



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
CORRIDOR IMPROVEMENT AUTHORITY  
April 16, 2025 6:00 pm  
Central Fire Station-5000 Okemos Road

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1. CALL MEETING TO ORDER
2. ROLL CALL
3. MISSION: The Corridor Improvement Authority of the Charter Township of Meridian is dedicated to establishing the Grand River Avenue corridor in Meridian Township as a prime business and recreation destination in the Tri-County region. The Authority is focused on creating programs and projects that invigorate the streetscape and build partnerships among corridor property owners, and residents.
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
  - A. November 20, 2024
6. PUBLIC COMMENTS
7. OLD BUSINESS
  - A. 2025 RFQ Integrated Plan Design Search – Results of Open Bid
8. NEW BUSINESS
  - A. Grand River Avenue- Campus Hill Pedestrian Island Crossing Safety Discussion
  - B. 2025 Façade Improvement/Redevelopment Reimbursement Grant Program Discussion
9. DEVELOPMENT PROJECT REVIEW
  - A. Development Project Updates
10. MALL DEVELOPMENT
  - A. Meridian Mall Update
11. REPORTS FROM TOWNSHIP BOARD/PLANNING COMMISSION/CIA BOARD
12. OPEN DISCUSSION/ BOARD COMMENTS
13. PUBLIC COMMENTS
14. NEXT MEETING DATE
  - A. Next Meeting Date: May 21, 2025 - 6:00 pm
15. ADJOURNMENT

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

Charter Township of Meridian  
Corridor Improvement Authority  
5000 Okemos Road, Okemos, MI 48864  
Wednesday, November 20, 2024– Minutes -DRAFT

**Members**

**Present:** Bruce Peffers, Chris Nugent, Adam Hodges, and Barry Goetz

**Members**

**Absent:** Supervisor Scott Hendrickson, Chris Rigterink

**Others**

**Present:** Neighborhoods & Economic Development Director Amber Clark

1. CALL MEETING TO ORDER

Chair Bruce Peffers called the meeting to order at 6:03 PM

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

3. APPROVAL OF THE AGENDA

**MOTION TO APPROVE THE AGENDA MADE BY MEMBER BRUCE PEFFERS.  
SUPPORTED BY MEMBER ADAM HODGES.**

**YAS: 4 ALL NAYS: 0 MOTION PASSES 4-0.**

4. APPROVAL OF MINUTES

- a. August 21, 2024

**MOTION TO APPROVE THE NOVEMBER 20, 2024 MEETING MINUTES WITH AN  
AMENDMENT TO EDIT THE VICE CHAIR NAME AS INDICATED MADE BY MEMBER  
CHRIS NUGENT. SUPPORTED BY MEMBER ADAM HODGES.**

**YAS: 4 ALL NAYS: 0 MOTION PASSES 4-0.**

5. PUBLIC REMARKS

- a. None

6. OLD BUSINESS

- a. None

7. NEW BUSINESS

a. COMERICA BANK SELECTION AND AUTHORIZED RESOLUTION OF SIGNERS

Director Clark provided the CIA members with overview of accepting a bank of record and setting the authorized signers for the bank of record "Comerica Bank". Funding from the TIF capture will be allocated to this bank account for the CIA to use in pursuit of public improvement projects, TIF supporting or other approved projects based on the Act. Members discussed their general approval to use a bank of record within the CIA and to select a bank of record with local representation to the CIA Board. CIA Officers such as the Chair, Vice Chair and Township Manager will be granted authorization to sign checks and make other authorizing financial decisions per the authorized signer resolution. Chair Bruce Peffers, Vice Chair Barry Goetz and Interim Township Manager Timothy Schmitt shall be authorized as the executors of the account. Member Chris Nugent is the current Vice President of Comerica Bank with the local address of 4829 Marsh Road, Okemos, MI 48864. The representation of a commercial business in the Corridor on the Authority as an active voting member meets the criteria of the CIA requirements for Board/Community involvement. The selection of Comerica Bank will allow for the ease of access and continuity of the CIA regarding financial matters. Member Nugent expressed his gratitude to the CIA Board for their consideration to select Comerica Bank as the bank of record.

