

**CHARTER TOWNSHIP OF MERIDIAN  
PLANNING COMMISSION  
REGULAR MEETING MINUTES**

**APPROVED**

**September 28, 2020**

**Meeting held virtually using the Zoom web conferencing application**

**7:00 P.M.**

**PRESENT: Commissioners Premoe, Richards, McConnell, Hendrickson, Cordill, Shrewsbury, Trezise, and Blumer.**

**ABSENT: None**

**STAFF: Director of Community Planning & Development Mark Kieselbach, Principal Planner Peter Menser, Information Technology Director Stephen Gebes, Multimedia Producer Samantha Diehl.**

**1. CALL MEETING TO ORDER**

Chair Hendrickson called the regular meeting to order at 7:00 P.M.

**2. PUBLIC REMARKS - None**

**3. APPROVAL OF AGENDA**

Commissioner Richards moved to approve the agenda.

Seconded by Commissioner Shrewsbury

A correction was noted for item 4.A regarding the approval of minutes. The date was incorrect and should reflect September 14, 2020 not August 24, 2020. The motion maker accepted the correction as a friendly amendment.

VOICE VOTE: Motion approved unanimously.

**4. APPROVAL OF MINUTES**

A. August 24, 2020 Regular Meeting

Commissioner Richards moved to approve the minutes.

Seconded by Commissioner Cordill.

VOICE VOTE: Motion approved unanimously.

**5. COMMUNICATIONS**

Chair Hendrickson noted the communication submitted in the September 28, 2020 meeting packet.

**6. PUBLIC HEARINGS – None**

**7. UNFINISHED BUSINESS**

A. Special Use Permit #20061 (Elsabeth Engeda) expand an existing adult foster care home at 5340 Park Lake Road to accommodate up to 10 residents.

Motion by Commissioner McConnell to adopt the resolution approving Special Use Permit #20061.  
Seconded by Commissioner Premoe.

Planning Commissioners Discussion:

- The applicant submitted photos of the parking provided on the property for the Planning Commission to review since concerns were raised at the previous meeting.
- The plans were reviewed by the Fire Department and there were no concerns regarding emergency access to the property.
- The residents do not drive and the vehicles normally on the property are staff vehicles.
- The communication included in the packet does not list who submitted the concerns regarding the proposed expansion of the Adult Foster Care Home. Principal Planner Menser stated he contacted the couple but did not hear back so their names were only listed on the Agenda 5A Communications portion of the document.
- The Adult Foster Care Home has been in operation and has had no problems. The increase in potentially four additional residents is not expected to impact the surrounding neighbors.
- Safety measures are taken when a couple of the residents want to walk off the property. Staff escorts them across Park Lake Road. Commissioner McConnell offered additional ideas for safety using flags and other possible signage and the applicant was receptive to the feedback provided.
- Under the ordinance, the site standards listed in the staff memo on page 5 are alterable based on the character and situation being reviewed and are not a “must meet” requirement.

ROLL CALL VOTE:

YAYS: Commissioner McConnell, Premoe, Cordill, Shrewsbury, Richards, Blumer, Trezise, and Chair Hendrickson.

NAYS: 0

MOTION CARRIED: 8-0

## **8. OTHER BUSINESS**

### **A. Mixed Use Planned Unit Development (MUPUD) ordinance review.**

Commissioner Premoe proposed a motion to move to appoint a five member subcommittee, including Principal Planner Menser and Neighborhood and Economic Development Director Amber Clark and three Planning Commission members to draft a revision of the MUPUD Ordinance for review by the Planning Commission by the first meeting of December.

Seconded by Commissioner Trezise.

ROLL CALL VOTE:

YAYS: Commissioner Premoe, Trezise, McConnell, Cordill, Shrewsbury, Richards, Blumer, and Chair Hendrickson.

NAYS: 0

MOTION CARRIED: 8-0

Commissioner Premoe moved to nominate three committee members to work on the subcommittee: Chair Hendrickson, Commissioner Cordill and Commissioner Richards.

Chair Hendrickson had to regretfully decline the nomination due to his workload currently as Chief Deputy Clerk of Ingham County.

Chair Hendrickson nominated Commissioner Premoe accepted the nomination as the third committee member.

Motion by Commission Premoe

Seconded by Commissioner McConnell

VOICE VOTE: Motion approved unanimously.

Principal Planner Menser reviewed the categorized and summarized notes from the past few meetings relating to the MUPUD ordinance review.

Planning Commission Discussion:

- Hot button topics are the Concept Plan and PO Zoning.
- The need to tighten up the timing of the process.
- MUPUD and Form Base Code are very different (process and vision)
- The subcommittee should do research and come up with a list or definition for amenities.
- The cost of the amenities should be borne by the developers.
- The Climate Sustainability Plan (thru the Environmental Commission) could serve as an expression of the kinds of things (amenities) to look for because they have already been approved by the Township Board.
- Amenities enhance the public perception.
- Underground utilities are a standard, not an amenity.
- Define the term amenity (what we want it to be) and then provide examples.
- Create a list of amenities and make scalable to the size of the specific proposed project.
- An amenity today could become a standard tomorrow.
- Multiple phase projects should have stricter requirements in each phase for amenities. They should be consistent and carry through each phase of the project.
- Penalties and enforceability requirements on projects.

Commissioner Premoe requested setting meeting times for the subcommittee and asked Principal Planner Menser to schedule once in October and once in November for the group.

Chair Hendrickson suggested cancelling the October 12, 2020 Planning Commission meeting because the tentative meeting agenda didn't have anything scheduled and the subcommittee could use the time to work on their project.

Commissioner Richards moved to cancel the October 12, 2020 regular Planning Commission meeting.

Seconded by Commissioner McConnell

VOICE VOTE: Motion approved unanimously.

Commissioner McConnell had a question about Special Use Permit #20051 for 1732 Hamilton Road, Vehicle Repair Shop. He wanted to know if there were any conditions placed on the SUP regarding inoperable vehicles being parked in the parking lot. The owner may not be in compliance. Principal Planner Menser will investigate it.

**9. REPORTS AND ANNOUNCEMENTS**

A. Township Board update.

Principal Planner Menser provided a summary of the September 15, 2020 and September 22, 2020 Zoom Township Board meetings and noted the next Township Board meeting will be October 6, 2020.

B. Liaison reports.

- Chair Hendrickson provided an update from the September 23, 2020 Zoning Board of Appeals meeting.
- Commissioner Premoe provided an update from the September 17, 2020 Brownfield Redevelopment Authority meeting.

**PROJECT UPDATES**

A. New Applications- None

B. Site Plans Received

1. Site Plan Review #20-06 (Verizon Wireless), add antennae and equipment cabinet to existing wireless facility on roof of apartment building at 2900 Northwind Drive.

C. Site Plans Approved

1. Site Plan Review #20-98-31 (M&J Management) construct new 14 space parking lot at 1999 Saginaw Highway.

**11. PUBLIC REMARKS - None**

**12. ADJOURNMENT**

Commissioner Premoe moved to adjourn the meeting.

Supported by Commissioner Shrewsbury.

VOICE VOTE: Motion carried unanimously.

Chair Hendrickson adjourned the regular meeting at 8:43 p.m.

Respectfully Submitted,

Debbie Budzynski, Recording Secretary