



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
PLANNING COMMISSION – REGULAR MEETING
May 22, 2017 7PM



1. Call meeting to order at approximately 7:00 p.m.
2. Approval of agenda
3. Approval of minutes
 - A. April 24, 2017 Regular Meeting
4. Public Remarks
5. Communications
 - A. None
6. Public Hearings
 - A. None
7. Unfinished Business
 - A. None
8. Other Business
 - A. Mixed Use Planned Unit Development Concept Plan - 2875 Northwind Dr.
9. Township Board, Planning Commission officer, committee chair, and staff comments or reports
10. Project Updates
 - A. New Applications – NONE
 - B. Site Plans Received – NONE
 - C. Site Plans Approved – NONE

All comments limited to 3 minutes, unless prior approval for additional time for good cause is obtained from the Supervisor.
Appointment of Supervisor Pro Tem and/ or Temporary Clerk if necessary.

Individuals with disabilities requiring auxiliary aids or services should contact Township Manager Frank L. Walsh, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4258 - Ten Day Notice is Required. Meeting Location: 5151 Marsh Road, Okemos, MI 48864

Meridian Township exists to create a sustainable community through the most effective use of available resources that achieve the highest quality of life.



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Planning Commission Agenda

May 22, 2017

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11. Public Remarks
12. Adjournment

Post Script: None

The Planning Commission's Bylaws state agenda items shall not be introduced for discussion or public hearing 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 (Section 86-189 of the Zoning Ordinance).

Work Session Meeting Agenda

1. Call meeting to order at approximately 7:45 p.m.
2. Approval of agenda
3. Discussion
 - A. Planning Commission training session
4. Public Remarks
5. Adjournment

TENTATIVE PLANNING COMMISSION AGENDA

JUNE 12, 2017

1. Public Hearings
 - A. None
2. Unfinished Business
 - A. None
3. Other Business
 - A. Commission Review #17053 (Planning Commission), amend Planning Commission bylaws.

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

DRAFT

April 24, 2017

5151 Marsh Road, Okemos, MI 48864-1198

853-4000, Town Hall Room, 7:00 P.M.

**PRESENT: Commissioners Cordill, DeGroff, Ianni, Premoe, Richards, Scott-Craig, Baruah,
ABSENT: Commissioners Lane and Tenaglia
STAFF: Director of Community Planning and Development Mark Kieselbach, Senior
Planner Peter Menser**

1. Call meeting to order

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

2. Approval of agenda

Commissioner Scott-Craig moved to approve the agenda.
Seconded by Commissioner Cordill.

VOICE VOTE: Motion carried.

3. Approval of Minutes

March 27, 2017

April 10, 2017

Commissioner Cordill moved to approve the minutes of March 27, 2017 and April 10, 2017 as written.

Seconded by Commissioner Richards.

4. Public Remarks

- Mr. Leonard Provencher, 5824 Buena Parkway, spoke in support of the Planning Commission adopting bylaws that would include two opportunities for public remarks. He also voiced his support of the communication from Neil Bowlby.
- Mr. Neil Bowlby, 6020 Beechwood, summarized his letter to the Planning Commission and suggested that the Planning Commission might want to have a representative at the Township Board work/study session on April 25, 2017 as they will be discussing the Master Plan suggested changes.

5. Communications

- A. Neil Bowlby RE: Planning Commission bylaws

6. Public hearings

- A. Special Use Permit #17031 (McCallum), work in 100 year floodplain of the Sloan Creek/Button Drain to construct new house at 986 Jolly Road.

Chair Ianni opened the Public Hearing at 7:08 p.m.

Senior Planner Menser outlined the Special Use Permit details and informed the Planning Commission there was a motion in the packet with wording on suspending the by-law requiring carry to the next meeting, due to a time constraint of the applicant.

Mr. Quentin McCallum, the applicant, said he would be available for questions from the Commissioners.

Chair Ianni closed the Public Hearing at 7:17 p.m.

There were no Public Comments

Commissioner Scott-Craig asked if the property has wetlands present and if so, had they been delineated. Senior Planner Menser said the wetland is on the bank of the drain only and there is no need for delineation if there is no cause for concern. He commented the applicant has obtained the applicable MDEQ permits.