Member Chris Nugent abstained from the vote

**MOTION BY CHAIR BRUCE PEFFERS TO SUPPORT THE SELECTION OF COMERICA BANK, OKEMOS DIVISION AS THE BANK OF RECORD FOR THE CORRIDOR IMPROVEMENT AUTHORITY. AUTHORIZE SIGNERS CHAIR BRUCE PEFFERS, VICE CHAIR BARRY GOETZ AND INTEIM TOWNSHIP MANAGER TIMOTHY SCHMITT AS AUTHORIZED SIGNERS OF THE CIA COMERICA BANK ACCOUNT OF THE CORRIDOR IMPROVEMENT AUTHORITY. SUPPORTED BY MEMBER BARRY GOETZ**

**Voice Vote Roll Call:**

**Chair Bruce Peffers - Yes**

**Vice Chair Barry Goetz - Yes**

**Member Adam Hodges -Yes**

**Member Chris Nugent Abstained**

**Nays: 0**

**YAS: 3 NAYS: 0 MOTION PASSES 3-0.**

b. 2025 MEETING CALENDAR

Director Clark presented the 2025 Meeting calendar, with meeting dates set for the third Wednesday of the month, with at least 9 set scheduled meetings of the CIA to be held at Central Fire Station 5000 Okemos Road, Okemos MI 48864 at 6:00 PM

**MOTION BY MEMBER CHRIS NUGENT TO SET THE 2025 MEETING CALENDAR AS PRESENTED IN THE PACKET. SUPPORTED BY MEMBER BARRY GOETZ**

**YAS: 4 ALL NAYS: 0 MOTION PASSES 4-0.**

8. DEVELOPMENT PROJECT REVIEW

a. Director Clark provided the following update on the included development projects for November 2024:

- Several projects working toward development occupancy including Grand Reserve on Central Park Drive/ Grand River area. This for rent project brought to the community by DTN will be built by Mayberry Homes. The project is similar to the Aspen Lakes development in Holt, MI with full occupancy. The transitional missing middle housing will assist the Greater Lansing region by providing ample housing options for new and existing residents.
- Announcement of additional coffee vendors along Grand River, Chateau Coffee Okemos and Starbucks Coffee

9. MERIDIAN MALL UPDATES

- Update provided by Member Adam Hodges
- Preparing for the Holiday rush, Santa and other Holiday themed businesses to soon open.

10. REPORTS

- a. Township Board- None
- b. Planning Commission- None.
- c. Chair- None
- d. Staff- Director Clark will reinstate the approved RFQ for the firm that will design and create the Integrated Plan. Bids will be conducted for a second time to determine a standard price/budget for the Plan.

11. OPEN DISCUSSION/BOARD COMMENTS

- a. None

11. PUBLIC REMARKS

- a. None

12. NEXT MEETING DATE

- Central Fire Station December 18, 2024, at 6:00 p.m.

13. ADJOURNMENT

**MOTION TO ADJOURN APPROVED BY CHAIR BRUCE PEFFERS. SUPPORTED BY MEMBER BARRY GOETZ.**

**Meeting adjourned at 6:58 PM**



**To: Corridor Improvement Authority Members**  
**From: Neighborhoods & Economic Development Director Amber Clark**  
**Date: April 16, 2025**  
**RE: RFQ Integrated Plan & Design Bid Results**

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The Meridian Township Clerk's office held an open bid on March 31 at 3:15 PM, for Request for Qualifications/Quote for an Integrate Plan. The requested consultation for design will assist in the Planning development of the Corridor Improvement Authority. The requested services included providing an open opportunity for the community to meet with CIA members, property owners, and developers. Seek the input of the community and property owners on feasible changes that will enhance the Corridor. Presentations conducted by the selected design firm would happen at multiple meetings with many options for the community, Township Board, Township staff, and property owners with the ability to seek out the developments they would like to see.

RFQ Results are as follows:

Date	Attendees	Bid Opening Reason	# Bids Received	Company Name	Received Date	Cost Estimate
3.31.2025	A. Clark/E. Gordon	CIA Integrated Plan	1	Spalding DeDecker	3-28-25 1:33 PM	\$49,500
3.31.2025	A. Clark/E. Gordon	CIA Integrated Plan	1	Progressive Company	3-31-25 9:45 AM	\$142,500
3.31.2025	A. Clark/E. Gordon	CIA Integrated Plan	1	OHM Advisors	3-31-25 @ 1:50 PM	\$149,000

Director Clark will present in-person the proposals as they are large files that would get lost in translation. Two of the entities did provide flash drives of the proposals. Copies of those drives can be sent to CIA members if that is their request.

At this time, Director Clark is not recommending the CIA pursue the creation of an Integrated Plan. The cost to complete the plans exceeds much of the CIA's annual budget. The RFQ process successfully presents to the CIA members, the general cost of creating an Integrated Plan, and with future budgets, it may be possible to conduct.

Meridian Charter Township, is actively seeking the services of a professional design firm to prepare an Integrated Urban Design, Land Use, and Transportation Plan that will influence strategic planning for the future development of the Grand River Avenue corridor within Meridian Township. The Corridor Improvement Authority, or (CIA) established in 2017 is the entity that will approve the final design plan and create goals to implement those plans in Meridian Township.

