*
- (8) The project will not involve uses, activities, processes, materials, and equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
- (9) The project will not directly or indirectly have a substantial adverse impact on the natural resources of the Township, including, but not limited to, prime agricultural soils, water recharge areas, lakes, rivers, streams, major forests, wetlands, and wildlife areas. *the project will not*

This project will not impact

Part III

I (we) hereby grant permission for members of the Charter Township of Meridian's Boards and/or Commissions, Township staff member(s) and the Township's representatives or experts the right to enter onto the above described property (or as described in the attached information) in my (our) absence for the purpose of gathering information including but not limited to the taking and the use of photographs.

Yes No (Please check one)

By the signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate

Phillip R Moore Danelle Lofton

Signature of Applicant

11-13-12

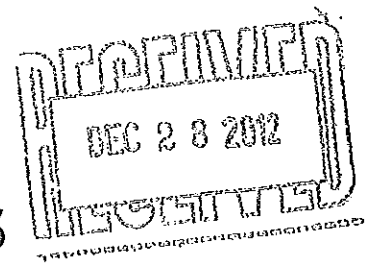
Date

Phillip R Moore Danelle Lofton

Type/Print Name

Fee: *\$250*

Received by/Date: *[Signature]* *12/3/12*



Caring Hands

Adult Day Care Center

For The Aging

The proposed use of caring Hands adult day care would be to enrich the life of the aging population by providing an adult day care program that will assist in activities of daily living and provide structured daily recreational activities.

Proposed Activities include: Quilting, Music therapy, current events, arts and crafts, Bingo, cooking, Aroma, therapy, wellness-exercises, Spiritual groups, etc.

Proposed services provided would be assisting with meeting their daily needs such as: Proper daily nutrition, observation of daily care needs, providing education on health and wellness to promote good quality of life in a structured environment.

Caring Hands will provide a healthy breakfast and warm noon meal that will be structured around the participant's current nutritional needs. Exercises will be structured around each participant's plan of care. This will allow participants to maintain and function so they are not struggling in their home environment. Caring Hands is designed to work with participants and their families to limit care giver burden and prevent rehospitalization and nursing home placement.

Caring Hands participants will fluctuate with number of participants although the goal of the day care would be to provide a service for at least seven participants.

Caring Hands will be an entity of new life international church and will fall in line with our outreach programs.

Caring Hands hours of operation will be Monday thru Friday: Hours of operation are as follows:

Monday 8am-7pm

Tuesday 8am-7pm

Wednesday 8am-5:30pm

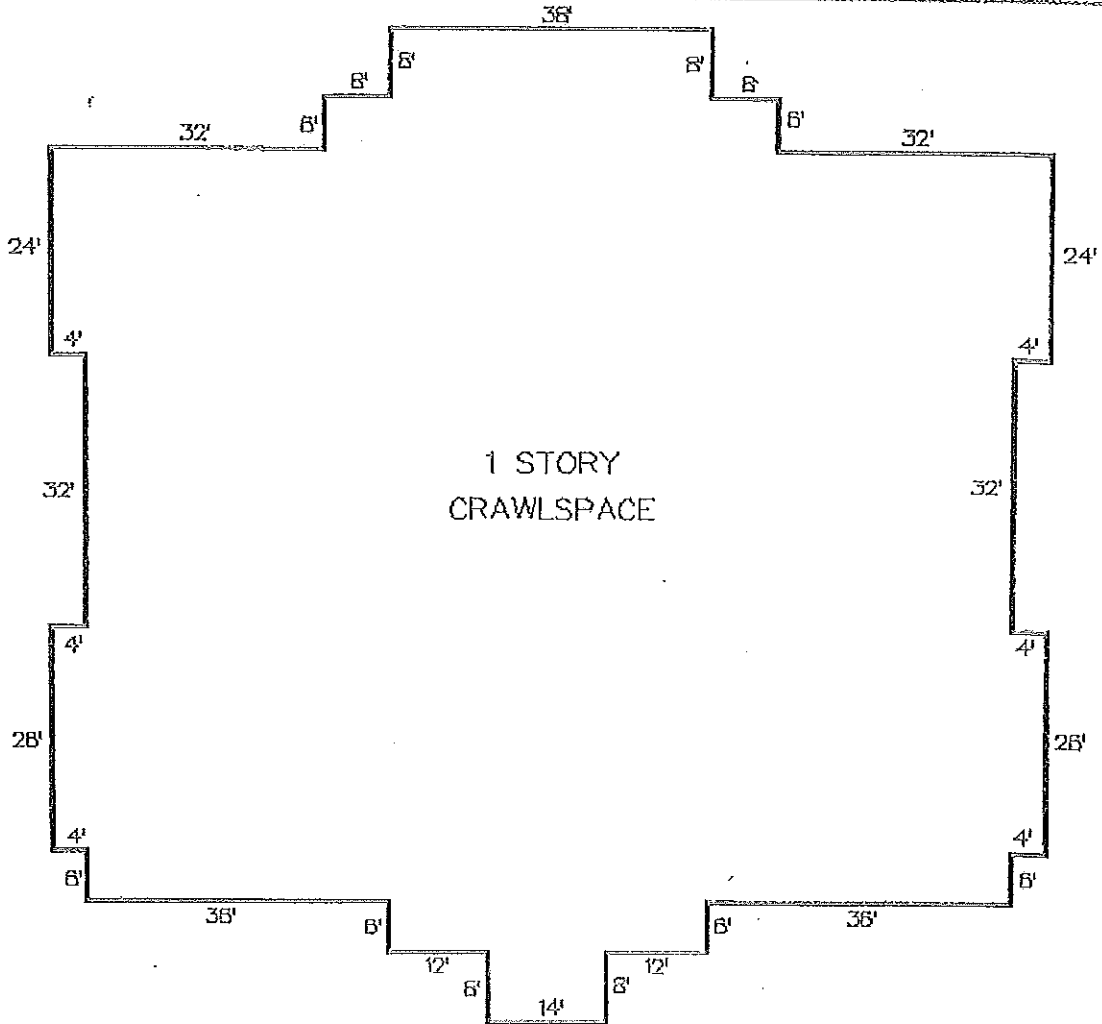
Thursday 8am-7pm

Friday 8am-7pm

Saturday 9am-3pm

2630 Bennett Rd, Okemos MI 48864
Telephone 517-749-6118

I M P R O V E M E N T S S K E T C H



1 STORY
CRAWLSPACE

SCALE: 1 inch = 20.00 feet

A R E A C A L C U L A T I O N S

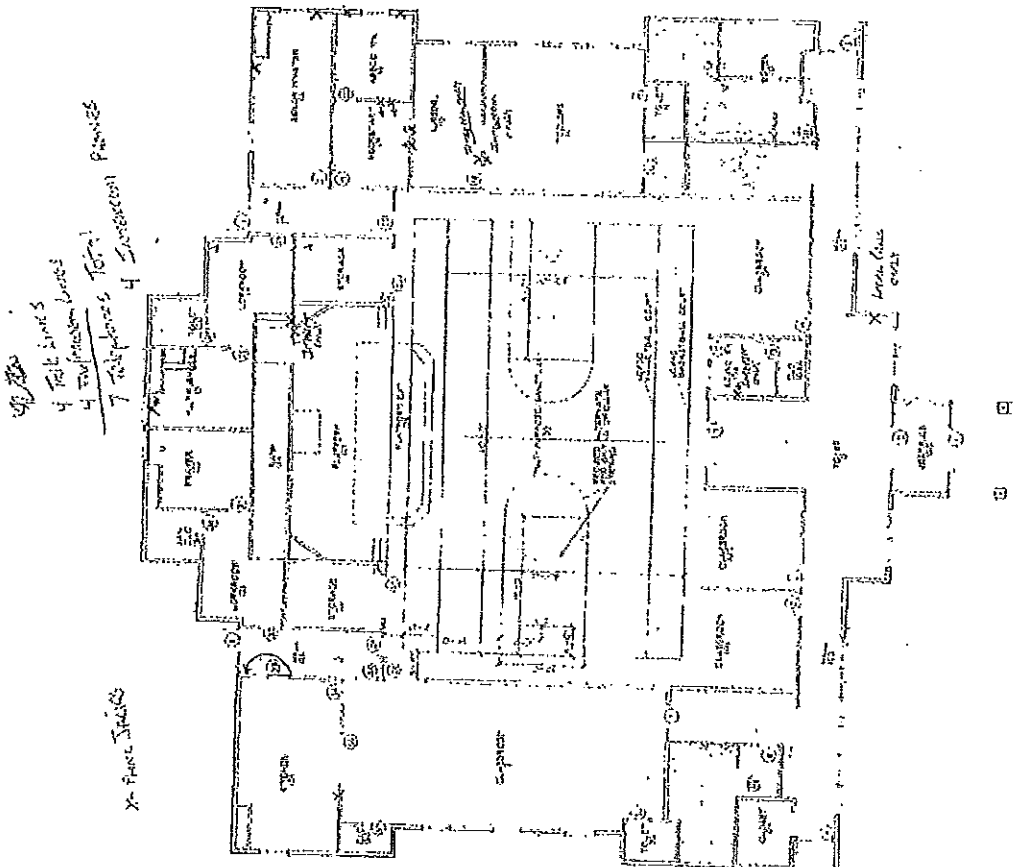
AREA CALCULATIONS SUMMARY			
Area	Name of Area	Size	Totals
GLA1	First Floor	11048.00	11048:00
TOTAL LIVABLE (rounded)			11048

LIVING AREA CALCULATIONS			
Breakdown			Subtotals
38.00	X	116.00	4408.00
8.00	X	108.00	864.00
8.00	X	108.00	864.00
32.00	X	102.00	3264.00
32.00	X	102.00	3264.00
-4.00	X	78.00	-312.00
-4.00	X	78.00	-312.00
4.00	X	46.00	184.00
4.00	X	46.00	184.00
-4.00	X	20.00	-80.00
-4.00	X	20.00	-80.00
-36.00	X	14.00	-504.00
-36.00	X	14.00	-504.00
-12.00	X	8.00	-96.00
-12.00	X	8.00	-96.00
			11048

ROOM FINISH SCHEDULE

NO.	ROOM NAME	WALL	CEILING	FLOOR	DOOR	FINISH
01	WRESTHOUSE	X	X	X	X	100
02	OFFICE	X	X	X	X	100
03	REAR OFFICE	X	X	X	X	100
04	REAR OFFICE	X	X	X	X	100
05	REAR OFFICE	X	X	X	X	100
06	REAR OFFICE	X	X	X	X	100
07	REAR OFFICE	X	X	X	X	100
08	REAR OFFICE	X	X	X	X	100
09	REAR OFFICE	X	X	X	X	100
10	REAR OFFICE	X	X	X	X	100
11	REAR OFFICE	X	X	X	X	100
12	REAR OFFICE	X	X	X	X	100
13	REAR OFFICE	X	X	X	X	100
14	REAR OFFICE	X	X	X	X	100
15	REAR OFFICE	X	X	X	X	100
16	REAR OFFICE	X	X	X	X	100
17	REAR OFFICE	X	X	X	X	100
18	REAR OFFICE	X	X	X	X	100
19	REAR OFFICE	X	X	X	X	100
20	REAR OFFICE	X	X	X	X	100
21	REAR OFFICE	X	X	X	X	100
22	REAR OFFICE	X	X	X	X	100
23	REAR OFFICE	X	X	X	X	100
24	REAR OFFICE	X	X	X	X	100
25	REAR OFFICE	X	X	X	X	100
26	REAR OFFICE	X	X	X	X	100
27	REAR OFFICE	X	X	X	X	100
28	REAR OFFICE	X	X	X	X	100
29	REAR OFFICE	X	X	X	X	100
30	REAR OFFICE	X	X	X	X	100
31	REAR OFFICE	X	X	X	X	100
32	REAR OFFICE	X	X	X	X	100
33	REAR OFFICE	X	X	X	X	100
34	REAR OFFICE	X	X	X	X	100
35	REAR OFFICE	X	X	X	X	100
36	REAR OFFICE	X	X	X	X	100
37	REAR OFFICE	X	X	X	X	100
38	REAR OFFICE	X	X	X	X	100
39	REAR OFFICE	X	X	X	X	100
40	REAR OFFICE	X	X	X	X	100
41	REAR OFFICE	X	X	X	X	100
42	REAR OFFICE	X	X	X	X	100
43	REAR OFFICE	X	X	X	X	100
44	REAR OFFICE	X	X	X	X	100
45	REAR OFFICE	X	X	X	X	100
46	REAR OFFICE	X	X	X	X	100
47	REAR OFFICE	X	X	X	X	100
48	REAR OFFICE	X	X	X	X	100
49	REAR OFFICE	X	X	X	X	100
50	REAR OFFICE	X	X	X	X	100
51	REAR OFFICE	X	X	X	X	100
52	REAR OFFICE	X	X	X	X	100
53	REAR OFFICE	X	X	X	X	100
54	REAR OFFICE	X	X	X	X	100
55	REAR OFFICE	X	X	X	X	100
56	REAR OFFICE	X	X	X	X	100
57	REAR OFFICE	X	X	X	X	100
58	REAR OFFICE	X	X	X	X	100
59	REAR OFFICE	X	X	X	X	100
60	REAR OFFICE	X	X	X	X	100
61	REAR OFFICE	X	X	X	X	100
62	REAR OFFICE	X	X	X	X	100
63	REAR OFFICE	X	X	X	X	100
64	REAR OFFICE	X	X	X	X	100
65	REAR OFFICE	X	X	X	X	100
66	REAR OFFICE	X	X	X	X	100
67	REAR OFFICE	X	X	X	X	100
68	REAR OFFICE	X	X	X	X	100
69	REAR OFFICE	X	X	X	X	100
70	REAR OFFICE	X	X	X	X	100
71	REAR OFFICE	X	X	X	X	100
72	REAR OFFICE	X	X	X	X	100
73	REAR OFFICE	X	X	X	X	100
74	REAR OFFICE	X	X	X	X	100
75	REAR OFFICE	X	X	X	X	100
76	REAR OFFICE	X	X	X	X	100
77	REAR OFFICE	X	X	X	X	100
78	REAR OFFICE	X	X	X	X	100
79	REAR OFFICE	X	X	X	X	100
80	REAR OFFICE	X	X	X	X	100
81	REAR OFFICE	X	X	X	X	100
82	REAR OFFICE	X	X	X	X	100
83	REAR OFFICE	X	X	X	X	100
84	REAR OFFICE	X	X	X	X	100
85	REAR OFFICE	X	X	X	X	100
86	REAR OFFICE	X	X	X	X	100
87	REAR OFFICE	X	X	X	X	100
88	REAR OFFICE	X	X	X	X	100
89	REAR OFFICE	X	X	X	X	100
90	REAR OFFICE	X	X	X	X	100
91	REAR OFFICE	X	X	X	X	100
92	REAR OFFICE	X	X	X	X	100
93	REAR OFFICE	X	X	X	X	100
94	REAR OFFICE	X	X	X	X	100
95	REAR OFFICE	X	X	X	X	100
96	REAR OFFICE	X	X	X	X	100
97	REAR OFFICE	X	X	X	X	100
98	REAR OFFICE	X	X	X	X	100
99	REAR OFFICE	X	X	X	X	100
100	REAR OFFICE	X	X	X	X	100

INDICATE WHICH TYPE OF DETAIL MARK ON EAST AND WEST WALLS OF ROOMS. DETAIL MARKS AND FINISHES SHALL BE SHOWN ON ALL WALLS.



ROOM AND DOOR PLAN AND SCHEDULES

SCALE 1/8" = 1'-0"

DOOR SCHEDULE

NO.	ROOM	TYPE	FINISH	REMARKS
1	OFFICE	1	100	
2	OFFICE	1	100	
3	OFFICE	1	100	
4	OFFICE	1	100	
5	OFFICE	1	100	
6	OFFICE	1	100	
7	OFFICE	1	100	
8	OFFICE	1	100	
9	OFFICE	1	100	
10	OFFICE	1	100	
11	OFFICE	1	100	
12	OFFICE	1	100	
13	OFFICE	1	100	
14	OFFICE	1	100	
15	OFFICE	1	100	
16	OFFICE	1	100	
17	OFFICE	1	100	
18	OFFICE	1	100	
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93	OFFICE	1	100	
94	OFFICE	1	100	
95	OFFICE	1	100	
96	OFFICE	1	100	
97	OFFICE	1	100	
98	OFFICE	1	100	
99	OFFICE	1	100	
100	OFFICE	1	100	

INDICATE WHICH TYPE OF DETAIL MARK ON EAST AND WEST WALLS OF ROOMS. DETAIL MARKS AND FINISHES SHALL BE SHOWN ON ALL WALLS.

Caring Hand

Adult Day Care Center

For The Aging

1.) How will areas of the facility be used?

- Caring Hands Adult Day Care for the aging has not yet decided what to do with all of our spaces; however here is a brief overview of what we do have.

I. Fellowship hall: Used as a dining and common area, we will also include flat screen televisions.

2.) How will medicine be handled and stored?

- Medicine will be handled by an on duty certified nurse. It will be stored in locked containers with names, and those will be stored in drawers also with locks.

POLICY

CARING HAND ADULT DAY CARE CENTER MEDICATION POLICY:

**SUBJECT: Medication Supervision of
Client's administration of Medication:**

POLICY: Only trained nursing personnel or other trained authorized staff members will supervise and record medications administered by client per the physician orders.

PURPOSE: To ensure the safe and appropriate intake of medication.

PROCEDURE:

1. Medications will be supervised while client administers within 1 hour of the prescribed time for administration (60 minutes before or 60 minutes after the assigned time).
2. All current medications and dosage schedules will be listed on the client's medication administration record and/or treatment record.
3. Only authorized personnel who prepare the medication may supervise the intake of the medication. The same person is then responsible for recording the administration of the medication in the medication administration record or treatment record after the medication or treatment is administered.
4. To ensure safe oral medication intake, the trained staff member will supervise the client in taking scheduled medication by following the 'six rights' of medication administration consistently every time she/he supervises medication intake by client:
 - a. Right medication
 - b. Right dose
 - c. Right client
 - d. Right route
 - e. Right time
 - f. Right documentation (includes any vital signs that must be obtained prior to administration of medications)

Medications that are supplied for one Client must not be used for another Client.

5. The staff member responsible for administering a medication must verify that dose on the MAR matches the dose listed on the medication label or container from the pharmacy.
6. Multi-dose vials must be dated or have date on vial when opened (such as Insulin) to ensure that client is not using expired medication.
7. Date/label all client's containers when opened i.e. glucometer testing solution, supplement, eye drops, nasal sprays; inhalers, etc.
Always observe resident until they have for certain swallowed all medications. Do **not** leave any medications in a container at table side or alone with client.
8. All drug reactions will be reported immediately to the attending physician and pharmacy- and noted in the clinical record.
9. All medications errors will be reported to the physician/family member and director of Day Care Program. The director/nurse/trained staff member will complete a medication incident report in the progress note section of the chart.
10. If the Client refuses to take medication the staff member will indicate this on the MAR and must complete an MAR progress note indicating reason the medication was not taking by Client.

11. If a client refuses a life sustaining medication such as (but not limited to) insulin, diabetic, cardiac, diuretics, or seizure medications the physician/family member will be notified.
12. Client's Medication will be stored in a locked secured compartment separated from other Client's Medication.

NAME _____

DATE OF BIRTH _____

CARING HANDS ADULT DAY CARE CENTER FOR THE AGING

**2630 BENNET RD
OKEMOS, MI 48864
517-3325433**

MEDICAL HISTORY

&

MEDICATION

CARING HANDS ADULT DAY CARE CENTER FOR THE AGING

**2630 BENNET RD
OKEMOS, MI 48864
517-3325433**

NAME: _____ **DOB:** _____ **SEX:** _____

PRIMARY CARE PHYSICIAN INFORMATION

NAME: _____ **ADDRESS:** _____

PHONE #: _____ **HOSPITAL PREFERENCE** _____

EMERGENCY CONTACT INFORMATION

NAME: _____ **ADDRESS:** _____

PHONE #: _____ **ALTERNATE #** _____

PRIMARY DIAGNOSIS: _____

SECONDARY DIAGNOSIS: _____

MEDICATION ALLERGIES: _____

FOOD ALLERGIES: _____

MEDICATIONS

1. MEDICATION _____ DOSE _____ TIME(S) _____
2. MEDICATION _____ DOSE _____ TIME(S) _____
3. MEDICATION _____ DOSE _____ TIME(S) _____
4. MEDICATION _____ DOSE _____ TIME(S) _____
5. MEDICATION _____ DOSE _____ TIME(S) _____

MEDICAL HISTORY QUESTIONAIR

1. ARE YOU A DIABECTIC? YES NO
2. IF YES, DO YOU TAKE INSULIN? YES NO
3. IN THE PAST 6 MONTHS HAVE YOU HAD A FALL? YES NO
4. DID YOU HAVE THE FLU VACCINE THIS SEASON? YES NO
5. IS YOUR PNEUMONIA VACCINE UP TO DATE? YES NO
6. WHEN WAS YOUR LAST TB TEST? _____
7. ARE YOU CURRENTLY ON ANY BLOOD THINNER, EXAMPLE: COUMADIN,
LOVENOX, PLAVIX? YES, NAME _____ NO
8. IF YOU TAKE MEDICATION, HOW DO YOU TAKE YOUR MEDICATION?