Commissioner Scott-Craig asked if the property was within the urban services boundary or if there was well and septic present. Senior Planner Menser replied no Township services were needed at the site.

Commissioner Premoe asked if the original home was in the flood plain.

Commissioner Baruah asked who was dictating the timeline that says the project must be completed by September. The applicant replied the insurance company had a timeline for the completion of the project based on when the money was paid.

Commissioner Cordill commented she would support suspending rule 6.4a of the bylaws to vote on the project so it could be completed by the deadline.

Commissioner Scott-Craig moved to suspend rule 6.4a so a vote could take place.

Seconded by Commissioner Richards

VOICE VOTE: Motion carried unanimously

Commissioner Cordill moved to approve Special Use Permit #17031

Seconded by Commissioner DeGross

ROLL CALL VOTE: YEAS: Commissioners DeGross, Cordill, Richards, Premoe, Baruah, Scott-Craig and Chair Ianni

NAYS: None

Motion approved 7-0.

7. Unfinished Business

A. Planning Commission Bylaws

- o Senior Planner Menser summarized changes that were requested at the previous meeting when bylaws were discussed.
- o The Planning Commissioners discussed further changes including a formatting issued with bylaw 3, questions about bylaw 6, reordering bylaws 4, 5 and 6, the order and number of public comment sections at each meeting and adding language clarifying what happens when a motion to approve fails.

- B. Training Opportunities
 - o Chair Ianni asked for suggestions from the Commissioners about which topics they would like to have available training.
 - o Commissioner Scott-Craig remarked he would like training for Section 61 reviews and upcoming legislation that would affect the Planning Commission.
- C. Brownfield Redevelopment Authority (BRA) representative
 - o Senior Planner Menser asked for a volunteer to serve on the newly formed Brownfield Redevelopment Board (BRA). Commissioner Scott-Craig volunteered to serve on the BRA.
- D. Press Inquiries
 - o Chair Ianni asked that all Commissioners refrain from commenting to the press on current planning cases and instead refer the press to Township Staff for comments.

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

- o Commissioner Scott-Craig reported on the May 10, 2017 meeting of the EDC.
- o Senior Planner Menser asked for a volunteer to do the Post Script after the meeting.

10. Project Updates

- A. New Applications – NONE
- B. Site Plans Received – NONE
- C. Site Plans Approved – NONE

11. Public Remarks

Mr. Neil Bowlby, 6020 Beechwood, commented the open meetings act could be addressed in the bylaws by adding the specific language in bylaw items 5.2 and 5.3 and that in the case where a resolution to pass is denied there should be an alternative resolution available for immediate action.

12. Adjournment

Chair Ianni adjourned the regular meeting at 8:51P.M.