The purpose of this Request for Quotation is to receive quotes from qualified vendors who can demonstrate their ability to perform the work outlined in this Corridor Improvement Authority Integrate Plan RFQ document. The selected consultant will work with the Corridor Improvement Authority, CIA staff, and the Community Planning Department staff, to develop an Integrated Development Plan. The project will be awarded based on the qualified candidates experience, methodology, and price. When completed, this will be presented to the Meridian Township Corridor Improvement Authority Board for review and acceptance.

All professional quotes must be submitted by mail in a sealed envelope or by email by 3 pm on March 31 2025, to:

Charter Township of Meridian  
Attn: Clerk Demas or Director Clark  
5151 Marsh Road  
Okemos, MI 48864  
517.853.4668  
[Clark@meridian.mi.us](mailto:Clark@meridian.mi.us)

Proposals submitted after the deadline will not be considered. The proposal submission should be submitted in person or via email (PDF).

For more details, visit the document below:

Date of Bid Opening	Attendees	Attended Bid Opening? (Y/N)	Bid Opening Reason	# of Bids Received	Company Name	Received Date	Cost Estimate Quote
3:15 PM EST Meridian Township 3/31/2025	Amber Clark	Yes	Corridor Improvement Authority RFQ Integrated Plan	1	Spalding DeDecker	3.28.25 @ 1:33 PM	\$49,500
3:15 PM EST Meridian Township 3/31/2025	Emily Gordon	Yes	Corridor Improvement Authority RFQ Integrated Plan	1	Progressive Company (Progressive AE)	3.31.25 @ 9:45 AM	\$142,500
			Corridor Improvement Authority RFQ Integrated Plan	1	OHM Advisors	3.31.25 @ 1:50 PM	\$149,000
<b>Total</b>				<b>3</b>			

Amber C.

Date of Bid Opening	Attendees	Attended Bid Opening? (Y/N)	Bid Opening Reason	# of Bids Received	Company Name
3:15 PM EST Meridian Township 3/31/2025	Amber Clark	✓	Corridor Improvement Authority RFQ Integrated Plan	1	Spalding De Decker
3:15 PM EST Meridian Township 3/31/2025	Emily Gordon	✓	Corridor Improvement Authority RFQ Integrated Plan	2	
3:15 PM EST Meridian Township 3/31/2025			Corridor Improvement Authority RFQ Integrated Plan	3	
3:15 PM EST Meridian Township 3/31/2025			Corridor Improvement Authority RFQ Integrated Plan		
3:15 PM EST Meridian Township 3/31/2025			Corridor Improvement Authority RFQ Integrated Plan		

- ① Spalding De Decker 3/28 @ 1:33pm - "Flash Drive" \$ 49,500.00
- ② Progressive Co. 3/31 @ 9:45 AM \$ 142,500.00
- ③ OHM Advisors 3/31 @ 1:50 PM QR Code Flash Drive \$ 149,000.00

*Emily Gordon*  
*[Signature]* 3/31/25



**To: Corridor Improvement Authority Members**

**From: Neighborhoods & Economic Development Director Amber Clark**

**Date: April 16, 2025**

**RE: CIA Grand River Avenue Campus Hill Pedestrian Island Safety Discussion**

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April 1, 2025, a female pedestrian crossing Grand River was struck by a vehicle moving eastbound on Grand River Avenue. The pedestrian utilized the newly installed Campus Hill pedestrian island that connects the south MSU Lake Lansing Trail- to the north MSU Lake Lansing Trail access. The pedestrian islands are part of an overall pedestrian walkability improvement request by the Corridor Improvement Authority, Transportation Commission (dissolved), and MDOT. The Grand River improvements were installed in 2022-2023. The locations of the islands were proposed by MDOT with supporting comments from both the Transportation Commission and CIA body. The islands were installed as designed and members of the public including the CIA have discussed a desire to see increased pedestrian safety related to the islands.

Members of the community, Meridian Township staff, and the CIA Board would like to increase the visibility of pedestrians at the islands, specifically starting with the Campus Hill pedestrian Island. The speed on Grand River is 45 MPH with average speeds possibly higher. A speed study could increase traffic speed and members of the CIA are in opposition to increased speed. Township staff have begun conversations about the CIA partnering with MDOT, Meridian Police Department, and Meridian Public Works to make the island more visible. After the incident, a secondary conversation with Public Safety urges the Authority, Township, and MDOT to consider a lighting mechanism to shine light on the pedestrians in the crosswalk AND a Hawk Nest stop light that would be green predominantly throughout the day and change to red when a pedestrian hits the button. This is a higher level of security than Rectangular Rapid Flashing Beacons (RRFBs) as seen on Central Park Drive and Okemos Road as they do not require a car to stop. A stop light is enforceable as it is the requirement with a red light that traffic adheres to the law and stops. RRFBs indicate to a driver that a person is within the crosswalk.