- | | WHOLE | CRUSHED |
|-------------|----------|------------|
| 9. BLADDER: | CONTIENT | INCONTIENT |
| 10. BOWEL: | CONTIENT | INCONTIENT |

SPECIAL INSTRUCTIONS:

Caring Hand

Adult Day Care Center

For The Aging

Name _____

Date _____

I give Caring Hand Adult Day Care Center permission to observe/supervise and encourage the adequate intake of any medications that I will need to take while attending the Adult Day Care Program.

Signature of client or responsible Party

Date

Signature of staff member

Date

Caring Hand Adult Day Care Confidential Medical Data Form

Community Address: 2630 Bennett Road
Phone #: (517) 749-6118; Phone #: (517) 977-3991

Physician:	Telephone #:	Fax #:
------------	--------------	--------

Authorization

TO THE PHYSICIAN: Your patient has applied for a day program at Caring Hand Adult Day Care, The signature below authorizes you to provide the following information, which will assist us in developing a Personal Service Care Plan for your patient.

Applicant Name:	Date of Birth:	Race:
Current Address:	Gender: M or F	
Applicant Telephone #:		
Applicant Signature:		
Or Responsible Party Signature:		

Health Information

Please complete this form within two weeks of attending Day Program. Please provide any other pertinent information that would help us accommodate individual care Needs.

Date completed:	Height:	Weight:
Primary Health Diagnosis:		
Secondary Health Diagnosis (Hx of acute or Chronic Illnesses?)		
Mental Health Diagnosis:		
Statement of Medical Condition:		
Is this individual free of communicable disease? <input type="checkbox"/> Yes <input type="checkbox"/> No		If No, reason:
Does this individual require a mobility device Such as a walker, Cane or wheelchair: Yes or No If Yes Please Explain		
Does this individual require Physical assistance for transfers related to toileting, Hygeine and frequent repositioning? Yes or No If Yes Please Explain	Does this Individual require supervision/prompting/cueing for Medication Management/Food Intake? Yes or No: If Yes Please Explain	
Psychosocial Functioning:	Cognitive Status:	
	Hearing:	
	Vision:	
	Speech:	
	Oral Status: (Condition of teeth,gums,mouth/tongue)	
	Prostheses:	
Pneumonia Vaccination – Date:	Refused:	Date of Last Flu Vaccination:
Does this individual qualify to attend an Adult Day Care program community that is NOT a medical, nursing or psychiatric facility? <input type="checkbox"/> Yes		
<input type="checkbox"/> No If no, please explain:		

POLICY

CARING HAND ADULT DAY CARE CENTER

DATE: _____

POLICY NUMBER: _____

SUBJECT: BLOOD GLUCOSE METER USE

POLICY: USE OF BLOOD GLUCOSE MONITORING SYSTEM

PURPOSE: TO ACCURATELY OBTAIN CLIENT BLOOD SUGAR RESULTS IF NEEDED

PROCEDURE:

PERFORMING BLOOD SUGAR MONITORING

EQUIPMENT:

1. BLOOD GLUCOSE METER
2. TEST STRIPS
3. LANCETS
4. NON-STERILE GLOVES

BLOOD GLUCOSE TESTING:

1. ASSEMBLE EQUIPMENT FOR CLIENT
2. PROVIDE PRIVACY FOR CLIENT
3. PROMPT CLIENT TO WASH HANDS
4. CODE METER FOR CLIENT
5. PROMPT CLIENT TO CLEANSE AREA THAT IS TO BE PUNCTURED (SIDE OF FINGER TIP) WITH ALCOHOL SWAB. ALLOW TO DRY
6. PROMPT CLIENT TO OBTAIN BLOOD SAMPLE
 - A. HOLD LANCET AGAINST SKIN AND LANCE AREA
 - B. OBTAIN A BLOOD SAMPLE
 - C. AFTER PUNCTURE, IMMEDIATELY PLACE LANCET IN SHARPS CONTAINER
7. PROMPT CLIENT TO WASH HANDS
8. RECORD RESULTS – PROMPT CLIENT TO FOLLOW MEDICATION ORDER PER BLOOD SUGAR RESULTS.
9. IF CLIENT BLOOD SUGARS ARE OUT OF PRESCRIBED RANGE, EMERGENCY CONTACT AND/OR PCP WILL BE CONTACTED

Caring Hand

Adult Day Care Center
For the aging

Intake screening:

Name:

Current address:

Phone#

EmergencyContact/address/phone#

Family/Informal Support Network:

Perceived Supportive Needs expressed by participant/Responsible

Party:

Services currently receiving or has received in the past:

Functional Ability:

Hearing:

Vision:

Speech:

Conditions of

Environment:

An estimated income level:

Pharmacy Name and Address:

Hospitalization Hx:

Insurance Information:

Name of Insurance:

Phone Number:

Policy Information:

Group Number: _____

Name of additional Insurance: _____

Phone Number: _____

Policy Number: _____

Group Number: _____

Do you have Long Term Care Insurance? Yes or no

If Yes Please provide information:

Client Perceived:

Caregiver Perceived:

Assessor Perceived:

Signature/Date of Staff Member

CARING HAND

2630 Bennett Road
Okemos Mi 48864

New Client Social History

New Client(s):

I would like to be addressed as:

Address:

Phone Number:

Welcome Date:

Birthday:

I grew up in:

Some of my key life achievements are:

I am most proud of:

I was married to: **In:**

I have: children

I have: grandchildren

I attended college at:
Studying:

My career was: **I retired in:**

I was in the Military Branch:

The best thing that ever happened to me is:

Some of the most significant losses in my life have been:

My hobbies/interests include:

Some of my unique daily pleasures are:

Spontaneous moments I remember:

What would you like to accomplish while attending Caring Hand Adult Day Care Program. (I.e. potential skill you would like to learn, somewhere you would like to visit, or an activity you would like to attend):

What talents or skills do you have?

- | | | | |
|---|--|--|-----------------------------------|
| <input type="checkbox"/> Musical | <input type="checkbox"/> Speaking Skills | <input type="checkbox"/> Writing Skills | <input type="checkbox"/> Artistic |
| <input type="checkbox"/> Interpersonal Skills | <input type="checkbox"/> Dramatic Talent | <input type="checkbox"/> Organizational Skills | |
| <input type="checkbox"/> Mechanical | <input type="checkbox"/> Athletic Skills | | |
| <input type="checkbox"/> Other: | | | |

Social

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Women's Groups | <input type="checkbox"/> Men's Groups | <input type="checkbox"/> Special events | <input type="checkbox"/> Coffee Hours |
| <input type="checkbox"/> Happy Hour | <input type="checkbox"/> Birthday Parties | <input type="checkbox"/> Family Events | <input type="checkbox"/> Community Socials |
| <input type="checkbox"/> Dances | <input type="checkbox"/> Kids Groups | <input type="checkbox"/> Other: | |

Education

- | | | | |
|---|--|--------------------------------------|---|
| <input type="checkbox"/> Book Reviews | <input type="checkbox"/> Lecture Series | <input type="checkbox"/> Travelogues | <input type="checkbox"/> Adult Ed Classes |
| <input type="checkbox"/> Music Classes | <input type="checkbox"/> Volunteering/Philanthropic Projects | | <input type="checkbox"/> News & Views |
| <input type="checkbox"/> Other: Spanish | | | |

Recreational

- | | | | |
|--|---------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Sports Events | <input type="checkbox"/> Tour - Local | <input type="checkbox"/> Scenic Drive | <input type="checkbox"/> Meal Outings |
| <input type="checkbox"/> Theatre Trips | <input type="checkbox"/> Gardening | <input type="checkbox"/> Bingo | <input type="checkbox"/> Entertainment |
| <input type="checkbox"/> Movies | <input type="checkbox"/> Board Games | <input type="checkbox"/> Card Games | <input type="checkbox"/> Active Games |
| <input type="checkbox"/> Arts/Crafts | <input type="checkbox"/> Knitting | <input type="checkbox"/> Cooking | |
| <input type="checkbox"/> Other: | | | |

Wellness Programs

- | | | | |
|---|---|--|---------------------------------------|
| <input type="checkbox"/> Exercise Classes | <input type="checkbox"/> Stretching Classes | <input type="checkbox"/> Strength Building | <input type="checkbox"/> Walking Club |
| <input type="checkbox"/> Massage | <input type="checkbox"/> Support Groups | <input type="checkbox"/> Other: _____ | |

Spiritual Life

- | | | |
|---|---|--|
| <input type="checkbox"/> Bible Study | <input type="checkbox"/> Charity Projects | <input type="checkbox"/> Inspirational |
| <input type="checkbox"/> In House Worship (please circle) | | |

What time of day would you like to attend activity programs?

Do you have any other thoughts and/or ideas in regards to your participation in the Day Program?

Clients Name: _____
Date: _____

Caring Hand

*Adult Day Care Center
For The Aging*

Would Client benefit from intervention in the form of enrichment and opportunities for Social Activities to prevent deterioration that could contribute to Institutionalization: Yes or No? If yes Please Explain:

Additional Information/Comments:

Signature of Client/Responsible Party

Date

Signature of Staff Member

Date

Clients Name: _____

Date: _____

Caring Hand

Adult Day Care Center

For The Aging

Please Complete Form below regarding requirements to attend Caring Hand Adult Day Care Center:

Does Client Require Regular Supervision in home environment? Yes or No: If Yes Please Explain:

Does Client need a substitute caregiver while their regular caregiver is in need of relief or unavailable? Yes or no: If yes Please Explain:

Does Client have difficulty performing Activities of daily living without assistance: Yes or No: If yes please Explain:

Is Client capable of leaving residence, with assistance, in order to receive our service? Yes or No: If yes please Explain:

2630 Bennett Rd, Okemos MI 48864

Telephone 517. 749.-6118

Caring Hands

Adult Day Care Center
For the aging

Fire

Rescue; Remove all people in immediate danger or Safety.

Activate: Activate the nearest fire alarm pull station.

Contain: Close doors to prevent spread of fire.

Extinguish: Extinguish the fire.

*In the event of discovering a fire and the fire alarm has not been activated, announce to all staff in the immediate area and proceed to rescue/evacuate in danger to the nearest uncontained smoke compartment. Activate the nearest fire alarm pull station (red lever) to activate the fire alarm system, which is

monitored and will dispatch to the fire department. Call 911

Direct Staff to close all doors to contain the smoke and flames as much as possible.

All communication amongst staff will be calm in terms of the fire in an effort to reduce panic amongst participants and visitors.

Remain to keep visual of all participants.

Assist in the safest spot to evacuate the building, when necessary. (See Map)

Assigned someone to meet the fire department and inform them where the fire is.

Staff:

Use appropriate emergency procedures to ensure safety.

If anyone is in the area, ensure they are moved to a safe location.

Do not open doors or windows

Cont of staff;

Do not make any unnecessary calls. Do not answer questions from callers. Simply state that an emergency situation exists and all communication lines must be kept clear for emergency use.

Remain Calm. Speak in a clear distinct voice. Follow instructions from supervisor in charge.

Discovery of a major fire. FOLLOW EVACUATION PROCEDURES

Evacuate all participants and staff nearest the danger area first. Work away from the danger area. Follow evacuation route or choose the safest way out.

Evacuate the affected smoke compartment. Move all participants and staff to nearest safe smoke compartment. In the event that multiple smoke compartments on the floor are contaminated, Move all participants and staff to the next level safe floor level,

Close all doors and windows to rooms that have been evacuated when possible.

Check exits to make sure they are safe and usable.

Turn all lights on.

Turn off any equipment with blower fans.

Shut off all unnecessary electrical equipment if possible.

Once evacuation is made, use assembly area as instructed.

Report any missing participants or staff to supervisor in charge.

Do not allow anyone to return to danger area.

Wait for Further instructions from supervisor.

Discovery of a minor fire:

Use appropriate emergency procedures to ensure safety.

Activate Fire Alarm

If anyone is in area, ensure they are moved to a safe location.

Do not open doors or windows.

Caring Hands

Adult Day Care Center

For the aging

Weather

Follow these procedures, when possible, for weather-related emergencies.

At first sign of lighting, all participants and staff should be inside the building.

Tornado Watch

Conditions right for a tornado. Stay alert for announcements.

Tornado Warning

Funnel cloud has been sighted. **TAKE COVER**

***NO STAFF OR PARTICIPANTS MAY LEAVE THE BUILDING.**

Inclement Weather (Blizzard, Ice)

Hours of operation will depend on the severity of the weather and the use of public transportation. All employees should communicate with supervisor regarding scheduling needs.

Monitor Weather conditions via radio in dining center.

Inform staff/person in charge of tornado watch or warning

Staff

If conditions warrant protective measures to be taken, instruct staff/participants to proceed to the designated shelter area (see attached map)

Store all breakable or loose objects which could pose a safety problem in an event of a tornado.

Clear area and provide chairs and food to the shelter area.

Close all window coverings (to protect from flying glass in case of tornados).

Close all doors

Remain calm. Talk with participants. Assure them that these are necessary safety precautions.

See evacuation plans and follow instructions given.

Transportation Staff:

In the event of inclement weather (blizzard, excessive temperature, excessive ice etc), transportation may be cancelled. This decision will be due to participants safety and

will be made at the discretion of the transportation specialist/and or director.

Participants:

Tornado watch: stay alert to conditions.

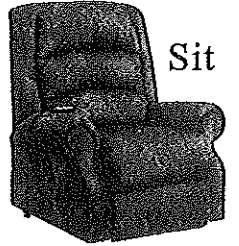
Tornado warning; Follow instructions given and take cover.

COMFORT LIFT

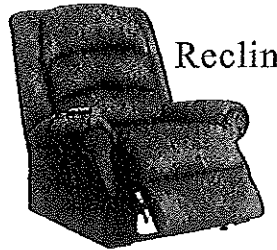
Power Lift Reclining Chair

Category 54
Pharmacy Product

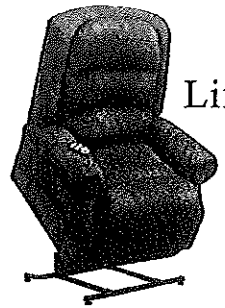
Give yourself on the ones you love comfort and peace of mind!



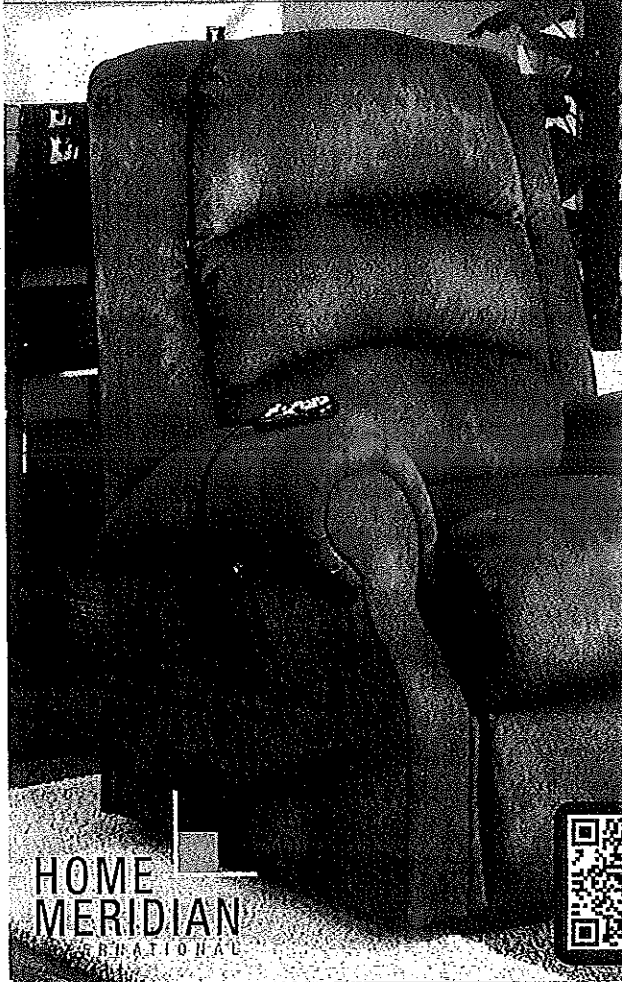
Sit



Reclin



Lift



HOME
MERIDIAN
NATIONAL



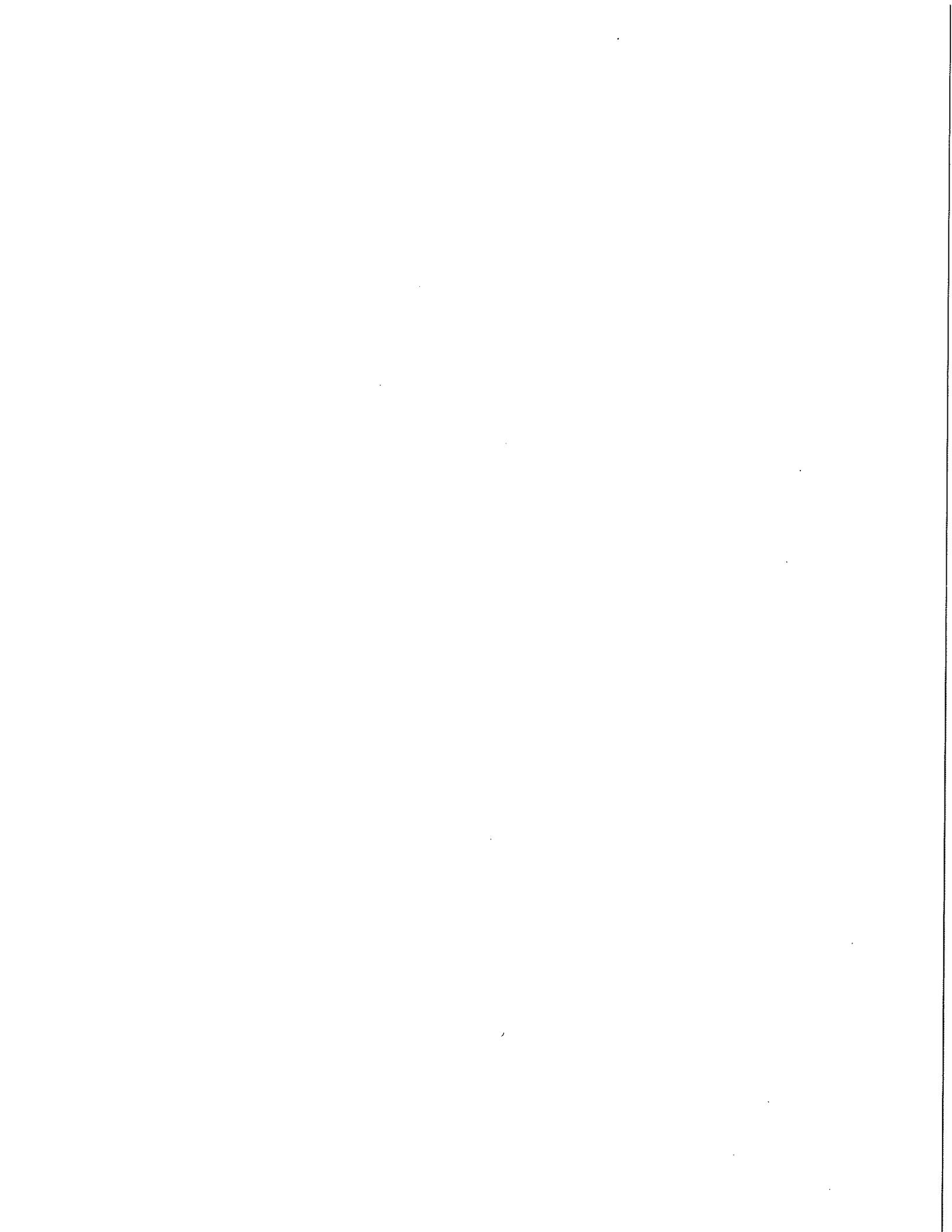
Scan this QR Code with your smart phone to learn more about this Comfort Lift chair.
*Download application to use

HOME MERIDIAN INTERNATIONAL
POWER LIFT CHAIR
HEAT AND MASSAGE
321813 A
(54-29)

\$49900



03/27/12



RESOLUTION TO APPROVE

**Special Use Permit #13061
(Caring Hand)
4133 Okemos Road**

RESOLUTION

At a regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 26th day of August 2013, at 7:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____.

