



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
PLANNING COMMISSION – REGULAR MEETING
October 25, 2021 7PM

1. CALL MEETING TO ORDER
2. ROLL CALL
3. PUBLIC REMARKS
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES

Zoom meeting ID: 872 0006 8286
Zoom password: 5151

A. October 11, 2021 Regular Meeting

6. COMMUNICATIONS
7. PUBLIC HEARINGS

- A. Special Use Permit #21-101 – 2763 Grand River Avenue – Consumers Credit Union – New bank with drive through
- B. Special Use Permit #21-111 – 2763 Grand River Avenue – Consumers Credit Union – Modification of Special Use Permit for buildings greater than 25,000 square feet

8. UNFINISHED BUSINESS

- A. Special Use Permit #21-95151 – 3654 Okemos Road – modification to Special Use Permit for Cedar Classical Academy

9. OTHER BUSINESS

- A. Mixed Use Planned Unit Development Ordinance Update

10. REPORTS AND ANNOUNCEMENTS

- A. Township Board update.
- B. Liaison reports.

11. PROJECT UPDATES

- A. New Applications
- B. Site Plans Received
- C. Site Plans Approved
 - #21-15-02 – Ellison Brewery – outdoor patio
 - #21-01 – Woodward Way – Apartment Complex

12. PUBLIC REMARKS
13. ADJOURNMENT

AGENDA page 2
CHARTER TOWNSHIP OF MERIDIAN
PLANNING COMMISSION MEETING
October 25, 2021 7PM

TENTATIVE PLANNING COMMISSION AGENDA
November 8, 2021

1. PUBLIC HEARING
2. UNFINISHED BUSINESS
 - A. Special Use Permit #21-101 – 2763 Grand River Avenue – Consumers Credit Union – New bank with drive through
 - B. Special Use Permit #21-111 – 2763 Grand River Avenue – Consumers Credit Union – Modification of Special Use Permit for buildings greater than 25,000 square feet
3. OTHER BUSINESS - None

Individuals with disabilities requiring auxiliary aids or services should contact: Principal Planner Peter Menser, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4576 - Ten Day Notice is Required.
Meeting Location: Zoom web conferencing application
Meeting ID: 872 0006 8286 Password: 5151

Providing a safe and welcoming, sustainable, prime community.



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

DRAFT

**October 11, 2021
5151 Marsh Road, Okemos MI 48864-1198
517.349.1232, Virtual Meeting via Zoom**

PRESENT: Chair Hendrickson, Commissioners McConnell, Cordill, Shrewsbury, Richards, Snyder, Trezise, Blumer, Premoe

ABSENT: None

**STAFF: Director of Community Planning & Development Timothy Schmitt,
Information Technology Director Stephen Gebes**

1. CALL MEETING TO ORDER

Chair Hendrickson called the regular meeting to order at 7:05 pm and called roll of the Planning Commission. All members are participating remotely from Meridian Township.

2. PUBLIC REMARKS

Chair Hendrickson opened public remarks at 7:08 pm.

NONE

Chair Hendrickson closed public remarks at 7:09 pm.

3. APPROVAL OF AGENDA

**Commissioner Blumer moved to approve the agenda.
Seconded by Commissioner Cordill.**

Chair Hendrickson offered a friendly amendment to the agenda adding seven communications to the agenda in support of Special Use Permit #21-95151. Commissioners Blumer and Cordill accepted the friendly amendment.

VOICE VOTE: Motion approved unanimously.

4. APPROVAL OF MINUTES

A. September 27, 2021 Regular Meeting

Commissioner McConnell moved to approve the minutes of September 13, 2021 Planning Commission minutes. Seconded by Commissioner Trezise.

Commissioner Cordill offered a friendly amendment stating she was incorrectly referred to as Chair Cordill in her Liaison Report. This should be corrected to Commissioner Cordill. Commissioners McConnell and Trezise accepted the friendly amendment.

VOICE VOTE: Motion approved unanimously.

5. COMMUNICATIONS

- A. Maria Berggren. RE: SUP #21-95151
- B. Andrea Bjorlie. RE: SUP #21-95151
- C. Matthew & Emery Dingee. RE: SUP #21-95151
- D. Kate Gingery. RE: SUP #21-95151
- E. Jesse Knapp. RE: SUP #21-95151
- F. Diane Knapp. RE: SUP #21-95151
- G. Amanda Lantz. RE: SUP #21-95151
- H. Dr. Zane & Emily Meibeyer. RE: SUP #21-95151
- I. Dan Scheid. RE: SUP #21-95151
- J. Emma Settingington. RE: SUP #21-95151
- K. Hull Email RE: SUP #21-95151
- L. Recktenwald Email RE: SUP #21-95151
- M. Shane Email RE: SUP #21-95151
- N. Flynn Email RE: SUP #21-95151
- O. Peng Email RE: SUP #21-95151
- P. Wood Email RE: SUP #21-95151
- Q. Fulton Email RE: SUP #21-95151

6. PUBLIC HEARINGS

- A. Special Use Permit #21-95151 – 3654 Okemos Road – modification to Special Use Permit for Cedar Classical Academy

Chair Hendrickson opened the Public hearing at 7:11 pm.

Director Schmitt outlined Special Use Permit #21-95151

Applicant Caroline Hummel further outlined Special Use Permit #21-95151

Chair Hendrickson opened public remarks at 7:17 pm.

Timothy Peng, 507 Worthington, Dr. Lansing, MI spoke in support of SUP#21-95151.

Chair Hendrickson closed public remarks at 7:18 pm.

The Planning Committee discussed a number of topics with the applicant including:

- Students driving to and from school
- The school will be a closed campus during school hours
- The estimated number of students enrolled
- The school will provide all educational requirements for students
- Square footage of the building and potential expansion

STRAW POLL: A straw poll found that all members of the of the Planning Commission support SUP#21-95151 as is.

Chair Hendrickson closed the public hearing at 7:31 pm.

7. UNFINISHED BUSINESS - NONE

8. OTHER BUSINESS - NONE

9. REPORTS AND ANNOUNCEMENTS

A. Township Board update.

Director Schmitt reported the Township Board has approved the Woodward Way project which needs to go to the Zoning Board of Appeals to amend previous variances. The Township Board has accepted the American Rescue Act Funding as in the process of figuring out how best to get public input prior to appropriating funds. The Township Board has also approved Trick-or-Treating Hours from 6-8pm on Sunday October 31st.

B. Liaison reports.

Commissioner McConnell:

- The Environmental Commission met on October 6th
- Attended Joint meeting of Meridian Township Transportation Commission and East Lansing Transportation Commission where the main focus was reconfiguration of the intersection at E. Lake Lansing Rd., Towar Ave., and Birch Row Dr.

Commissioner Blumer:

- Attended the Downtown Development Authority meeting where members are expressing frustrations with the developer of the Downtown Okemos Project
- A ribbon cutting ceremony is being held for Thatch Computer Consulting located at 4747 Okemos Rd. on October 22nd at 4:00 pm

10. PROJECT UPDATES

A. New Applications

1. Consumer's Credit Union – 2763 Grand River Avenue – New bank with drive through

B. Site Plans Received

NONE

C. Site Plans Approved

NONE

11. PUBLIC REMARKS

Chair Hendrickson Opened Public Remarks at 7:46 pm.

NONE

Chair Hendrickson Closed Public Remarks at 7:46 pm.

12. ADJOURNMENT

**Commissioner Premoe moved to adjourn.
Seconded by Commissioner Shrewsbury.**

VOICE VOTE: Motion approved unanimously.

Chairman Hendrickson adjourned the regular meeting at 7:46 p.m.



To: Planning Commission

From: Timothy R. Schmitt, *AICP*
Community Planning and Development Director

Date: October 21, 2021

Re: Special Use Permit #21-101 – Consumers Credit Union – 2763 Grand River

Consumers Credit Union is requesting approval to construct a 2,153 square foot branch on a 0.872-acre parcel of land, located at the southwest corner of Grand River Avenue and Northwind Drive. The property is currently part of the parking lot for the Hobby Lobby building and does not have a structure on it. The part of Grand River Avenue where the property is located is one of the main commercial corridors in the Township. The property and all of the properties immediately adjacent in all directions are zoned C-2, Commercial. Slightly to the southeast along Dawn Avenue, the properties are zoned I, Industrial.

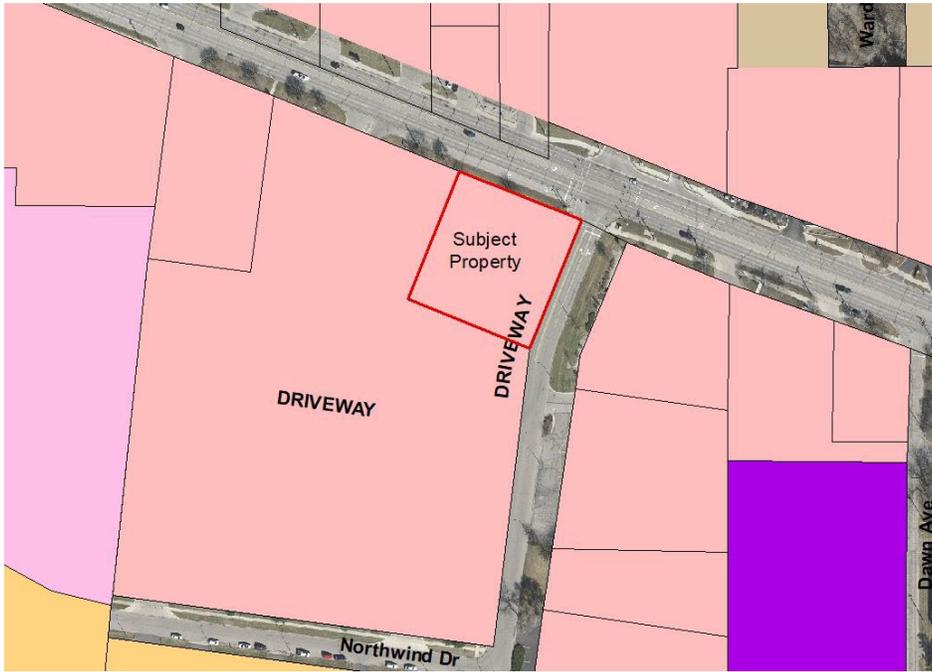
A single building is proposed, with parking on two sides. There will be two drive through lanes on the south side of the building, opposite of the Grand River Avenue frontage. The applicant would remove forty-nine existing parking spaces and several parking lot islands in the existing parking lot. They would be replaced with the credit union building and drive through lanes, fourteen parking spaces, and associated landscaping and drive aisles.

The plans currently under review require a Special Use Permit for the use of the site as a credit union and modification to a Special Use Permit that was previously approved for the square footage of the buildings on the site exceeding 25,000 square feet. The credit union approval lies with the Planning Commission, while the size of the buildings is approved by the Township Board. The special use permits are being processed concurrently.

LOCATION



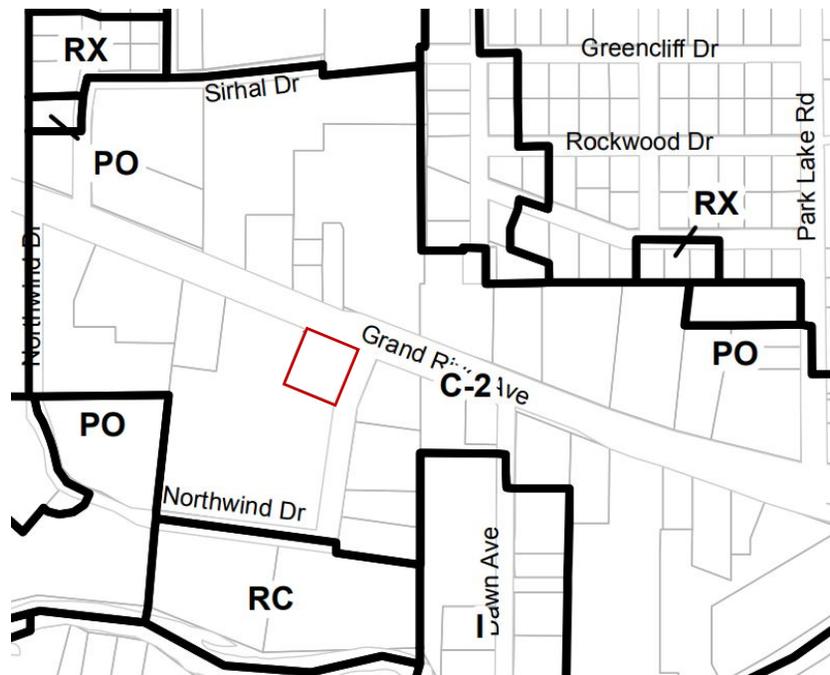
FUTURE LAND USE



The Future Land Use Map from the 2017 Master Plan designates the property for Commercial uses, consistent with the surrounding properties. The future land use map in this area generally conforms with the uses of the properties, as this is largely a developed area of the Township.

ZONING

The subject site is zoned C-2, Commercial, as are the surrounding properties. This is consistent with their use as commercial buildings in one of the main commercial corridors for the Township.



PHYSICAL FEATURES

The site is currently developed. It contains parking and landscaping that were installed as part of the Hobby Lobby building's construction in the early 2000's. The building was initially used as a grocery store, but eventually converted to its current retail use. The site is generally flat and there are no natural features of note on the site.

FLOODPLAIN, WETLANDS, and GREENSPACE

The site does not have any floodplain, wetlands, or greenspace on it, per the Township's maps and records. The site is already developed, so any natural features on the site were removed and mitigated in the past.

STREETS and TRAFFIC

The site is double fronted, with frontage onto both Grand River Avenue and Northwind Drive. The applicant is not proposing any curb cuts on either road, but is instead using the existing access system for the overall development. The applicant has submitted trip generation information for the site showing that the proposed development will create less than 50 cars at the peak hour. Given the size of the site, the most traffic that would be generated would be 42 cars (21 entering/21 exiting) in the peak hour. This does not rise to the level of requiring a Traffic Study or a Traffic Impact Statement and no traffic improvements are warranted or required from the proposed development.

PUBLIC UTILITIES

Municipal water and sanitary sewer are available to serve the subject site. The location and capacity of utilities will be reviewed in detail during site plan review if the special use permit is approved. No extensions of any existing utilities are proposed, as the applicant is able to tap into adjacent utilities to service the site.

STAFF ANALYSIS

The applicant is requesting approval for a 2,153 square foot bank building with two drive through lanes. The site is part of an overall shopping center, anchored by Hobby Lobby. The existing Special Use Permit for the overall site was approved in 2001, allowing for the Hobby Lobby building to be built. A modification to that Special Use Permit is reviewed under a separate heading.

The proposed credit union would be located on a separate parcel from the remaining site, at the northeast corner of the site. In the C-2 Zoning District, any banks, credit union, or similar establishment is considered a use permitted by Special Use Permit, with up to a maximum of 5 drive through lanes. Special use permits for credit unions are evaluated using the nine general special use permit criteria listed in Section 86-126 of the zoning ordinance, along with the site plan standards that are listed throughout Section 86-376. The site plan will be reviewed separately by Staff.

Section 86-126 Review Criteria.

- 1) The project is consistent with the intent and purposes of this chapter.



The Commercial districts allow for a wide variety of non-residential uses, including banks and credit unions. The proposed development is well within the intent and purpose of this zoning district.

- 2) The project is consistent with applicable land use policies contained in the Township's comprehensive development plan of current adoption.
The proposal meets Objective 3.A, Upgrade Commercial Areas, Objective 3.D, Promote Economic Development, (specifically subsection 5), and Objective 7.A, Implement Sustainable Energy and Environmental Practices Throughout the Township by Utilizing the Most Current Best Practices (specifically subsection 5).
- 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.
The proposed credit union is not adding a curb cut to the Grand River Avenue corridor, but a new structure will be built, near the right of way. This is consistent with the Township's push to control access along this stretch of road, while also getting new development pushed closer to the street, similar to a Form Based Code. The building will be located on existing paved surfaces and the development is design to be harmonious with the surrounding Hobby Lobby property.
- 4) The project will not adversely affect or be hazardous to existing neighboring uses.
The building and use will not adversely affect the surrounding uses. This is the Township's main commercial corridor and there are other commercial structures surrounding the property. Credit unions are low intensity uses and typically do not have a hazardous impact on the surrounding properties.
- 5) The project will not be detrimental to the economic welfare of surrounding properties or the community.
Credit unions are not known to have a detrimental impact on surrounding properties. Financial institutions build quality buildings and maintain them well. They generally are positive impacts on communities in which they are built.
- 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.
The project is adequately served by roads, utilities, and other such public services that will be needed by the project.
- 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 stormwater are proposed, they shall be properly designed and capable of handling the long term needs of the proposed project.
Public sanitation facilities are adequate for the project, as are public water facilities.

- 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.
Credit unions generally not uses that cause negative externalities on a broad scale to the neighboring uses. They do not create or process materials on site and noise, smoke, fumes, etc. would not be expected to be created in a financial institution.
- 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 site is one that has already been developed and therefore a prime candidate for redevelopment, while not impacting the important natural features of the Township.

In reviewing the proposed to the Special Use Permit, Staff has identified no major concerns that would negatively surrounding properties or the Township at large. The proposed construction would be a positive addition to the Grand River corridor, better utilizing an area that is currently an extremely underutilized parking lot. All in all, this is a good project for the area and Staff would **recommend approval** of the proposed Special Use Permit to allow a credit union with two drive through lanes on the site.

Planning Commission Options

The Planning Commission may approve, approve with conditions, or deny the special use permit. A draft resolution for approval has been provided for the Planning Commission's initial review.