Several drivers have mentioned their insecurity near the pedestrian islands, specifically the Campus Hill location due to the increased use, lack of visibility, proximity to the bridge over the Red Cedar River, and speed of Grand River. Some pedestrians are not as visible wearing dark colors and attempting to quickly cross 5 lanes of traffic. The islands do require pedestrians to be sure of traffic safety. The Economic Development Director suggests that the CIA consider supporting financially a streetlight, a light of some sort at the crossing, as well as a Stoplight. This controlled and enforceable element is easier for drivers to see and to get used to.



**To: Corridor Improvement Authority Members**  
**From: Neighborhoods & Economic Development Director Amber Clark**  
**Date: April 16, 2025**  
**RE: Façade Improvement Reimbursement Program Discussion**

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Staff has been approached by two entities requesting grant assistance with exterior improvements, signage, and other site improvements. In 2023 The Meridian Township Downtown Development Authority established a Façade Improvement Reimbursement Program, supporting up to 50% of an eligible property's exterior site improvements. A program guideline was created, along with an application and reimbursement agreement. The selected entity must first pay for and install the improvements in order to receive the reimbursement grant. The amount to be reimbursed must not be more than 50% of the project's total costs. In addition, the completed project must accompany receipts and proof of work conducted. The documentation from the completed project is reviewed and approved by the authority before the issuance of a check.

**Program Guidelines:**

Maintenance projects are not authorized eligible activities for this program. Property owners/business owners are responsible for general maintenance, permitting fees, building fees, design fees, etc. The purpose of the grant reimbursement is to support an exterior improvement of property along the Corridor.

For reference, a copy of the DDA/EDC Façade Improvement programs are attached. Note that the DDA and EDC programs exclude CIA properties from the eligibility of support. This enables any property essentially in the Township to gain access to this program while controlling funding and budgets. Tonight we have the item on for discussion..

## **EDC FAÇADE IMPROVEMENT PROGRAM GUIDELINES**

The Charter Township of Meridian Economic Development Corporation (EDC) formally institutes an established the Façade Improvement Grant Program (FIP) to stimulate appropriate improvements to the exterior of downtown commercial buildings.

The EDC finds that the creation and maintenance of an attractive community is a public purpose which can be achieved in part through improvements to building facades. The Economic Development Corporation is not a district authority, and provides direct investment incentives for eligible businesses, properties, and projects within Meridian Township. The boundaries of the Township are equal to the area that the EDC will provide development incentive benefits to. The FIP will apply to eligible businesses based on the criteria address in this guide.

The intent of the FIP will be to strengthen the economic viability of the Township through the implementation of grants to small business brick and mortar locations. The intent of this program is to invest in the business districts of the Township, and provide financial incentives for improving the exterior appearance of its buildings. The FIP is not for general building maintenance projects, but for façade beautification investments, updates, and expansions. The FIP provides an opportunity to create a unique atmosphere that Meridian Township can offer the community. It is important that building design treatments be compatible with each other and promotes the brand of Meridian Charter Township as, a Prime Community.

### **Program Description:**

Subject to funding availability and project approval, the EDC **may reimburse up to 50%** of the cost of improvements to the exterior building façade. Except as otherwise noted in these guidelines, the total reimbursement for a Standard Façade Improvement Grant may not exceed \$20,000.00 per building per project or the cost of exterior face improvements, whichever is less, every 10 years.

### **Standard Façade Improvement Grant:**

This type of grant (reimbursement) is given for work which is consistent with the EDC Façade Improvement Program Guidelines.

Subject to funding availability and based on a separate vote of approval by the Economic Development Corporation of Meridian Charter Township, the reimbursement may be increased by 20% above that awarded for the Standard Façade Improvement Grant, for existing buildings within the district. New buildings will not be eligible for the 20% rehabilitation increase.

### **Who is an Eligible Applicant?**

**Property that falls within the boundaries of the Meridian Charter Township Downtown Development Authority district are not eligible.** The DDA has its own FIP and qualified applicants should apply with to the DDA. Owners, tenants with owner's approval, or both who have commercial property located within the Township may apply for FIP funds. This includes the Economic Development Corporation or Public agencies that own and or operate commercial property within the district.

## **What is an Eligible Building or Property?**

Any existing commercial building located within the Township which is owned or used by an eligible applicant is considered eligible for FIP funds. Also eligible is landscaping adjacent to such a structure. Newly constructed buildings and additions to existing structures are also eligible subject to funding availability and the limitation listed under Eligible Exterior/Façade Improvements below. All taxes and special assessments must be current to be eligible for façade grant improvement funds (Proposed Addition: at the time of grant approval and disbursement of funds). Any property in the DDA is ineligible to engage in this program.