Respectfully Submitted,

Angela M. Ryan
Recording Secretary



To: Planning Commission

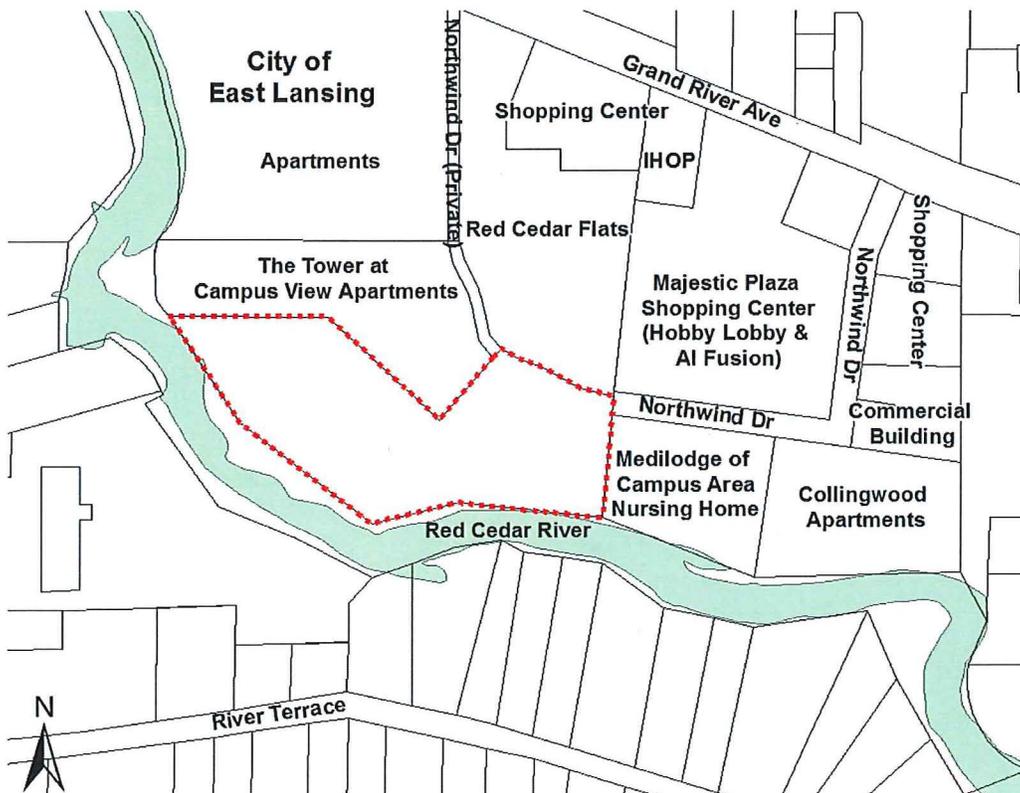
From: *Peter Menser*
Peter Menser
Senior Planner

Date: May 17, 2017

Re: MUPUD concept plan - 2875 Northwind Drive

The mixed use planned unit development (MUPUD) ordinance includes a provision for an applicant to submit a concept plan for concurrent review by the Planning Commission and Township Board. The review provides both the Planning Commission and Township Board an opportunity to offer comments and suggestions on the project design prior to formal MUPUD application. The review is informal; therefore a public hearing and associated noticing are not required.

Red Cedar Flats, LLC has submitted a concept plan for a mixed use project at 2875 Northwind Drive. The 9.13 acre parcel is located in the PO (Professional and Office) zoning district and is currently occupied by a two-story 40,504 square foot office building that was constructed in 1978. The map below depicts the site location and surrounding land uses.



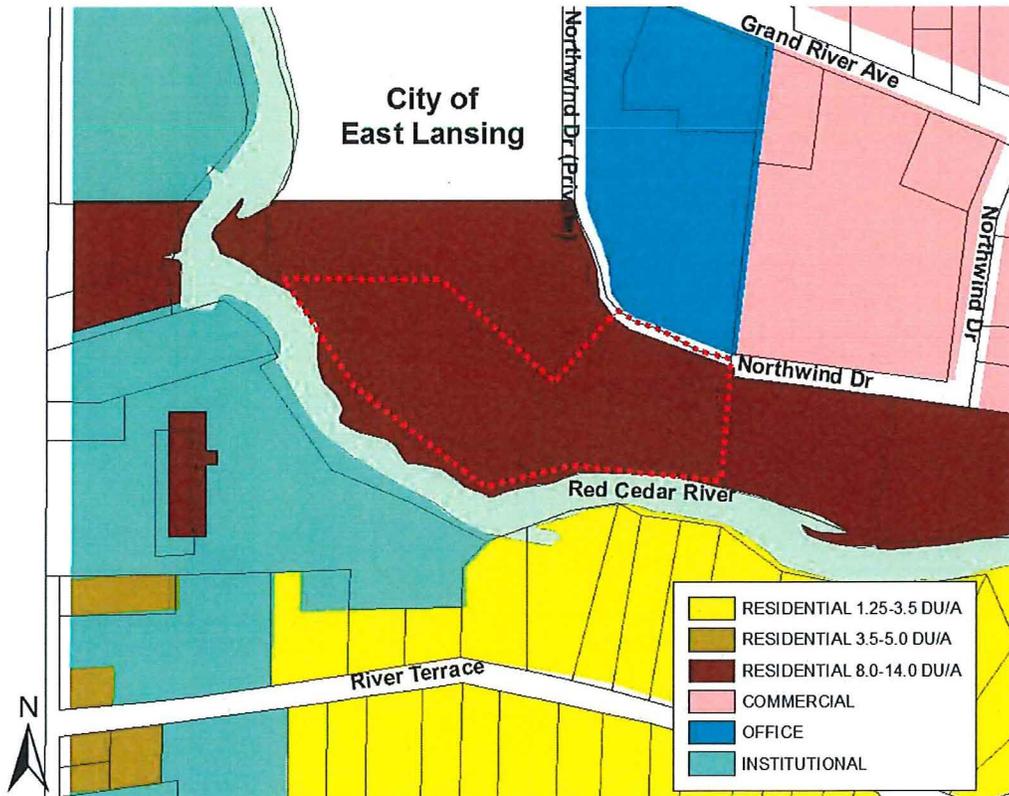
The applicant is proposing to demolish the existing office building and construct a new three-story, 73,200 square foot mixed use building in approximately the same footprint. The new building will have a total of 94 apartments divided amongst the first, second, and third floors, consisting of 77 one bedroom and 17 two bedroom units. A 3,400 square foot commercial space is shown on the first floor of the building. The developer notes that the project may include such amenities as outdoor seating, pocket parks, trail access, covered bicycle racks, and an electric car charging station.