Attachments

1. Draft Resolution for approval
2. Application information

RESOLUTION TO APPROVE

**Special Use Permit #21-101
Consumers Credit Union – 2763 Grand River**

RESOLUTION

At a regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held at 5151 Marsh Road, Okemos, MI 48864 on the 8th day of November 2021, at 7:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, Consumers Credit Union has requested a special use permit to construct a 2,153 square foot credit union branch building on a previously developed property at 2763 Grand River; and

WHEREAS, the subject site is appropriately zoned C-2, Commercial, which permits the construction of banks, credit unions, and similar facilities by special use permit where public water and sewer are available; and

WHEREAS, the Planning Commission held a public hearing for Special Use Permit #21-101 at its meeting on October 25, 2021, and has reviewed the staff material forwarded under a cover memorandum dated October 21, 2021; and

WHEREAS, the redevelopment of the existing site will meet several objectives of the Township’s Comprehensive Development Plan, by utilizing existing developed sites, rather than greenfield sites that have negative environmental impacts; and

WHEREAS, the proposed project is consistent with the general standards for granting a special use permit found in Section 86-126 of the Code of Ordinances; and

WHEREAS, municipal water and sanitary sewer is available to serve the subject site.

NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of Special Use Permit #21-101 subject to the following conditions:

1. Approval is granted in accordance with the plans prepared by Bosch Architecture dated September 24, 2021.
2. The applicant shall obtain any and all other applicable permits, licenses, and approvals necessary to construct the new house. Copies of all permits, licenses, and approvals shall be submitted to the Department of Community Planning and Development.

**Resolution to Approve
Consumers Credit Union - 2763 Grand River**

**SUP #21-101
Page 2**

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 8th day of November, 2021.

Scott Hendrickson, Chair
Meridian Township Planning Commission

**To: Tim Schmitt
Planning Director**

**From: Younes Ishraidi, P.E.
Chief Engineer**

Date: October 15, 2021

Re: Consumers Bank – 2763 Grand River Avenue

In response to your request for comments regarding the subject site plans - dated September 24, 2021 - we offer the following:

General:

1. Provide an index on the cover sheet.
2. Provide a utility plan.
3. Show on cover sheet Meridian Township's current standard notes for construction, water, sanitary, and pathways. Please contact our office for digital copies.
4. Provide a PDF of all related geotechnical reports and environmental assessment surveys obtained for the subject site.
5. Provide copies of all current or draft ingress/egress agreements or shared access & parking agreements.
6. Township standard detail sheets for water, sanitary and pathway/sidewalk sheets shall be included with all future submittals.
7. ROW permits maybe required from Ingham County Road Department (ICRD) or MDOT for any utility work within their respective public domains.

Water System:

8. Show how the water service will be connected to the building
9. The existing hydrants located at the SE corner of the site shall be upgraded to a "STORZ" style nozzle.
10. Additional hydrants may need to be provided pending review of fire department.
11. What is the desired water meter (s) sizes? Fixture flow calculations will be required to justify size of meters larger than 1", including irrigation meters.
12. An easement may be needed if hydrants were to be required within the subject site.

Soil Erosion & Sedimentation Control (SESC):

13. Provide SESC plans with next plan submittals for review & approval by our office.
14. An SESC permit will be required

Storm System:

15. Storm water runoff and on-site detention calculation maybe required by either Ingham County Drain Commissioner's (ICDC) office or MDOT .

Fees:

The following fees and/or deposits will be required:

Engineering Review Fee: to be determined*

Inspection Escrow Deposit: to be Determined*

Sanitary & water Connection fees: To be determined based on meters' sizes.

SESC Permit: to be determined

* Exact amount will be determined when itemized costs of all proposed sanitary, water, and pathway work are provided.

**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 CONSUMERS CREDIT UNION
 Address of Applicant 7200 FIM VALLEY DR, KALAMAZOO, 49009
 Telephone - Work (800) 991-2221 Home _____ Fax _____ Email SCOTTE
 Interest in property (circle one): Owner Tenant Option Other CONSUMERSCU.ORG
 (Please attach a list of all persons with an ownership interest in the property.)
- B. Site address / location / parcel number 2763 GRAND RIVER AVE / 33-02-02-17-379-004
 Legal description (please attach if necessary) SEE ATTACHED
 Current zoning C-2 COMMERCIAL
 Use for which permit is requested / project name LOT COVERAGE / DRIVE-THRU
 Corresponding ordinance number REMARK OF EXISTING SUP / 86-404 (18)
- 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 NICK LOEKS / BOSCH ARCHITECTURE
 Address 8065 VINEYARD PKWY, KALAMAZOO, MI 49009
 Telephone – Work 269-321-5151 Home 269-267-1744 Fax _____
CCU
- E. Acreage of all parcels in the project: Gross 9.47 Net _____
- F. Explain the project and development phases: SEE ATTACHED
- G. Total number of:
 Existing: structures 2 bedrooms 0 offices 0 parking spaces 395 carports 0 garages 0
 Proposed: structures 3 bedrooms 0 offices 1 parking spaces 348 carports 0 garages 0
(2) EXISTING (1) NEW
- H. Square footage: existing buildings 77,926 proposed buildings 2,153
 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:
- J. Existing Recreation: Type _____ Acreage _____
 Proposed Recreation: Type _____ Acreage _____
 Existing Open Space: Type LANDSCAPED AREAS Acreage 1.66
 Proposed Open Space: Type LANDSCAPED AREAS Acreage 2.39

- K. If Multiple Housing: N/A
- 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.

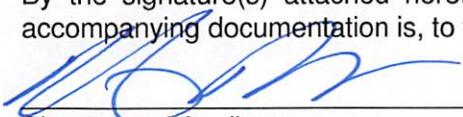
- (1) The project is consistent with the intent and purposes of this chapter.
- (2) The project is consistent with applicable land use policies contained in the Township's Master Plan of current adoption.
- (3) The project is designed, constructed, operated, and maintained so as to be harmonious and 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.

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



Signature of Applicant

9/21/21

Date

NICHOLAS LOCKS

Type/Print Name

Fee: _____

Received by/Date: _____



September 24, 2021

Tim Schmitt
CPD Director
Meridian Township
5151 Marsh Road
Okemos, MI 48864

Re: Consumers Credit Union Special Land Use Narrative

Dear Mr. Schmitt,

Below is a narrative describing the requested special land use for the new Consumers Credit Union proposed at 2763 Grand River Avenue:

The proposed development is a 2,153 SF Consumers Credit Union branch with a drive-thru to be constructed within the shopping center located on the southwest corner of East Grand River Avenue and Northwind Drive. Construction would include the building with supporting utilities, parking, walkways and landscaping. The new building will contain 2 drive-thru lanes with Teller Plus units (remote tellers/ATM) to help serve members. The remoter teller portion of the Teller Plus units are typically open from 9am-7pm, Monday thru Friday and Saturday from 9am – 1pm. The remainder of the time, the units are utilized as a standard ATM unit.

Also, the original development was approved with a maximum of 82.5% of impervious surface coverage and constructed with just less than 76%. The proposed development would further reduce the amount of coverage by impervious surfaces to 74.8%. This reduction is reflected in a loss of 43 parking stalls and an increase in green space (the proposed plan provides almost twice the required parking lot landscaping square footage). While the current development required 405 parking stalls with 388 provided, the proposed development requires a minimum of 411 stalls, with 345 provided. It is our opinion the minimum number of parking stalls for this development is excessive and under-utilized, and believe that what is shown on the plan is adequate to support both the existing businesses and the proposed Consumers Credit Union.

If you have any additional questions or comments, you can contact me via email at or nloeks@boscharch.com or at 269-321-5151.

Sincerely,

A handwritten signature in black ink, appearing to read "N. Loeks".

Nicholas J. Loeks, PE



October 4, 2021

Tim Schmitt
CPD Director
Meridian Township
5151 Marsh Road
Okemos, MI 48864

Re: Consumers Credit Union Special Land Use
Traffic Study Request Waiver

Dear Mr. Schmitt,

We are requesting a waiver from the requirement for a traffic study/investigation for this use. The ordinance allows for this if the peak traffic count is 50 cars or less.

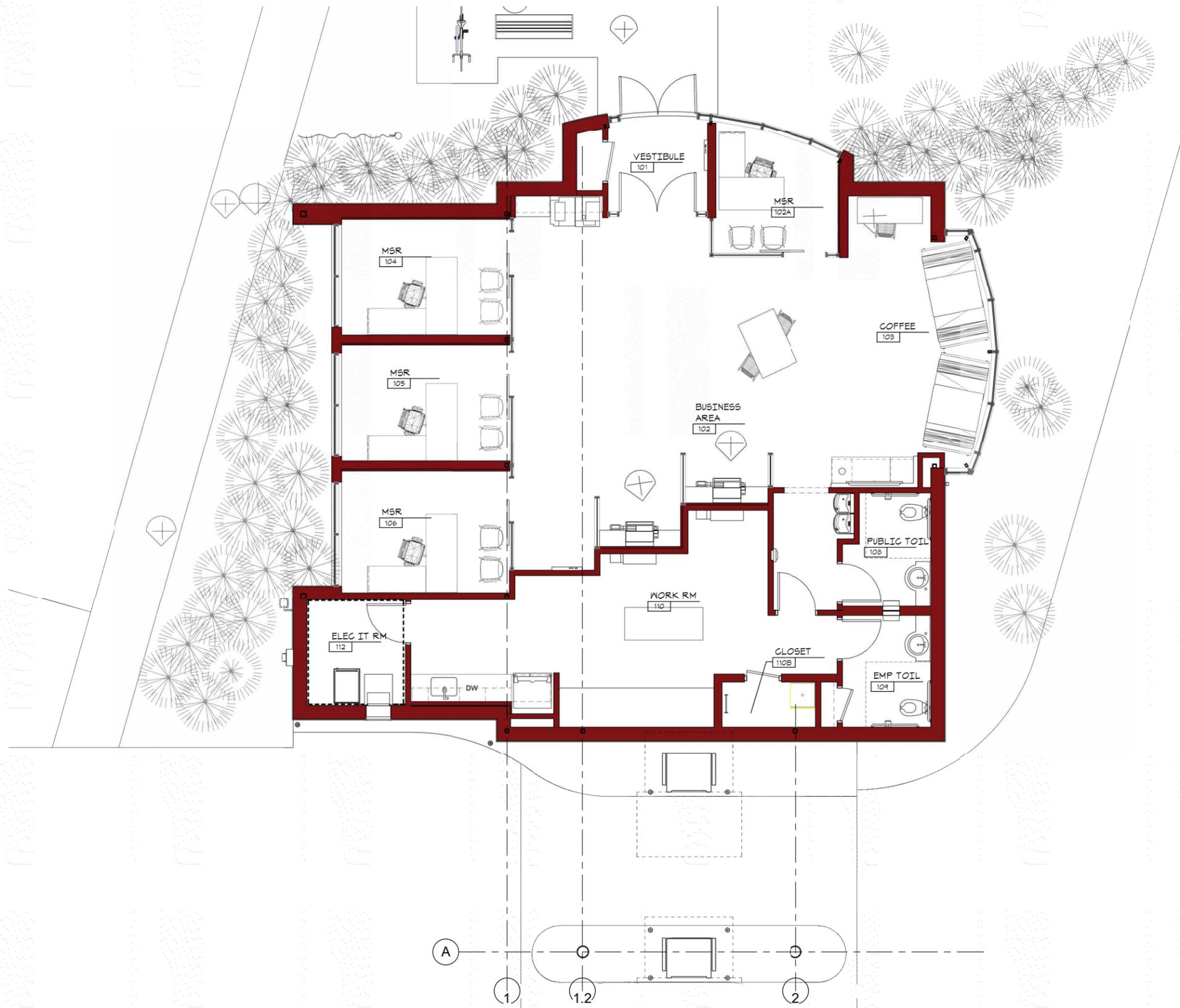
The ITE trip generation manual for this use states the weekday peak PM traffic count (worst case) to be 42 vehicles (21 entering/21 exiting).

If you have any additional questions or comments, you can contact me via email at or nloeks@boscharch.com or at 269-321-5151.

Sincerely,

A handwritten signature in black ink, appearing to read "N. Loeks".

Nicholas J. Loeks, PE

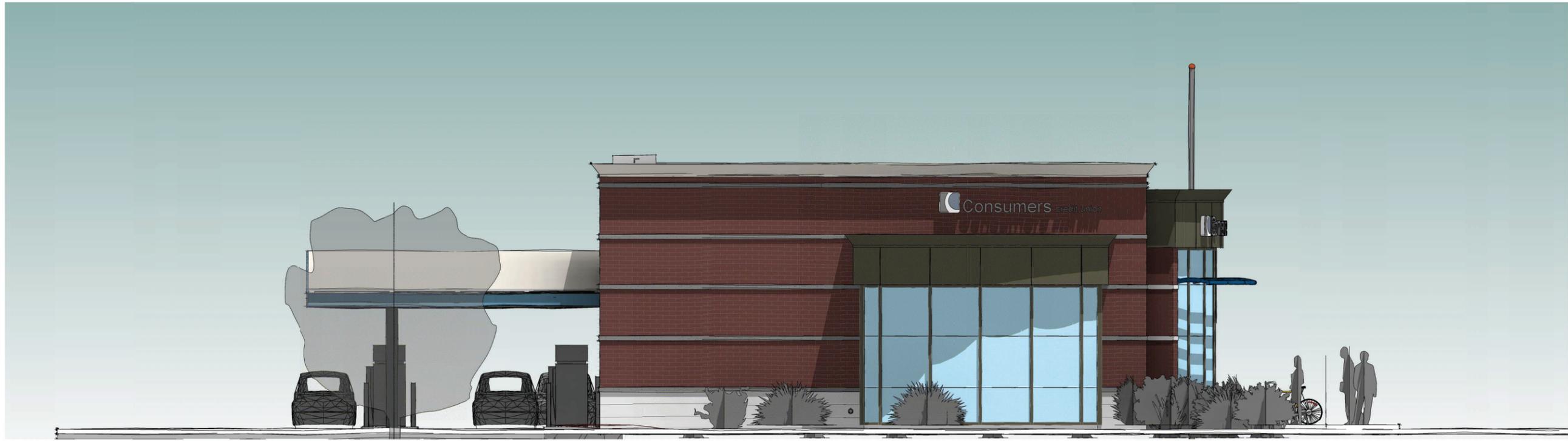


DESIGN LEVEL 1
SCALE: 1/4" = 1'-0"

SCHEMATIC FLOOR PLAN



AS003
Consumers Credit Union E. Lansing



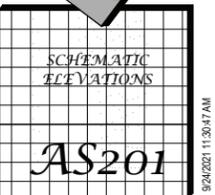
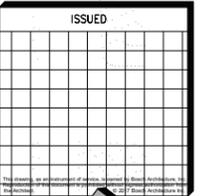
SIDE ELEVATION DESIGN
SCALE: 1/4" = 1'-0"



ENTRY ELEVATION DESIGN
SCALE: 1/4" = 1'-0"

Consumers Credit Union E. Lansing

*Grand River Ave
East Lansing, Michigan*





To: Planning Commission

From: Timothy R. Schmitt, *AICP*
Community Planning and Development Director

Date: October 21, 2021

Re: Special Use Permit #21-00011 – Consumers Credit Union – Buildings over 25,000 feet Special Use Permit modification

In 2000, a Special Use Permit was approved for construction on the property that is now the location of Hobby Lobby at 2775 East Grand River Avenue. The building was initially built for a grocery store and was ultimately built slightly smaller than originally approved. Additionally, the parking on the east side of the proposed grocery store was not built. The request at the time included two parcels, the main 8.847-acre parcel with the buildings and a vacant parcel at the northeast corner of the site adjacent to Northwind Drive. Nothing but parking was proposed for the vacant site at the time.

The current applicant is seeking to build a Consumer's Credit Union building on the second parcel, which is currently home to only parking and landscaping. The site is 0.872 acres and although the Consumer's Credit Union building does not exceed 25,000 square feet, the site was included in the original approval for the overall site. Therefore, an amendment to the previously approved Special Use Permit for buildings greater than 25,000 square feet is required.

The proposed building is 2,153 square feet in size and will bring the total square footage on the site to 77,781 square feet. This is less than the original approval in 2000, which called for 83,297 square feet on the site. The impervious surface on the site is less than was previously approved, the parking on the site is reduced, as the current site is substantially overparked. The parking lot landscaping will also be improved with the reconfiguration of the parking area and addition of a new building. A separate Special Use Permit is required for the use of the property as a drive through. A full analysis for the standards of special use permit review can be found in the Staff report for the overall review of the site, special use permit #21-101.

Planning Commission Options

The Planning Commission may recommend approval, approval with conditions, or denial of the proposed special use permit. The Township Board makes a final decision on special use permit requests for buildings over 25,000 square feet. A draft resolution is attached for the Planning Commission's review.