A building under one ownership, divided into more than one unit for purposes of commercial tenancy, each separate unit which has an individual storefront façade and an independent ground floor entry shall be eligible to receive FIP funds; provided however, that FIP funds shall not exceed (\$20,000.00) for the entire building, subject to funding availability, for a Standard Façade Improvement Grant.

If the owner or principal tenant of a building which has and uses storefront façade frontage of more than sixty (60) feet applies for FIP funding, the EDC at its discretion may award additional funds as it determines reasonable but not more than a total of (\$20,000.00) for any one project.

## **Public Spaces Amenity Bonus:**

If sufficient funds are available, and based upon a separate vote of approval by the Board of Directors, a rebate may be increased to 20% above that awarded for the Standard Façade Improvement Grant, if the improvement will include public spaces and amenities that address the following:

- Free Wi-Fi Connectivity and Broadband Services
- Walkability/Non-Motorized site improvements
- Green infrastructure to address site development improvements
- Electric Charging stations
- Accessibility Site Improvements (Age Friendly, ADA Compliance etc.)
- Affordability (Housing, Child Care)

## **Program Financing:**

The EDC will reimburse 50% (no more than \$20,000.00) of total eligible FIP expenses, or 70% (up to \$30,000.00) for all projects with Public Spaces Amenity in restoration projects once approved by the Economic Development Corporation. A project is only eligible for ½ of the project costs for reimbursement, no more than \$20,000 per improvement, once every 10 years.

### **Design Guidelines:**

Projects approved for Façade Improvement Program funds must comply with the U.S. Secretary of Interior's Standards for Rehabilitation and/or all applicable Meridian Charter Township Code of Ordinances and building codes. Most projects will need a building permit, and some may require site plan approval by the Meridian Charter Township Planning Commission and Township Board.

### **Eligible Exterior/Façade Improvements:**

Materials and wages for improvements to the front, rear and side facades of eligible buildings, when completed in conjunction with a significant renovation project, such as, but not limited to the following items;

- Carpentry
- Masonry Cleaning
- Removal/Demolition
- Awnings
- Doors/Entryways
- Storefront Constructions
- Painting
- Lighting
- Signs
- Sidewalks (From the Public Sidewalk to the Business)
- Signage
- Asphaltting Of Customer/Public Parking Area
- Landscaping Adjacent To Structure

### **Project Prioritization:**

Applications containing the following characteristics will have priority funding appropriation:

- New projects (1st Time Applicant)
- Scope and size of project (larger projects that achieve desired outcomes)
- Retail, recreation, and entertainment businesses
- Projects identified on corner lots
- Projects in which the building is owner-occupied
- Projects containing a high ratio of private to public dollars
- Projects preserving community institutions
- Projects that include increase public space and amenities as listed in the Public Spaces Amenity Bonus

- Projects designed to resolve deteriorated/inappropriate/unsightly conditions that have existed for many years (boarded windows, deteriorated electrical fixtures, etc.)
- Projects that will complete the improvement of a block or portion of a block (ex. Replacement of an inappropriate façade on a block containing many well-preserved or improved facades)

### **Ineligible Expenses:**

General maintenance and property management items are not eligible for the FIP. Other items that are not specifically stated under eligible expenses such as but not limited to the following items:

- General building maintenance projects like a singular painting update
- Expenses incurred within 60 days prior to the EDC's review and approval of an FIP application
- Property acquisition
- Mortgage or land contract refinancing
- Loan fees
- Meridian Township Planning Department site plan, building and sign permit fees
- Construction of new building additions except for façade portion
- (Sealing of parking lots)
- (Murals)
- Appraiser, attorney, interior decorator fees
- Wages paid to the applicant or relatives of the applicant unless licensed to perform such work
- Furnishing, trade fixtures, display cases, counters or other items taxed as "personal property" or any other interior improvements
- Wages paid to applicant, relatives, or friends for work associated with the façade improvement (e.g. payments under the table)
- Any portion of expenses for which applicant pays contractor in merchandise or in-kind services
- Reusable or removable items
- Any portion of expenses for which applicant pays contractor in merchandise or service

### **Timetable:**

Unless otherwise agreed in writing when the project is approved for FIP funding, in the event the actual physical construction on a project has not commenced within 90 days and been completed within six months of the EDC funding commitment, the EDC will re-evaluate the status of the project. At its discretion, the EDC reserves the right to cancel or extend the funding commitment.