In addition to the MUPUD, a special use permit (SUP) will be required for constructing a building or group of buildings totaling more than 25,000 square feet in gross floor area. The special use permit would be processed concurrently with the MUPUD request.

Master Plan

The property is designated on the Future Land Use Map from the 2005 Master Plan as Residential 8.0-14.0 dwelling units per acre.

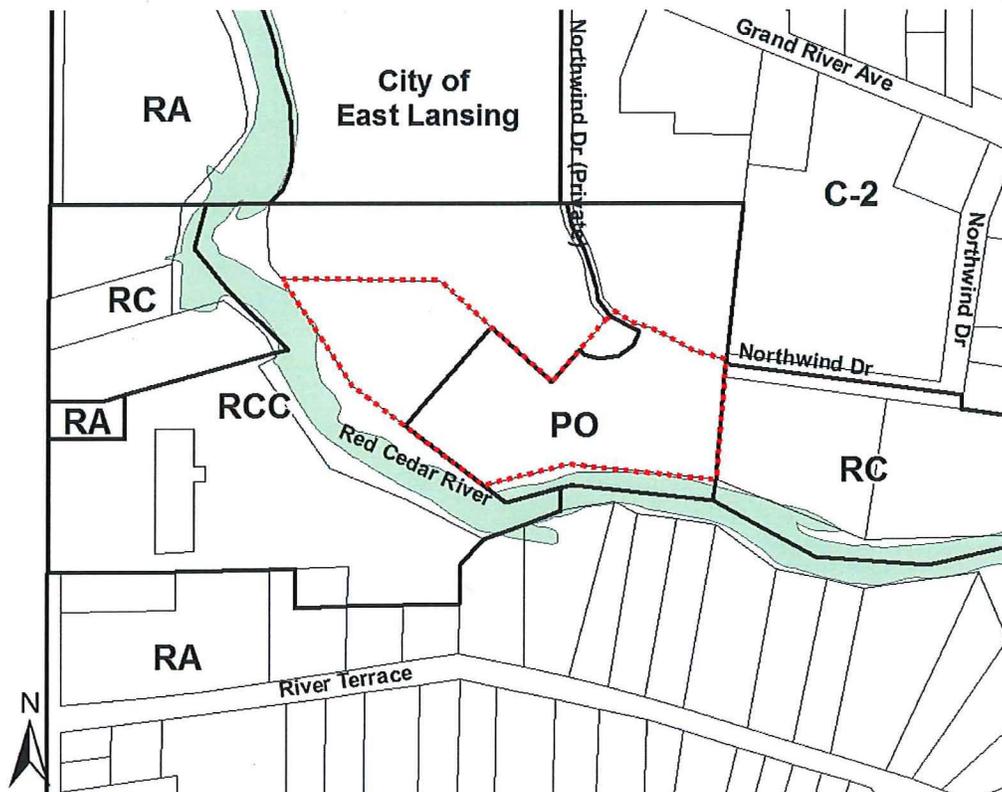
FUTURE LAND USE MAP



Zoning

The proposed project is located in the PO (Professional and Office) zoning district. The PO zoning district allows for a MUPUD, but only where public water and sewer are available, and when the MUPUD is adjacent to land zoned and developed in a single-family residential district, the height of buildings in the MUPUD are limited to being no taller than the abutting residential district would allow.