Attachment

1. Draft resolution for approval
2. Special use permit application
3. Approval Letter from Application #00011
4. Approved SUP Plan from Application #00011

RESOLUTION TO RECOMMEND APPROVAL

**Special Use Permit #21-00-011
Consumers Credit Union – 2763 Grand River**

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 8th day of November, 2021, at 7:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, In 2000, a Special Use Permit was approved for a new retail building greater than 25,000 square feet in size on the adjacent parcel (PID #20-126-001) and the approval included the undeveloped parcel in question (PID #17-379-004) as part of the parking lot; and

WHEREAS, In 2021, the current applicant desires to construct a new 2,153 drive through credit union building on the site; and

WHEREAS, the revised plans have less overall square footage proposed than the plans approved 2000, along with less lot coverage; and

WHEREAS, the Planning Commission held a public hearing at its regular meeting on October 25, 2021 and has reviewed staff material forwarded under a cover memorandum dated October 21, 2021; and

WHEREAS, the subject site is appropriately zoned C-2, Commercial, which permits the construction of a group of buildings greater than 25,000 square feet in floor area by special use permit; and

WHEREAS, the proposed project is consistent with the general standards for granting a special use permit found in Section 86-126 of the Code of Ordinances; and

WHEREAS, the proposed project provides adequate setbacks and screening from surrounding uses; and

WHEREAS, municipal water and sanitary sewer is available to serve the subject site; and

WHEREAS, the proposed housing project is consistent with Goal 3 of the 2017 Township Master Plan to Upgrade Commercial Areas, and Goal 7 to Promote Efficient and Sustainable Growth Practices; and

NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of Special Use Permit #21-00-011 to construct a 2,153 square foot building, in a complex of buildings larger than 25,000 square feet, on

**Resolution to Approve - SUP #21-00-001
Consumers Credit Union – 2763 East Grand River**

the undeveloped 0.872 acre parcel identified by Parcel Number 17-379-004, subject to the following conditions:

1. Approval is granted in general accordance with the Overall Special Use Plan by Bosch architecture, dated September 24, 2021.
2. Approval of the Special Use Permit for the site is subject to all existing conditions placed on the site through Special Use Permit #00-011, approved on February 9, 2001.
3. Any future building additions or revisions to the site layout will require amendments to the Special Use Permit.

ADOPTED: YEAS: _____

NAYS: _____

STATE OF MICHIGAN)

) ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Chair of the Planning Commission of the Charter Township 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 8th day of November, 2021.

Scott Hendrickson, 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 CONSUMERS CREDIT UNION
 Address of Applicant 7200 FIM VALLEY DR, KALAMAZOO, 49009
 Telephone - Work (800) 991-2221 Home _____ Fax _____ Email SCOTTE
 Interest in property (circle one): Owner Tenant Option Other CONSUMERSCU.ORG
 (Please attach a list of all persons with an ownership interest in the property.)
- B. Site address / location / parcel number 2763 GRAND RIVER AVE / 33-02-02-17-379-004
 Legal description (please attach if necessary) SEE ATTACHED
 Current zoning C-2 COMMERCIAL
 Use for which permit is requested / project name LOT COVERAGE / DRIVE-THRU
 Corresponding ordinance number REMARK OF EXISTING SUP / 86-404 (18)
- 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 NICK LOEKS / BOSCH ARCHITECTURE
 Address 8065 VINEYARD PKWY, KALAMAZOO, MI 49009
 Telephone – Work 269-321-5151 Home 269-267-1744 Fax _____
CCU
- E. Acreage of all parcels in the project: Gross 9.47 Net _____
- F. Explain the project and development phases: SEE ATTACHED
- G. Total number of:
 Existing: structures 2 bedrooms 0 offices 0 parking spaces 395 carports 0 garages 0
 Proposed: structures 3 bedrooms 0 offices 1 parking spaces 348 carports 0 garages 0
(2) EXISTING (1) NEW
- H. Square footage: existing buildings 77,926 proposed buildings 2,153
 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:
- J. Existing Recreation: Type _____ Acreage _____
 Proposed Recreation: Type _____ Acreage _____
 Existing Open Space: Type LANDSCAPED AREAS Acreage 1.66
 Proposed Open Space: Type LANDSCAPED AREAS Acreage 2.39

- K. If Multiple Housing: N/A
- 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.

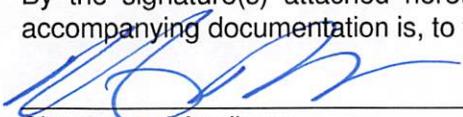
- (1) The project is consistent with the intent and purposes of this chapter.
- (2) The project is consistent with applicable land use policies contained in the Township's Master Plan of current adoption.
- (3) The project is designed, constructed, operated, and maintained so as to be harmonious and 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.

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



Signature of Applicant

9/21/21

Date

NICHOLAS LOCKS

Type/Print Name

Fee: _____

Received by/Date: _____

CHARTER TOWNSHIP OF MERIDIAN

Susan McGillicuddy Supervisor
Mary M.G. Helmbrecht Clerk
Bruce D. Hunting Treasurer
Gerald J. Richards Manager



Julie Brixie Trustee
Steve Stier Trustee
Andrew J. Such Trustee
Anne M. Woiwode Trustee

February 9, 2001

Mr. Michael Rein
Executive Vice President
Bowers & Rein Associates, Inc.
3915 Research Park Drive, Suite A-4
Ann Arbor, MI 48108-2200

RE: Appeal of Special Use Permit #00011 (Gould Investors)

Dear Mr. Rein:

The Township Board at its regular meeting held on February 6, 2001 voted to deny the appeal of Special Use Permit #00011 and affirm the Planning Commission's approval of the special use permit. Special Use Permit #00011 will allow for the construction of an approximate 60,800 square foot commercial building at the southwest corner of Grand River Avenue and Northwind Drive. Approval of the special use permit was granted with the following conditions:

1. Approval is granted in accordance with the revised Preliminary Site Plan "B" prepared by Bowers & Rein, Inc., dated January 29, 2001, and the conceptual landscape plan and building elevations dated September 14, 2000, subject to revisions as required.
2. The final site plan and landscape plan shall be subject to the approval of the Director of Community Planning and Development.
3. The applicant shall obtain the necessary permits, licenses, and approvals from the Ingham County Drain Commissioner's office, Ingham County Road Commission, Ingham County Health Department, Michigan Department of Transportation and the Township. Copies of all permits, licenses, and approval letters shall be submitted to the Department of Community Planning and Development.
4. The applicant shall meet with CATA (Capital Area Transit Authority) to coordinate the design, safety, and location of any planned bus stops at the subject site.

5. Final utility plans (water and sanitary sewer) for the site are subject to approval of the Director of Public Works and Engineering and shall be completed in accordance with the Township Engineering Design & Construction Standards.
6. Exterior site lighting shall be subject to the approval of the Director of Community Planning & Development. Exterior lighting shall be accomplished in such a manner so that the lighting will be down-shielded and the lighting not be disturbing to adjacent land owners in the immediate vicinity and such that no traffic problems occur as a result of the glare from the light.
7. The applicant shall apply for and receive all necessary variances from the Zoning Board of Appeals, or modify the plans to comply with the Code of Ordinances.
8. A 5-foot wide concrete sidewalk shall be constructed along the entire length of the Northwind Drive frontages and shall be completed in accordance with the Township Engineering Design & Construction Standards.
9. Street trees shall be installed and maintained along the entire length of the Grand River Avenue and Northwind Drive frontages. The size, type, and location of the street trees shall be subject to the review and approval of the Director of Community Planning & Development.
10. A landscape screen shall be provided and maintained along the entire length of the southern portion of Northwind Drive. The existing deciduous trees on the eastern portion of the property along Northwind Drive shall remain. The size, type, and location of the landscaping shall be subject to the review and approval of the Director of Community Planning & Development.
11. A decorative masonry wall shall be provided adjacent to the truck wells/loading docks to limit light and noise from deliveries. The design, location and building materials shall be subject to the review and approval of the Director of Community Planning & Development.
12. An easement shall be granted to the Township for possible future Grand River Avenue streetscape improvements such as street lighting, benches, and decorative landscaping/streetscaping in order to insure consistent design. The easement agreement shall be prepared in a form approved by the Township Attorney.
13. No deliveries shall be made at the rear of the store between the hours of 9:00 p.m. to 7:00 a.m. Delivery trucks arriving on the site between these hours shall be required to park in the parking lot at the front of the store until 7:00 a.m. and shall not idle their engines. Signs shall be provided directing trucks to the delivery site and prohibiting them from idling.
14. There shall be no exterior speakers allowed on the site.

15. Any existing water supply wells on the subject site shall be properly closed per the Ingham County Health Department requirements.
16. The applicant shall provide a 5-foot wide concrete sidewalk from Grand River Avenue to the proposed buildings as indicated on the revised Preliminary Site Plan "B" prepared by Bowers & Rein, Inc. dated January 29, 2001.
17. Hours of operation shall be limited from 7:00 a.m. to midnight.
18. The applicant may apply for removal of limitation on hours of operation after six months from date of occupancy. The Township Board shall hear such application if made.

As is customary, this letter shall act as the special use permit for the request. The use permitted by the granting of a special use permit must have commenced within one year after issuance or the permit shall become null and void. All construction related to the special use permit must be completed within three (3) years from the effective date of the special use permit. The next step in the process is to apply for site plan review and any applicable variances from the Zoning Board of Appeals.

If you have any questions regarding this matter please contact me.

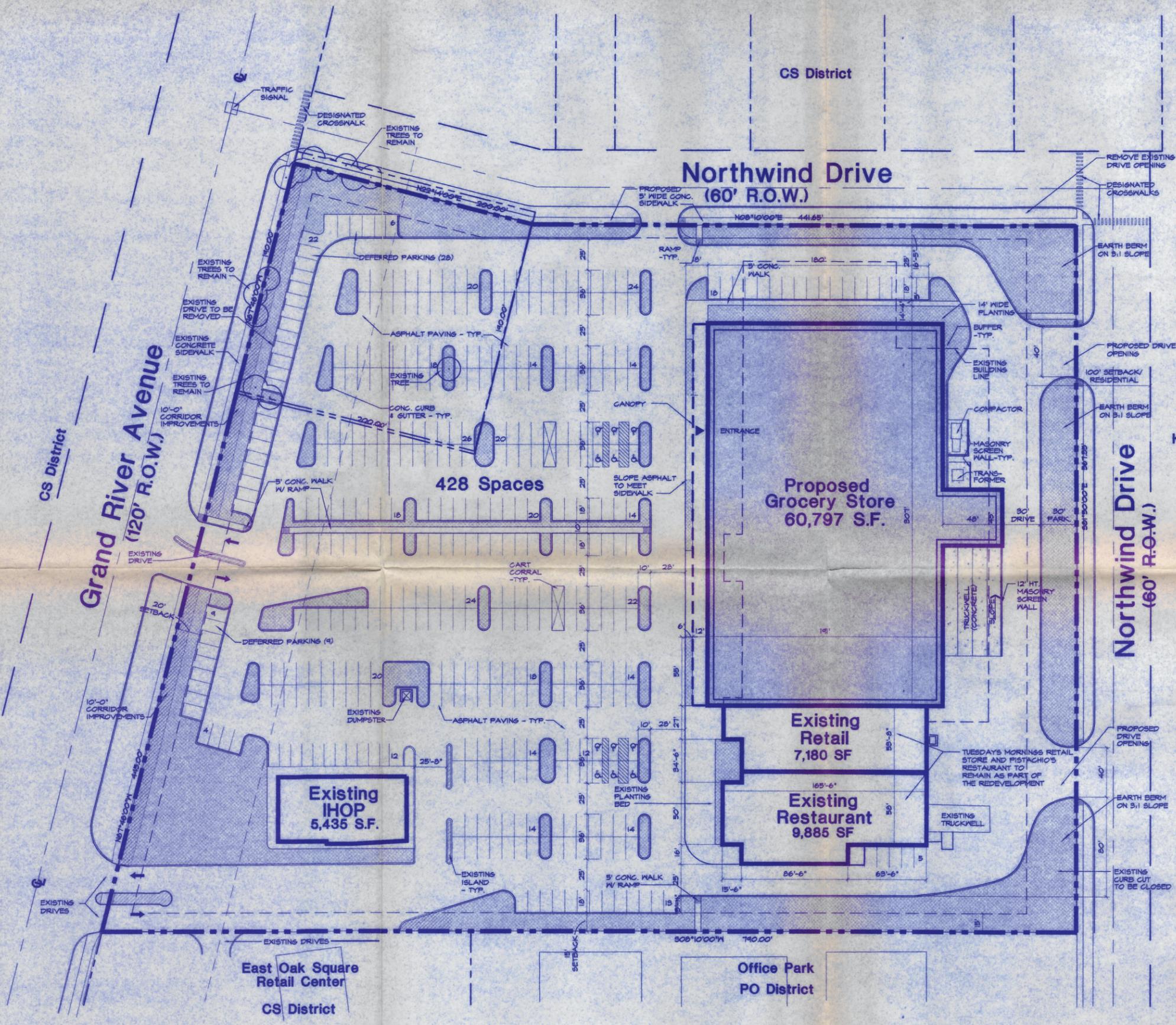
Sincerely,



Mark Kieselbach
Director of Community Planning & Development

cc: Gould Investors
David Pierson
Thomas Litzler
Mark Latterman
Roger Buell
Martha Wyatt
Troy Langer
John Heckaman

G:\99\3200\JUSTICE\OFF_S01M.dwg Tue Jan 30 13:52:04 2001 .prt



Owner/Developer

Farmer Jack
18718 Borman Avenue
Detroit, Michigan 48228
(313) 270-1172

Architect/Planner

Bowers and Rein Associates, Inc.
3415 Research Park Drive, Suite A-4
Ann Arbor, Michigan 48106
Ph: (734) 747-6660
Fax: (734) 747-6570

Civil Engineer

Lady Design Group
3155 Pine Tree Road, Suite C
Lansing, Michigan 48911
Ph: (313) 943-5778
Fax: (313) 943-4480

Site/Building Data

Parcel Size	4.47 Acres
Existing Zoning	CS District
Proposed Zoning	CS District
Existing Use	Commercial/Retail
Proposed Use	Commercial/Retail
Existing Building Area	22,500 SF
Proposed Building Area	60,797 SF
Required Front Setback	
Grand River (North)	155'
Northwind Drive (East)	25'
Northwind Drive (South)	25'
Proposed Front Setback	
Grand River (North)	351'
Northwind Drive (East)	14'
Northwind Drive (South)	60'
Required Side/Rear Setback	
West Property Line	15'
Proposed Side/Rear Setback	
West Property Line	54'/Rest
Max. Building Height Allowed	35'
Proposed Building Height	35'
Max. Impervious Surface	75% (309,664 S.F.)
Proposed Impervious Surface	82.5% (340,680 S.F.)
Existing Impervious Surface	47% (400,449 S.F.)

Parking Data

Shopping Center (25-400,000 SF)	
4 Parking Spaces per 1000 SF (Min.)	
4.5 Parking Spaces per 1000 SF (Max.)	
Prop. Building Area (Gross)	60,797 SF
Exist. Building Area (Gross)	17,065 SF
Total	77,862 SF
Required Parking	312 Spaces
Existing IHOP	
1 Space per 375 SF/Usable Building Area (Gross)	5,435 SF x 80%
Required Parking	116 Spaces
Total Required	428 Spaces
Total Provided	428 Spaces
(Deferred Parking)	37 Spaces

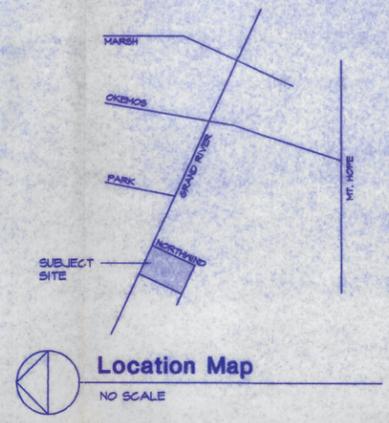
General Notes

- The grocery carts will have designated facilities both inside and outside the grocery store. In the parking areas, two cart corrals will be included (see S.P.I.C.O.). Inside the building, there is an area designated for cart storage at each of the two entrance/exit doors.
- All lighting shall be arranged so that no source of light shall be visible beyond the parcel lot upon which the parking area is located.
- The proposed compactor shall be shielded on three sides with masonry walls.
- The grocery store will be fully sprinkled.

Legal Description

(Chicago Title Insurance Company Commitment No. 98-016146)
Commencing at a point on the southerly line of East Grand River Avenue (Old U.S. 16) North 87 degrees 46 minutes West 415.95 feet from the intersection of the southerly line of said East Grand River Avenue (Old U.S. 16) and the North-South line of Section 17, Town 4 North, Range 1 West, Meridian Township, Ingham County, Michigan, thence along the southerly line of East Grand River (Old U.S. 16) North 87 degrees 46 minutes West 448.00 feet, thence South 08 degrees 10 minutes West, 740.00 feet, thence South 81 degrees 30 minutes East 567.55 feet, thence North 08 degrees 10 minutes East 441.65 feet, thence North 67 degrees 46 minutes West 190.00 feet, thence North 22 degrees 14 minutes East, 200.00 feet to the point of beginning.

(First American Title Insurance Company Commitment No. 98-219005)
Commencing at a point on the southerly line of East Grand River Avenue (Highway U.S. 16) North 67°46' West, 215.95 feet from the point of the intersection of the southerly line of said East Grand River Avenue (Highway U.S. 16) and the North and South 1/4 line of Section 17, Town 4 North, Range 1 West, Meridian Township, thence along the southerly line of East Grand River Avenue (Highway U.S. 16) North 67°46' West 200 feet; thence South 22°14' West 200 feet; thence South 67°46' East 200 feet; thence N22°14' East 200 feet to the point of beginning, Ingham County, Michigan, EXCEPT the Easterly 10 feet Platted on Northwind subdivision as recorded in Liber 26, Page 25, Ingham County Records.



Preliminary Site Plan 'B'

1" = 40'

BOWERS & REIN
ASSOCIATES, INC.

Architecture - Planning
Interior Design
3915 Research Park Drive, Suite A-4
Ann Arbor, Michigan 48106
Telephone: (734) 747-6660
Facsimile: (734) 747-6570

MAJESTIC PLAZA
GRAND RIVER AVENUE
MERIDIAN TOWNSHIP, MICHIGAN

Project
Consultant

Project Number
99-320

Issue Date
FEB. 7, 2000 SPECIAL USE
SEPT. 14, 2000
OCT. 31, 2000
NOV. 7, 2000
JAN. 2, 2001
JAN. 29, 2001

Sheet Title
SCHEMATIC SITE PLAN

Sheet Number
SP1.00

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To: Planning Commission

From: Keith Chapman, Assistant Planner

Date: October 22, 2021

Re: **Special Use Permit #21-95151 (3654 Okemos Road)**, amend existing special use permit to expand Cedar Classical Academy, a private K-8 school to a K-12 school, in an existing 14,800 square foot church located at 3654 Okemos Road.