### **Other Program Guidelines**

1. The EDC will give priority to commercial/income producing buildings over those owned or used by public agencies.
2. (a) Within a 10 year period, a property owner and/or tenant with property owner's approval may apply for FIP funds to renovate a building façade.  
(b) The total amount rebated to a property owner and/or tenant for the same building during a 10 year period may not exceed \$20,000.00.
3. At the EDC's discretion and with a majority vote of the Economic Development Corporation Board, an exception to any FIP guideline may be granted due to special conditions or situations which were not apparent at earlier date.
4. Not intended for general maintenance, this is at the discretion of EDC.

### **Application, Approval, and Payment Procedures**

1. Contact the Meridian Charter Township Economic Development Corporation Façade Improvement Grant Program for information and application packet between 9:00 a.m. – 4:00 p.m. Monday through Friday. The application and information packet may also be found online at
2. Review proposed façade improvement design with the EDC staff liaison, Planning Staff and Economic Development Corporation Chairperson.
3. Submit completed application, design plans, cost estimates to the EDC staff person at 5151 Marsh Road, Okemos, MI 48864. The EDC accepts applications throughout the year.
4. The application is reviewed by staff to verify that the location is within the EDC district. Staff will provide a preliminary review outlining how well the project meets the program objectives.
5. **CONSTRUCTION WORK BEGUN BEFORE ISSUANCE OF A BUILDING PERMIT (IF REQUIRED) AND PRIOR TO THE EDC'S REVIEW AND APPROVAL WILL NOT BE CONSIDERED ELIGIBLE FOR REIMBURSEMENT GRANT FUNDING.**
6. The applicant must submit a detailed plan illustrating proposed improvements. At this point, the applicant should obtain any necessary permits from the Village and complete a site-plan review with the Planning Director as needed.
7. If the application meets program objectives the applicant will be notified that his/her project has been accepted for consideration.
8. Each application shall be reviewed by Planning Staff, Economic Development Corporation Staff liaison. A written recommendation for approval, modification or rejection shall be prepared for consideration by the EDC at their next regular meeting.

9. Applicant must show proof of payment for full reimbursement (cancelled check) and completed work must be signed off by the building inspector if building permit was required.

10. If grantee sells/removes said property prior to five years, repayment of Façade grant will be paid to the EDC on a prorated basis. The grantee will agree to these terms through the signing of a Development and Reimbursement Façade Improvement Agreement.

### **Post Façade Improvement Approval Procedure**

- Execute a Development and Reimbursement Façade Improvement Agreement.
- Any changes in the scope of work must be approved by the EDC prior to construction/installation.
- All approved changes in work verification shall be attached to the original site plan in the form of an addendum and dated.
- Township and EDC staff may conduct periodic inspections to ensure compliance with the site plan and adopted eligible activities. Any questions or concerns will be directed to the applicant.
- Projects must be completed within one (1) year and six (6) months of notification of project approval by the EDC. Only under extenuating circumstances, an extension of time to complete the project can be requested in writing and may be awarded by the EDC.
- Upon completion of the project improvement, EDC staff will photograph the new façade and submit it to the EDC to ensure that all components of the site plan are met.
- After final project inspection, the EDC Board will review and approve the project, the applicant be reimbursed for the approved grant amount.
- Any business or organization that receives funds from a Façade grant or Façade Maintenance grant will be required to display a 5"x 5" window decal that indicates the project was funded in part by the EDC. The window decal should be displayed in a front window or in the lobby of the business for the duration of the time that funds are being received (5 years maximum).



DOWNTOWN DEVELOPMENT AUTHORITY FAÇADE IMPROVEMENT  
GRANT REIMBURSEMENT APPLICATION EVALUATION

DATE APPLICATION RECEIVED:

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1. Is the Application complete?

YES NO

2. Is the project located in the Downtown Development District?

YES NO

3. Is the Applicant the Property Owner?

YES NO

4. If not does the applicant have permission to pursue the project?

YES NO

5. Has the project begun construction?

YES NO

6. Does the applicant include information to confirm the ability to see the project to completion?

YES NO

7. Will the project require permitting, approvals, and inspections from the Township?

YES NO

8. Has the Community Planning Department been made aware of the potential project?

YES NO

9. Does the Economic Development Director recommend this project to the DDA for review and potential approval?

YES NO



## **FAÇADE IMPROVEMENT GRANT REIMBURSEMENT AGREEMENT MERIDIAN CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY**

THIS FAÇADE IMPROVEMENT REIMBURSEMENT AGREEMENT (this "Agreement") is made and entered into as of the \_\_ day of \_\_\_\_\_, 20\_\_, by and between \_\_\_\_\_, a Michigan limited liability company, (Address), Michigan (Zip) ("Grantee/Developer") and the Meridian Charter Township Downtown Development Authority, a Michigan municipal tax increment financing Authority, whose address is 5151 Marsh Road, Okemos, Michigan 48840 (the "DDA").