WHEREAS, Phillip R. Moore and Danelle Lofton requested Special Use Permit #13061 to locate an adult day care center, a non-residential use, in an approximately 11,000 square foot building zoned RA (Single Family-Medium Density) residential and located at 2630 Bennett Road; and

WHEREAS, the Planning Commission held a public hearing for Special Use Permit #13071 at its August 26, 2013 meeting; and

WHEREAS, the Planning Commission reviewed and discussed staff material forwarded under cover memorandum dated August 22, 2013; and

WHEREAS, the proposed use meets all the locational and development standards for a non-residential use in a residential district listed in Section 86-564 (e) and Section 86-564 (f) if the Code of Ordinances; and

WHEREAS, the proposed adult day care center is consistent with Section 86-126 of the Code of Ordinances, the general standards for the granting of a special use permit by being harmonious with the non-residential character of the surrounding vicinity; and

WHEREAS, the proposed adult day care center will not adversely affect or be hazardous to nearby residential uses; and

WHEREAS, the proposed adult day care center will not be detrimental to the economic welfare of surrounding properties or the Township.

NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby approves Special Use Permit #13061 subject to the following conditions:

**Resolution to Approve
SUP #13061 (Caring Hand)
Page 2**

1. Approval is based on the application and materials submitted with it dated November 13, 2012, subject to revisions as required.
2. No more than 25 senior adults, 65 years or older, shall be enrolled in the Caring Hand Adult Day Care Center.
3. Hours of operation for Caring Hand Adult Day Care shall not exceed 16 hours per day.
4. The applicant shall obtain all applicable permits, licenses, and approvals from the Township prior to any work taking place on the site to accommodate the adult day care use. Copies of all permits, licenses, and approvals shall be submitted to the Department of Community Planning and Development.
5. Prior to occupancy by Caring Hand the building shall be inspected for compliance with ADA requirements and safety by Meridian Township's Chief Building and Fire Marshall.
6. The final site plan and landscape plan are subject to the approval of the Director of Community Planning and Development.
7. Any future modification to the site to modify the use will require an amendment of the special use permit.

ADOPTED: YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
) ss
COUNTY OF INGHAM)

I, the undersigned, the duly qualified Chairperson of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Planning Commission on the 26th day of August, 2013.

Patricia Jackson, Chair
Meridian Township Planning Commission



A. Special Use Permit #13061 (Caring Hand), request to establish an adult day care center in the International New Life Church addressed as 2630 Bennett Road

Chair Jackson opened the public hearing at 7:04 P.M.

- Introduction by the Chair (announcement of procedures, time limits and protocols for public participation and applicants)
- Summary of subject matter
Principal Planner Oranchak summarized the special use permit (SUP) request as outlined in staff memorandum dated May 9, 2013.

- Applicant
Pastor Phillip Moore, 2630 Bennett Road, Okemos, availed himself for questions from Planning Commissioners.

Danelle Lofton, 5130 Wexford Road, Lansing, added the elderly is a growing population and this service is meant to be an outreach ministry to the community.

- Public
Joseph Guzman, 4084 Hulett Road, Okemos, expressed concerns with the proposed use, given its proximity to Bennett Woods Elementary School. He believed that since this use will affect the entire community, notice should have been given beyond 300 feet. Mr. Guzman indicated there are no state regulations of adult day care facilities and was unsure of the exact services to be provided. He noted adult day care implies elder care, although it is not limited to the elderly since it is not regulated. Mr. Guzman also expressed concern with additional traffic being brought to the area, specifically into a roundabout which contains four (4) crosswalks.
- Planning Commission discussion:

Commissioner Cordill asked for the maximum number of clients to be served on the site at any one time.

Pastor Moore responded up to a maximum of twenty (20). He clarified there are state regulations for adult day care facilities. Pastor Moore added the previous use as a day care, which handled at least 25 children, did not substantially increase traffic in the area.

Commissioner Cordill indicated the staff report noted if the provider seeks state or federal reimbursement, there are standards which must be adhered to. She inquired if the applicant would be seeking reimbursement.

Ms. Lofton responded and clarified earlier comment that they would follow Operating Standards for the Aging (OSA) whether or not Caring Hand seeks government reimbursement.

Commissioner Cordill asked what the applicant viewed as its staff to client ratio.

Ms. Lofton responded one (1) full time employee, with volunteers for constant supervision, to ten (10) clients.

Pastor Moore added state regulations designate a one (1) to ten (10) ratio, but believed the ratio at Caring Hand would be approximately one (1) to four (4).

Commissioner Cordill asked the applicant if Caring Hand was looking at a minimum age requirement for clientele served.

Ms. Lofton responded the goal would be 70 years of age and older.

Commissioner Honicky inquired if anyone at the facility could have a criminal record.

Ms. Lofton answered criminal background checks and reference checks will be conducted for employees.

Commissioner Honicky asked where the applicant would obtain its clientele.

Ms. Lofton responded for skilled nursing facilities, physicians' offices, adult foster care homes, private homes, etc.

Commissioner Honicky asked if any of the clients would be demented.

Ms. Lofton stated tools to properly screen for dementia would be used, as standards for dementia or cognitive deficits have more structured rules.

Commissioner Honicky asked what tool would be used.

Ms. Lofton responded it would be screening tools from the respective client's physician.

Commissioner Honicky asked if any of the clients would be on medication.

Ms. Lofton answered a client could be on medication and staff would provide oversight by prompting clients to take medication.

Pastor Moore added Caring Hand is in the process of teaming with doctors and registered nurses to assist the facility.

Commissioner Honicky asked where the clients medications will be stored.

Ms. Lofton responded medications will be stored in a locked cabinet with each client's name fully visible.

Pastor Moore added it is not the goal to take clients who are very ill or require supervision with many medications. He indicated the focus will be on providing the functioning elderly population with an alternative so they will not need to be placed in a home for the aged as early in their life.

Commissioner Honicky inquired how will the applicant exercise clientele.

Ms. Lofton responded a structured wellness program, including exercise, will be provided to clients.

Commissioner Honicky inquired if ambulation is part of the exercise program and, if so, where would it take place.

Ms. Lofton responded clients would walk either indoors in a gymnasium setting or outdoors with staff assistance.

Commissioner Honicky asked how staff would determine if it is no longer appropriate for the client to attend the facility.

Ms. Lofton responded through close communication with the client's physician and staff observation there has been a functional decline. She added if the client's health deteriorates to the point that there needs can no longer be met by the facility, staff would request a care conference with family members and the physician.

Commissioner Honicky inquired if regularly scheduled evaluations would be part of the process.

Ms. Lofton responded it its intended to hold 30 day care conferences with family members.

Commissioner Honicky inquired as to the cost for providing this service.

Ms. Lofton stated there would be a daily set rate or \$12/13 per hour.

Commissioner Honicky noted the hours of operation and inquired if the client could pay up to \$200 per week.

Pastor Moore responded it would depend upon the client's desire, stating the hourly rate for adult day care is an industry standard.

Commissioner Ianni inquired if the background check would include sex offender registry.

Ms. Lofton responded in the affirmative.

Commissioner Jackson asked if the background check would include both providers and clients.

Ms. Lofton responded that background checks would be conducted for both providers and clients.

Commissioners Hildebrandt asked for the parameters of services provided.

Ms. Lofton indicated the program is designed to provide activities for high functioning elderly individuals which allows family members a respite from care or an alternative to remaining home alone during the day.

Commissioner Hildebrandt inquired ifthe client had to be ambulatory.

Ms. Lofton responded it would not be a requirement, as some elderly people have balance deficits but can transfer themselves.

Commissioner Hildebrandt requested the applicant list provided services and the type of client to be served in writing.

Commissioner Hildebrandt expressed concern with the client to staff and volunteer ratio for the 59-½ hours per week of operation.

Pastor Moore indicated the staff to client ratio given earlier is a minimum. He added it would be difficult to provide parameters as the day care has not yet been established and the facility does not have any clients. Pastor Moore noted the hours of operation may vary dependent upon the number of clients. He reminded Commissioners that state law requires a ratio of one (1) to ten (10).

Commissioner Hildebrandt indicated the applicant alluded to consulting with other adult day care facilities and asked for whatever proactive steps have been taken.

Ms. Lofton responded she toured state funded day care facilities, shadowed personnel to see how the nutritional program ran, studied the fire safety map and plan, etc. She added each client accepted into the program will have an individualized care plan.

Commissioner Deits noted the staff analyses stated standards for this use can be determined by the Planning Commission and included in the special use permit. He asked for the applicant's opinion regarding placement of a condition which provided a maximum number of clients serviced at the facility at any one time.

Pastor Moore reminded Commissioners that he is a business owner and must look at the question from that perspective. He noted the business would operate different with five (5) clients than it would with fifteen (15). He preferred a maximum of 25 clients to ensure each applicant receive compassionate care.

Commissioner Deits inquired if the operating standards for the aging mentioned earlier were state standards.

Ms. Lofton responded those are State of Michigan operating standards for adult day care.

Commissioner Deits asked if the applicant would object to a condition placed in the SUP approval that Caring Hand follow the state's operating standards.

The applicant responded they will follow those standards whether or not they receive state funding.

Commissioner Deits announced there is an existing SUP for a child day care center associated with this property, and that SUPs go with the property. He asked if the applicant had any objection to the Planning Commission rescinding the SUP for the day care facility, so not both of the SUPs were concurrent.

Pastor Moore expressed no objection.

Commissioner Scott-Craig inquired if the day care would be providing transportation for clients.

Pastor Moore indicated it would depend upon the client's needs.

Commissioner Scott-Craig asked about the relationship with the skilled nurses.

Ms. Lofton responded there will initially be one nurse as an employee and several volunteers will be available once the facility is in operation.

Commissioner Scott-Craig preferred state involvement even though it does not choose to license adult day care centers. He believed the neighbors and Planning Commission members would prefer that involvement and needed to ascertain a method to guarantee that the applicant would have clients who accept state money. Commissioner Scott-Craig inquired if there was any way the applicant felt it could guarantee it would always have clients who accept state assistance.

Pastor Moore indicated he could not make that guarantee; however, there is a preference for state funds because it is guaranteed money. He added there will be some areas of care they are not equipped to handle due to a different set of standards (dementia, etc.)

Commissioner Scott-Craig questioned if the applicant anticipated renovations within the facility to accommodate the adult day care center (security, alarmed doors, ADA compliant restrooms).

Ms. Lofton responded they will have security through alarmed doors.

Commissioner Norkin asked if the applicant would accept a restriction which stipulates hours which do not conflict with peak hours for high school and elementary school traffic.

Pastor Moore stated that issue was taken into consideration when implementing the hours of employment between 7:00-8:00 AM and 5:00-6:00 PM.

Commissioner Norkin indicated that high school rush hour traffic is between 7:45-8:00 AM and that would be the wrong time to bring clients to the facility. He requested the applicant agree to hours which did not infringe on high volume high school traffic.

Pastor Moore responded if that request is being made, it needs to be made to all businesses to offset work schedules to accommodate high school traffic. He reminded the Planning Commission this is a business and hours of operation cannot be dependent upon rush hour traffic.

Commissioner Norkin reminded fellow Commissioners this particular property opens up only to Bennett Road and there is no alternate route which can be traveled. He suggested the applicant work out a scenario which would mitigate the traffic "conflict."

Pastor Moore reminded Commissioners that a child day care previously existed on this property and did not see a difference between dropping off the children during high volume high school traffic and dropping off the elderly.

Commissioner Norkin inquired if there were any problems in the past exiting the facility's driveway onto Bennett Road during the subject time frame.

Pastor Moore was unsure and suggested looking at police reports to ascertain if there were traffic accidents.

Commissioner Cordill did not see a need to cap hours, given there were no restrictions placed on the time when a child care was in operation at that location.

Commissioner Jackson inquired if the facility was previously used as both a sanctuary and a school.

Pastor Moore responded the facility encompasses a multipurpose area, fellowship hall, and a youth area, adding everything in the facility is designed to be multipurpose.

Commissioner Jackson asked if the facility will still be used as a church.

Pastor Moore responded in the affirmative.

Commissioner Jackson asked if the entire facility will be used for the adult day care.

Pastor Moore answered 8,000 of the 11,000 square feet will be utilized.

Commissioner Jackson inquired if significant modifications to the facility will be required to accommodate the anticipated type of client for the adult day care facility.

Ms. Lofton responded there will be few modifications needed to run the adult day care program.

Commissioner Jackson asked if Ms. Lofton's response was based upon her observations of what happens and what is being used in other adult day care facilities.

Ms. Lofton responded in the affirmative.

Commissioner Honicky believed the applicant will need state funding due to exorbitant weekly costs (\$700). He requested the applicant meet the state's operating standards and not accept clients who have cognitive impairment. Commissioner Honicky believed the Township's demographics lend themselves to more licensed facilities and these types of day care facilities.

Pastor Moore indicated this region is affluent and some individuals will pay for this type of service, depending upon the importance they place on their loved ones quality of life.

Ms. Lofton added many residents desire to keep their loved one at home to assist in a positive quality of life and provide dignity. She noted this service would provide that quality at a much lower cost than assisted living or long-term care.

Commissioner Ianni expressed concern with the Planning Commission placing too many burdens or regulations on this particular use. He did not see a traffic issue as none was brought forth when this property was used as a child day care.

Commissioner Deits asked the applicant for a sense of balance as to the mix of clients using the facility throughout the week.

Ms. Lofton indicated that individual's activities of daily living are different and change. She offered examples of an adult child dropping off a parent to go to the grocery store, go to a hair appointment, etc. She indicated a consistent schedule of patients would certainly benefit the applicant, but cannot be counted upon.

Commissioner Deits asked the applicant to discuss his conversation with employees of Bennett Woods.

Pastor Moore explained he allows use of the parking lot for school employees and those employees were supporting of the applicant's intent.

Commissioner Cordill asked staff if there is a similar facility in Meridian Township.

Principal Planner Oranchak was not aware of one.

Commissioner Scott-Craig stated the staff memorandum indicated the need for an in-depth explanation of services and an updated floor plan.

Principal Planner Oranchak reiterated those requests and concerns contained in the staff memorandum.

Pastor Moore added he would provide whatever staff needed.

Commissioner Salehi addressed communications distributed to Planning Commissioners from Mr. Guzman and Jane Greenway. He characterized the questions posed in those communications as very serious.

Pastor Moore clarified that first, and foremost, the building is used as a church, and all people are welcome. He did not believe anything would change as to the various types of people who will be attending this facility by now having adult day care clients in attendance.

Ms. Lofton reminded Commissioners that the applicant does not want to create a hostile environment for clients and extensive screening tools will be used for each intake.

Commissioner Salehi inquired if state regulations precluded the applicant from having a sexual offender as a client in the adult day care.

Ms. Lofton responded in the affirmative, indicating she would not bring a sex offender into a population of elder adults which puts those adults at risk.

Commissioner Salehi believed, based upon letters received by concerned citizens, that residents who live in the area may not have had an opportunity to fully respond or be informed as to the applicant's plans.

Chair Jackson asked staff to speak to the notification standards.

Principal Planner Oranchak stated prior notification through a legal ad in a paper of general circulation and letters to property owners within 300 feet of the site at least 15 days prior to the public hearing are statutory requirements which have been met. She noted exceptions are not made for the type of special use permit or its location.

Commissioner Ianni added state law limits proximity of sex offenders to schools and expressed concern with the legality of excluding individuals with disabilities from this facility.

Commissioner Salehi pointed to Question #12 contained in Ms. Greenway's letter which inquired how nearby residents would know if the program is changed to other types or age groups.

Chair Jackson believed Commissioner Deits earlier suggestion regarding the character of the program and conditions for approving the special use permit addressed the aforementioned concern.

Commissioner Deits added that if the Planning Commission conditions the SUP approval upon rescission of the child care permit, then it is restricted only to adults. He noted, however, that does not preclude younger adults from receiving this service.

Commissioner Honicky requested the applicant provide client screening criteria to staff so that it may be included when this SUP next comes before the Planning Commission.

Chair Jackson closed the public hearing at 8:19 P.M.

- B. Special Use Permit #13-88231 (St. Martha Church), request to amend SUP #88231 to expand the use as a religious institution in a residential district and increase building size

Chair Jackson opened the public hearing at 8:19 P.M.

- Summary of subject matter
Principal Planner Oranchak summarized the special use permit (SUP) request as outlined in the staff memorandum dated May 9, 2013.
- Applicant
Todd Gute, Mayotte Group Architects, 6240 W. Mount Hope, Lansing, offered brief history on the site noting the addition was anticipated when St. Martha was originally constructed in 1989. He outlined locations of the various functions to be performed in both the lower and upper level of the addition. Mr. Gute stated the additional parking spaces are a result of the functions within the addition (kitchen, etc.) and removal of portable classroom units. He clarified the new addition has three (3) different roof elevations (one flat and two different pitched), adding it is the applicant's intent to continue using the existing materials for the new addition.
- Planning Commission discussion:
Commissioner Ianni pointed to concerns expressed in the report with groundwater runoff from additional coverage of the land and asked the applicant if that issue had been addressed.

Principal Planner Oranchak indicated the Engineering Department's review indicated a desire to have the applicant provide stormwater calculations, since the existing detention area was built for the original proposal, an 81,000 square foot building.

Commissioner Deits inquired if the existing sewer system has capacity to handle simultaneous multiple large functions.

Father Jon Wehrle, 1100 West Grand River Avenue, Okemos, responded that as a result of concerns expressed during the approval process for the original special use permit, a 20" water line was extended to Grand River Avenue and a sewer lift pump station which could serve a residential community of 16,000 was installed.

Commissioner Deits inquired if the northerly exit from the parking lot would require a variance.

Father Wehrle responded he only became aware of this issue today, but noted the driveway to the north has no curbing for access as a fire lane around the building. He indicated when the road was constructed 24 years ago, many large trees were located nearby and required a "balance" between the temporary road and retaining the trees. Father Wehrle stated he has spoken with the architect for ideas to bring the issue back into conformance so no variance is necessary.

**Special Use Permit #13101
(St. Paul)
August 22, 2013**

APPLICANT: St. Paul Lutheran Church
3383 E. Lake Lansing Rd
East Lansing, MI 48823

STATUS OF APPLICANT: Owner

REQUEST: SUP to establish a nonresidential structure and uses in a residential district

CURRENT ZONING: RB (Single Family-High Density)

LOCATION: 3407 E. Lake Lansing Rd

AREA OF SUBJECT SITE: Approximately .64 acres

EXISTING LAND USE: Former single-family residence

EXISTING LAND USES IN AREA: N: Single and Multiple Family Residences
S: East Lansing City Park
E: St. Paul Lutheran Church
W: Single Family Residences

CURRENT ZONING IN AREA: N: RB (Single Family-High Density)
S: East Lansing - C Community Facilities
E: East Lansing – B-1 General Office
W: RB (Single Family-High Density)

FUTURE LAND USE DESIGNATION: Residential 1.25-3.5 du/a

FUTURE LAND USE MAP: N: Residential 1.25-3.5 du/a
S: East Lansing – School/Park/Recreation
E: East Lansing – General Retail/Service
W: Residential 1.25-3.5 du/a

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

TO: Planning Commission

FROM:

Gail Oranchak, AICP
Principal Planner

DATE: August 22, 2013

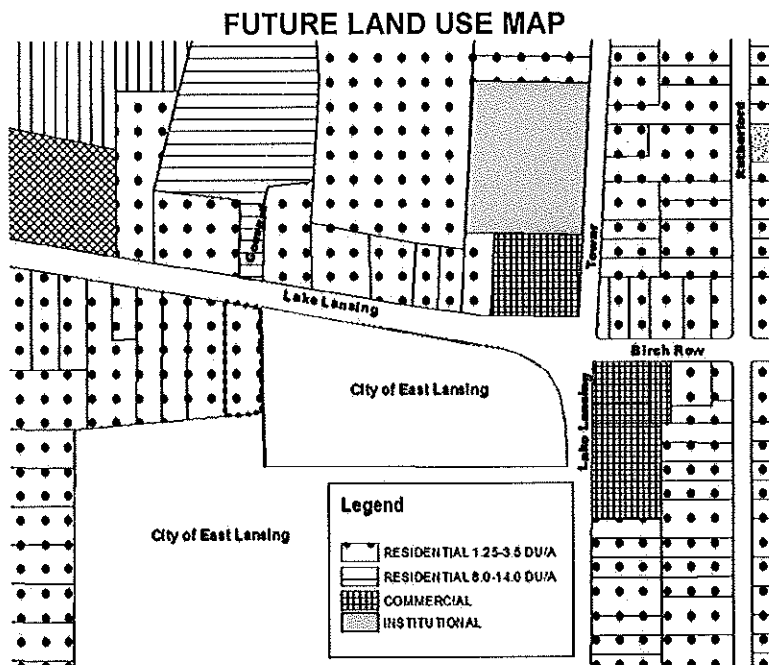
RE: Special Use Permit #13101 (St. Paul Church), use the building at 3407 Lake Lansing Road for philanthropic, educational, and social programs

Reverend Richard A. Moe, pastor of St. Paul Lutheran Church has requested a special use permit to use the building located at 3407 Lake Lansing Road for classrooms, a youth group room, Lutheran Social Services of Michigan work area, quilting center, conference room/meeting space and the Mission House Food and Personal Needs Pantry. The uses are consistent with philanthropic, educational, and social program categories listed in Section 86-564 Nonresidential structures and uses in residential districts. The .64 acre site is zoned RB (Single Family-High Density).