The Planning Commission held the public hearing for Special Use Permit #21-95151 at its meeting on October 11, 2021. At the meeting the Planning Commission agreed to consider a resolution to approve the special use permit request at its next meeting on October 25, 2021. No major concerns were raised by the Commission in their initial review.

Planning Commission Options

The Planning Commission may approve, approve with conditions, or deny the special use permit. A resolution to approve the request is provided. Given the minor nature of the request, Staff can recommend approval of the Special Use Permit to expand Cedar Classical Academy to a K-12 school.

- **Move to adopt the resolution approving Special Use Permit #21-95151.**

Attachment

1. Resolution to approve.
2. October 11, 2021 Staff report with attachments.

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RESOLUTION TO APPROVE

**Special Use Permit #21-95151
(3654 Okemos Road)**

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 25th day of October, 2021, at 7:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, Cedar Endowment Corporation has requested to amend an existing special use permit (SUP #95151) to expand Cedar Classical Academy, a private K-8 school to a K-12 school, in an existing 14,800 square foot church (Lansing Chinese Christian Church) located at 3654 Okemos Road; and

WHEREAS, the subject site is located in the RR (Rural Residential) zoning district, which allows for public, private or quasi-public education and social institutions by special use permit as a nonresidential use in a residential district; and

WHEREAS, the original special use permit approval (SUP #95151) was granted in 1995 for the construction of a 14,800 square foot church with a daycare center; and

WHEREAS, special use permit approval (SUP #19-95151) was granted in 2019 for the establishment of the existing K-8 school; and

WHEREAS, the Planning Commission held a public hearing at its regular meeting on October 11, 2021 and discussed at the October 25, 2021 regular meeting and has reviewed staff materials forwarded under a cover memorandum dated October 8, 2021 and October 2, 2021; and

WHEREAS, the proposed educational use meets the location and development standards for nonresidential uses in a residential district listed in Section 86-654 (e) and (f) of the Code of Ordinances; and

WHEREAS, the proposed project is consistent with the general standards for granting a special use permit found in Section 86-126 of the Code of Ordinances; and

WHEREAS, the proposed non-residential use will not adversely affect or be hazardous to nearby residential uses; and

WHEREAS, the existing building is served by public water and sanitary sewer.

NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby approves Special Use Permit #21-95151, subject to the following conditions:

**Resolution to Approve
SUP #21-95151 (3654 Okemos Road)
Page 2**

1. Approval is granted in accordance with the application materials submitted by the applicant dated August 16, 2021.
2. All applicable conditions of Special Use Permit #95151, Special Use Permit #19-95151, Site Plan Review #00-06 and Zoning Board of Appeals #00-03-22-2 shall remain in effect.
3. The applicant shall obtain and maintain any and all other applicable permits, licenses, and approvals necessary to operate the proposed use of the property as a private K-12 school. Copies of all permits, licenses, and approvals shall be submitted to the Department of Community Planning and Development.

ADOPTED: YEAS: _____

NAYS: _____

STATE OF MICHIGAN)

) ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Chair of the Planning Commission of the Charter Township 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 25th day of October, 2021

Scott Hendrickson
Planning Commission Chair



To: Planning Commission

From: Keith Chapman, Assistant Planner

Date: October 8, 2021

Re: Special Use Permit #21-95151 (3654 Okemos Road), amend existing special use permit to expand Cedar Classical Academy, a private K-8 school to a K-12 school, in an existing 14,800 square foot church located at 3654 Okemos Road.

Cedar Endowment Corporation has requested special use permit approval to amend an existing special use permit (SUP) to expand Cedar Classical Academy, a private K-8 school to a K-12 school, in an existing 14,800 square foot church (Lansing Chinese Christian Church) located at 3654 Okemos Road.

The property is occupied by the Lansing Chinese Christian Church. Schools are allowed in residential districts subject to SUP approval. The building was formerly occupied by Cornerstone Assembly of God Church. The 8.9-acre subject site is zoned RR (Rural Residential). A SUP (SUP #95151) was granted in 1995 for the construction of a 14,800 square foot church located at 3654 Okemos Road. The applicant received Special Use Permit approval to establish the K-8 school in 2019 (SUP #19-95151).

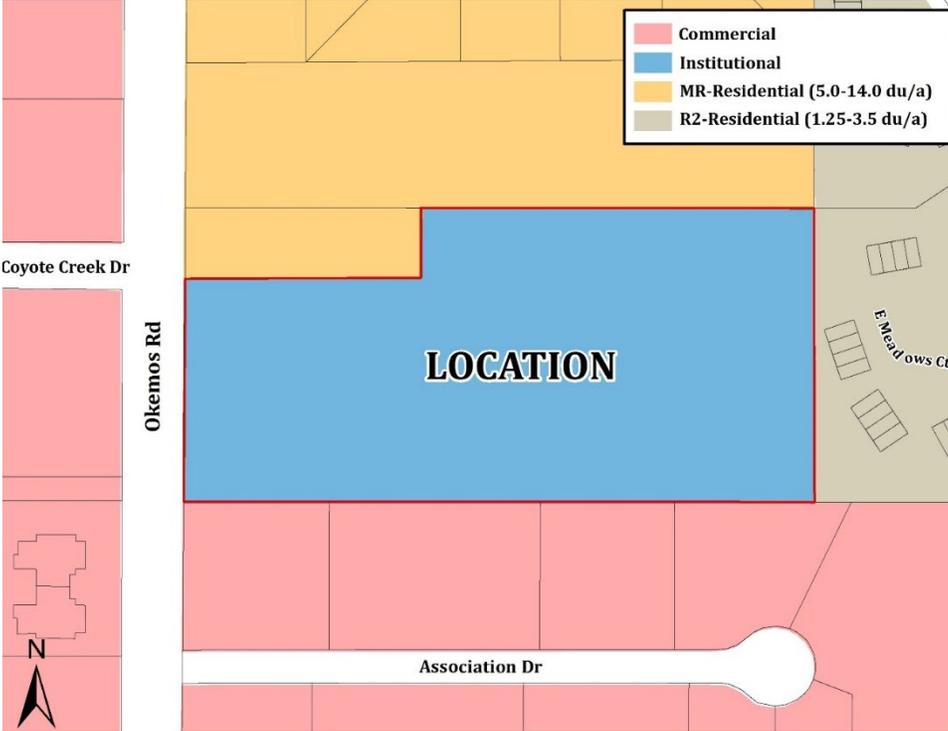
The applicant has indicated Cedar Classical Academy will operate Monday through Friday from 8:00 a.m. to 3:00 p.m. The proposed hours of operation are not expected to conflict with Lansing Chinese Christian Church, which are primarily Sundays and some weekday evenings. The church will remain in operation with the school operating outside of the church's regular worship hours. The school intends to expand operation from K-8 to K-12 over the next four years.

The applicant intends to construct an 1,800 square foot building addition in the future on the northwest corner of the building. Site plan review will be required for the addition and all relevant zoning, building, fire codes, etc. will be required to be met.

Master Plan

The Future Land Use Map from the 2017 Master Plan designates the subject property in the Institutional category. The proposed use is consistent with the future land use Institutional category.

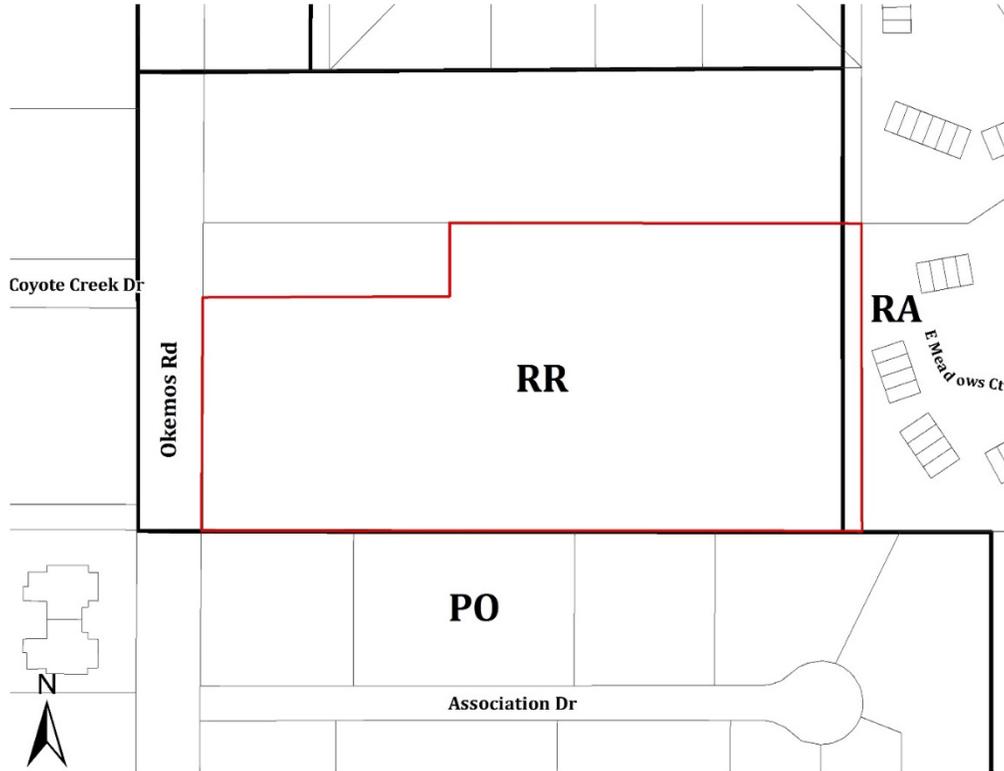
FUTURE LAND USE MAP



Zoning

The subject site is zoned RR (Rural Residential) which requires a minimum of 200 feet of lot width and 40,000 square feet of lot area. The subject site has 303 feet of lot frontage along Okemos Road and 387,684 square feet, or 8.9 acres, of lot area, conforms to the minimum lot width and lot area standards of the RR (Rural Residential) zoning district.

ZONING MAP



Physical Features

The approximate 8.9 acre site is located on the east side of Okemos Road, north of Association Drive. The site is developed with a 14,800 square foot church building operated by Lansing Chinese Christian Church. The site does not have any special designation on the Township Greenspace Plan and is not located in a floodplain.

Wetland

A 0.69 acre wetland is present on the southwest portion of the subject property. The original applicant (Cornerstone Outreach Ministries) requested and received approval of a 20-foot variance from the wetland setback standard and a 20-foot variance from the wetland natural vegetation strip standard to allow the parking area to encroach into the wetland setback. No activities are proposed near the wetland under this application.

WETLAND MAP



Streets and Traffic

The approximately 8.9-acre site is located on the east side of Okemos Road. Access to the site is provided from Okemos Road. A seven foot wide pathway is installed along the Okemos Road frontage. Okemos Road is four-lane roadway with a center turn lane, curb and gutter, and is classified as a Principal Arterial Street, which requires a setback of 100 feet from the centerline of the right-of-way. The applicant is not proposing to create new driveways to the site. The most recent (2010) traffic count information from Michigan Department of Transportation (MDOT) showed a total of 24,641 two-way vehicle trips in a 24 hour period.

A traffic assessment is required for new special uses or an 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. A peak hour of traffic is the hour of the highest volume of traffic entering and existing the site during a.m. or p.m. hours. The applicant submitted a traffic generation analysis prepared by Progressive AE dated July 30, 2021 that provides information on traffic generated by the proposed project at the highest capacity in 4 years.

Application materials indicate there are currently 60 students enrolled during the school year. The expansion will double the current number of students in the building. The following table summarizes the data described above:

Description	AM Peak Hour			PM Peak Hour		
	In	Out	Total	In	Out	Total
Parent (drop-off/pick-up only)	15	15	30	15	15	30
Parent (also school staff/volunteer)	10	0	10	0	10	10
Staff (non-parent)	2	0	2	0	2	2
Total	27	15	42	15	27	42

The study shows that the proposed expansion of the existing use is expected to generate 42 vehicle trips in the AM peak hour and 42 vehicle trips in the PM peak hour. Weekday total estimates were not included in the data provided. The applicant’s traffic consultant stated that neither a traffic assessment nor a traffic impact statement will be required for this project based on projected traffic volumes.

Utilities

The site is served by public water and sanitary sewer.

Staff Analysis

Cedar Endowment Corporation has requested SUP approval to amend an existing SUP to expand Cedar Classical Academy, a private K-8 school to a K-12 school, in an existing 14,800 square foot church (Lansing Chinese Christian Church) located at 3654 Okemos Road. A SUP is required for the school as a nonresidential use in a residential district. 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.

A special use permit (SUP #95151) was granted in 1995 for the construction of a 14,800 square foot church with a daycare center located at 3654 Okemos Road. The previous applicant (Cornerstone Outreach Ministries) was granted two extensions to the SUP, receiving site plan approval in 2000 under Site Plan Review (SPR) #00-06. Cornerstone Outreach Ministries also received SUP approval in 2000 under SUP #00-95151 to allow for the construction of a 3,500 square foot outdoor pavilion to hold outdoor church services, which was never constructed. A Special Use Permit was approved in 2019 to establish a K-8 school (SUP #19-95151).

Special Use Permit #21-95151 (3654 Okemos Road)
Planning Commission (October 11, 2021)
Page 6

Nonresidential structures and uses are subject to specific standards for location and development found in Sections 86-654 (e) and (f), summarized as follows:

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

3654 Okemos Road is located in the southern portion of Meridian Township on the east side of Okemos Road and north of Association Drive. The site abuts one RA (One-Family Medium-Density Residential District) zoned single-family development to the east; offices and professional buildings to its west zoned PO (Professional and Office District), a day care center (Rainbow Child Care Center) zoned RR (Rural Residential) to its north and to the south offices and professional buildings zoned PO.

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

The existing structure faces Okemos Road.

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

Ingress and egress will be from Okemos Road.

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

There are barriers between the site and the only abutting single-family residence to the east, though the vegetation is minimal to the south and east of the property.

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 8.9 acres in area.

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

Structures on the site, approximately 14,800 square feet, occupy approximately 3.8 percent of the 8.9 acre site.

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

The building is two-stories 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 church is harmonious with the surrounding residential area. Submitted materials show the proposed 1,800 square foot building addition to blend in with the existing structure, should it be constructed in the future.

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. Lansing Chinese Christian Church has one freestanding sign and one wall sign. Any additional signs would require approval by the Zoning Board of Appeals (ZBA).

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

The applicant intends to use existing church parking.

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

Existing structures on the site are closer than 50 feet on the south property line near Gilden Woods Early Care and Preschool.

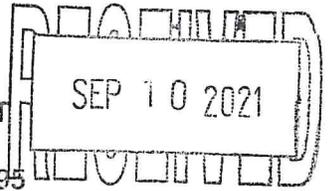
Planning Commission Options

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

Attachments

1. Resolution to approve
2. Special use permit application and attachments received by the Township on September 10, 2021.
3. Site plan prepared by FSE, dated March 26, 2001 (revision date September 1, 2005).
4. Floor plans prepared by RMD Architects received by the Township on September 10, 2021.
5. Trip Generation Analysis prepared by Progressive AE dated July 30, 2021 and received by the Township on September 10, 2021.

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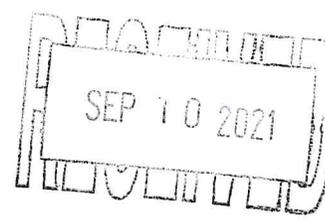


SPECIAL USE PERMIT APPLICATION

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 Cedar Classical Academy (See contact information attached)
Address of Applicant 3654 Okemos Rd. Ste. 200 Okemos, MI 48864
Telephone - Work 517-210-1057 Home 517-528-0923 Fax _____ Email caroline.hummel@cedarclassicalacademy.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 3654 Okemos Rd. Okemos, MI 48864
Legal description (please attach if necessary) _____
Current zoning Mixed Use Church / K-8 School
Use for which permit is requested / project name Mixed Use Church / K-12 School
Corresponding ordinance number _____
- 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 RMD Architect, LNE Surveys for existing siteplans
Address 1744 Marne Estates Dr. Marne, MI 49435
Telephone - Work _____ Home _____ Fax _____
- E. Acreage of all parcels in the project: Gross 8.94 Net _____
- F. Explain the project and development phases: See Attached.
- G. Total number of:
Existing: structures 1 bedrooms _____ offices _____ parking spaces 151 carports _____ garages _____
Proposed: structures _____ bedrooms _____ offices _____ parking spaces _____ carports _____ garages _____
- H. Square footage: existing buildings 4,800 proposed buildings 1,800 (2022)
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: See Attached.
- 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 _____

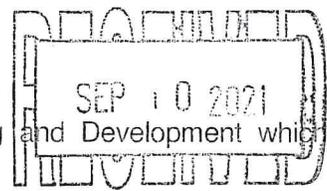
Dwelling unit mix:

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 _____

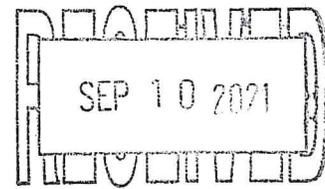
L. The following support materials must be submitted with the application:

- ✓ 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.
- N/A 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.
- N/A 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.
- (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.