The Downtown Development Authority (the "DDA") has approved the grant reimbursement amount of \$\_\_\_\_\_ (\$) for façade improvements at \_\_ (Address) \_\_\_\_\_, Okemos, MI 48864.

Grantee desires and accepts the grant created by the DDA for site improvements to be reimbursed based on the terms of this Agreement for the approved Façade Improvement Grant for \_\_\_\_\_ (Business name). The terms of this Agreement are for 10 years and the Grantee accepts that the DDA shall not review or approve an additional reimbursement grant for the approved reimbursements included in this Agreement before January 1, 2034.

### RECITALS

A. Developer has proposed provide exterior updates for \_\_\_\_\_ of their commercial building, approximately  gross square feet of Commercial Space. The site needs updating to the concrete path/walkway to the adjoining Commercial suites, updated landscape around the exterior of the site, (the "Building"), on a parcel of land situated in the Downtown Development Authority District, Meridian Charter Township, Ingham County, Michigan, as legally described in the attached **Exhibit A (the "Subject Property")**.

B. Developer intends to complete the associated exterior work on the Subject Property pursuant to Exhibit B of his Façade Reimbursement Grant Agreement by and between the Grantee/Developer and the Downtown Development Authority of Meridian Charter Township, a Michigan municipal corporation (the "DDA") dated \_\_\_\_\_ (the "Façade Reimbursement Grant Agreement").

C. The improvements that will be constructed by the Grantee/Developer on the Subject Property pursuant to the Site Plan and Façade Reimbursement Grant Agreement, are sometimes collectively referred to in this Agreement as the "Improvements" and such development by the Grantee/Developer of the Subject Property and construction of the Improvements are sometimes collectively referred to as the "Development".

E. The Improvements will consist of certain improvements to the Subject Property including walkways, landscaping, Exterior Building Improvements, Plantings, and signage which the DDA has

determined will benefit the community (the "Public Improvements"). The improvements as determined are described in the attached **Exhibit B (List of Improvements)**.

G. The DDA believes that the Façade Improvements are important to the public and, subject to the limitations, terms and conditions of this Agreement, the Meridian Township Charter of Code of Ordinances, the DDA is willing to provide Developer the financial support provided in this Agreement, in the form of the reimbursement of the costs and expenses of the Public Improvements as also provided in this Agreement.

## AGREEMENT

NOW, THEREFORE, in consideration of the above Recitals included in this agreement by reference and the mutual covenants and promises contained in this Agreement, Developer and the DDA agree as follows:

1. The Grantee reaffirms all the information provided to the Meridian Charter Township DDA is correct and accurate.
2. Grantee has read and agrees to abide by the provisions and requirements of the Meridian DDA Façade Improvement Grant Reimbursement program adopted July 28, 2023.
3. All work performed will be consistent with the approval of the Meridian DDA. If Grantee desires to make any changes in the project Grantee will obtain written approval from the Meridian DDA before making and changes. Grantee understands the Meridian DDA is not required to approve any changes.
4. Grantee agrees to complete the improvements within six (6) months from the date of this Agreement and understands that failure to complete the improvements within such time period may result in the forfeiture of the grant unless written approval by the Meridian DDA for an extension is submitted to the developer before the due date. Grantee also agrees to submit all paid receipts and invoices within sixty (60) days after the completion of the work and understands that failure to do so may result in the loss of the grant.
5. Grantee understands that the grant funds will be paid directly to preapproved contracts upon completion of the work and submission of all required invoices, etc.
6. Grantee agrees to indemnify and hold harmless the DDA, Meridian Charter Township, Meridian Charter Township staff, from any and all claims arising out of work performed.
7. Grantee will notify the DDA immediately if Grantee's interest in the subject property changes in anyway. This Agreement is not assignable by the Grantee and must receive prior authorization from the DDA in order to assign this grant Agreement to another entity.

**The Undersigned Affirm:**

**The Information in this Façade Grant Improvement Reimbursement Agreement is true and accurate:**

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Date)

**The Applicant has read and understand the conditions of the Meridian Charter Township Downtown Development Authority Façade Grant Improvement Reimbursement Program:**

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Date)

**The Grantor/DDA has the reserved right to terminate, cancel, or reject the reimbursement request of the applicant should any violations of Township ordinance, Violations of local, State, or Federal Law occurs. In addition the below signature confirms the DDA's participation in this Façade Grant Improvement Reimbursement Program with the Grantee/Developer and with proof of receipt, will issue the full reimbursement of the project as agreed to within this Agreement:**

\_\_\_\_\_  
(DDA Chair Signature)

\_\_\_\_\_  
(Date)