St. Paul Lutheran Church purchased 3407 Lake Lansing Road in 2008. The church building occupies the site immediately east of the subject property. It was annexed into the City of East Lansing in 2008.

Master Plan

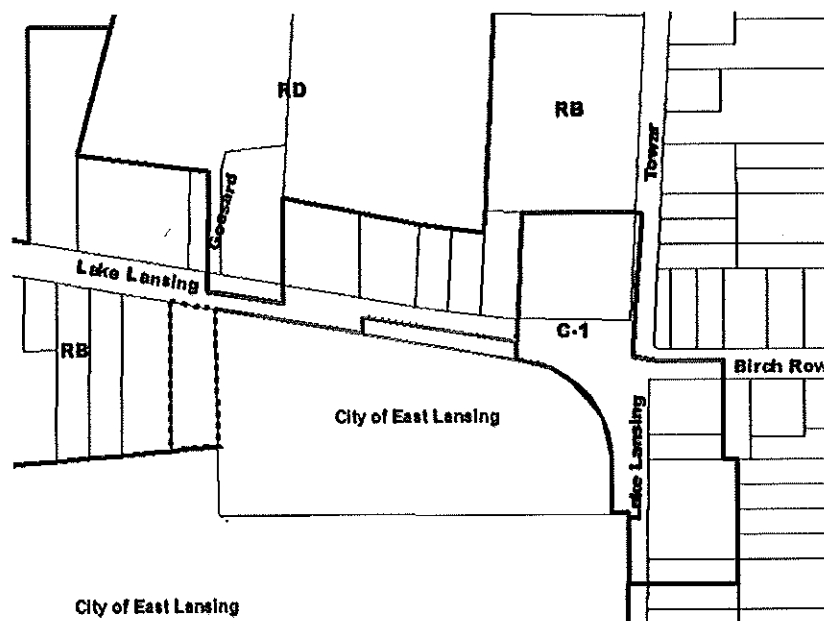
The 2005 Master Plan designates the subject site in the Residential 1.25-3.5 dwelling units per acre category.



Zoning

3407 Lake Lansing Road is zoned RB (Single Family-High Density) residential. With 100 feet lot width the site exceeds the 65 feet of lot width required by RB district standards. Lot area is approximately .64 acres. For the nonresidential uses proposed, the minimum lot area requirement is two (2) acres. If the Planning Commission approves the special use permit, the applicant will be required to seek a lot area variance from the Zoning Board of Appeals.

ZONING MAP



Physical Features

The approximate .64 acre site is located on the south side of Lake Lansing Road. A building constructed as a single family home approximately 1,900 square feet in area and a single-car detached garage occupy the site. In 1992, a variance was granted to increase the size of a non-conforming residential structure on the site. The structure is nonconforming due to its 88 foot setback from the centerline of Lake Lansing Road, 100 feet is required.

Vegetation on the site is that typically associated with a single family residence--lawn, trees and foundation plantings. Neither floodplain nor wetlands are known to encroach onto the site although wetlands are present on the City of East Lansing park south and east of the site.

Streets & Traffic

Lake Lansing Road provides the only access to the site. Lake Lansing Road is classified as a Minor Arterial.

Public Utilities

The site is served by public water and sanitary sewer.

Staff Analysis

Standards for review of a nonresidential use in a residential district are found in Section 86-126, the general special use permit criteria, and in Section 86-654 Nonresidential structures and uses in residential districts.

Saint Paul Lutheran Church has requested a special use permit to use 3407 Lake Lansing Road, consisting of an approximate 1,900 square foot former residence and detached one-car garage, located west of the church site, for ancillary church purposes listed on the special use permit application as: classrooms, a youth group room, Lutheran Social Services of Michigan (LSSM) work area, quilting center, a conference room/meeting space, mission house food and personal needs pantry, and storage (garage). The church purchased the property in 2008.

In 1986, the Planning Commission granted a special use permit to construct St. Paul Lutheran Church at 3383 Lake Lansing Road as a nonresidential structure and use in a residential district. In 2006, the church site was annexed from Meridian Township into the City of East Lansing. East Lansing has since zoned the site B-1 General Business District where a church is a use permitted by right.

Since the sites are in different municipalities, the church's original special use permit cannot be amended to include the ancillary uses proposed for 3407 Lake Lansing Road. Thus the uses are being considered separately under the philanthropic, educational, and social programs categories listed in Section 86-654 of the zoning ordinance. Such nonresidential structures and uses are subject to specific standards for location and development found in Sections 86-654 (d), (e) and (f) and summarized as follows:

1. Preferable location at the edge of a residential district, abutting a business or industrial district, or a public open space.

3704 Lake Lansing Road is the easternmost parcel in Meridian Township on the south side of Lake Lansing Road between Abbott Road and Birch Row. It abuts one RB zoned single-family residence to its west; St Paul Lutheran Church to its east zoned B-1 General office by the City of East Lansing, Lake Lansing Road to its north and to the south an East Lansing City park zoned C Community Facilities, a zoning district that includes public and private schools, parks and recreation areas, municipal cemeteries, publicly owned and operated buildings and utilities and public hospitals by right.

2. All means shall be utilized to face any permitted non-residential use on a major street.

The existing structure faces Lake Lansing Road.

3. Motor vehicle entrance and exit should be made from a major street.

Ingress and egress will be from Lake Lansing Road.

4. Site locations are preferred that offer natural or manmade barriers that would lessen the effect of intrusion into residential areas.

There are no barriers between the site and the only abutting single-family residence to the west.

5. Will not require costly or uneconomic extension of utility service.

The existing building is connected to the public water and sewer systems.

6. The parcel size shall be at least two acres in size.

The site is .64 acres in area. A variance from the Zoning Board of Appeals will be necessary to use the site for the church's purposes.

7. No more than 25 percent of the gross site shall be covered by buildings.

Structures on the site, approximately 2,000 square feet, occupy approximately 6.5 percent of the .64 acre site.

8. No building shall be taller than that permitted in the underlying zoning district.

The building is one-story in height; buildings up to 2.5 stories (35 feet maximum) are permitted.

9. The building's appearance shall be harmonious and blend appropriately with the surrounding residential area.

The structure has the appearance of its prior use as a single family residence. The applicant does not plan to modify the exterior of the building.

10. All signs shall be in accordance with sign regulations for non-residential uses in residential districts.

The applicant has not indicated signs will be installed on the site. Nonresidential structures and uses in residential districts are permitted one 25 square foot free-standing sign and one 20 square foot wall sign.

11. Off-street parking spaces shall be provided as required by the zoning ordinance.

The applicant intends to use the church parking lot for this use. A paved connecting pathway has been installed between the church parking lot and the driveway on the subject site. Bicycle parking should be added to the site.

12. Any building housing a nonresidential use in a residential district may be no closer than 50 feet to any property line.

Structures on the site are closer than 50 feet to the side property lines. A variance from the Zoning Board of Appeals will be required.

Planning Commission Options

The Planning Commission may approve, approve with conditions or deny the special use permit. A resolution will be provided for a decision at a future meeting.

Attachments

1. Application materials
2. Photographs of 3407 Lake Lansing Road

S CHARTER TOWNSHIP OF MERIDIAN
DEPARTMENT OF COMMUNITY PLANNING AND DEVELOPMENT
5151 MARSH ROAD, OKEMOS, MI 48864
PLANNING DIVISION PHONE: (517) 853-4560, FAX: (517) 853-4095

SPECIAL USE PERMIT APPLICATION

Before submitting this application for review, an applicant may meet with the Director of Community Planning and Development to discuss the requirements for a special use permit and/or submit a conceptual plan for review to have preliminary technical deficiencies addressed prior to submittal of the application. If the property or land use is located in the following zoning districts RD, RC, RCC, RN then the applicant must meet with the Planning Director to discuss technical difficulties before filing a formal application.

Part I

- A. Applicant St Paul Lutheran Church
Address of Applicant 3383 and 3407 E. Lake Lansing Road, East Lansing, MI 48823
Telephone - Work 517 351 - 8541 Home _____ Fax _____ Email pastor@stpaul-el.org
Interest in property (circle one): Owner Tenant Option Other
(Please attach a list of all persons with an ownership interest in the property.)
- B. Site address / location / parcel number 3407 E Lake Lansing Road, East Lansing, MI 48823
33-02-02-06-352-012
Legal description (please attach if necessary) Lot 1 and the East 1/2 of Lot 2, Taylor Acres No. 1, Meridian Township, Ingham County, Michigan, according to the recorded plat thereof, as recorded in Liber 14 of Plats, Ingham County Records
Current zoning RC
Use for which permit is requested / project name St Paul Lutheran Church Mission House
Corresponding ordinance number 86-404(e)(3) Social institutions, neighborhood centers and clubhouses
- C. Developer (if different than applicant) _____
Address _____
Telephone - Work _____ Home _____ Fax _____
- D. Architect, Engineer Planner or Surveyor responsible for design of project if different from applicant:
Name _____
Address _____
Telephone - Work _____ Home _____ Fax _____
- E. Acreage of all parcels in the project: Gross .64 Net .64
- F. Explain the project and development phases: The house will be used for classrooms, youth group room, Lutheran Social Services of Michigan (LSSM) work area, quilting center, conference room / meeting space, Mission House Food and Personal Needs Pantry. The garage will be used for storage.
- G. Total number of:
Existing: structures 2 bedrooms 0 offices 0 parking spaces 2 carports 0 garages 1
Proposed: structures 0 bedrooms 0 offices 0 parking spaces _____ carports 0 garages _____
- H. Square footage: existing buildings 1850 proposed buildings _____
Usable Floor area: existing buildings 1850 proposed buildings _____
- I. If employees will work on the site, state the number of full time and part time employees working per shift and hours of operation: N/A

J. Existing Recreation: Type _____ Acreage _____
 Proposed Recreation: Type _____ Acreage _____
 Existing Open Space: Type _____ Acreage _____
 Proposed Open Space: Type _____ Acreage _____

K. If Multiple Housing:
 Total acres of property _____
 Acres in floodplain _____ Percent of total _____
 Acres in wetland (not in floodplain) _____ Percent of total _____
 Total dwelling units _____
 Dwelling unit mix: Number of single family detached: for Rent _____ Condo _____
 Number of duplexes: for Rent _____ Condo _____
 Number of townhouses: for Rent _____ Condo _____
 Number of garden style apartments: for Rent _____ Condo _____
 Number of other dwellings: for Rent _____ Condo _____

- L. The following support materials must be submitted with the application:
1. Nonrefundable Fee.
 2. Legal Description of the property.
 3. Evidence of fee or other ownership of the property.
 4. Site Plan containing the information listed in the attachment to this application.
 5. Architectural sketches showing all sides and elevations of the proposed buildings or structures, including the project entrance, as they will appear upon completion. The sketches should be accompanied by material samples or a display board of the proposed exterior materials and colors.
 6. A Traffic Study, prepared by a qualified traffic engineer, based on the most current edition of *Evaluating Traffic Impact Studies: A Recommended Practice for Michigan Communities*, published by the State Department of Transportation.
 - a. A traffic assessment will be required for the following:
 - 1) New special uses which could, or expansion or change of an existing special use where increase in intensity would, generate between 50 to 99 directional trips during a peak hour of traffic.
 - 2) All other special uses requiring a traffic assessment as specified in the Township Code of Ordinances, Chapter 86, Article IV, Division 2.
 - b. A traffic impact study will be required for the following:
 - 1) New special uses which would, or expansion or change of an existing special use where increase in intensity would, generate over 100 directional trips or more during a peak hour of traffic, or over 750 trips on an average day.
 - 2) All other special uses requiring a traffic assessment as specified in the Township Code of Ordinances, Chapter 86, Article IV, Division 2.
 7. Natural features assessment which includes a written description of the anticipated impacts on the natural features at each phase and at project completion that contains the following:
 - a. An inventory of natural features proposed to be retained, removed, or modified. Natural features shall include, but are not limited to, wetlands, significant stands of trees or individual trees greater than 12 inches dbh, floodways, floodplains, waterbodies, identified groundwater vulnerable areas, slopes greater than 20 percent, ravines, and vegetative cover types with potential to sustain significant or endangered wildlife.
 - b. Description of the impacts on natural features.
 - c. Description of any proposed efforts to mitigate any negative impacts.

The natural features assessment may be waived by the Director of Community Planning and Development in certain circumstances.

- M. Any other information specified by the Director of Community Planning and Development which is deemed necessary to evaluate the application.
- N. In addition to the above requirements, for zoning districts, **RD, RC, RCC, RN, and CV** and **Group Housing Residential Developments** the following is required:
1. Existing and proposed contours of the property at two foot intervals based on United States Geological Survey (USGS) data.
 2. Preliminary engineering reports in accordance with the adopted Township water and sewer standards, together with a letter of review from the Township Engineer.
 3. Ten copies of a report on the intent and scope of the project including, but not limited to: Number, size, volume, and dimensions of buildings; number and size of living units; basis of calculations of floor area and density and required parking; number, size, and type of parking spaces; architectural sketches of proposed buildings.
 4. Seven copies of the project plans which the Township shall submit to local agencies for review and comments.
- O. In addition to the above requirements, a special use application in zoning district **RP** requires the following material as part of the site plan:
1. A description of the operations proposed in sufficient detail to indicate the effects of those operations in producing traffic congestion, noise, glare, air pollution, water pollution, fire hazards or safety hazards or the emission of any potentially harmful or obnoxious matter or radiation.
 2. Engineering and architectural plans for the treatment and disposal of sewerage and industrial waste tailings, or unusable by-products.
 3. Engineering and architectural plans for the handling of any excessive traffic congestion, noise, glare, air pollution, or the emission of any potentially harmful or obnoxious matter or radiation.
- P. In addition to the above requirements, a special use application for a use in the Floodway Fringe of zoning district **CV** requires the following:
1. A letter of approval from the State Department of Environmental Quality.
 2. A location map including existing topographic data at two-foot interval contours at a scale of one inch representing 100 feet.
 3. A map showing proposed grading and drainage plans including the location of all public drainage easements, the limits, extent, and elevations of the proposed fill, excavation, and occupation.
 4. A statement from the County Drain Commissioner, County Health Department, and Director of Public Works and Engineering indicating that they have reviewed and approved the proposal.
- Q. In addition to the above requirements, a special use application for a use in the Groundwater Recharge area or zoning district **CV** requires the following:
1. A location map including existing topographic data at two-foot interval contours.
 2. A map showing proposed grading and drainage plans including the location of all public drainage easements, the limits and extent of the proposed fill, excavation, and occupation.
 3. A statement from the County Drain Commissioner, County Health Department, and Director of Public Works and Engineering indicating that they have reviewed and approved the proposal.
- R. In addition to the above requirements, the Township Code of Ordinances, Article VI, should be reviewed for the following special uses: group housing residential developments, mobile home parks, nonresidential structures and uses in residential districts, planned community and regional shopping center developments, sand or gravel pits and quarries, sod farms, junk yards, sewage treatment and disposal installations, camps and clubs for outdoor sports and buildings greater than 25,000 square feet in gross floor area.

SUP REQUEST STANDARDS
Township Code of Ordinances, Section 86-126

Applications for Special Land Uses will be reviewed with the standards stated below. An application that complies with the standards stated in the Township Ordinance, conditions imposed pursuant to the Ordinance, other applicable Ordinances, and State and Federal statutes will be approved. Your responses to the questions below will assist the Planning Commission in its review of your application.

- (1) The project is consistent with the intent and purposes of this chapter.
- (2) The project is consistent with applicable land use policies contained in the Township's Master Plan of current adoption.
- (3) The project is designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the same area.
- (4) The project will not adversely affect or be hazardous to existing neighboring uses.
- (5) The project will not be detrimental to the economic welfare of surrounding properties or the community.
- (6) The project is adequately served by public facilities, such as existing roads, schools, stormwater drainage, public safety, public transportation, and public recreation, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide any such service.
- (7) The project is adequately served by public sanitation facilities if so designed. If on-site sanitation facilities for sewage disposal, potable water supply, and storm water are proposed, they shall be properly designed and capable of handling the longterm needs of the proposed project.
- (8) The project will not involve uses, activities, processes, materials, and equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
- (9) The project will not directly or indirectly have a substantial adverse impact on the natural resources of the Township, including, but not limited to, prime agricultural soils, water recharge areas, lakes, rivers, streams, major forests, wetlands, and wildlife areas.

Part III

I (we) hereby grant permission for members of the Charter Township of Meridian's Boards and/or Commissions, Township staff member(s) and the Township's representatives or experts the right to enter onto the above described property (or as described in the attached information) in my (our) absence for the purpose of gathering information including but not limited to the taking and the use of photographs.

X Yes No (Please check one)

By the signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate

Reverend Richard A. Moe
Signature of Applicant

July 30th, 2013
Date

Reverend Richard A. Moe
Type/Print Name

Fee: \$250⁰⁰

Received by/Date: _____

center developments, sand or gravel pits and quarries, sod farms, junk yards, sewage treatment and disposal installations, camps and clubs for outdoor sports and buildings greater than 25,000 square feet in gross floor area.

Part II

SUP REQUEST STANDARDS
Township Code of Ordinances, Section 86-126

Applications for Special Land Uses will be reviewed with the standards stated below. An application that complies with the standards stated in the Township Ordinance, conditions imposed pursuant to the Ordinance, other applicable Ordinances, and State and Federal statutes will be approved. Your responses to the questions below will assist the Planning Commission in its review of your application.

- (1) The project is consistent with the intent and purposes of this chapter. *Yes*
- (2) The project is consistent with applicable land use policies contained in the Township's Master Plan of current adoption. *Yes*
- (3) The project is designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the same area. *Yes*
- (4) The project will not adversely affect or be hazardous to existing neighboring uses. *Yes*
- (5) The project will not be detrimental to the economic welfare of surrounding properties or the community. *Yes*
- (6) The project is adequately served by public facilities, such as existing roads, schools, stormwater drainage, public safety, public transportation, and public recreation, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide any such service. *Yes*
- (7) The project is adequately served by public sanitation facilities if so designed. If on-site sanitation facilities for sewage disposal, potable water supply, and storm water are proposed, they shall be properly designed and capable of handling the longterm needs of the proposed project. *Yes*
- (8) The project will not involve uses, activities, processes, materials, and equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors. *Yes*
- (9) The project will not directly or indirectly have a substantial adverse impact on the natural resources of the Township, including, but not limited to, prime agricultural soils, water recharge areas, lakes, rivers, streams, major forests, wetlands, and wildlife areas. *Yes*

Part III

I (we) hereby grant permission for members of the Charter Township of Meridian's Boards and/or Commissions, Township staff member(s) and the Township's representatives or experts the right to enter onto the above described property (or as described in the attached information) in my (our) absence for the purpose of gathering information including but not limited to the taking and the use of photographs.