Yes No (Please check one) *please call ahead: 517-210-1057*

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

Caroline Hummel

Signature of Applicant

08/16/21

Date

Caroline Hummel

Type/Print Name

Fee: \$250

Received by/Date: *[Signature]* 9/10/21



Cedar Classical Academy
3654 Okemos Rd. Ste. 200
Okemos, MI 48864
work: 517-210-1057
cell: 517-528-0923

Cedar Classical Academy, the Greater Lansing Area's first full-time classical Christian K-12 school, has been our dream since April 2017. We opened Cedar Classical Academy in 2019 as a K-6 school with 32 students, 2 full-time employees, 5 part-time employees, and dedicated parent volunteers. We have grown from those small beginnings to K-8 with 60 students, 5 full-time employees, and 5 part-time employees in the 2021-2022 academic year. Our next big step is expanding from K-8 to K-12 over the next four years.

Offering grades K-12 is vital to our mission. We believe that it is important for young children and teenagers, especially from the same family, to interact and learn alongside each other. We also want to fully equip students with a complete K-12 liberal arts curriculum.

Finding a suitable building and property for our school was no small feat. From July 2018 to April 2019, we evaluated 170 buildings (visiting 22 of these) to find one that could support such a school. We were thrilled to find Lansing Chinese Christian Church. LCCC is a small, Chinese-speaking congregation that has operated in the Lansing area for decades. The 9-acre property and parking lot perfectly fit our needs. The building already nearly met fire safety and ADA requirements, and we've been easily able to add additional safety features like the new fire alarm notification system. Our additions have also added value to LCCC's use of the building.

Sharing a building with LCCC has been a perfect fit. Their church uses the building on weekends and the occasional evening; we use the building on weekdays. Since we use the building more hours per week than they do, we have been able to help their small congregation with security and upkeep.

Best of all, the Lansing Chinese Christian Church's leadership and congregants are 100% supportive of our mission as a school. During the 9-month period when we evaluated those 170 buildings, LCCC was praying that a classical Christian K-12 school would open in their building. We checked all of their boxes. They checked all of ours. It has been a wonderful partnership.

Our 26 families represent eight different churches and the following communities: Bath, DeWitt, Dimondale, East Lansing, Grand Ledge, Haslett, Holt, Lansing, Okemos, and Williamston. Our location right off the highway on Okemos Road makes our school a great central location for families carpooling from all of these different cities around the Greater Lansing Area.



With the full support of the church who owns the property, we hope to amend our existing Special Use Permit to grow our enrollment past 60 students and expand our school use to K-12. We have a slow-growth philosophy, each year adding only one new grade and expanding our enrollment slowly as our staffing and space allow.

If we are granted permission to expand our SUP to include K-12, we will submit a separate siteplan amendment to add the necessary classroom space.

The property:



Our proposed first expansion step:





Aerial views of the proposed ~1800 square foot addition:







Part I.1 Full-Time and Part-Time Employees Per Shift (2021-2022)

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-12:30	5 FT, 4 PT	5 FT, 1 PT	5 FT, 1 PT	5 FT, 1 PT	5 FT, 4 PT
12:30-3:00	5 FT, 2 PT	5 FT	5 FT, 1 PT	5 FT	5 FT, 2 PT

Part I.L.7

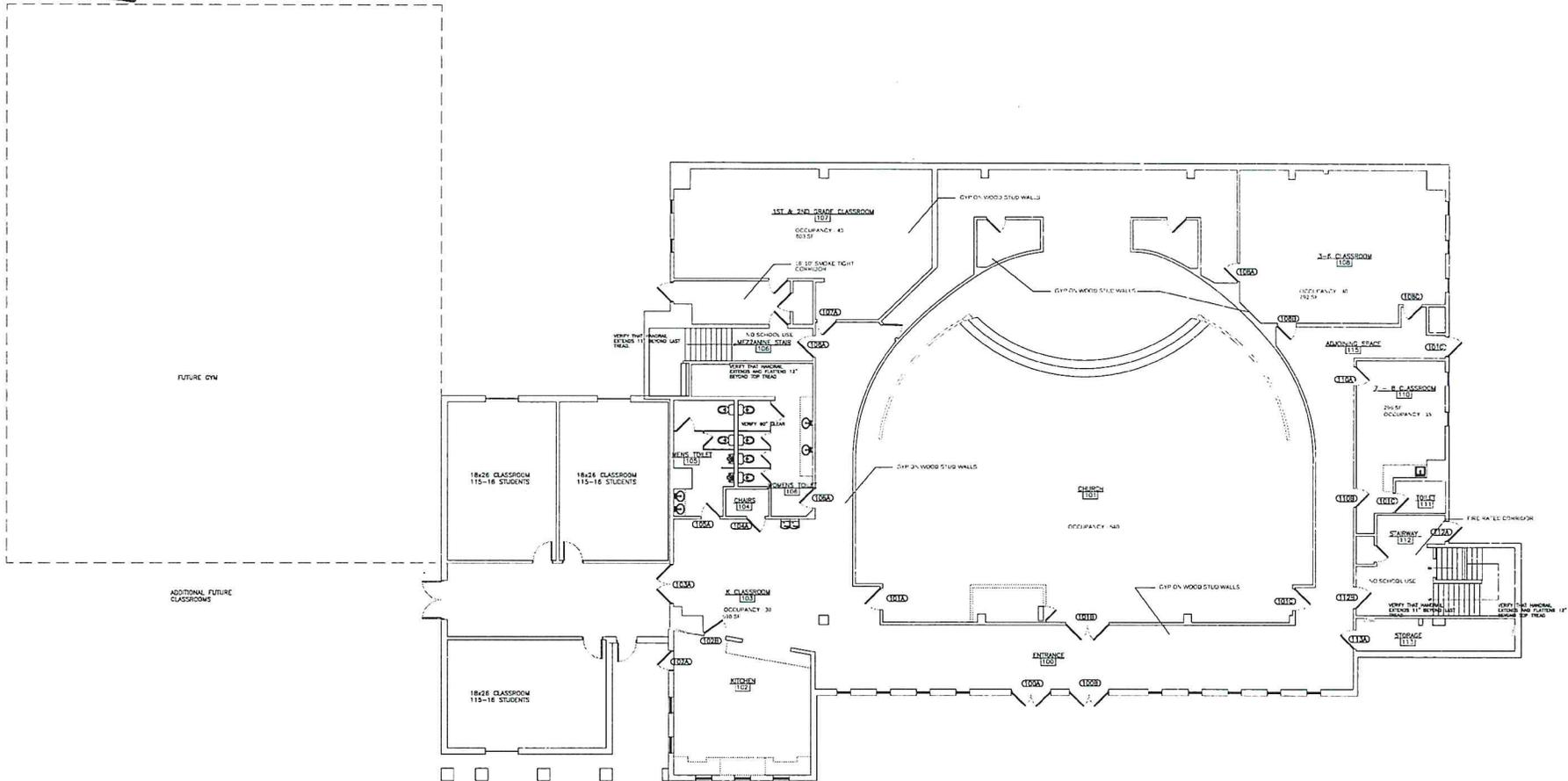
We desire to retain and protect the wetlands and wooded areas of the property.

Part II.

- 1) Our project is consistent with this chapter's purposes since we are requesting an amendment on the already existing SUP for a longstanding institution in the community, for a use that is one of the legally permissible NR uses on a RR parcel.
- 2) Our project is consistent with the Township Master Plan's applicable land use policies since primary schools are permitted by SUP on RR parcels.
- 3) Our school's intended expansion of the building, to be requested via siteplan amendment at a later date, will be proportionate and aesthetically similar to the existing building. Day-to-day operations, particularly considering the small size of our school, are a great fit with the property owners' schedule and operations, and do not create any stress on the adjacent properties.
- 4) Our project does not adversely affect existing neighboring uses, since our additional traffic footprint will be minimal (adding fewer than 50 directional trips per peak hour) and, as a school, we only inhabit the space during 8AM-3PM school hours.
- 5) We strongly think that our project will economically benefit surrounding properties and the broader community. Classical education is the Greco-Roman, Judeo-Christian tradition of education for its own sake, aimed at forming students' character. Our project to start a school is a local effort with the most local oversight possible—the parents themselves—that has the potential of a multi-generational, multiethnic, multi-socioeconomic impact across the Greater Lansing Area.
- 6) With a small school population, we are well served by all the public facilities.
- 7) With a small school population, we are well served by all the public sanitation facilities and will not need to expand the building's bathroom facilities for multiple years.
- 8) Our day-to-day school operations are orderly, safe, and clean.
- 9) We will not have a negative environmental impact. On the contrary, we're thrilled to help steward the wetland area existing on the property.

Blueprints - 2022 3-classroom addition

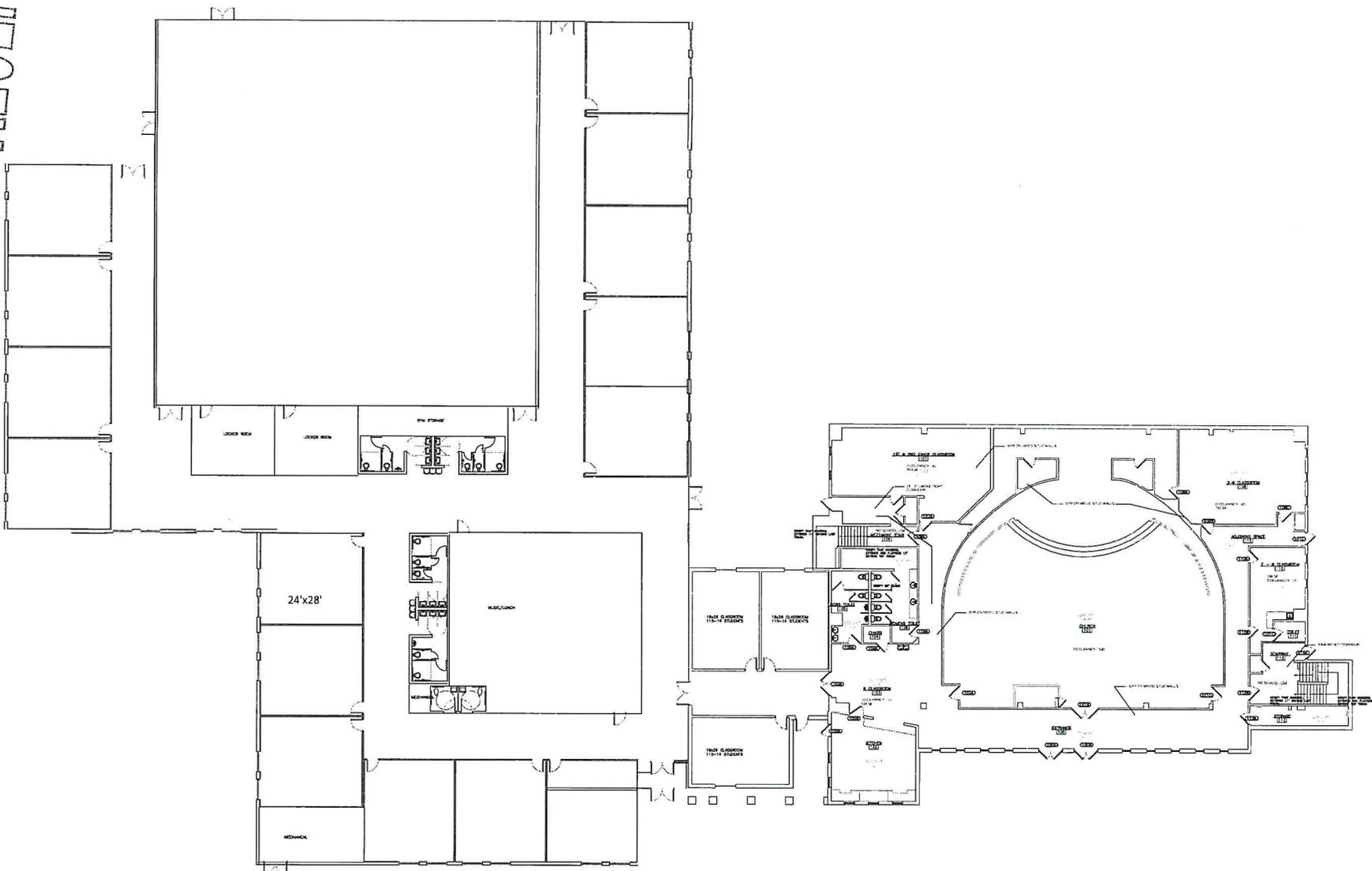
SEP 10 2022



A FUTURE COLonnADE TO DELINEATE SCHOOL WOULD TIE TO EXISTING CHURCH ARCHITECTURE

Visionary Blueprints for
future growth

SEP 10 2021





July 30, 2021

Mr. Keith Chapman
Assistant Planner
Meridian Township
5151 Marsh Road
Okemos, MI 48864

Re: Traffic Assessment – Cedar Classical Academy Student Expansion, 3654 Okemos Road,
Meridian Township, Michigan

Mr. Keith Chapman:

Progressive AE has been requested to complete a traffic assessment based on the *Evaluating Traffic Impact Studies: A Recommended Practice for Michigan Communities*. This work includes projecting the new trips that are expected to be generated with the expansion of the Cedar Classical Academy to include K-12 classrooms.

INTRODUCTION

Cedar Classical Academy has requested to expand their current school classrooms from K-8 to K-12, over the next 4-year period. This results in the addition of 52 full time students and 8 part time students. The current school schedule, approximately 8am to 3:00pm Monday through Friday, is expected to remain with the student expansion.

The student expansion is proposed to be accomplished within the existing church and school along with a new 3 classroom addition of up to 2,000 square feet at 3654 Okemos Road. Additionally, sight distance will be evaluated for the existing site driveway. As previously operated, church staff is not expected to utilize the building at the same time as school is in session.

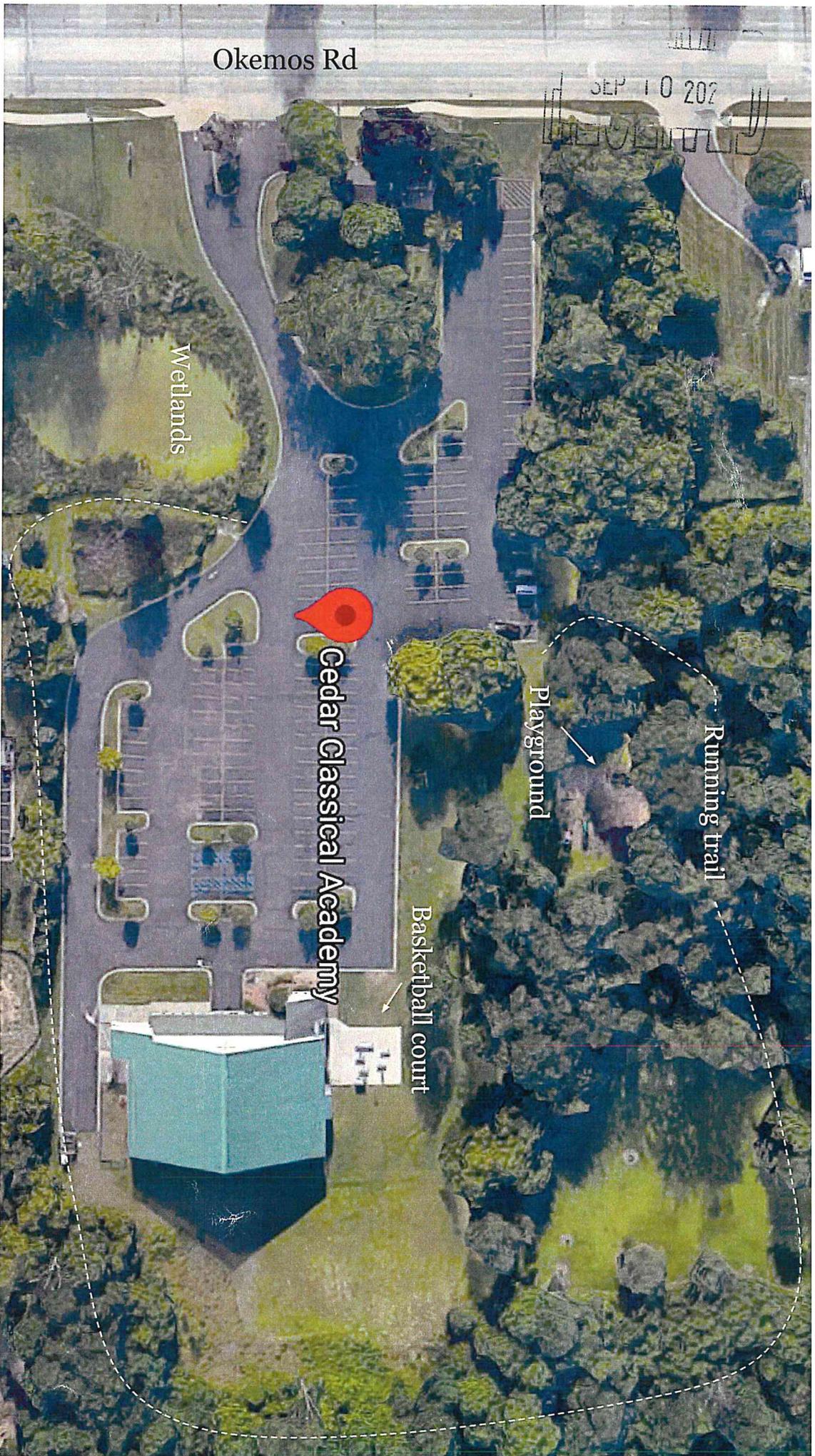
TRIP GENERATION

The previous trip generation analysis that was completed by Traffic Engineering Associates (2019) utilized information provided by Cedar Classical Academy to determine the expected trip generation for the school. This analysis is proposing to utilize the same methodology and assumptions to determine the trip generation for the student/classroom expansion.

Trip Comparison

A comparison of the existing school use and the expanded school use is provided in Table 1. It is predictably projected that the school expansion will effectively double the number of existing trips. This is considered conservative as additional staff are not expected to be added at this time.