ZONING MAP



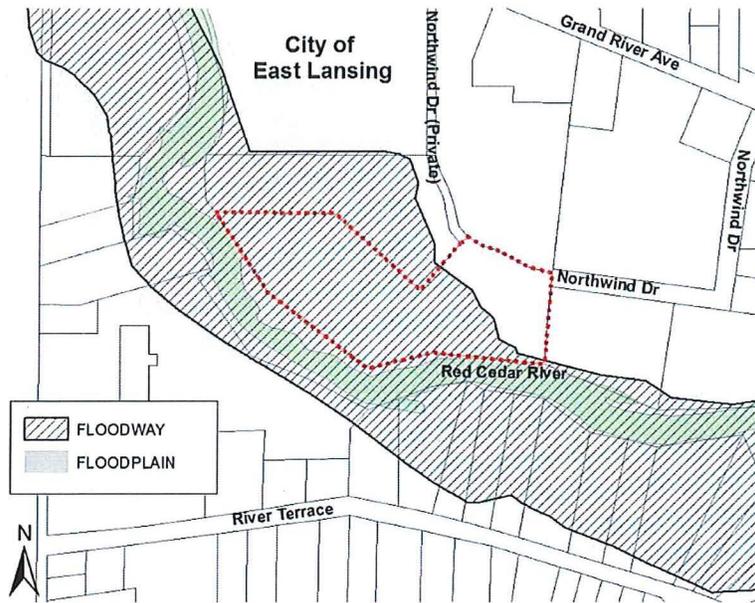
Utilities

The Department of Public Works and Engineering has indicated that municipal water and sanitary sewer are both available to serve the proposed development. The location and capacity of utilities will be reviewed in detail should the project move ahead to a formal submittal.

Floodplain

There is both floodplain and floodway located on the project site. An elevation survey will show the exact location of the floodplain on the property.

FLOODPLAIN MAP



Wetlands

Township wetland #20-5 is located on the project site. In the area of the existing office building the wetland is limited to the banks of the Red Cedar River.

WETLAND MAP



Staff Analysis

The applicant is proposing to develop the site using the mixed use planned unit development (MUPUD) process. The concept plan shows a total of 94 residential units spread over approximately 9.13 acres, resulting in an overall residential density of approximately 10 dwelling units per acre (du/a). A MUPUD is allowed up to 14 du/a, but can be increased to 18 du/a for redevelopment of an existing building and inclusion of four or more amenities.

The MUPUD ordinance generally waives the standard requirements for lot size, yards, frontage requirements, setbacks, maximum impervious surface, and type and size of dwelling unit, provided the purpose and intent of the ordinance are incorporated into the overall development plan. The MUPUD ordinance is intended to provide flexibility for the Planning Commission and Township Board to set appropriate standards during the review process.

All uses permitted by right and by special use permit in the underlying zoning district are allowed in a MUPUD. A MUPUD in the PO zoning district allows only neighborhood-oriented commercial uses such as personal service establishments, restaurants and cafes (bars/taverns are prohibited), grocery stores, banks, or retail. The type, size, and location of the proposed commercial uses must be depicted on a site plan and approved by the Township Board at the time the MUPUD is considered.

A 10 foot wide paved trail is planned along the south side of the subject property on the Pedestrian Bicycle Master Plan. The trail would stretch from Hagadorn Road to Park Lake Road along the north side of the Red Cedar River, and ultimately out to Lake Lansing. Staff has apprised the developer of the planned trail.

The applicant will present the concept plan to the Township Board at their June 6, 2017 meeting. If the applicant decides to move ahead with the MUPUD a formal public hearing will be scheduled with the Planning Commission and required public notices will be sent out. In a MUPUD the Planning Commission makes a recommendation on the project and the Township Board makes the final decision.