**Any alterations, letters, notifications, notices, letters or emails should be directed to:**

**Meridian Charter Township  
Economic Development Department  
5151 Marsh Road, Okemos, MI 48864  
Attn: Amber Clark Economic Development Director  
[Clark@meridian.mi.us](mailto:Clark@meridian.mi.us) 517.853.4568**

**Exhibit A (The Subject Property)**

## **Exhibit B (List of Improvements)**

**Businesses New & Relocating**

Date of Approval	Start Year	Developer Name	DVLPT Name	Review Category	Project Location	Project Type	Unit #	Assigned: Department/Commission	Project Description
9.2024	2024	Tarek Chawish	Chateau Coffee Co.	New Business Opening/ Relocating	2361 W Grand River Ave	New Commercial Development	1	Building Dept.	New coffee shop on Grand River hoping to open in September. Ribon Cutting4/3
1.12.2025	2025	Club Pilates	Club Pilates	New Business Open	4935 Marsh Road	New Commercial Development	1	Building Dept.	New fitness location open in the commercial shopping center next to Marshall's and Henry's Place.

**Under Construction**

Date of Approval	Start Date	Developer Name	Development Project Name	Review Category	Project Location	Project Type	Unit #	Assigned: Department/Commission	Project Description
2.28.2022	2024	Bennett Road Holding, LLC	Silverleaf (Phase I)	Under Construction	West Bennett Road	Single Family Homes	25 of 150	Building Dept.	First phase of 150 single family home development.
7.15.2022	2024	Newman Equities II, LLC	Grand Reserve	Under Construction	1580 Woodland Way Okemos	Mixed Housing - Middle Housing	115	Building Dept.	75 single family homes and 75 duplexes for rent off of Central Park, Powell Road.
1.23.2025	1.23.2025	Dollar Tree #10729	Dollar Tree Retail Store	Under Construction	1589-1581 Haslett Road	New Commercial Development	1	Planning Dept. Building Dept.	New Applications for a retail store to take over the previous "Rite Aid" location at the corner of Haslett and Marsh Road
2.24.2022	8.14.2022	DTN Property Management	Newton Pointe	Under Construction	626 Newton Road	New Commercial Development	1	Building Dept.	Planting of landscaping to separate the single family home section of this project/
11.12.24	11.12.24	Delta Dental of Michigan	Delta Dental	Under Construction	4100 Okemos Road	Existing Commercial Interior Renovation	1	Building Dept.	New Application received
2.12.2025	1.23.2025	Meijer Gas Station Remodel	Meijer Gas Station Remodel	Under Construction	2055 Grand River	Update to existing Gas Station	1	Building Dept.	New applications from Meijer Inc. to update the gas station at Marsh and Grand Rive

Under Site Plan Review

Date of Approval	Start Year	Developer Name	Development Project Name	Review Category	Project Location	Project Type	Unit #	Assigned: Department/Commission	Project Description
8.5.2022	2022	Jim Giguere	Sanctuary II	Under Site Plan Review	North of Robbins Way - East of Hulett Rd Okemos MI	Single Family Homes	7	Assessing and Community Planning Lot Division Issues	Renovation of 1 single family home and the addition of 6 new single family homes off Hulett and Jolly Road in Sanctuary II.
7.26.2022	2025	SP Holding, LLC	Haslett Village Square 2.0	Under Site Plan Review	1655-1621 Haslett Road Haslett MI	MUPUD Commercial + Residential	290	Planning Dept. Building Dept. Engineering	Redevelopment of the remaining 19 acres at Haslett and Marsh road. Rehab an existing 10,000 sq ft building, build a new 11,000 sq ft commercial building.
	8.20.2024	N/A	Panda Express	Under Site Plan Review	4990 Marsh Road	New Commercial Development	1	Planning Dept.	New Application received
	3.12.2025	Austin Hamilton	1486 Haslett Road Development	New Applications	1486 Haslett Road	New Commercial Development	1	Building Dept.	Plans received to renovate the established lumber yard building at 1486 haslett road into a commercial suite and residential suite for rent unit. Commercial first floor with residential second floor is a conditional use by right.
	2.20.2025	Radmoor Montesori	Radmoor Expansion	New Applications	2745 Mt Hope Road	Expansion of existng	1	Zoning Board	Radmoor will need to attend ZBA to determine if expansion is possible
	2025	Mr. Clean Car Wash	Mr. Clean Car Wash	New Applications	4880 Marsh Road	New Commercial Development	1	Planning Dept.	Proposed Car Wash at 4880 Marsh Road
3.28.2025	3.25.2025	Art Unlimited	Art Unlimited	New Applications	1929 Grand River Ave.	Relocation	1	Building Dept.	Relocation of Art Unlimited