As to be expected, the proposed school expansion will generate 42 new vehicle trips during the morning peak hour and 42 new vehicle trips during the afternoon peak hour. Weekday vehicle trip estimates were not included in the data provided. These new trips require the need for this "Rezoning/Use Traffic Study."



Cedar Classical Academy is situated just outside of Lansing, Michigan on 9 acres.



To: Members of the Planning Commission

**From: Timothy R. Schmitt, AICP
Director of Community Planning and Development**

Date: October 21, 2021

Re: Text Amendment #21020 – MUPUD Ordinance Updates

The Township has been reviewing amendments to the MUPUD ordinance for the past year. The Township Board and Planning Commission held a joint meeting to discuss the ordinance updates in August and the Township Board further discussed the matter at another Board meeting. Staff has been working to consolidate the comments from those meetings in a ‘final draft’ ordinance that will be introduced by the Board and potentially adopted.

At the October 19th meeting, the Township Board reviewed the most recent draft of the ordinance, with final changes from Staff, which included:

- Definitions were updated and added based on previous discussion.
- The language regarding conditions of approval and special use permit approval were both moved to a more appropriate location in the ordinance. The language has not changed substantively.
- Language regarding the timing of amenities, especially in phased projects, has been added based on previous discussion.
- The timing of project extensions and phasing have both been updated to be clearer.
- The sign section was updated to be as content neutral as possible. No substantive changes were made.
- Duplicative standards in the major amendment standards were removed.
- The design standards language was clarified based on previous discussion.
- Staff added a provision that requires a written agreement between the Township and the developer, outlining the terms of the development including waivers, amenities, and other important design considerations for a project.

The changes largely do not impact the substance of the Planning Commission’s recommended ordinance, with the exception of changes to the amenity sections. The Township Board had some concerns with respect to the amenities and Staff took that input to update the lists. The three categories were reoriented so that the most expensive, most important, and most publicly accessible amenities are worth three, amenities that are a blend of public and private benefit and aren’t quite as expensive are worth two, and the remaining items are worth one. This “intent language” was also added to the ordinance.

Lastly, the Township Board has suggested a way to ensure that developers have to tap into the highest level amenities for most projects. As a reminder, only one of the lowest tier amenities can be used towards project requirements under the new ordinance standards. But there was also a desire to push towards the higher level amenities. Staff believes that there are two ways to achieve this goal: require a level three amenity for every project or limit the amount of level two amenities.

Text Amendment #21020 – MUPUD Ordinance Updates
Page 2

The attached draft ordinance includes language **requiring** a level three amenity, in circumstances where four or more amenities are required to receive approval for a project. If the Planning Commission would prefer the limitation on level two amenities, that language can be added, replacing the level three requirement.

The Township Board would like the Planning Commission to take a final review of the ordinance and provide any final feedback before the matter is introduced for adoption at the Township Board level. A formal motion would be appreciated, indicating any areas the Planning Commission would recommend further changes be incorporated.

Attachments

1. Clean version of updates to MUPUD Ordinance
2. Redlined version of updates to MUPUD Ordinance

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ORDINANCE NO. XXX

AN ORDINANCE TO AMEND ARTICLE 4, DISTRICT REGULATIONS, OF THE CHARTER TOWNSHIP
OF MERIDIAN ZONING CODE TO UPDATE THE MIXED USE PLANNED UNIT DEVELOPMENT
(MUPUD) REGULATIONS

THE CHARTER TOWNSHIP OF MERIDIAN ORDAINS:

Section 1. Section 86-440, Mixed Use Planned Unit Development (MUPUD), is hereby amended to read as follows:

- (a) The purpose of the Mixed Use Planned Unit Development (MUPUD) section is to create more walkable pedestrian oriented developments by promoting and accommodating developments in rational mixed patterns that respect Meridian Township's transitional land use concept to protect, enhance and preserve natural resources. The second purpose is to encourage rehabilitation of existing structures to include those originally built or partially built before zoning ordinances were adopted, and in such a manner that will maintain traditional urban design to preserve and enhance community resources.

The intent of this section is two-fold.

- (1) Meet Township goals through well planned, integrated, high quality mixed use development and redevelopment projects:
- a. Enhance health and safety goals through requirements for walkability, pedestrian orientation, and high quality, durable, building materials.
 - b. Increase Township prosperity goals and citizen welfare through appreciated property values which will support necessary public services.
 - c. Actualize our cultural heritage through citizen pride in creative, new places to walk to, shop at and work in that retain a flavor of Meridian Township's rich history.
 - d. Enhance diversity goals with new types of residential uses in close-knit community design.
 - e. Improve our natural environment goal through mixed use redevelopment with incentives for more intensely landscaped buffers and open spaces designed to complement Township parks and green space plans.
- (2) Improve the potential for financially attractive and high quality, mixed use projects in the Township while meeting Township goals of a safe, healthy and sustainable community.
- a. Enhance incentives for investment through the ability to mix residential with nonresidential uses within the same development.
 - b. Allow flexibility in setback and parking requirements.
 - c. Encourage redevelopment by allowing increases in density in exchange for providing specified community amenities.

1
2 d. Achieve attractive and commercially successful core areas through cooperative
3 development projects with one or more landowners.
4

5 (b) Definitions.
6

7 **AMENITY**

8 Extraordinary project feature that provides usable benefit to both the occupants of the
9 development and to the general public and reflects the scale of the facility, building, or
10 place.
11

12 **AFFORDABLE HOUSING**

13 Housing in which a household making not more than 80% of the Area Median Income is
14 paying not more than 30% of their gross income for housing costs, including utilities.
15

16 **AWNING**

17 A roof-like cover, often fabric, metal, or glass designed and intended for protection from
18 weather or as a decorative embellishment, and which projects from a wall or roof of a
19 structure over a window, walk, door, or the like.
20

21 **BALCONY**

22 A platform that projects from the wall of a building and is surrounded by a railing or
23 balustrade, for the private use of tenants.
24

25 **CLOSE-KNIT COMMUNITY**

26 A style of land development advocating smaller, narrower lots, shallower yards and
27 setbacks, smaller and more intensely used spaces, etc. that is less land consumptive than
28 traditional suburban development.
29

30 **GREEN ROOF**

31 A flat or slightly sloped roof with a layer of vegetation planted over a waterproofing
32 system that is installed on the top of the roof.
33

34 **MONUMENT SIGN**

35 A freestanding sign, in which the entire bottom (base) is in contact with the ground and
36 is independent of any other structure.
37

38 **NONRESIDENTIAL USE**

39 A use that does not contain or provide facilities for people to live on the premises.
40

41 **ORNAMENTAL**

42 Something that is either decorative or something that provides aesthetic quality to an
43 object required for another purpose.
44

45 **PEDESTRIAN ORIENTED DEVELOPMENT**

46 Development designed with an emphasis primarily on the street sidewalk and on
47 pedestrian access to the site and building, rather than on auto access and parking areas
48 with design bearing a definite relationship to the human dimension. The building is
49 generally placed close to the street and the main entrance is oriented to the street
50 sidewalk. There are generally windows or display cases along building facades which

1 face the street. A pedestrian oriented neighborhood offers variety in housing clustered
2 around well-defined neighborhood centers which support jobs, nonresidential activity,
3 and a range of amenities to sustain lively streets and gathering places. It offers a gradient
4 density from open space to high-intensity nonresidential cores. The layout of pathways,
5 streets and transportation corridors minimizes conflict between walking, biking, and
6 driving.

7
8 **REDEVELOPMENT**

9 The process by which an existing developed area is rehabilitated, restored, renovated,
10 expanded and/or reused. Redevelopment may also mean a site that contains an existing
11 building(s) to be removed.

12
13 **SIGN PROGRAM**

14 A plan of all signs proposed to be installed in a MUPUD project submitted for approval
15 to create a coordinated project theme of uniform design elements such as color, lettering
16 style, size, and placement consistent with the context of the project and its surroundings
17 and the purpose and intent of this section.

18
19 **WAIVER**

20 Permission to depart from the requirements or standards of the underlying zoning
21 district in return for the provision of amenities.

22
23 (c) Permitted locations and uses.

24
25 (1) Locations.

- 26
27 a. MUPUD projects shall be permitted in the C-2, C-3, and CR zoning districts, where
28 public water and sewer are available.
29
30 b. MUPUD projects shall be permitted in the PO and C-1 districts where public water
31 and sewer are available, provided that when adjacent to land zoned and developed in
32 a single-family residential district, the height of buildings in the MUPUD shall be no
33 taller than the abutting residential district would allow.

34
35 (2) Uses.

- 36
37 a. In the C-1, C-2, C-3, and CR zoning districts, all uses permitted by right and by special
38 use permit in the underlying zoning district or districts where a project includes more
39 than one zoning district, provided that the purpose and intent of this section is
40 incorporated within the total development plan.
41
42 b. In the PO zoning district, all uses in the C-1 and PO Zoning District permitted by right
43 and by special use permit are permitted in a PO zoning MUPUD project.
44
45 c. Single- and multiple-family residential uses up to a density of 14 dwelling units per
46 acre when developed in conjunction with the redevelopment of an existing
47 building(s) for a use permitted by right or by special use permit in the underlying
48 zoning district and on the same parcel of land. The density may be increased to 18
49 dwelling units per acre by offering four additional amenities.

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- 1 d. Single- and multiple-family residential uses up to a density of 10 dwelling units per
2 acre when developed in conjunction with the development of an undeveloped site for
3 a use permitted by right or by special use permit in the underlying district and on the
4 same parcel of land.
5
- 6 e. For a MUPUD project within the Okemos Downtown shown on Map 1, the Haslett
7 Downtown shown on Map 2, and the Meridian Mall property shown on Map 3, the
8 Township Board may, in its sole discretion, approve a higher density per acre of
9 residential dwelling units and/or an increase in the height of a building based upon
10 the proposed MUPUD complying with the following performance criteria:
11
 - 12 1. Architectural design and placement of building(s) on the parcel(s) will be
13 consistent with the architectural standards set forth in the Master Plan and shall
14 include sustainability and environmental considerations, including, but not
15 limited to, energy usage from renewable energy resources or achieving LEED
16 certification for the buildings proposed.
17
 - 18 2. The building height is no more than four stories above the finished grade. A fifth
19 story may be allowed where there is a minimum of a ten-foot setback for such
20 fifth story from the predominant first-floor facade elevation. Overall height from
21 the finished grade to the top of the wall may not exceed 60 feet. Floor-to-ceiling
22 height shall be a minimum of 14 feet for first floor nonresidential uses and a
23 minimum of nine feet for all upper floors, regardless of use.
24
 - 25 3. A parking plan that provides a design for any parking structures that is unified
26 with the main building through the use of similar building materials, color, and
27 architectural style. The parking plan shall provide opportunities for shared
28 parking, accessways, and driveways with adjoining properties or provides
29 additional parking spaces that may be used by the public.
30
 - 31 4. An innovative design that includes a number of different dwelling unit types,
32 sizes, and floor plans available within the MUPUD.
33
 - 34 5. Common areas and/or amenities for residents and the general public, including,
35 but not limited to, gathering spaces, gardens, courtyards, pavilions, pocket parks,
36 swimming pools, exercise rooms, storage rooms, lockers, and covered parking.
37
 - 38 6. The overall project promotes nonmotorized and shared transportation by
39 providing convenient access to the public pedestrian/bicycle pathway system
40 and public transportation systems as outlined in the Master Plan.
41
 - 42 7. The buildings generally provide for nonresidential uses on the ground floor(s),
43 and the development demonstrates a financially viable plan for long term
44 sustainable nonresidential space usage.
45
 - 46 8. The higher density of any project will not negatively impact the character,
47 aesthetics, safety, or welfare of surrounding businesses and neighborhoods.
48

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1 9. Any potential for increased traffic is addressed by the project and solutions are
2 provided.

3
4 10. Where feasible, the project makes an effort to preserve and use existing
5 structures or provides explanations to justify why such preservation and use is
6 not possible.

7
8 f. Uses may be mixed vertically and/or horizontally.

9
10 (d) MUPUD projects may be phased provided each phase incorporates a use permitted in the
11 underlying zoning district and includes one or more amenities, based on the number of
12 waivers required in each phase. Phasing plans shall be evaluated for the proportionality of
13 permitted use(s) to residential use(s). Phasing plans shall be submitted with the original
14 MUPUD application.

15
16 (e) Amenities.

17
18 (1) General guidelines.

19 a. Every MUPUD shall incorporate one or more amenities.

20 b. Every request for a density bonus shall incorporate four or more amenities in
21 addition to those required by subsection (e)(1)a.

22 c. Waivers from zoning ordinance standards may only be granted by the Township
23 Board in exchange for amenities. For every one waiver requested at least one amenity
24 must be provided.

25 d. Amenities shall not be combined or counted more than once or counted toward any
26 other requirement of the ordinance.

27 e. To the greatest extent feasible, amenities shall be visible and/or accessible to the
28 public from a fully improved street, and/or a benefit to the general public.

29
30
31
32 (2) Amenities acceptable for consideration by the Township shall meet one or more of the
33 following criteria:

34
35 a. Type, value and number of amenities shall be proportionate to the size and/or cost of
36 the project, and the number of waivers requested.

37 b. Support of goals expressed in this section, the adopted Township Master Plan, or
38 other applicable adopted plans.

39 c. Consistency and compatibility with the intended use of the site.

40 d. Continuity of design elements.

41 e. Appropriate and harmonious with the surrounding area.

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1 f. Potential to act as a catalyst for improvements to surrounding sites.
2

3 (3) Timing of Project Amenities
4

- 5 a. One or more amenities must be provided in each project phase if a phased
6 development is proposed.
7
8 b. For single phase projects, all amenities shall be constructed prior to Final Certificate
9 of Occupancy for any building.
10
11 c. For multi-phase projects, amenities shall be constructed prior to Final Certificate of
12 Occupancy for any building in the phases in which the amenities are approved.
13
14 d. When affordable housing is included as an amenity, as near as possible to an equal
15 amount of affordable housing units shall be provided in each building.
16

17 (4) The following list of possible amenities is weighted to recognize more substantial project
18 features may fulfill the requirement for multiple amenities. Other amenities not listed
19 below may be considered provided they meet the criteria established in Section 86-
20 440(e)(4) and subject to the sole approval and discretion of the Township Board.
21

- 22 a. Project features counting as three (3) amenities are those amenities that have the
23 largest potential environmental and/or social impact on the Township as a whole and
24 are generally not found in a non MUPUD project. At least one amenity from this
25 section shall be required for any MUPUD project that requires four or more total
26 amenities for approval.
27
28 1. Leadership in Energy and Environmental Design (LEED) certification by the
29 United States Green Building Council at the Silver level or higher for the project
30 or individual buildings in the project. Alternative rating systems may be
31 considered.
32
33 2. Multilevel parking decks or underground parking.
34
35 3. A minimum of 20 percent of the total units within the development identified as
36 affordable housing units.
37
38 4. The overall project includes at least 25 percent of the total gross floor area of all
39 building(s) identified for non-residential uses, such as retail stores, restaurants,
40 offices, or similar land uses.
41
42 5. Vertical mixing of land uses for the entire project and in each building.
43
44 6. Alternative energy generation systems on site producing at least 50% of the
45 energy consumed by the development.
46
47 7. Dedicated outdoor gathering space in the form of a central green, plaza, or square
48 which is to function as a focal point for the project and serve as an area where
49 social, civic, or passive activities can take place. This area shall be at least 20% of

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1 the total building footprint or 5,000 contiguous square feet (whichever is greater)
2 and designed to serve as a visual and functional civic amenity for sitting, viewing,
3 or other similar outdoor activity.
4

5 8. Public art, either onsite or at an approved off-site location, at 1% of the project
6 cost designed to withstand natural elements and reasonable public contact.
7

8 b. Project features counting as two (2) amenities are those amenities that have an
9 environmental and/or social impact on the Township as a whole, but are more
10 focused on benefits to the development and may or may not be found in a non MUPUD
11 project.
12

13 1. 75% of all building facades are covered with natural materials such as brick or
14 stone.
15

16 2. Interior, individual bicycle lockers or locker banks equal to the amount of bike
17 parking required for the site.
18

19 3. Green roofs incorporated into the building design.
20

21 4. New enhanced public transit stops, when located on or adjacent to property
22 proposed for an MUPUD project. New stops for locations not currently served by
23 the public transit system, shall be determined in coordination and with approval
24 from local transit providers. The public transit stop shall include seating, shelter,
25 and other elements approved by a local transit provider.
26

27 5. Electric car charging stations installed on the project site. A minimum of four
28 charging stations shall be required to qualify.
29

30 6. A mix of dwelling unit types (such as one, two, or three bedroom units) with no
31 more than 50 percent of one type of dwelling unit provided in the development.
32

33 7. Public outdoor seating plazas adjacent to or visible and accessible from the street
34 including, but not limited to, benches or other outdoor seating not associated with
35 an outdoor café.
36

37 8. Public recreation resources for active recreation or informal spontaneous
38 recreation such as ball fields, tennis courts, swimming pools, pickle ball courts, or
39 other similar activities. Resources shall be open and accessible to the general
40 public.
41

42 9. Ornamental paving treatments for all sidewalks and parking areas on the site,
43 such as pavers, brick, or pervious concrete or asphalt. A maintenance plan shall
44 be required for the use of such paving treatments.
45

46 c. Project features counting as one (1) amenity are those amenities that generally
47 benefit only the development and may be found in a non MUPUD project. Only one
48 amenity from this section shall be counted toward the total number of required
49 amenities for a MUPUD.