Yes No (Please check one)

By the signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate

Rev. Richard A. Moe
Signature of Applicant

July 30th, 2013
Date

Rev. Richard A. Moe
Type/Print Name

Special Use Permit Application Attachment

a. Boundaries of the subject property

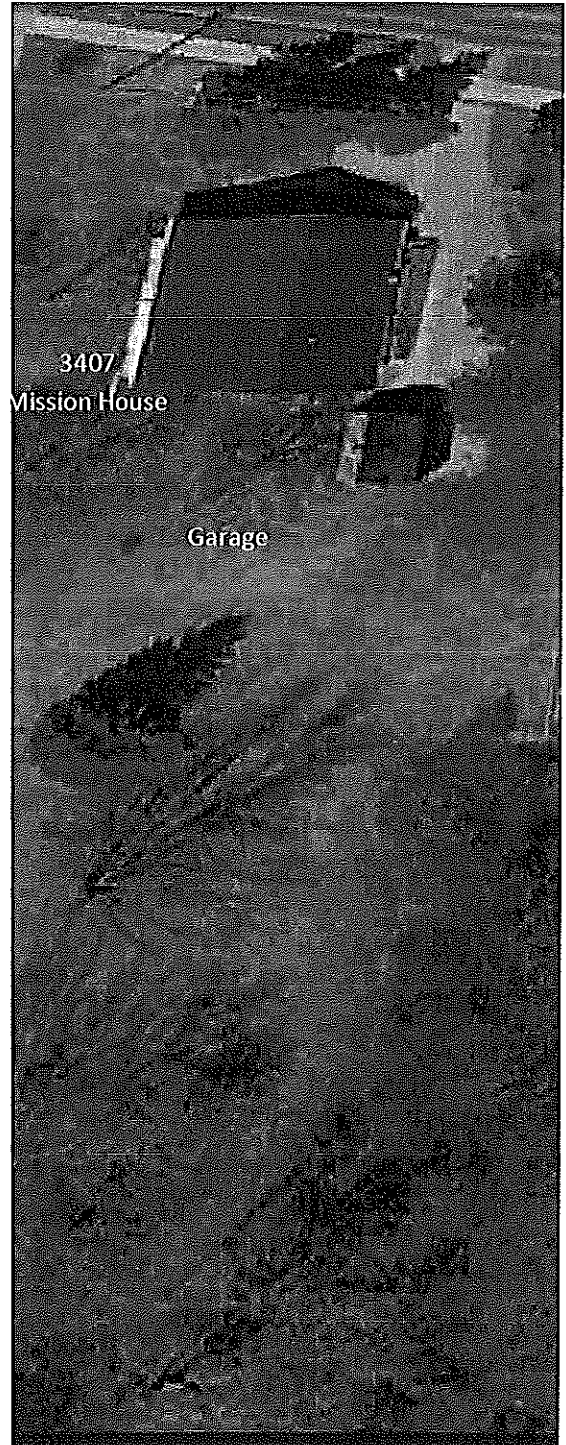
Lot 1 and the East ½ of Lot 2, Taylor Acres No. 1, Meridian Township, Ingham County, Michigan, according to the recorded plat thereof, as recorded in Liber 14 of Plats, Ingham County Records

b. Total area of subject property

.64 acres

c. Location of all existing and proposed buildings

House and garage



d. Approximate location and distance of all structures within 100 feet of the subject property



e. Uses of existing and proposed buildings, on the subject site

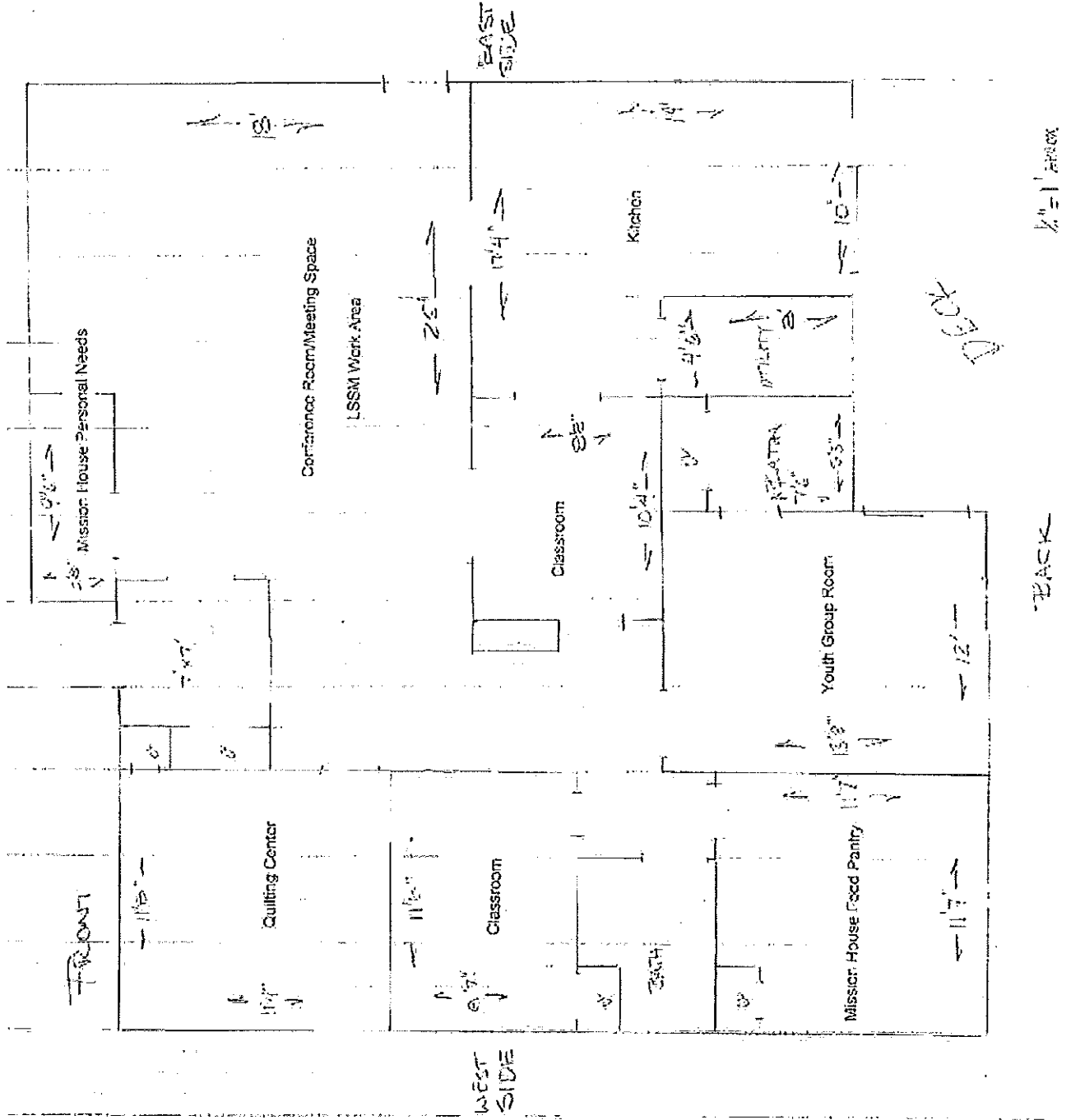
The house is used for classrooms, youth group room, Lutheran Social Services of Michigan (LSSM) work area, quilting center, conference room/meeting space, Mission House Food and Personal Needs Pantry. The garage is used for storage. We are not planning to add any additional buildings.

j. Zoning classification of the subject and adjacent properties

RC south of E Lake Lansing Road, RA north of E Lake Lansing Road, B1 for 3383 E Lake Lansing Road

e. Uses of existing and proposed buildings, on the subject site

The house is used for classrooms, youth group room, Lutheran Social Services of Michigan (LSSM) work area, quilting center, conference room/meeting space, Mission House Food and Personal Needs Pantry. The garage is used for storage. We are not planning to add any additional buildings.



Special Use Permit Application Attachment

f. Proposed means of vehicular and pedestrian ingress and egress to the subject property

There is direct entrance and exit from E Lake Lansing Road and a driveway that connects the driveway at 3407 E Lake Lansing Road to the parking lot at 3383 E Lake Lansing Road. It is proposed that people park in the church lot and walk to the Mission House. There are also CATA Bus Stops in front of the Mission House. It is expected that people will take the bus to get to the Missions House.

g. Public and private roads & streets, right-of-way, and easements, including names & widths, which abut or cross the site.
E Lake Lansing Road is the only road. There are two easements – Consumers Power Company, a Michigan Corporation of record in Liber 1065, page 139 and Charter Township of Meridian, a Municipal Corporation of record in Liber 1875, page 335.

h. Existing and proposed parking spaces and vehicular and pedestrian circulation patterns

Two parking spaces exist on the property. Additional parking exists in the adjacent church parking lot. People will park in the church lot and walk to the Mission House. No additional parking is proposed.

i. The buildable area of the subject property indicating all required setbacks, yards & open spaces. N/A

k. Existing and proposed fencing, screening, landscaping, and buffers

No fences exist on the property. Trees screen the property from E Lake Lansing Road, additional trees screen the property between the Mission House and the church. There are flower beds in front and along the side of the house. Multiple trees exist in the backyard. No additional landscaping is planned.

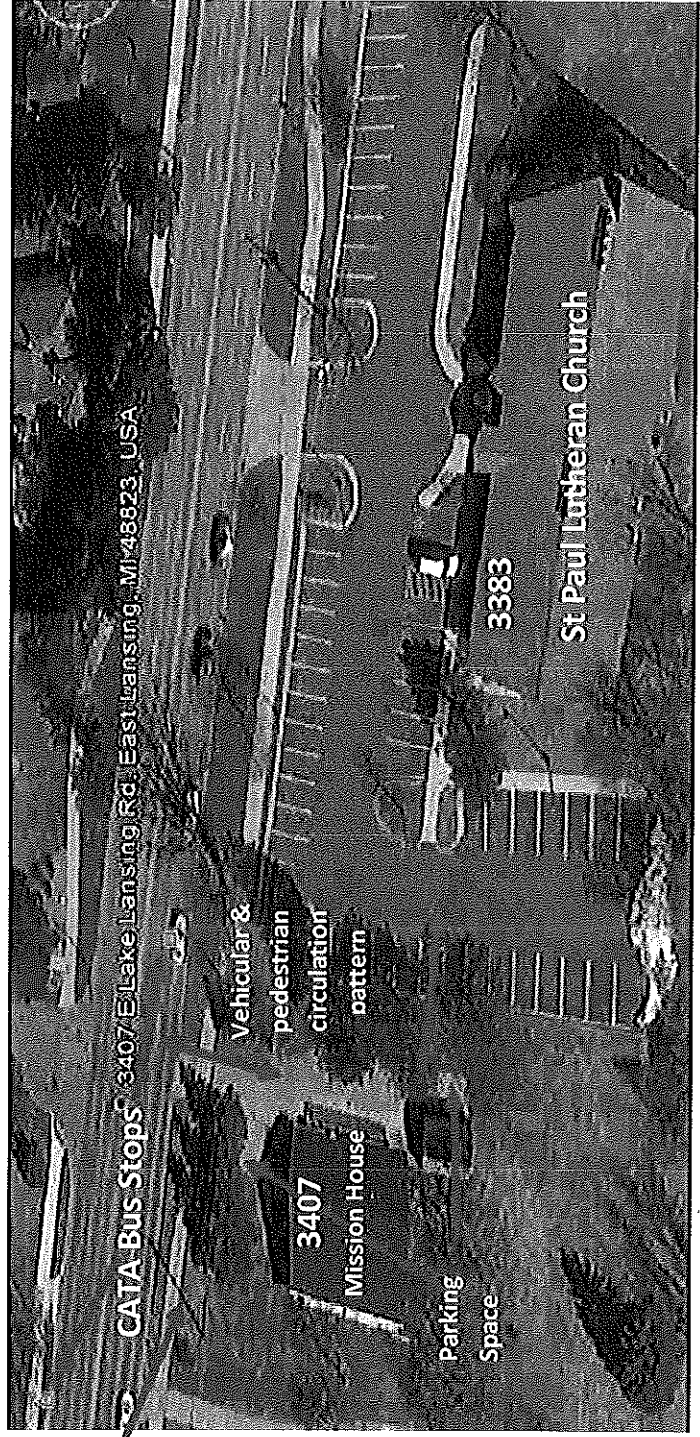
l. Location and sizes of existing utilities including power lines, towers, both above and below ground.

Power lines run along the north side of the property just south of the sidewalk.

m. Amount and location of all impervious surfaces

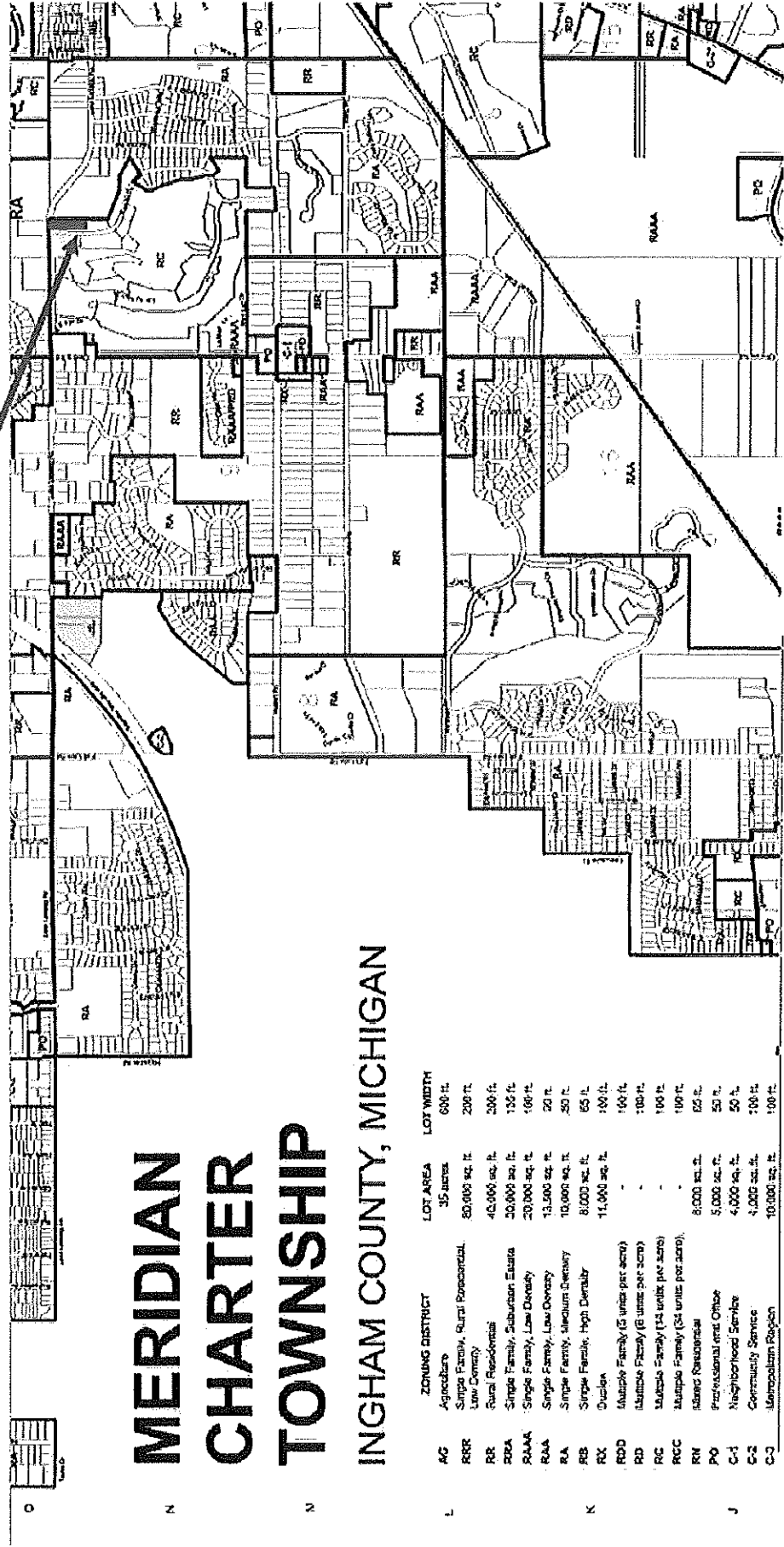
The house, garage and driveway are the impervious surfaces on the property.

n. The verified boundaries of all natural water features and required setback lines. N/A



j. Zoning classification of the subject and adjacent properties

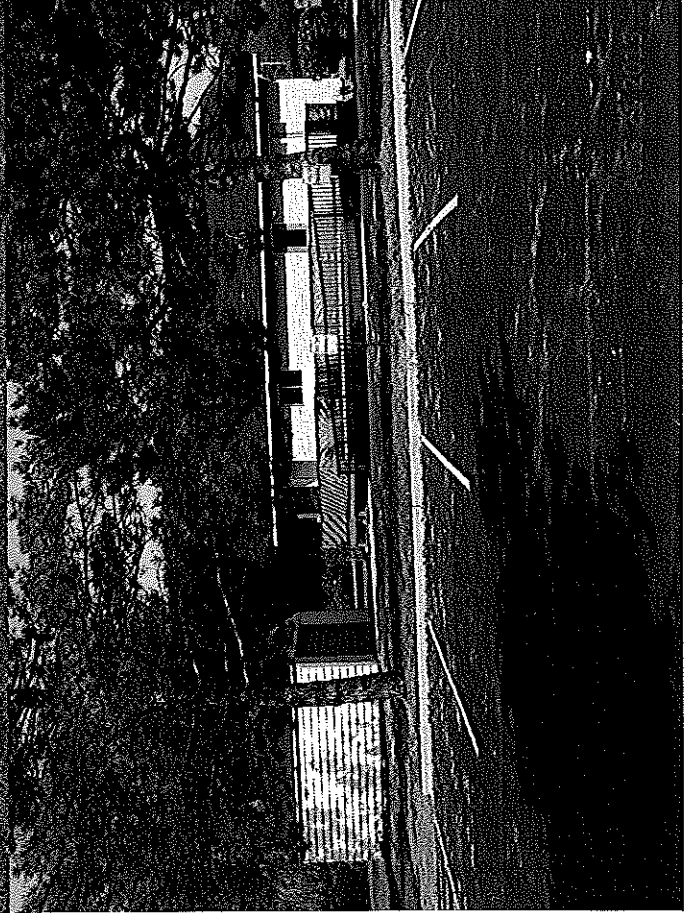
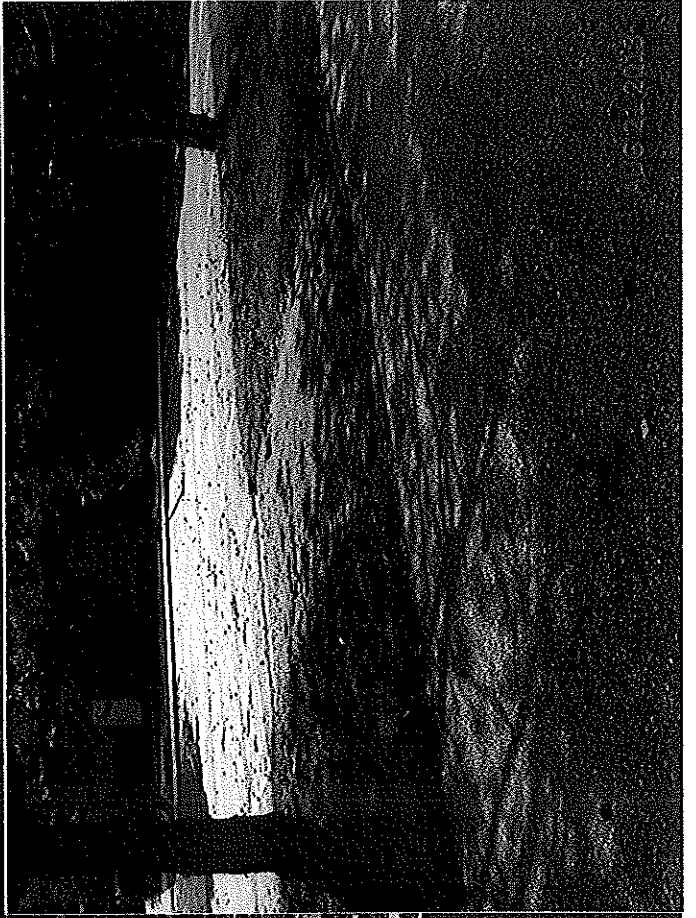
North of E Lake Lansing Road – RA – Single Family, Medium Density
 3407 E Lake Lansing Road – Zoned – RC – Multiple Family (14 units per acre)
 Three houses at 3411, 3415 & 3421 E Lake Lansing Road – all RC
 3383 E Lake Lansing Road – East Lansing – B1 – General Office Business District



MERIDIAN CHARTER TOWNSHIP

INGHAM COUNTY, MICHIGAN

ZONING DISTRICT	LOT AREA	LOT WIDTH
AG Agriculture	35 acres	600 ft.
RRR Single Family, Rural Residential	80,000 sq. ft.	200 ft.
RR Rural Residential	40,000 sq. ft.	200 ft.
RDA Single Family, Suburban Estate	20,000 sq. ft.	125 ft.
RJAA Single Family, Low Density	20,000 sq. ft.	100 ft.
RBA Single Family, Low Density	13,000 sq. ft.	20 ft.
RA Single Family, Medium Density	10,000 sq. ft.	50 ft.
RB Single Family, High Density	8,000 sq. ft.	65 ft.
RC Duplex	11,000 sq. ft.	100 ft.
RDD Multiple Family (5 units per acre)	-	100 ft.
RD Multiple Family (8 units per acre)	-	100 ft.
RE Multiple Family (14 units per acre)	-	100 ft.
RCC Multiple Family (24 units per acre)	8,000 sq. ft.	65 ft.
RW Planned Residential	5,000 sq. ft.	50 ft.
PO Professional and Office	4,000 sq. ft.	50 ft.
C-1 Neighborhood Service	4,000 sq. ft.	100 ft.
C-2 Community Service	10,000 sq. ft.	100 ft.
C-3 Metropolitan Region	10,000 sq. ft.	100 ft.