Planning Commission Options

The Planning Commission may comment and/or offer suggestions on the project design of the proposed MUPUD.

Attachments

1. Letter from Ronald A. Calhoun dated May 12, 2017 and received by the Township on May 15, 2017.
2. Site rendering and building elevations dated May 5, 2017 and received by the Township on May 5, 2017

RED CEDAR FLATS

May 12, 2017

Mr. Peter Menser
Senior Planner
Community Planning and Development
Meridian Charter Township
5151 Marsh Road
Okemos, Michigan 48864



RE: 2875 Northwind Drive
Concept Plan

Dear Peter:

Please find enclosed our Concept Plan and survey for the redevelopment of 2875 Northwind Drive.

The site contains +/-9.19 acres, bounded on the North by Northwind Drive (private) on the South by the Red Cedar River. The current zoning is PO. The site is bounded by RC zoning on the east and RCC zoning on the West and Southwest. The southeast corner adjoins a RA zoning tract on the south side of the Red Cedar River. We are planning to construct a mixed use planned unit development (MUPUD).

Currently there is one (1), two (2) story building on the site that was constructed between 1974 and 1977, containing approximately 40,654 square feet.

The proposed "redevelopment" would have one (1) building located in the same area of the existing building. The footprint would cover about 6.09% of the site. This would have minimal impact to the surrounding uses and drainage runoff to the Red Cedar River. A portion of the site is located in the Red Cedar River floodway.

The building would be replaced with a "mixed-use" building, three (3) stories in height containing about 3,400 square feet of commercial/office/retail space and 94 dwelling units. The footprint would be approximately the size of the existing foot print, about 24,400 square feet. All of the dwelling units will be one (1) or two (2) bedroom units, ranging in size from 550 square feet to 800 square feet. The building will not exceed thirty-five (35) feet in height. The architectural style of the building will be similar to the mixed-use building under construction at 5030 Northwind Drive.



Peter Menser
May 12, 2017
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This “redevelopment” will provide pedestrian, bicycle and vehicular connections to Grand River Avenue. Several sitting areas and “pocket” parks are planned, along with covered bicycle rack areas. The density will be less than 10.23 units per acre.

We will be providing approximately 156 parking spaces. 17 spaces for the commercial/office space, 111 spaces for the residents and 28 for the residential expansion. We will be utilizing the existing parking in the floodplain for a portion of our parking. Only an asphalt overlay is planned for that area, so that there will be minimal impact to the flood plain.

The uses in the commercial/office space will comply with the requirements of the PO District.

Several amenities are being considered. The possible amenities, are: Electric Car charging station, provide public access to the proposed Lake Lansing walking and bike trail, covered bicycle storage on site.

A preliminary traffic analysis has been conducted by Traffic Engineering Associates. They have indicated that they do not anticipate any additional traffic being generated by the “redevelopment”.

We look forward to presenting our “Concept” plan to the Planning Commission and the Township Board of Trustees in the near future. Please feel free to contact me with any questions at 614-416-8074.

Thank you.

Sincerely,

Red Cedar Flats, LLC

Ronald A. Calhoun

Ronald A. Calhoun, P.E., P.S.

Attachments





To: Planning Commission

From: 
Peter Menser
Senior Planner

Date: May 17, 2017

Re: Training Session

On Monday, May 22 the Planning Commission will hold a relatively brief regular meeting followed by a work session focusing on a review and discussion of relevant Planning statutes, concepts, policies, and practices. This review came about as a result of discussions on the Planning Commission bylaws over the last couple of meetings. Considering the volume of potential material, staff has prepared an agenda to help guide the discussion. This training session could be followed by others if questions arise on specific issues.

1. Relevant State statutes
 - a. Michigan Planning Enabling Act
 - b. Michigan Zoning Enabling Act
 - c. Land Division Act
 - d. Open Meetings Act
2. Meridian Township Code of Ordinances
 - a. Zoning Ordinance
3. Michigan Zoning Guidebook
4. Michigan Planning Guidebook
5. Questions