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1. Green space exceeding the underlying permeable surface regulation by at least 10%.
2. Dedicated parking for e-scooters or other alternative mobility options, separate from bicycle parking areas.
3. Installation of waterless urinals or other low-flow plumbing fixtures throughout the project.
4. Wireless access points available to the general public.
5. Sidewalk planters intermittently placed along all public streets and internal private streets and drives at a spacing of 25 feet.
6. Decorative lighting along all public streets and internal private streets, drives, and in all parking lots.
7. Grey water recycling systems
8. Privately maintained courtyards, plazas, project parks, and rooftop gardens and similar features with seating for the public.
9. Enhancement of an existing public transit stop, when located on or adjacent to the property proposed for an MUPUD. The public transit stop shall include seating, shelter, and other elements approved by a local transit provider.

(f) Design standards.

(1) General restrictions.

- a. Except as noted elsewhere in this section, the yard, setback, lot size, type and size of dwelling unit, frontage requirements, and impervious surface regulations and restrictions are generally waived for the MUPUD, provided that the spirit and intent of this section, as defined in Subsection 86-440(a) above, are incorporated with the total development plan. The Planning Commission may recommend, and the Township Board shall establish all requirements by means of the approval of the planned unit development.
- b. Maximum height in a MUPUD shall be no higher than 45 feet, except for those MUPUD projects within the Okemos Downtown as shown on Map 1, the Haslett Downtown shown on Map 2, and the Meridian Mall property shown on Map 3 as outlined in Subsection (c)(2)e previously. Exceptions provided in § 86-591 shall continue to apply.
- c. Except as stated above, all requirements regarding floodways, floodplains and wetlands in the conservancy district shall apply to the MUPUD.
- d. Metal and portable buildings shall be prohibited.

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1
2 (2) Structure.
3

- 4 a. Building materials shall include, but are not limited to, wood, brick, clapboards,
5 beadboard, glass, and stone. Other materials, such as vinyl, aluminum, and other
6 metal sidings should be avoided. All buildings shall be completed on all sides with
7 acceptable finishing materials. Any element not specifically mentioned in this section
8 shall otherwise conform to other provisions of the Code of Ordinances.
9
- 10 b. Diversity and variety in architectural design is encouraged.
- 11 1. Architectural design shall be consistent with pedestrian-oriented development.
 - 12 2. Property owners shall be encouraged to design and construct their building
13 facades so that improvements relate to and are sensitive to nearby historical
14 features, blend with the facades of adjacent buildings and complement
15 streetscape improvements in the area.
 - 16 3. Buildings greater than 50 feet in width shall be divided into increments of no
17 more than 50 feet through articulation of the facade.
 - 18 4. Windows shall cover no less than 50% of nonresidential street level facades and
19 awnings shall be provided over all street level windows
 - 20 5. All mechanical, heating, ventilation, and air conditioning (HVAC) and like systems
21 shall be screened from street level view on all sides by an opaque structure or
22 landscape material selected to complement the building.
 - 23 6. Railings, benches, trash receptacles and/or bicycle racks, if provided, shall be of
24 commercial quality, and complement the building design and style, subject to the
25 approval of the Director of Community Planning and Development.
 - 26 7. Upper floor balconies are required adjacent to any street for any residential unit.
- 27
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33
34

35 (3) Parking.
36

- 37 a. Setbacks for parking areas from the public street, adjoining properties, and when
38 adjacent to residentially zoned properties shall be established during the review
39 process. Consideration should be given to preservation of existing residential
40 neighborhoods and heritage trees.
- 41
- 42 b. The number of required off-street parking spaces shall comply with § 86-755 of the
43 Code of Ordinances, which outlines the schedule of requirements for parking spaces.
44 The Township Board may reduce the number of off-street parking spaces required
45 for a development. In doing so, the Township Board shall establish a reasonable
46 number of required off-street parking spaces based on the characteristics associated
47 with the property and availability of other sources of parking or the provision of
48 amenities in lieu of parking.
49

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- c. Parking lots shall only be permitted in a side or rear yard. In no case shall a parking lot extend beyond the front façade of a building.
- d. Bicycle parking shall be separated from automobile parking and meet the provisions of Section 86-760.

(4) Landscaping shall generally comply with the applicable provisions of the Code of Ordinances.

- a. Project landscaping shall be designed to preserve existing significant natural features and to buffer service areas, parking, or dumpsters. Additional landscaping may be required in order to protect adjacent properties.
- b. A mix of evergreen and deciduous plants and trees are preferred with seasonal accent plantings to add to the visual appeal of the area.
- c. Native plant species are encouraged.
- d. Maintenance of landscaped areas shall be subject to Subsection 86-758(3) of the Code of Ordinances.

(5) All outdoor lighting associated with nonresidential and multiple family residential projects in a MUPUD project area shall conform to Article VII in Chapter 38 of the Code of Ordinances and is subject to the approval of the Director of Community Planning and Development. Street lighting intended to provide illumination for pedestrians on the sidewalk shall not exceed 15 feet in height.

(6) Each applicant shall submit a sign program illustrating each proposed sign type, its size and location as part of the MUPUD project's application materials. The Director of Community Planning and Development may be authorized to approve the entire sign program, or any part of the sign program, as part of the site plan review process.

a. General guidelines.

- 1. Signs shall be designed to enhance the pedestrian experience, reflect and complement the character of the building, and respect the overall character of the area in an attractive and functional manner.
- 2. Signs shall not cover or obscure architectural features of buildings.
- 3. Signs shall be properly maintained.
- 4. Signs or sign faces shall not be changed or installed without a new building permit and in accordance with an approved sign program.

b. The following sign types are permitted in a MUPUD project. Except as indicated below, the number and size of signs shall be approved as part of the project's application for the MUPUD project approval.

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- 1 1. Wall signs, defined as a sign mounted flat against, or painted on the wall of a
2 building (not in a window) with the exposed face of the sign in the plane parallel
3 to the face of the wall.
4
5 i. One wall sign for each business with direct access to a public street shall be
6 permitted. The size of the sign is based on the underlying zoning district in
7 with the MUPUD project is located.
8
9 ii. One additional wall sign, no larger than two square feet, shall be permitted for
10 each tenant with direct access to a public street and shall be located on the
11 wall surface adjacent to a tenant's main entry. Restaurants may add an
12 additional two square feet to this sign.
13
14 iii. Multi-tenant buildings with a shared entrance shall be permitted a six square
15 feet of wall signage, to be located adjacent to the shared entrance.
16
17 2. Up to 30% of the area of an awning or canopy may be used for signage, separate
18 from the wall sign. Such signs shall not be internally lit.
19
20 3. One projecting sign per business with direct access to a public street shall be
21 permitted, up to a maximum size of six square feet. The lowest edge of a projecting
22 sign shall be no lower than eight feet above the sidewalk elevation.
23
24 4. No more than 40% of a window's area shall be used for signage. Up to 10% of that
25 area may consist of completely opaque signs. Etched glass and similar artistic
26 designs shall not be considered opaque.
27
28 5. Freestanding signs, are generally not permitted in a MUPUD project. Exceptions
29 for freestanding signs of the monument type may be permitted when a building
30 is set back a minimum of 15 feet from the right-of-way line with the resulting yard
31 set aside for permanent public open space. In such case, the size, location and
32 design of the sign shall be reviewed and approved as part of the overall sign
33 program.
34

35 (7) Sidewalks shall be a minimum of five feet in width, except in two specific scenarios:

- 36
37 a. When the sidewalk(s) is immediately adjacent to an outdoor seating cafe, the
38 sidewalk shall be a minimum of seven feet in width to provide additional
39 maneuverability, and
40
41 b. When the sidewalk(s) is immediately adjacent to an off-street parking area, where
42 vehicles may overhang on the sidewalk, the sidewalk shall be a minimum of seven
43 feet in width to provide additional maneuverability.
44

45 (8) Where a site submitted for mixed use PUD approval is located on a route of the
46 Township's pedestrian/bicycle pathway master plan, construction or reconstruction of
47 the route shall conform to Township standards for pedestrian/bicycle pathways.
48

49 (g) Procedure.
50

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- 1 (1) Each applicant shall meet with the Director of Community Planning and Development
2 regarding the preparation of the MUPUD application prior to submittal. It is not required
3 that any person requesting such a meeting be an owner of or holder of an equitable
4 interest in the subject property.
5
- 6 (2) An applicant is urged to meet with owners and occupants of surrounding properties to
7 apprise them of a proposed development, share the physical design, receive comments,
8 and revise the proposal accordingly prior to submitting an official application. The
9 Township will assist by providing property owner and occupant contact information and
10 attend meetings as deemed necessary.
11
- 12 (3) A property owner, prospective applicant or their representative may submit an optional
13 concept plan for review and comment by the Planning Commission and/or Township
14 Board.
15
- 16 a. Purpose
17
- 18 1. To acquaint the Planning Commission and/or Township Board with the proposed
19 project.
20
- 21 2. To receive guidance regarding the proposed design's compatibility with the
22 purpose, intent and standards of the MUPUD ordinance.
23
- 24 3. To reduce the applicant's time and cost.
25
- 26 b. Submittal requirements.
27
- 28 1. A written request to initiate a concept plan review submitted to the Director of
29 Community Planning and Development.
30
- 31 2. A written summary of the project (amount and type of uses, basis for the design
32 concept).
33
- 34 3. A concept plan drawn to scale containing the following information:
35
- 36 i. Boundaries and acreage of the site.
37
- 38 ii. Zoning.
39
- 40 iii. Adjacent road network.
41
- 42 iv. General layout of buildings, interior access roads and unique design elements.
43
- 44 v. General location of known features affecting the site layout such as, but not
45 limited to, floodplain, wetlands, woodlands, railroads, drains, rivers or rivers
46 and streams, parkland, etc.
47
- 48 4. A list of the amenities proposed for the project, along with descriptions and
49 locations of each.

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1
2 c. Review procedure.

- 3
4 1. Upon receipt of a written request and other required data and information, the
5 Director of Community Planning and Development shall review the concept plan.
6
7 2. Within 30 days of the date of receiving a complete request the Director shall
8 forward to the Planning Commission and/or Township Board the concept plan
9 and accompanying data along with any written comments from the Director. The
10 Planning Commission and/or Township Board shall concurrently review the
11 concept plan and may offer comments or suggestions on the design. Comments or
12 suggestions made during the review of the concept plan shall not be binding on
13 the Township or the applicant.
14

15 (4) Required data and information for a MUPUD.

- 16
17 a. A complete application accompanied by the appropriate fee.
18
19 b. A site plan drawn to an engineer's scale of the total property involved, showing its
20 location in the Township and its relation to adjacent property.
21
22 c. A schematic layout of the proposed storm sewer system.
23
24 d. A document generally describing the proposed phasing program for the MUPUD,
25 including all dwelling units, non residential units, recreation and other facilities, and
26 open space improvements.
27
28 e. A two-foot contour topographic map drawn at the same scale as the site plan and
29 showing the existing relief features on the site.
30
31 f. A sign program.
32
33 g. Natural features study for previously undeveloped properties. The natural features
34 study shall include a written description of the features to be retained, removed, or
35 modified, and the proposed measures to mitigate any negative impacts on the site and
36 adjacent properties. Natural features to be addressed include but are not limited to,
37 wetlands, significant stands of trees or individual trees greater than 12 inches dbh,
38 floodways, floodplains, water features, identified groundwater vulnerable areas,
39 slopes greater than 20%, ravines, and wildlife habitats, vegetative cover types with
40 potential to sustain significant or endangered wildlife.
41
42 h. Traffic study where the project will exceed 50 vehicle trips during the peak hour of
43 the adjacent roadway.
44
45 i. Building elevations drawn to scale and in color.
46
47 j. The developer shall provide the Township with copies of any comments from other
48 reviewing agencies, such as:
49

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- 1 1. The Ingham County Road Department.
- 2
- 3 2. The Ingham County Drain Commissioner.
- 4
- 5 3. Michigan Department of Transportation (if applicable).
- 6
- 7 4. Michigan Department of Environment, Great Lakes, and Energy (if applicable).
- 8
- 9 5. Township Engineering Department.
- 10
- 11 6. Township Fire Department.
- 12

- 13 k. The developer shall provide proof of property ownership, or a letter from the owner
- 14 authorizing the request and proof of property ownership from the author of the letter.
- 15
- 16 l. A list of the amenities proposed for the project, along with descriptions and locations
- 17 of each.
- 18
- 19 m. A list of waivers requested for the project, along with descriptions, dimensions, and
- 20 locations of each, as well as justification or reasons why each waiver is being
- 21 requested.
- 22

23 (5) Upon submittal of a complete application, the Planning Commission shall hold a public

24 hearing. Notices for public hearings shall comply with the provisions outlined in

25 Subsection 86-65(b) of the Code of Ordinances.

26

27 (6) Following the public hearing, the Planning Commission will make a decision on whether

28 to recommend approval of the request, recommend approval with conditions of the

29 request, or recommend denial of the request, to the Township Board. The Planning

30 Commission shall make such a recommendation to the Township Board, within 30 days

31 of the date that the planned unit development was placed on the Commission's agenda.

32 The 30-day period may be extended if the applicant consents.

33

34 (7) After receiving a recommendation from the Planning Commission, the Township Board

35 shall conduct a public hearing which shall be preceded by notice as specified in

36 Subsection 86-65(b) of the Code of Ordinances. Following the public hearing, the

37 Township Board shall make a determination to approve, modify, or deny the request. The

38 Township Board shall make such a determination within 30 days of the date the planned

39 unit development was placed on the board's agenda. The 30-day period may be extended

40 if the applicant consents.

41

42 The Township Board may place conditions on the development in order to guarantee

43 consistency with the purpose and intent of the MUPUD ordinance, which includes, but is

44 not limited to, providing walkable, pedestrian-friendly communities and ensuring

45 compatibility with surrounding residential neighborhoods on adjacent sites. Conditions

46 may include, but are not limited to, the following subjects:

47

- 48 a. Hours of operation.
- 49

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- 1 b. Total square footage allotted/required for the nonresidential uses.
2
3 c. Location, design, and orientation of specific nonresidential uses which may locate
4 within the development and their placement in relationship to neighboring uses.
5
6 d. Proportion of the development which may be occupied by individual nonresidential
7 uses or by all nonresidential uses.
8
9 e. Maximum noise levels emitted.
10
11 f. Lighting levels, direction, and timing.
12
13 g. Sufficiency of parking.
14
15 h. Enhancement of walkability within the development and connectivity to surrounding
16 uses.
17
18 i. Landscaping and screening.
19
20 (8) The MUPUD review and approval shall serve as the special use permit review and
21 approval for any use, requirement, or other activity requiring special use permit approval
22 in the underlying zoning district, including a special use permit required under Section
23 86-658 of the Code of Ordinances, provided the use or other activity requiring special use
24 permit approval is identified before the Township Board approves the Mixed Unit
25 Planned Unit Development.
26
27 a. Any use subject to special use permit review that is proposed after a MUPUD project
28 is approved must be processed pursuant to the special use permit requirements set
29 forth in Chapter 86, Article II, Division 4 of the Code of Ordinances.
30
31 b. A MUPUD application to redevelop an existing use or property previously approved
32 by special use permit shall be considered a new application for MUPUD review under
33 this section.
34
35 (9) Upon approval by the Township Board of the MUPUD, the developer shall submit a
36 complete application to the Department of Community Planning and Development for
37 site plan review, as outlined in the Code of Ordinances. The site plan review process shall
38 be subject to the standards outlined in Chapter 86 of the Code of Ordinances.
39
40 (10) Any condition imposed upon a MUPUD shall be part of the record and remain unchanged,
41 unaltered, and not expanded upon, except with the mutual consent of the Township and
42 the landowner. The Township and developer shall enter into a formal, written MUPUD
43 agreement outlining the project, waivers approved, amenities, conditions of approval,
44 and any other relevant items related to the project.
45
46 (h) Effect of issuance.
47
48 (1) The effective date of an approved MUPUD shall be the date of the Township Board
49 decision.
50

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1 (2) If construction related to the MUPUD has not commenced within two years after the
2 effective date, approval shall be void, except a one year extension may be considered if a
3 written request is submitted to the Department of Community Planning and
4 Development prior to the expiration date and subsequently approved by the Township
5 Board.
6

7 (3) Once a phase in a multi phase MUPUD is under construction, the next phase must
8 commence construction within one year of the Certificate of Occupancy being issued for
9 the first building in the previous phase. The Township Board may grant a one year
10 extension for commencement of construction on any future phase if a written request is
11 submitted to the Department of Community Planning and Development prior to one year
12 elapsing from the Certificate of Occupancy on the previous phase.
13

14 (i) Amendments.
15

16 (1) The property owner may apply for an amendment in writing to the Director of
17 Community Planning and Development. The director shall make a determination as to
18 whether a proposed amendment constitutes a major or minor amendment to the original
19 planned unit development.
20

21 (2) A major amendment shall have a significant impact on the MUPUD and the conditions of
22 its approval, which shall include, but not be limited to:
23

- 24 a. Building additions located outside a building envelope as shown on the approved
25 MUPUD site plan.
- 26
- 27 b. Building additions in excess of 2,000 square feet in gross floor area.
- 28
- 29 c. Addition of land to the mixed use PUD.
- 30
- 31 d. Expansion of a use that increases the required off-street parking.
- 32
- 33 e. Any addition of 50 or more residential dwelling units to the MUPUD project.
- 34
- 35 f. Any reduction in non-residential space in a building(s) by 25 percent or more of the
36 usable floor area.
37

38 (3) All amendments not deemed to be major amendments by the Director of Community
39 Planning and Development shall be considered a minor amendment.
40

41 (4) Process to amend a MUPUD.
42

- 43 a. Major amendments shall follow the same procedure set forth in this section for new
44 applications, including, but not limited to, submitting an application and fee, but
45 review and a decision on the amendment shall be limited only to the Township Board.
46
- 47 b. The Director of Community Planning and Development shall initiate the following
48 review process for Minor amendments:
49

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- 1 1. An application for an amendment to a MUPUD shall be submitted to the Director
2 of Community Planning and Development.
- 3
- 4 2. A fee shall be paid at the time of filing the application in the amount established
5 in the schedule of fees adopted by the Township Board.
- 6
- 7 3. Upon submittal of a complete application, the Director of Community Planning
8 and Development shall hold a public hearing. Notice of said public hearing shall
9 comply with the provisions outlined in Subsection 86-65 of the Code of
10 Ordinances.
- 11
- 12 4. Following the public hearing and after adequate review and study of the
13 application, the Director of Community Planning and Development shall make a
14 decision to approve, approve with conditions, or deny the minor amendment
15 request within 60 days of the public hearing date. The 60 day period may be
16 extended if the applicant consents.
- 17
- 18 5. Upon approval of a minor amendment by the Director of Community Planning and
19 Development, the applicant shall submit a complete site plan review application
20 to the Department of Community Planning and Development, as outlined in
21 Chapter 86 of the Code of Ordinances.
- 22
- 23 6. Any condition imposed upon a minor amendment to a MUPUD by the Director of
24 Community Planning and Development shall remain unchanged, unaltered, and
25 not expanded upon, unless the change is reviewed and authorized by the Director
26 of Community Planning and Development.
- 27
- 28 c. All amendments and/or new or changed conditions of approval shall be formalized
29 in a written amendment to the MUPUD agreement between the Township and the
30 developer.
- 31
- 32 d. An aggrieved person may appeal the decision of the Director of Community Planning
33 and Development to the Township Board in accordance with § 86-188.
- 34
- 35 (j) The provisions of this article shall be enforced in the manner provided elsewhere in this Code
36 of Ordinances. Any development that is not otherwise in conformance with these regulations
37 shall not be approved.
- 38

39 **Section 2.** Validity and Severability. The provisions of this Ordinance are severable and the
40 invalidity of any phrase, clause or part of this Ordinance shall not affect the validity
41 or effectiveness of the remainder of the Ordinance.