**Special Use Permit #13111
(Public Works & Engineering)
August 22, 2013**

APPLICANT: Charter Township of Meridian
Department of Public Works and Engineering
5151 Marsh Road
Okemos, MI 48864

STATUS OF APPLICANT: Easement and property owner

REQUEST: To impact the 100-year floodplain to construct a pedestrian-bicycle pathway bridge over the Red Cedar River

CURRENT ZONING: RB (Single Family-High Density) and PO (Professional Office)

LOCATION: Along and adjacent to the southbound Okemos Road in Section 21

EXISTING AREA LAND USES: N: Downtown Okemos
S: Offices
E: Ferguson Park
W: Wonch Park

CURRENT ZONING IN AREA: N: RB (Single Family-High Density) and C-2 (Commercial)
S: PO (Professional Office)
E: RA (Single Family-Medium Density)
W: RB (Single Family-High Density)

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

TO: Planning Commission

FROM:

Gail Oranchak

Gail Oranchak, AICP
Principal Planner

Richard F. Brown, Jr.

Richard F. Brown, Jr., AICP, CBSP
Associate Planner

DATE: August 22, 2013

RE: Special Use Permit #13111 (Public Works & Engineering), a request to construct a pedestrian-bicycle pathway bridge in the 100-year floodplain

The Meridian Township Department of Public Works and Engineering is requesting a special use permit for site work taking place on the north bank of the Red Cedar River in the 100-year floodplain, which is associated with the construction of an approximate 215 foot long pedestrian-bicycle pathway bridge. The new prefabricated steel truss bridge will resemble the Marsh Road Pathway Bridge over the CN Railroad, will incorporate an eight foot wide travelway, and will be constructed on the existing bridge abutments adjacent to the west side of the southbound lanes of Okemos Road in Section 21 of the Township. Activities within the floodplain associated with the proposed project, include:

- Place 7.8 cubic yards of fill in the 100-year floodplain along the pathway at the north access to the proposed bridge.
- Install permanent sheet piling to replace an existing wooden retaining wall to secure the fill on the slope necessary for the pathway to line up with the bridge.
- Provide 14.04 cubic yards of compensating cut on the north shore of the Red Cedar River. This is combined with prior tree removal in the floodplain to create the total of 16.24 cubic yards of compensating cut for a cut to fill ratio of 2.08 to 1.00.

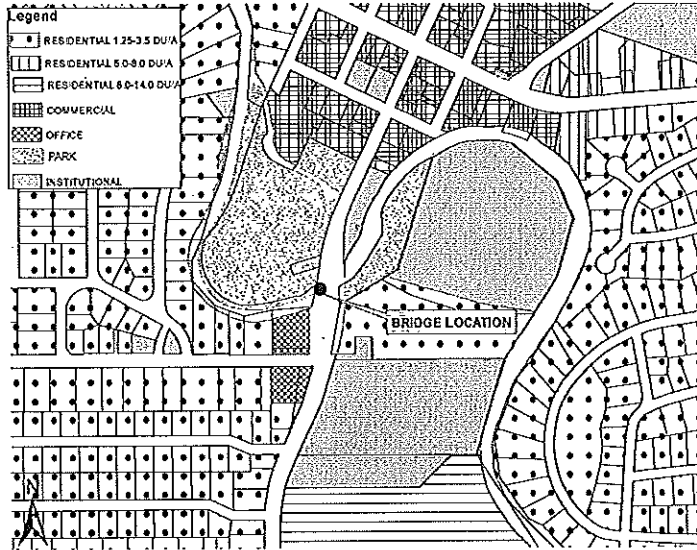
The following chart identifies the amount of impact to the 100-year floodplain resulting from all fill activities associated with the project and the total amount of cut proposed by the applicant.

ACTIVITY	FLOODWAY FRINGE
TOTAL FILL	7.80 cubic yards
TOTAL CUT	16.24 cubic yards
Cut to fill ratio	2.08 to 1.00

2005 Master Plan

The 2005 Master Plan's Future Land Use Map indicates the subject site is shown as road right-of-way with land north of the bridge designated as Park and south of it as Office.

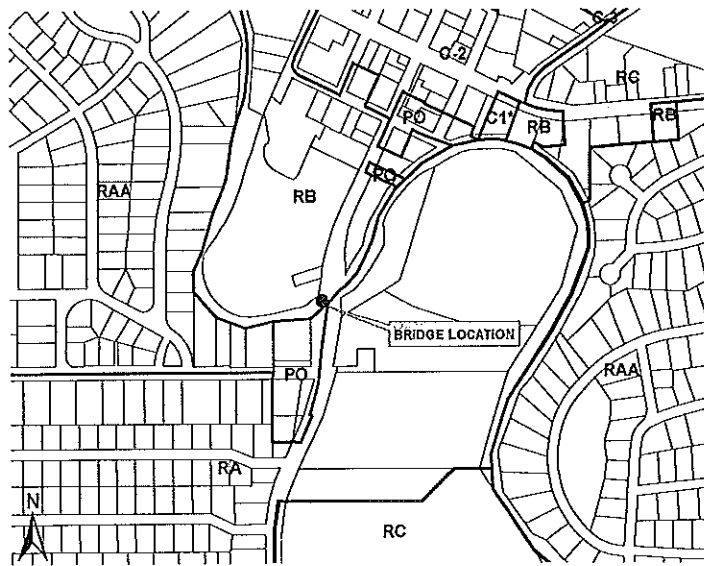
FUTURE LAND USE MAP



Zoning

Zoning on the north side of the river is RB (Single Family-High Density) and PO (Professional Office) on the south side of the river.

ZONING MAP



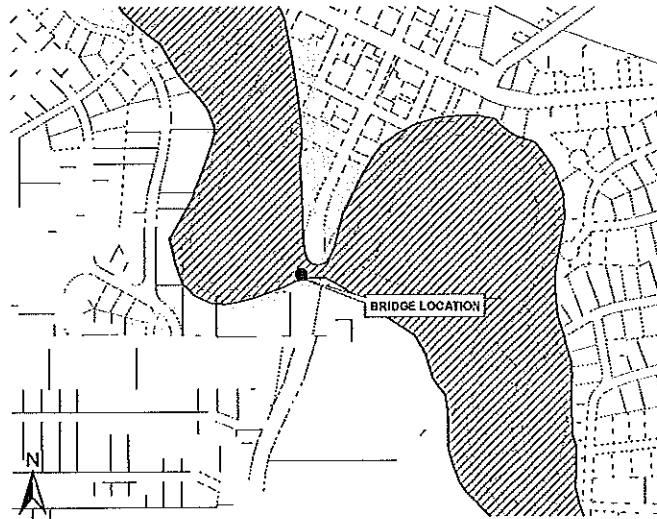
Physical Features

The subject site is situated adjacent to the west side of the southbound lanes of Okemos Road where they cross the Red Cedar River in Section 21 of the Township.

Floodplain

According to the Township's Flood Insurance Rate Map and Study, the elevation of the 100-year floodplain of the Red Cedar River at Okemos Road is 843.7 feet above mean sea level per the 1929 datum. Other than the proposed fill and the compensating cut, all other construction and site work will take place above this elevation.

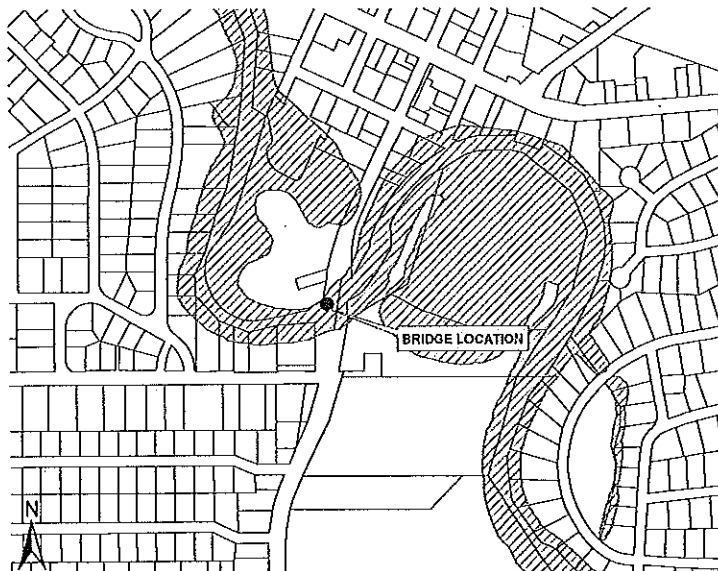
FLOODPLAIN MAP



Wetlands

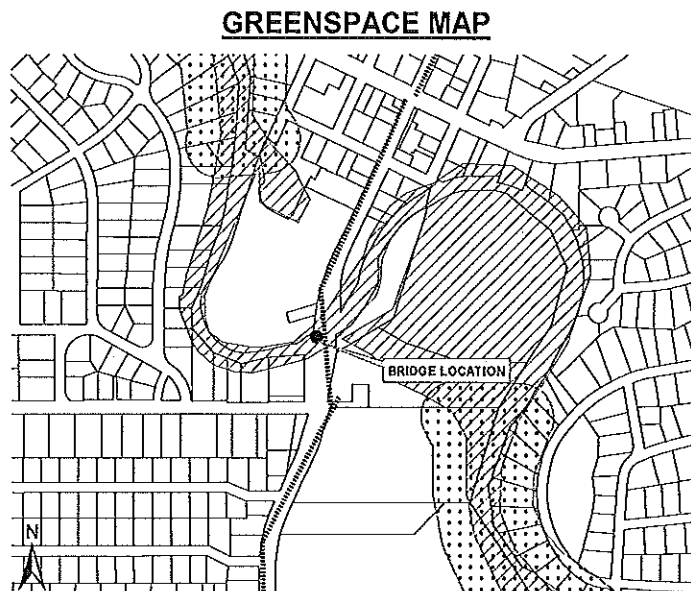
The Township's wetlands map depicts regulated wetlands along the course of the Red Cedar River, though where the pedestrian-bicycle pathway bridge is proposed, no wetlands will be impacted as existing bridge abutments are being used and slope areas where fill is proposed do not contain any regulated wetlands.

WETLANDS MAP



Greenspace Plan

The proposed pedestrian-bicycle pathway bridge is identified on the Greenspace Plan as part of the Township's pathway system.



Staff Analysis

The standards for review of the project are contained in Section 86-126 and Section 86-436 of the Code of Ordinances. Specific guidance for review of applications for work in the floodway fringe can be found in Section 86-436(k) through Section 86-436(m). Issues to consider when evaluating a request to work in the floodway fringe include whether the project is damaging to the public health, safety, or welfare; or whether it will impose a financial burden on the Township.

The proposed pedestrian-bicycle pathway bridge is consistent with the Township's Pedestrian-Bicycle Pathway Master Plan. A bridge crossing at this location has been part of the plan since its inception. The existing southbound Okemos Road Bridge has a narrow four-foot wide sidewalk along its west side that does not allow for safe passage of pedestrians or bicycles. Due to its narrowness, the sidewalk also cannot be cleared of snow during the winter months.

Other activities associated with the pedestrian-bicycle pathway bridge project that are taking place outside of the 100-year floodplain, include:

- Remove 500 square feet of existing pathway on the north side of the crossing and replace it with 510 square feet of pathway to match the new pathway alignment.
- Remove 25 lineal feet of existing wooden fencing on the north side of the crossing.
- Construct/install a new pre-fabricated steel truss pedestrian-bicycle pathway bridge on the existing abutments.

- Remove and relocate an existing utility pole on the south side of the crossing.
- Remove 435 square feet of existing pathway on the south side of the crossing and replace it with 400 square feet of pathway to match the new alignment.

The applicant's permit for the bridge project is currently under consideration at the Michigan Department of Environmental Quality (MDEQ). The Director of Public Works & Engineering has reviewed the project and recommends approval of Special Use Permit #13111. The applicant has also applied for the necessary variances for proposed work in the water features setback from the Zoning Board of Appeals. The case is scheduled for Wednesday, August 28, 2013.

The applicant has requested the Planning Commission make a decision on the special use permit the same night as the hearing so that the project may begin as soon as possible. Before acting on the applicant's request the same night as the public hearing, the Planning Commission must first suspend Bylaw 6.4a. The following motion is provided to suspend Bylaw 6.4a:

- **MOTION** to suspend Planning Commission Bylaw 6.4a to consider Special Use Permit #13111 the same night as the public hearing.

Planning Commission Options

The Planning Commission may approve, approve with conditions, or deny Special Use Permit #13111. A resolution to approve has been provided for consideration.

Attachments

1. Resolution to approve
2. Application materials
3. Letter from the Director of Public Works & Engineering
4. Photograph of the Marsh Road Bridge
5. Site plan

RESOLUTION TO APPROVE

**Special Use Permit #13111
(Meridian Township)
Okemos Road Pathway Bridge**

RESOLUTION

At a regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 26th day of August 2013, at 7:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____.

WHEREAS, the Meridian Township Department of Public Works & Engineering requested a special use permit (Special Use Permit #13111) to work and provide a compensating cut in the 100-year floodplain associated with construction of a pedestrian-bicycle pathway bridge over the Red Cedar River in Section 21 of the Township; and

WHEREAS, Section 86-436, Conservancy District of the Township Code of Ordinances requires a special use permit for the proposed activities impacting the 100 year floodplain; and

WHEREAS, the Planning Commission held a public hearing on Special Use Permit #13111 at its meeting on August 26, 2013, reviewed the staff material forwarded under cover memorandums dated August 22, 2013; and

WHEREAS, the proposed work in the floodplain is consistent with the requirements and standards outlined in Section 86-436, the Conservancy District for the granting of a special use permit because it will not cause an increase in the flood level; and

WHEREAS, the improvements associated with the proposed pedestrian-bicycle pathway bridge will not be adverse or damaging to the public health, safety, or welfare because the project will utilize existing abutments and a 2.08:1.00 compensating cut will be provided; and

WHEREAS, the proposed work in the floodplain is consistent with Section 86-126 of the Code of Ordinances, the general standards for the granting of a special use permit by being harmonious with the general character of the vicinity, by not adversely affecting or being hazardous to neighboring uses, nor by having an adverse impact on the natural resources of the Township; and

WHEREAS, the Director of Public Works and Engineering approved the project, contingent on any permits or conditions required by the Township.

NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby approves Special Use Permit #13111 subject to the following conditions:

1. Approval is subject to the revised pathway bridge plan prepared by the Meridian Township Department of Public Works & Engineering, dated August 23, 2013, and the related materials submitted as part of Special Use Permit #13111, subject to revisions as

**Resolution to Approve
SUP #13111 (Ingham County)
Page 2**

required.

2. The applicant shall obtain any applicable permits, licenses, and approvals from the Michigan Department of Environmental Quality prior to any work taking place on the site. Copies of all permits, licenses, and approvals shall be submitted to the Department of Community Planning & Development.
3. In no case shall the impoundment capacity of the floodplain be reduced.
4. Fill placed in the floodplain as part of the project shall be protected against erosion.
5. The applicant shall properly dispose of all excess materials from the compensating cut areas to an off-site location subject to the approval of the Director of Community Planning & Development.
6. The disposed materials at the off-site location shall be protected from erosion and re-seeded subject to the approval of the Director of Community Planning & Development.

ADOPTED: YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
) ss
COUNTY OF INGHAM)

I, the undersigned, the duly qualified Chairperson of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Planning Commission on the 26th day of August, 2013.

Patricia Jackson, Chair
Meridian Township Planning Commission

**CHARTER TOWNSHIP OF MERIDIAN
DEPARTMENT OF COMMUNITY PLANNING AND DEVELOPMENT
5151 MARSH ROAD, OKEMOS, MI 48864
PLANNING DIVISION PHONE: (517) 853-4560, FAX: (517) 853-4095**

SPECIAL USE PERMIT APPLICATION

Before submitting this application for review, an applicant may meet with the Director of Community Planning and Development to discuss the requirements for a special use permit and/or submit a conceptual plan for review to have preliminary technical deficiencies addressed prior to submittal of the application. If the property or land use is located in the following zoning districts RD, RC, RCC, RN then the applicant must meet with the Planning Director to discuss technical difficulties before filing a formal application.

Part I

A. Applicant MERIDIAN TOWNSHIP ENGINEERING DEPARTMENT
 Address of Applicant 5151 MARSH ROAD
 Telephone - Work 853-4440 Home _____ Fax 853-4095 Email _____
 Interest in property (circle one): Owner Tenant Option Other
 (Please attach a list of all persons with an ownership interest in the property.)

B. Site address / location / parcel number WONCH PARK 21-451-004
 Legal description (please attach if necessary) SEE ATTACHED
 Current zoning RB
 Use for which permit is requested / project name FILL IN A FLOOD PLAIN
 Corresponding ordinance number 86-431p

C. Developer (if different than applicant) _____
 Address _____
 Telephone - Work _____ Home _____ Fax _____

D. Architect, Engineer Planner or Surveyor responsible for design of project if different from applicant:
 Name NYAL NUNN
 Address 5151 MARSH ROAD
 Telephone - Work 853-4440 Home _____ Fax 853-4095

E. Acreage of all parcels in the project: Gross 15 Net _____

F. Explain the project and development phases: PROPOSED PEDESTRIAN BRIDGE PLACED ON EXISTING ROAD BRIDGE ABUTMENTS

G. Total number of:
 Existing: structures _____ bedrooms _____ offices _____ parking spaces _____ carports _____ garages _____
 Proposed: structures _____ bedrooms _____ offices _____ parking spaces _____ carports _____ garages _____

H. Square footage: existing buildings _____ proposed buildings _____
 Usable Floor area: existing buildings _____ proposed buildings _____

I. If employees will work on the site, state the number of full time and part time employees working per shift and hours of operation: 12 FULL TIME 7AM - 7PM

J. Existing Recreation: Type _____ Acreage _____
 Proposed Recreation: Type _____ Acreage _____
 Existing Open Space: Type _____ Acreage _____
 Proposed Open Space: Type _____ Acreage _____

- M. Any other information specified by the Director of Community Planning and Development which is deemed necessary to evaluate the application.
- N. In addition to the above requirements, for zoning districts, **RD, RC, RCC, RN, and CV** and **Group Housing Residential Developments** the following is required:
1. Existing and proposed contours of the property at two foot intervals based on United States Geological Survey (USGS) data.
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 3. Ten copies of a report on the intent and scope of the project including, but not limited to: Number, size, volume, and dimensions of buildings; number and size of living units; basis of calculations of floor area and density and required parking; number, size, and type of parking spaces; architectural sketches of proposed buildings.
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 3. A map showing proposed grading and drainage plans including the location of all public drainage easements, the limits, extent, and elevations of the proposed fill, excavation, and occupation.
 4. A statement from the County Drain Commissioner, County Health Department, and Director of Public Works and Engineering indicating that they have reviewed and approved the proposal.
- Q. In addition to the above requirements, a special use application for a use in the Groundwater Recharge area or zoning district **CV** requires the following:
1. A location map including existing topographic data at two-foot interval contours.
 2. A map showing proposed grading and drainage plans including the location of all public drainage easements, the limits and extent of the proposed fill, excavation, and occupation.
 3. A statement from the County Drain Commissioner, County Health Department, and Director of Public Works and Engineering indicating that they have reviewed and approved the proposal.
- R. In addition to the above requirements, the Township Code of Ordinances, Article VI, should be reviewed for the following special uses: group housing residential developments, mobile home parks, nonresidential structures and uses in residential districts, planned community and regional shopping center developments, sand or gravel pits and quarries, sod farms, junk yards, sewage treatment and disposal installations, camps and clubs for outdoor sports and buildings greater than 25,000 square feet in gross floor area.

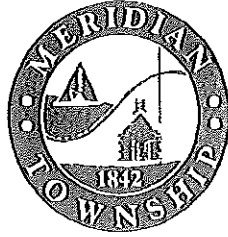
**Special Use Permit Application Attachment
Site Plan Requirements Per Section 86-124(c)(4)**

A site plan, drawn to a legible scale, containing the following information where applicable:

- a. Boundaries of the subject property.
- b. Total area of the subject property.
- c. Location of all existing and proposed structures.
- d. Approximate location and distance of all structures within 100 feet of the subject property.
- e. Uses of existing and proposed buildings, on the subject site.
- f. Proposed means of vehicular and pedestrian ingress and egress to the subject property.
- g. Public and private roads and streets, rights-of-way, and easements, indicating names and widths, which abut or cross the site.
- h. Existing and proposed parking spaces, and vehicular and pedestrian circulation patterns.
- i. The buildable area of the subject property indicating all required setbacks, yards and open space.
- j. Zoning classification of the subject and adjacent properties.
- k. Existing and proposed fencing, screening, landscaping, and buffers.
- l. Location and sizes of existing utilities including power lines and towers, both above and below the ground.
- m. Amount and location of all impervious surfaces.
- n. The verified boundaries of all natural water features and required setback lines.

CHARTER TOWNSHIP OF MERIDIAN

Elizabeth Ann LeGoff Supervisor
Brett Dreyfus Clerk
Julie Brixie Treasurer
Frank L. Walsh Manager



Milton L. Scales Trustee
Ronald J. Styka Trustee
John Veenstra Trustee
Angela Wilson Trustee

July 24, 2013

Planning Commission

Re: *Okemos Road Pedestrian Bridge 2013*

Dear Commission Members:

The following points are in response to the Review Criteria for our SUP application:

1. We are maintaining the integrity of the Township's natural resources by providing a net increase to the floodplain capacity.
2. Additionally, the proposed project, a pedestrian bridge, is consistent with the goals of the Township's Ordinance and Master Plan in that this project promotes public health through increased recreational opportunities.
3. There are currently two road bridges, two parks, and a network of existing pedestrian pathways in the vicinity of the project; thus the proposed pedestrian bridge will not alter the essential character of the surrounding area.
4. Existing parks and pedestrian facilities surround the project area. Both of which are compatible with the proposed pedestrian bridge.
5. The proposed project will, if anything, provide economic benefit by increasing pedestrian access through the project area.
6. The area is currently served by extensive pedestrian pathways which connect East Lansing and Lansing to the west, Haslett to the north, and Okemos to the south.
7. The proposed project does not require sanitation facilities.
8. The proposed project is designed to be user-friendly, the same as all of the pedestrian facilities in the Township.
9. The project will utilize a single-span bridge structure to avoid any impact on the adjacent river.

Sincerely,

Nyal Nunn
Meridian Township
Project Engineer
(517)853-4468 Office
(517)853-4095 Fax
nunn@meridian.mi.us

5151 MARSH ROAD, OKEMOS, MICHIGAN 48864-1198 (517) 853-4000
www.meridian.mi.us



Number	Northing (ft)	Easting (ft)	Elevation (ft)	Description	AREA (IN^2)	AREA (FT^2)	HEIGHT (FT)	VOLUME (FT^3)
101	442100.384	13106030.29	842.64	2-way 24"/20"	766.55	5.32	1.06	5.64
103	442093.056	13106021.81	842.368	8" TREE	50.27	0.35	1.33	0.46
104	442087.498	13106016.42	839.721	15" TREE	176.71	1.23	3.98	4.88
106	442083.515	13106011.79	842.365	6" TREE	28.27	0.20	1.34	0.26
107	442068.767	13106004.17	838.099	8" TREE	50.27	0.35	5.60	1.96
108	442069.581	13106004.15	836.15	15" TREE	176.71	1.23	7.55	9.27
109	442069.967	13106004.68	831.92	15" TREE	176.71	1.23	11.78	14.46
121	441970.015	13106013.62	842.322	15" TREE	176.71	1.23	1.38	1.69
124	441994.309	13106017.23	833.389	6" TREE	28.27	0.20	10.31	2.02
127	441956.648	13106014.61	841.772	15" TREE	176.71	1.23	1.93	2.37
128	441966.765	13106010.65	839.396	15" TREE	176.71	1.23	4.30	5.28
129	441979.003	13106012.14	838.358	7" TREE	38.48	0.27	5.34	1.43
130	441968.52	13105999.96	841.614	8" TREE	50.27	0.35	2.09	0.73
131	441955.166	13106002.26	836.768	6" TREE	28.27	0.20	6.93	1.36
132	441950.66	13105989.4	827.455	7" TREE	38.48	0.27	16.25	4.34
134	441939.596	13106016.91	827.544	6" TREE	28.27	0.20	16.16	3.17

VOLUME IN CUBIC FEET	59.32
VOLUME IN CUBIC YARDS	2.20



AGENCY USE	Previous USACE File Number	Date Received	DEQ File Number	
	USACE File Number		Fee received \$	
<p>Validate that all parts of this checklist are submitted with the application package. Fill out application and additional pages as needed.</p> <p><input checked="" type="checkbox"/> All items in Sections 1 through 9 are completed.</p> <p><input checked="" type="checkbox"/> Project-specific Sections 10 through 20 are completed.</p> <p><input checked="" type="checkbox"/> Dimensions, volumes, and calculations are provided for all impact areas.</p> <p><input checked="" type="checkbox"/> All information contained in the headings for the appropriate Sections (1-20) are addressed, and identified attachments (↗) are included.</p> <p><input checked="" type="checkbox"/> Map, site plan(s), cross sections; one set must be black and white on 8-1/2 by 11 inch paper; photographs.</p> <p><input checked="" type="checkbox"/> Application fee is attached.</p>				
<p><input checked="" type="checkbox"/> Project Location Information For Latitude, Longitude, and TRS info anywhere in Michigan see www.mcqi.state.mi.us/wellands/</p>				
Project Address (road, if no street address) <i>Okemos Road at the Red Cedar River</i>		Zip Code <i>48864</i>	Municipality (Township/Village/City) <i>Meridian Township</i>	County <i>Ingham County</i>
Property Tax Identification Number(s) <i>33-02-02-21-451-004</i>		Latitude _____ N		Township/Range/Section (TRS) <i>T 4 N; R 1 W;</i>
Subdivision/Plat and Lot Number <i>Wench Park</i>		Longitude _____ W		Sec <i>21</i> OR Private Claim # _____
<p><input checked="" type="checkbox"/> Applicant and Agent Information</p>				
Owner/Applicant (Individual or corporate name) <i>Meridian Charter Township</i>			Agent/Contractor (Firm name and contact person)	
Mailing Address <i>5151 Marsh Road</i>			Mailing Address	
City <i>Okemos</i>	State <i>MI</i>	Zip Code <i>48864</i>	City	State Zip Code
Contact Phone Number <i>(517)853-4468</i>	Fax <i>(517)853-4096</i>	Contact Phone Number Fax		
Email <i>nunn@meridian.mi.us</i>			E-mail	
<p><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Is the applicant the sole owner of all property on which this project is to be constructed and all property involved or impacted by this project? ↗ If no, attach letter(s) of authorization from all property owners including the owner of the disposal site.</p>				
Property Owner's Name (If different from applicant)			Mailing Address	
Contact Phone Number			City	State Zip Code
<p><input checked="" type="checkbox"/> Project Description</p>				
Project Name <i>Okemos Road Pedestrian Bridge 2013</i>			Preapplication File Number - - -P	
Name of Water body <i>Red Cedar River</i>			Date project started/flagged <i>07/24/2013</i>	
<p>The proposed project is on, within, or involves (check all that apply)</p> <p><input type="checkbox"/> an inland lake (5 acres or more)</p> <p><input type="checkbox"/> a pond (less than 5 acres)</p> <p><input checked="" type="checkbox"/> a stream, river, ditch or drain</p> <p><input type="checkbox"/> a legally established County Drain Date Drain was established _____</p> <p><input type="checkbox"/> a channel/canal</p> <p><input type="checkbox"/> 500 feet of an existing water body</p>			<p>Project Use</p> <p><input type="checkbox"/> private</p> <p><input type="checkbox"/> commercial</p> <p><input type="checkbox"/> public/government</p> <p><input type="checkbox"/> project is receiving federal/state transportation funds</p> <p><input type="checkbox"/> Wetland Restoration</p> <p><input type="checkbox"/> other</p>	
<p>Indicate the type of permit being applied for: <input type="checkbox"/> General Permit <input checked="" type="checkbox"/> Minor Project <input type="checkbox"/> Individual (All other projects.) ↗ See Appendix C.</p>				
<p>Written Summary of All Proposed Activities <i>Installation of a single-span pedestrian bridge over the Red Cedar River on the west side of Okemos Road and relocation of the adjacent seven (7) foot concrete sidewalk to the new structure.</i></p>				
<p>Construction Sequence and Methods <i>Install SESC measures; saw-cut existing road-bridge wing-walls; install sheet piling behind the north road-bridge abutment; install bridge structure; remove old sidewalk; install new sidewalk to the new bridge; restore disturbed soil; remove SESC measures once grass is growing.</i></p>				



4 Project Purpose, Use and Alternatives *Attach additional sheets as necessary.*

Describe the purpose of the project and its intended use; include any new development or expansion of an existing land use.
To allow safe access across the Red Cedar River for both pedestrians and cyclists. The existing road-bridge contains a small four (4) foot wide sidewalk which is insufficient given the proximity of the bridge traffic and must be closed during the winter. The new bridge will move pedestrian traffic safely away from the vehicular traffic and will be open and maintained year-round.

Describe the alternatives considered to avoid or minimize resource impacts. Include factors such as, but not limited to, alternative locations, project layout and design, and construction technologies. For utility crossings include alternative routes and construction methods.
By utilizing a single-span structure no obstruction will be placed in the river, thereby avoiding any fill in the floodway. By modifying and using the existing road-bridge wing-walls and abutments a minimum of fill will be placed in the floodplain fringe. Moving the proposed pedestrian bridge further away from the existing road-bridge would require significantly more fill in the floodplain in the form of entirely new abutments with the associated earthen fill. Thus the proposed location and configuration allows for a minimal impact to the floodplain.

5 Locating Your Project Site *Attach a legible black and white map with a North arrow.*

Names of roads of closest intersection *Okemos Road & Mt. Hope Road*

Directions from main intersection to the project site, with distances from the best and nearest visible landmark and water body *400 feet north of intersection, off the west side of the southbound road-bridge over the Red Cedar River.*

Description of buildings on the site (color; 1 or 2 story, other) _____ Description of adjacent landmarks or buildings (address; color; etc)
Two road-bridges over the Red Cedar River.

How can your site be identified if there is no visible address? *The road-bridge over the Red Cedar River.*

6 Easements and Other Permits

No Yes Is there a conservation easement or other easement, deed restriction, lease, or other encumbrance upon the property?
 → If yes, attach a copy. Provide copies of court orders and legal lake levels if applicable.

List all other federal, interstate, state, or local agency authorizations including required assurances for Critical Dune Area projects.

Agency	Type of Approval	Number	Date Applied	Date approved /denied	Reason for denial

7 Compliance

If a permit is issued, when will the activity begin? (M/D/Y) *10/01/2013* Proposed completion date (M/D/Y) *11/01/2013*

No Yes Has any construction activity commenced or been completed in a regulated area?
 → If Yes, identify the portion(s) underway or completed on drawings or attach project specifications and give completion date(s).
 No Yes Were the regulated activities conducted under a DEQ and/or USACE permit?
 → If Yes, list the permit numbers
 No Yes Are you aware of any unresolved violations of environmental law or litigation involving the property?
 → If Yes, attach explanation.

8 Adjoining Property Owners *Provide current mailing addresses. Attach additional sheets/labels for long lists.*

<input type="checkbox"/> Established Lake Board	Contact Person	Mailing Address	City	State and Zip Code
<input type="checkbox"/> Lake Association				

List all adjoining property owners.
 If you own the adjoining lot, provide the requested information for the first adjoining parcel that is not owned by you.

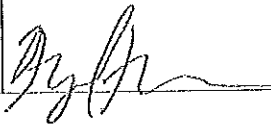
Property Owner's Name	Mailing Address	City	State and Zip Code
<i>Parkview Development LLC</i>	<i>2248 Mt. Hope #202</i>	<i>Okemos</i>	<i>MI 48864</i>



Applicant's Certification

Read carefully before signing.

I am applying for a permit(s) to authorize the activities described herein. I certify that I am familiar with the information contained in this application; that it is true and accurate; and, to the best of my knowledge, that it is in compliance with the State Coastal Zone Management Program. I understand that there are penalties for submitting false information and that any permit issued pursuant to this application may be revoked if information on this application is untrue. I certify that I have the authority to undertake the activities proposed in this application. By signing this application, I agree to allow representatives of the DEQ, USACE, and/or their agents or contractors to enter upon said property in order to inspect the proposed activity site before and during construction and after the completion of the project. I understand that I must obtain all other necessary local, county, state, or federal permits and that the granting of other permits by local, county, state, or federal agencies does not release me from the requirements of obtaining the permit requested herein before commencing the activity. I understand that the payment of the application fee does not guarantee the issuance of a permit.

<input type="checkbox"/> Property Owner <input type="checkbox"/> Agent/Contractor <input checked="" type="checkbox"/> Corp. or Public Agency / Title <i>Meridian Township.</i>	Printed Name <i>Nyal Nunn</i>	Signature 	Date <i>7/23/13</i>
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10 Projects Impacting Inland Lakes, Streams, Great Lakes, Wetlands or Floodplains

- Complete only those sections A through M applicable to your project.
- If your project impacts wetlands also complete Section 12. If your project impacts regulated floodplains also complete Section 13.
- To calculate volume in cubic yards (cu yd), multiply the average length in feet (ft) times the average width (ft) times the average depth (ft) and divide by 27. Example: (25 ft long x 10 ft wide x 2 feet deep) / 27 = 18.5 cubic yards
- Some projects on the Great Lakes require an application for conveyance prior to Joint Permit Application completeness.
 - Provide a black and white overall site plan, with cross-section and profile drawings. Show existing lakes, streams, wetlands, and other water features; existing structures; and the location of all proposed structures, land change activities and soil erosion and sedimentation control measures. Review Appendix B and EZ Guides for aid in providing complete site-specific drawings.
 - Provide tables for multiple impact areas or multiple activities such as multiple fill areas or multiple culverts. Include your calculations.

Water Level Elevation

On inland waters NGVD 29 NAVD 88 other Observed water elevation (ft) 831.37 date of observation (M/D/Y) 01/29/2013
 On a Great Lake IGLD 85 surveyed converted from observed still water elevation.

A. PROJECTS REQUIRING FILL (See All Sample Drawings)

- Attach a site plan and cross-section views to scale showing maximum and average fill dimensions with calculations.
- For multiple impact areas on a site provide a table with location, dimensions and volumes for each fill area.

Purpose bioengineered shore protection boat ramp boat well bridge or culvert crib dock
 riprap seawall swim area other

Dimensions of fill (ft) Length 50 Width 2.5 Maximum Depth 2	Total volume (cubic yards) 10.3	Volume below OHWM (cubic yards) 0
Maximum water depth in fill area (ft) 0	Area filled (sq ft) 36	Will filter fabric be used under proposed fill? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if Yes, type)

Fill will extend 0 feet into the water from the shoreline and upland 50 feet out of the water.

Type of clean fill peastone % sand 100% gravel % other

Source of clean fill commercial on-site other
 If on-site, show location on site plan.
 If other, attach description of location.

B. PROJECTS REQUIRING DREDGING OR EXCAVATION (See Sample Drawings)

- Refer to www.mi.gov/jointpermit for spoils disposal and authorization requirements.
- Attach a site plan and cross-section views to scale showing maximum and average dredge or excavation dimensions with calculations.
- For multiple impact areas on a site provide a table with location, dimensions and volumes for each dredge/excavation area.

Purpose boat ramp boat well bridge or culvert maintenance dredge
 navigation pond/basin other

Dimensions (ft) Length Width Maximum Depth	Total volume (cu yds)	Volume below OHWM (cu yds)
Has this same area been previously dredged?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, provide date and permit number;
Will the previously dredged area be enlarged?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, when and how much?
Is long-term maintenance dredging planned?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, how often?

Dredge or Excavation Method Hydraulic Mechanical other

Spills Disposal
 Dredged or excavated spoils will be placed on-site landfill USACE confined disposal facility other upland off-site
 For disposal, provide a Detailed spoils disposal area location map and site plan with property lines;
 Letter of authorization from property owner of spoils disposal site, if disposed off-site.
 For volumes less than 5,000 cu yards, has proposed dredge material been tested for contaminants within the past 10 years?
 No Yes If Yes, provide test results with a map of sampling locations.

C. PROJECTS REQUIRING RIPRAP (See Sample Drawings 2, 3, 8, 12, 14, 22, and 23)

Riprap water ward of the ordinary high water mark: dimensions (ft) length width depth	Volume (cu yd)
Riprap landward of the ordinary high water mark: dimensions (ft) length width depth	Volume (cu yd)
Type and size of riprap (inches) <input type="checkbox"/> field stone <input type="checkbox"/> angular rock <input type="checkbox"/> other	Will filter fabric or pea stone be used under proposed riprap? <input type="checkbox"/> No <input type="checkbox"/> Yes, Type



Floodplain Activities (See Sample Drawing 5 and others. Complete other applicable sections.)

- For more information go to www.mt.gov/floodplainmanagement. This site also lists the projects and requirements for an expedited floodplain review under "Expedited Review Information for Minor Floodplain Projects."
- Examples of projects proposed within the non-floodway portions of the 100-year-floodplain which may qualify for an expedited review: Open pile decks and boardwalks; residences, commercial/industrial facilities, garages and accessory structures; parking lots; pavilions, gazebos, large community playground structures; residential swimming pools
- Examples of projects proposed within the floodway portions of the floodplain which may qualify for an expedited review: Open pile decks and boardwalks, (non-enclosed) that are anchored to prevent floatation and that do not extend over the bed and bank of a watercourse; parking lots constructed at grade or resurfacing that is no more than 4 inches above the existing grade; dry hydrants that do not require fill placement; scientific structure such as staff gauges, water monitoring devices; water quality testing devices; and core sampling devices which meet specific design criteria and fish structures that meet specific design criteria.
- For expedited review include:
 - Photographs of the work site labeled to identify what is being shown and with the direction of the photo clearly indicated. Include photographs of any river or stream adjacent to the project.
 - A letter or statement from the local unit of government acknowledging your proposed application. See the website for sample wording.
- A hydraulic analysis or hydrologic analysis may be required to fully assess floodplain impacts.
- The state building code requires an Elevation Certificate for any building construction or addition in a floodplain. A sample form can be found at www.fema.gov/nfip/elvncst.shtml.
 - Attach additional sheets or tables for multiple proposed floodplain activities and provide hydraulic calculations.
 - Show reference datum used on plans.

Proposed Activity	<input checked="" type="checkbox"/> fill	<input type="checkbox"/> excavation or cut	100-year floodplain elevation (ft) (if known) 843.7
	<input type="checkbox"/> other		Datum <input checked="" type="checkbox"/> NGVD 29 <input type="checkbox"/> NAVD 88 <input type="checkbox"/> other

Site is 16 feet above ordinary high water mark (OHWM) OR observed water level. Date of observation (M/D/Y) **01/29/2013**

Fill volume below the 100-year floodplain elevation (cu yds) 10.3	Compensating cut volume below the 100-year floodplain elevation (cu yds) 16.24
--	---

Buildings and/or Additions	Type of construction is <input type="checkbox"/> residential <input type="checkbox"/> garage/pole barn <input type="checkbox"/> non residential <input type="checkbox"/> other	
	Construction is <input type="checkbox"/> new <input type="checkbox"/> addition AND Served by: <input type="checkbox"/> public sewer <input type="checkbox"/> private septic <input type="checkbox"/> other	
	Lowest adjacent grade (ft): existing proposed datum: <input type="checkbox"/> NGVD 29 <input type="checkbox"/> NAVD 88 <input type="checkbox"/> other	
	Existing Structure Information	Proposed Structure Information
	Foundation type <input type="checkbox"/> basement <input type="checkbox"/> concrete slab on grade <input type="checkbox"/> pilings <input type="checkbox"/> crawl space <input type="checkbox"/> other	Foundation type <input type="checkbox"/> basement <input type="checkbox"/> concrete slab on grade <input type="checkbox"/> pilings <input type="checkbox"/> crawl space <input type="checkbox"/> other
	Foundation floor elevation (ft)	Foundation floor elevation (ft)
	Height of crawl space/basement from finished foundation floor to bottom of floor joists (ft)	Height of crawl space/basement from finished foundation floor to bottom of floor joists (ft)
	Elevation of 1st floor above basement floor/crawl space (ft)	Elevation of 1st floor above basement floor/crawl space (ft)
	For enclosed areas below the flood elevation, such as a crawl space, garages and accessory structures: Area of proposed foundation (sq ft) Elevation of proposed enclosed area (ft) datum <input type="checkbox"/> NGVD 29 <input type="checkbox"/> NAVD 88 <input type="checkbox"/> other	
	Number of flood vents	net opening of each vent (sq inches)



21 Bridges and Culverts Including Foot and Cant Bridges. (See EZ Guides and Sample Drawings 5, 14A, 14B, 14C, 14D.)

- Complete other applicable Sections, including 10A-G.
- A hydraulic analysis or hydrologic analysis may be required to fully assess impacts. → Attach hydraulic calculations.
- High Water Elevation - describes reference point and highest known water level above or below reference point and date of observation.
 - Attach additional sheets for multiple bridges and/or culverts.
 - Provide detailed site-specific drawings of existing and proposed Plan and Elevation View at a scale adequate for detailed review.
 - Provide all information in the boxes below; do not write in a reference to plan sheets. Show reference datum used on plans.

Stream Information	The site has a high water elevation (ft) <u>2.64</u> <input checked="" type="checkbox"/> above or <input type="checkbox"/> below the Reference Point of <i>streambed</i> Date observed <u>01/29/2013</u>	
	Reference datum used <input checked="" type="checkbox"/> NGVD 29 <input type="checkbox"/> NAVD 88 <input type="checkbox"/> IGLD 85 (Great Lakes coastal areas) <input type="checkbox"/> other	
	Average stream width (ft) at the ordinary high water mark (OHWM) outside the influence of any ponding or scour holes around the structure	Upstream <u>124</u> Downstream <u>124</u>
	Cross-sectional area of primary channel (sq ft) <u>1,294.37</u> (See Sample Drawing 14C for more information)	
	The width of the stream where the water begins to overflow its banks. Bankfull width (ft) <u>142</u>	
	The invert of the stream 100-feet from structure (ft)	Upstream Downstream

Is the existing culvert perched? No Yes If Yes, provide a profile of the channel bottom at the high and low points for a distance of 200 feet upstream and downstream of the culvert.

Complete this form for each bridge / culvert location.		Existing	Proposed
Bridge	Number of bridge spans	<u>0</u>	<u>1</u>
	Bridge type (concrete box beam, concrete I-beam, timber, etc.)		<u>Steel, single span</u>
	Bridge span (length perpendicular to stream) (ft)		<u>180</u>
	Bridge width (parallel to stream) (ft)		<u>8</u>
	Bottom of bridge beam (ft)	Upstream Downstream	<u>847.26</u>
	Stream invert elevation at bridge (ft)	Upstream Downstream	<u>829</u>
	Bridge rise from bottom of beam to streambed (ft)		<u>18.26</u>

Culvert	Number of culverts		
	Culvert type (arch, bottomless, box, circular, elliptical, etc.)		
	Culvert material (concrete, corrugated metal, plastic, etc.)		
	Culvert length (ft)		
	Culvert <input type="checkbox"/> width <input type="checkbox"/> diameter (ft)		
	Culvert height prior to any burying (ft)		
	Depth culvert will be buried (ft)		
	Elevation of culvert crown (ft)	Upstream Downstream	
	Higher elevation of <input type="checkbox"/> culvert invert OR <input type="checkbox"/> streambed within culvert (ft)	Upstream Downstream	

Complete for both Bridges and Culverts	Entrance design (mitered, projecting, wingwalls, etc.)		<u>Existing abutment</u>
	Total structure waterway opening above streambed (sq ft)		<u>2,686.89</u>
	Total structure waterway area below the 100-year elevation (sq ft) (if known)		<u>1,795.69</u>
	Elevation of road grade at structure (ft)		
	Elevation of low point in road (ft)		
	Distance from low point of road to mid-point of bridge crossing (ft)		
	Length of approach fill from edge of bridge/culvert to existing grade (ft)		

A Licensed Professional Engineer may certify that your project will not cause a harmful interference for a range of flood discharges up to and including the 100-year flood discharge. The "Required Certification Language" is found under "forms" on the "maps, forms and documents" link from the www.mi.gov/jointpermit page or a copy may be requested by phone, email, or mail. A hydraulic report supporting this certification may also be required.

Is Certification Language attached? No Yes

CHARTER TOWNSHIP OF MERIDIAN

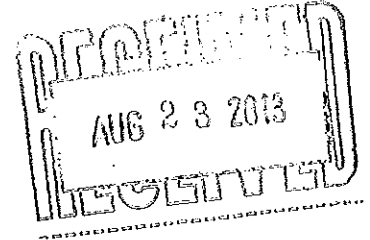
Elizabeth Ann LeGoff Supervisor
Brett Dreyfus Clerk
Julie Brixie Treasurer
Frank L. Walsh Manager



Milton L. Scales Trustee
Ronald J. Styka Trustee
John Veenstra Trustee
Angela Wilson Trustee

August 23, 2013

Mr. Richard Brown
Community Planning & Development
Meridian Charter Township
Okemos, MI 48864-1198



**Re: Special Use Permit Application
Okemos Road Pedestrian Bridge**


Dear Mr. Brown:

I have reviewed the revised plans for the proposed construction of a pedestrian/bicycle pathway bridge crossing the Red Cedar River west side of the Okemos Road southbound vehicular bridge. The project includes construction of an abutment in the floodplain at the north end of the bridge and replacement of a portion of the retaining wall north of the bridge to support the relocated pedestrian/bicycle pathway.

Construction of the abutment and replacement of the retaining wall will involve work in the floodplain. Approximately 7.8 cubic yards of fill will be required for the relocated wall and the bridge abutment. There will be a compensating cut of 14 cubic yards plus the volume of trees that have been removed from the flood plain.

The project is feasible, and I approve the project.

Sincerely,


Raymond O. Severy, P.E., CFM
Director of Public Works & Engineering





**Special Use Permit #13121
(Meridian Township)
August 22, 2013**

APPLICANT: Charter Township of Meridian
Department of Public Works and Engineering
5151 Marsh Road
Okemos, MI 48864

STATUS OF APPLICANT: Owner

REQUEST: Construct a fire station, a nonresidential structure and use in a residential district

CURRENT ZONING: RDD (Multiple Family – up to 5 dwelling units per acre)

LOCATION: Central Park Drive, east of Okemos Road

EXISTING AREA LAND USES: N: Central Park Drive, Autumnwood Condominiums
S: Retail – Office Max, Best Buy
E: Okemos Branch, U. S. Postal Service
W: Okemos Road

CURRENT ZONING IN AREA: N: RDD (Multiple Family – up to 5 dwelling units per acre)
S: C-3 (Commercial)
E: RDD (Multiple Family – up to 5 dwelling units per acre)
W: RDD (Multiple Family – up to 5 dwelling units per acre)

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

TO: Planning Commission

FROM: Gail Oranchak
Gail Oranchak, AICP
Principal Planner

DATE: August 22, 2013

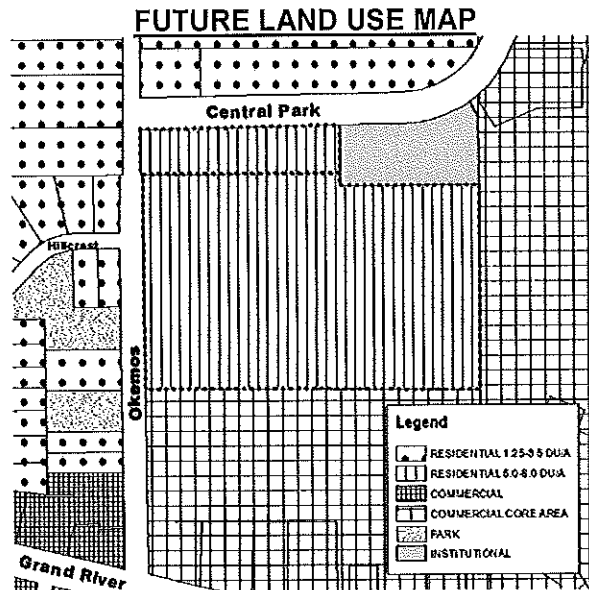
RE: Special Use Permit #13121 (Meridian Township), a request to construct a new fire station, a nonresidential structure and use in a residential district

Meridian Township has requested a special use permit to construct an approximate 15,000 square foot replacement for the Central Fire Station. The project area will occupy an approximate four acre portion of a 28.5 acre Township-owned site located on the southeast corner of Okemos Road and Central Park Drive. The site is zoned RDD (Multiple Family up to 5 dwelling units per acre). Publically owned and operated buildings such as a fire station are permitted by special use permit in the RDD zoning district subject to Section 86-654 Nonresidential structures and uses in a residential district.

The building will consist of three fire apparatus bays, equipment storage facilities, a training classroom, Fire Department administrative offices, a staff day room, kitchen, fitness room, seven dorm rooms, men's and women's locker rooms, and laundry. A separate training tower south of the building is also shown on the site plan. 61 off-street parking spaces are provided both east and west of the building. Construction is anticipated to begin later this year and be completed by September 2014.

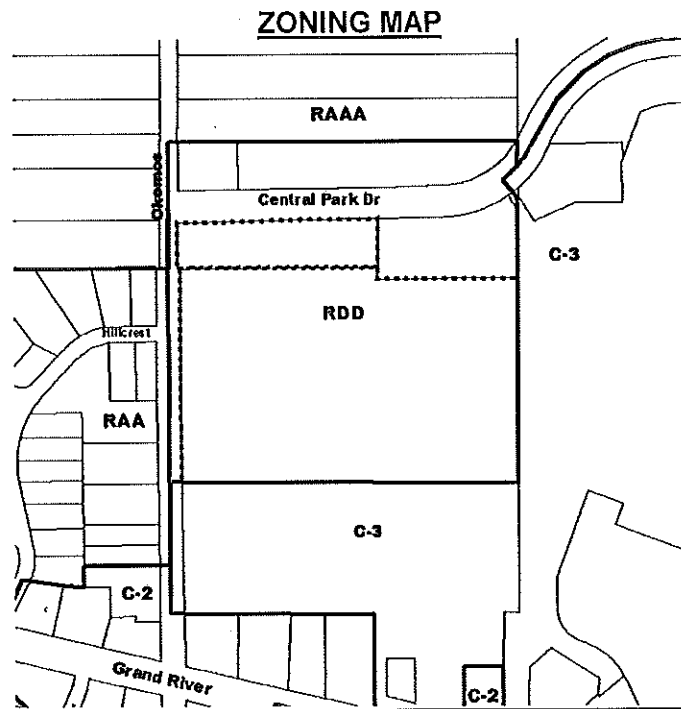
2005 Master Plan

The 28.5 acre site is designated Residential 5.0-8.0 dwelling units per acre on the 2005 Master Plan's Future Land Use Map.



Zoning

The RDD zoning district requires a minimum 100 feet of lot width while the lot area standard for a nonresidential use in a residential district (Section 86-654) is a minimum two acre parcel. With approximately 760 feet of frontage on Central Park Drive (approximately 480 feet designated for the fire station project area) and 960 on Okemos Road, the site exceeds the 100 foot minimum lot width requirement for the RDD district. At 28.5 acres, approximately four of them designated as the fire station's project area, the site exceeds the minimum two acres required by Section 86-654.



Physical Features

A natural features assessment of this undeveloped site prepared by the project architect/engineer DLZ, has been included in the application materials. In summary, the site is relatively flat, consists of a grassy area near Central Park Drive, shrub scrub vegetation, trees and clusters of trees within the site's interior. A tree inventory has been provided showing all trees with a diameter at breast height (dbh) of 12 inches or greater. Tree quality was not assessed. Floodplain elevations and wetlands are present on the site south of the project area. The Township's environmental consultant delineated wetlands on the site and an aerial photograph showing the delineated boundary location. Conservatively, the closest wetland boundary is approximately 150 south of the fire station project area.

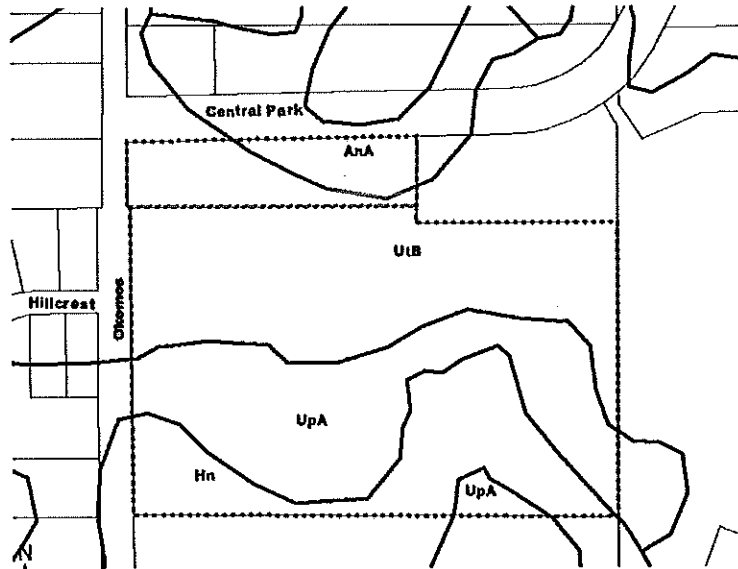
Soils

The following chart summarizes soil information for the subject site:

SOIL ASSOCIATION	SEVERE BUILDING SITE LIMITATIONS
(AnA) Aubbeenaubbee-Capac, 0 to 3% slope)	Wetness
Hn (Houghton	Subsides, ponding, low strength
UpA Urban land-Capac-Colwood	Wetness, ponding
UtB Urban Land – Marlette	None

Source: Soil Survey of Ingham County, Michigan, 1992.

SOILS MAP



Streets and Traffic

Access to the fire station will be from Central Park Drive east of Okemos Road and west of the Okemos Post Office. The map in Section 86-367 of the zoning ordinance shows Central Park Drive classified as a Collector street. It is a four lane paved road with pedestrian-bicycle pathways along both sides of the road.

While traffic counts are not available for Central Park Drive, they are available for Okemos Road. One of the issues associated with the current location of the Central Fire Station is traffic congestion in the vicinity of Okemos and Hamilton Roads. Traffic counts found on the Ingham County Road Department web site show more than twice as many vehicle trips occur near the Okemos/Hamilton intersection than the Okemos/Central Park intersection.

Okemos Road Traffic Counts ¹			
YEAR	LOCATION	DIRECTION	VEHICLE TRIPS
2007	Between Grand River Avenue and Hillcrest	2-WAY	11,874
2008	Between Clinton Street and Hamilton	2-WAY	29,557

¹Ingham County Road Department web site

Staff Analysis

In 2012, Meridian Township voters supported a referendum authorizing the Township Board to issue general obligation bonds to fund the replacement of the Central Fire Station. Prior to the referendum appearing on the ballot, the Board evaluated the merits of different sites including the existing fire station location. The site on the southeast corner of Okemos and Central Park Drive was selected for the new fire station since it is owned by the Township, it is relatively close to the current fire station location, it has easy access to Okemos Road and Grand River Avenue, it is removed from the traffic congestion at Okemos and Hamilton Roads, it remains between the two railroad tracks but better positioned to assist the North Fire Station where call volumes are heavier, it closely mimics the coverage area of the current Central Fire Station, and the site is large enough to offer multiple site plan options and future expansion if necessary. Since the vote in November 2012, an architect/engineering firm was selected and Fire Department and Engineering and Public Works Department staff have worked with it to select the most effective location within the 28.5 acre site and the design.

Nonresidential structures and uses permitted in residential districts such as the fire station are evaluated using the nine general special use permit criteria listed in Section 86-126 of the zoning ordinance as well as the specific standards found in Sections 86-654 (d), (e), and (f) and summarized as follows:

1. Preferable location at the edge of a residential district, abutting a business or industrial district, or a public open space.

The project site is surrounded by Township-owned land to the west and south, the Okemos branch of the U. S. Post Office to the east and Central Park Drive to the north.

2. All means shall be utilized to face any permitted non-residential use on a major street.

The fire station will face Central Park Drive.

3. Motor vehicle entrance and exit should be made from a major street.

Ingress and egress will be from Central Park Drive.

4. Site locations are preferred that offer natural or manmade barriers that would lessen the effect of intrusion into residential areas.

Okemos Road and Central Park Drive separate the site from nearby residential uses.

5. Will not require costly or uneconomic extension of utility service.

Public water and sewer utilities are available in the vicinity to serve the site.

6. The parcel size shall be at least two acres in size.

The overall Township-owned site is 28.5 acres; the fire station project area is approximately four acres.

7. No more than 25 percent of the gross site shall be covered by buildings.

At approximately 15,000 square feet, the proposed fire station structure covers approximately 1.2 percent of the 28.5 acres site.

8. No building shall be taller than that permitted in the underlying zoning district.

The tallest point of the roof measures 28 feet; buildings up to 35 feet are permitted.

9. The building's appearance shall be harmonious and blend appropriately with the surrounding residential area.

The structure is of modern design with flat and angled roof lines. Building materials include metal siding with brick accents and long windows identified as "glazed storefronts."

10. All signs shall be in accordance with sign regulations for non-residential uses in residential districts.

Signage has not been proposed. If a free-standing sign is to be installed on the site, it may be no larger than 25 square feet in size. One wall sign no larger than 20 square feet is also permitted.

11. Off-street parking spaces shall be provided as required by the zoning ordinance.

Parking calculations appear on the site plan and are based on zoning ordinance standards of one parking space for each staff member on duty during the highest staffed shift plus 25 percent, and one parking space for every four seats in the training room. 41 motor vehicle parking spaces are required by ordinance; 61 off-street motor vehicle parking spaces are shown on the site plan. Although the 61 spaces exceed the zoning ordinance requirement, this is an instance where the zoning ordinance has not caught up with real world land use. Training classes are often held and open to staff of other fire departments thus additional parking spaces will accommodate persons traveling to the site for training one or two to a vehicle rather than the four anticipated by the zoning ordinance. Bicycle parking for four bicycles is shown west of the building.

12. Any building housing a nonresidential use in a residential district may be no closer than 50 feet to any property line or street line except that all buildings and structures shall be located in accordance with the setback requirements of Section 86-367 for the type of street upon which any yard abuts.

The structure is setback more than 50 feet from the property line on the east, west and south sides however it is only 46 feet from the Central Park Drive right-of-way when 50 feet is required. Options for compliance include moving the building south approximately four feet or seeking a variance from the Zoning Board of Appeals. Central Park Drive is a collector street. Buildings must be setback at least 85 feet from the centerline of Central Park Drive. The structure meets this standard.

Planning Commission Options

The Planning Commission may approve, approve with conditions or deny the special use permit. A resolution will be provided for a decision at a future meeting.

Attachments

1. Application materials
2. Delineated wetland boundary map prepared by the Township Environmental Consultant
3. Site Plans dated August 2, 2013

Michigan, Thompson,
 and others, Inc.
 4990 Okemos Road
 Ingham County, Michigan
 48864-1000
 Phone: 517.487.1100
 Fax: 517.487.1101
 Website: www.fih.com

Charter Township of Meridian
 4990 Okemos Road, Ingham County, Michigan
 Wetland Delineation

PROJECT NO.
 0130546
 FIGURE NO.
 1
As Shown

LEGEND

- Sample Location
- Wetland Delineation
- - - - Approximate Property Boundary

SITE PLAN

NORTH

0 75 150
 FEET



NOT TO SCALE. DATE: 01/15/2013. DRAWN BY: J. HARRIS. CHECKED BY: J. HARRIS. SCALE: AS SHOWN.