42 **Section 3.** Repealer Clause. All ordinances or parts of ordinances in conflict therewith are
43 hereby repealed only to the extent necessary to give this Ordinance full force and
44 effect.

45 **Section 4.** Savings Clause. This Ordinance does not affect rights and duties matured, penalties
46 that were incurred, and proceedings that were begun, before its effective date.

47
48
49

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1 **Section 5.** Effective Date. This Ordinance shall be effective seven (7) days after its publication
2 or upon such later date as may be required under Section 402 of the Michigan Zoning
3 Enabling Act (MCL 125.3402) after filing of a notice of intent to file a petition for a
4 referendum.
5

6 ADOPTED by the Charter Township of Meridian Board at its regular meeting this XXth day of
7 XXXXXX, 2021.
8

9
10
11 _____
12 Ronald J. Styka, Township Supervisor
13

14 _____
15 Deborah Guthrie, Township Clerk

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ORDINANCE NO. XXX

AN ORDINANCE TO AMEND ARTICLE 4, DISTRICT REGULATIONS, OF THE CHARTER TOWNSHIP OF MERIDIAN ZONING CODE TO UPDATE THE MIXED USE PLANNED UNIT DEVELOPMENT (MUPUD) REGULATIONS

THE CHARTER TOWNSHIP OF MERIDIAN ORDAINS:

Section 1. Section 86-440, Mixed Use Planned Unit Development (MUPUD), is hereby amended to read as follows:

(a) ~~Purpose and intent.~~ The purpose of the ~~m~~Mixed ~~u~~Use ~~p~~Planned ~~u~~Unit ~~d~~Development (~~mixed use PUD~~MUPUD) section is to create more walkable pedestrian oriented developments by promoting and accommodating developments in rational mixed patterns that respect Meridian Township's transitional land use concept to protect, enhance and preserve natural resources. The second purpose is to encourage rehabilitation of existing structures to include those originally built or partially built before zoning ordinances were adopted, and in such a manner that will maintain traditional urban design to preserve and enhance community resources.

The intent of this section is two-fold.

(1) Meet Township goals through well planned, integrated, high quality mixed use ~~in~~ development and redevelopment projects:

- a. Enhance health and safety goals ~~through~~by requirements for walkability, pedestrian orientation, and high quality, durable, building materials.
- b. Increase Township prosperity goals and citizen welfare ~~by~~through appreciated property values which will support necessary public services.
- c. Actualize our cultural heritage through citizen pride in creative, new places to walk to, shop at and work in that retain a flavor of Meridian Township's rich history.
- d. Enhance diversity goals with new types of residential uses in close-knit community design.
- e. Improve our natural environment goal ~~by~~through mixed use redevelopment with incentives for more intensely landscaped buffers and open spaces designed to complement Township parks and green space plans.

(2) Improve the potential for financially attractive and high quality, mixed use projects in the Township while meeting Township goals of a safe, healthy and sustainable community.

- a. Enhance incentives for investment ~~by~~through the ability to mix residential with ~~commercial and office~~nonresidential uses within the same development.
- b. Allow flexibility in setback and parking requirements.

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- 1 c. Encourage redevelopment by allowing increases in density in exchange for providing
2 specified community amenities.
3
4 d. Achieve attractive and commercially successful core areas through cooperative
5 development projects with one or more ~~land owners~~landowners.
6
7 ~~e. Encourage mitigation to lessen potential hazards associated with the location of a~~
8 ~~mixed use PUD such as when adjacent to a railroad.~~
9

(b) Definitions.

AMENITY

13 ~~Aesthetic, practical or other characteristics of a development that increase its~~
14 ~~desirability to a community or its marketability to the public. Amenities may differ from~~
15 ~~development to development.~~

16 Extraordinary project feature that provides usable benefit to both the occupants of the
17 development and to the general public and reflects the scale of the facility, building, or
18 place.

AFFORDABLE HOUSING

21 Housing in which a household making not more than 80% of the Area Median Income is
22 paying not more than 30% of their gross income for housing costs, including utilities.

AWNING

25 A roof-like cover, often fabric, metal, or glass designed and intended for protection from
26 weather or as a decorative embellishment, and which projects from a wall or roof of a
27 structure over a window, walk, door, or the like.

BALCONY

30 A platform that projects from the wall of a building and is surrounded by a railing or
31 balustrade, for the private use of tenants.

CLOSE-KNIT COMMUNITY

34 A style of land development advocating smaller, narrower lots, shallower yards and
35 setbacks, smaller and more intensely used spaces, etc. that is less land consumptive than
36 traditional suburban development.

GREEN ROOF

39 A flat or slightly sloped roof with a layer of vegetation planted over a waterproofing system
40 that is installed on the top of the roof.

HORTICULTURAL MAINTENANCE PLAN

43 ~~A written statement documenting the methods to be used to maintain landscaping~~
44 ~~materials in a healthy condition, free of refuse and debris.~~

IMPROVEMENT

47 ~~Alterations to any structure that do not change the intensity of its use, do not increase~~
48 ~~the gross floor area, height, or bulk of the structure by more than 10%, and/or do not~~
49 ~~block or impede public access.~~

1 **MONUMENT SIGN**

2 A freestanding sign, in which the entire bottom (base) is in contact with the ground and
3 is independent of any other structure.

4
5 **NONRESIDENTIAL USE**

6 A use that does not contain or provide facilities for people to live on the premises.

7
8 **ORNAMENTAL**

9 Something that is either decorative or something that provides aesthetic quality to an
10 object required for an other purpose.

11
12 **PEDESTRIAN ORIENTED DEVELOPMENT**

13 Development designed with an emphasis primarily on the street sidewalk and on
14 pedestrian access to the site and building, rather than on auto access and parking areas
15 with design bearing a definite relationship to the human dimension. The building is
16 generally placed close to the street and the main entrance is oriented to the street
17 sidewalk. There are generally windows or display cases along building facades which
18 face the street. A pedestrian oriented neighborhood offers variety in housing clustered
19 around well-defined neighborhood centers which support jobs, ~~commercial~~
20 nonresidential activity, and a range of amenities to sustain lively streets and gathering
21 places. It offers a gradient density from open space to high-intensity
22 ~~commercial/nonresidential~~ cores. The layout of pathways, streets and transportation
23 corridors minimizes conflict between walking, biking, and driving.

24
25 **REDEVELOPMENT**

26 The process by which an existing developed area is rehabilitated, restored, renovated,
27 expanded and/or ~~adaptively~~ reused. Redevelopment may also mean a site that contains
28 an existing building(s) to be removed ~~with the approval of the mixed use PUD.~~

29
30 **SIGN PROGRAM**

31 A plan of all signs proposed to be installed in a ~~mixed-use PUD~~ MUPUD project submitted
32 for approval to create a coordinated project theme of uniform design elements such as
33 color, lettering style, size, and placement consistent with the context of the project and
34 its surroundings and the purpose and intent of this section.

35
36 **SUBSTANTIAL IMPROVEMENT**

37 Alterations to any structure that does change the intensity of its use, does increase the
38 gross floor area, height, or bulk of the structure by more than 10%, and/or does block or
39 impede public access.

40
41 **WAIVER**

42 Permission to depart from the requirements or standards of the underlying zoning
43 district in return for the provision of amenities.

44
45 (c) Permitted locations and uses.

46
47 (1) Locations.

- 48
49 a. Mixed-use PUD MUPUD projects shall be permitted in the C-2, C-3, ~~CS~~, and CR zoning
50 districts, where public water and sewer are available.

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- 1
2 b. ~~Mixed-use PUD/MUPUD projects~~ shall be permitted in the PO and C-1 districts where
3 public water and sewer are available, provided that when adjacent to land zoned and
4 developed in a single-family residential district, the height of buildings in the ~~mixed~~
5 ~~use PUD/MUPUD~~ shall be no taller than the abutting residential district would allow.

6
7 (2) Uses.

- 8
9 a. ~~In the C-1, C-2, C-3, and CR zoning districts, A~~all uses permitted by right and by special
10 use permit in the underlying zoning district or districts where a project includes more
11 than one zoning district, provided that the purpose and intent of this section is
12 incorporated within the total development plan.

- 13
14 b. ~~Limited commercial uses in an underlying~~In the PO zoning district, ~~all uses in the C-~~
15 ~~1 and PO Zoning District permitted by right and by special use permit are permitted~~
16 ~~in a PO zoning MUPUD project.~~

17
18 ~~1. In addition to the uses permitted in the underlying PO zoning district, only the~~
19 ~~following neighborhood-oriented commercial uses are allowed:~~

20
21 ~~i. Personal service establishments which perform services on the premises such~~
22 ~~as, but not limited to, barber or beauty shops, repair shops (jewelry,~~
23 ~~electronic, shoe, small appliances, etc.), pharmacies, tailor shops, laundries~~
24 ~~and dry cleaners, with the exception of dry cleaning plants.—~~

25
26 ~~ii. Restaurants and cafes which serve food or beverages. This use shall not~~
27 ~~include bars and taverns.~~

28
29 ~~iii. Grocery stores.~~

30
31 ~~iv. Financial institutions.~~

32
33 ~~v. Retail merchandise establishments.~~

34
35 ~~vi. Outdoor seating areas for cafes and restaurants.~~

36
37 ~~1. Commercial development shall not be located in any PO-zoned mixed-use PUD~~
38 ~~without approval by the Township Board of the location and general amount of~~
39 ~~commercial uses shown in the form of a site plan at the time of approval of the~~
40 ~~mixed-use PUD. The request will be evaluated for consistency with the intent of~~
41 ~~the mixed-use PUD ordinance and whether it is harmonious with adjacent sites.~~
42 ~~The Township Board may approve, approve with conditions, or deny a request in~~
43 ~~regards to the location and amount of any allowed commercial development in a~~
44 ~~PO-zoned mixed-use PUD.~~

45
46 ~~2. If the Township Board approves the location and/or amount of commercial uses~~
47 ~~in a PO-zoned mixed-use PUD, it may place conditions on the development in order~~
48 ~~to guarantee consistency with the purpose and intent of the mixed-use PUD~~
49 ~~ordinance, which includes, but is not limited to, providing walkable, pedestrian-~~

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friendly communities and ensuring compatibility with surrounding residential neighborhoods on adjacent sites. Conditions may include, but are not limited to, the following subjects:

i. ~~Hours of operation.~~

ii. ~~Total square footage allotted for the commercial uses.~~

iii. ~~Location, design, and orientation of specific commercial uses which may locate within the development and their placement in relationship to neighboring uses.~~

iv. ~~Proportion of the development which may be occupied by individual commercial uses or by all commercial uses.~~

v. ~~Maximum noise levels emitted.~~

vi. ~~Lighting levels, direction, and timing.~~

vii. ~~Sufficiency of parking.~~

viii. ~~Enhancement of walkability within the development and connectivity to surrounding uses.~~

ix. ~~Landscaping and screening.~~

- c. Single- and multiple-family residential uses up to a density of 14 dwelling units per acre when developed in conjunction with the redevelopment of an existing building(s) for a use permitted by right or by special use permit in the underlying zoning district and on the same parcel of land. The density may be increased to 18 dwelling units per acre by offering four ~~or more~~ additional ~~unique and extraordinary amenities acceptable to the Township.~~ ~~[Amended 5-15-2018 by Ord. No. 2018-06]~~
- d. Single- and multiple-family residential uses up to a density of 10 dwelling units per acre when developed in conjunction with the development of an undeveloped site for a use permitted by right or by special use permit in the underlying district and on the same parcel of land.
- e. For ~~mixed-use PUDs~~ MUPUD project within the Okemos Downtown shown on Map 1, ~~and~~ the Haslett Downtown shown on Map 2, ~~and the Meridian Mall property shown on Map 3,~~ ~~[1]~~ the Township Board may, in its sole discretion, approve a higher density per acre of residential dwelling units and ~~/or~~ an increase in the height of a building based upon the proposed ~~mixed-use~~ MUPUD complying with the following performance criteria:
1. Architectural design and placement of building(s) on the parcel(s) will be consistent with the architectural standards set forth in the Master Plan, ~~of current adoption,~~ and ~~are to~~ shall include sustainability and environmental considerations, including, but not limited to, energy usage from renewable energy

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resources ~~or~~. ~~Achieving Energy Star or LEED certification for the buildings proposed. Silver standards or better is highly valued.~~

2. The building height is no more than four stories above the finished grade. A fifth story may be allowed where there is a minimum of a ten-foot setback for such fifth story from the predominant first-floor facade elevation. Overall height from the finished grade to the top of the wall ~~does may~~ not exceed 60 feet. Floor-to-ceiling height ~~is at shall be~~ a minimum of 14 feet for first floor ~~commercial or office~~nonresidential uses, and a minimum of nine feet for all ~~residential and any~~ upper floors, regardless of use.
3. A parking plan that provides a ~~unified~~ design for any parking structures that is unified with the main building through the use of similar building materials, color, and architectural style. The parking plan shall provide opportunities for shared parking, accessways, and driveways with adjoining properties or provides additional parking spaces that may be used by the public.
4. An innovative design that ~~includes~~ a number of different dwelling unit types, sizes, and floor plans ~~are~~ available within the ~~mixed-use~~ MUPUD.
5. ~~The mixed-use PUD provides e~~Common areas and/or amenities for residents and the general public, including, but not limited to, gathering spaces, gardens, courtyards, pavilions, pocket parks, swimming pools, exercise rooms, storage rooms, lockers, and covered parking.
6. The ~~mixed-use PUD overall project~~ promotes nonmotorized and shared ~~(public)~~ transportation by providing convenient access to the public pedestrian/bicycle pathway system and public transportation systems as outlined in the Master Plan.
- ~~7. The mixed-use PUD provides opportunities for shared parking, accessways, and driveways with adjoining properties or provides additional parking spaces that may be used by the public.~~
- ~~8.7. The mixed-use PUD generally~~The buildings generally provides ~~for commercial and other~~ nonresidential uses on the ground floor(s), and the development demonstrates a financially viable plan for long term sustainable ~~commercial and/or office~~nonresidential space usage.
- ~~9.8. The mixed-use PUD demonstrates how proposed~~The higher density of any project will not negatively impact the character, aesthetics, safety, or welfare of surrounding businesses and neighborhoods.
- ~~10.9. The mixed-use PUD considers a~~Any potential for increased traffic is addressed by the project and solutions are provided. and provides solutions to address the traffic increases.
- ~~11.10. The mixed-use PUD~~Where feasible, the project makes an efforts to preserve and use existing structures or provides explanations to justify why such preservation and use is not possible.

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1
2 f. Uses may be mixed vertically and/or horizontally.
3 ~~1.~~
4

5 (d) ~~Phasing. Mixed use planned unit developments~~MUPUD projects may be phased provided
6 each phase incorporates a use permitted in the underlying zoning district and includes one
7 or more amenities, based on the number of waivers required in each phase. Phasing plans
8 shall be evaluated for the proportionality of permitted use(s) to residential use(s). Phasing
9 plans shall be submitted with the original ~~mixed use PUD~~MUPUD application.
10

11 (e) Amenities.
12

13 (1) ~~Requirements and~~General guidelines.
14

15 a. Every ~~mixed use PUD~~MUPUD shall incorporate one or more amenities.
16

17 b. Every request for a density bonus shall incorporate ~~one~~four or more amenities in
18 addition to those required by subsection (e)(1)a.
19

20 c. Waivers from zoning ordinance standards may only be granted by the Township
21 Board in exchange for amenities. For every one waiver requested at least one amenity
22 must be provided.
23

24 d. Amenities shall not be combined or counted more than once or counted toward any
25 other requirement of the ordinance.
26

27 ~~e. When multiple amenities are proposed, multiple criteria categories should be~~
28 ~~represented.~~
29

30 e. To the greatest extent feasible, Aamenities shall be visible and/or accessible to the
31 public from a fully improved street, and/or a benefit to the general public.
32

33 (2) ~~Criteria~~Amenities acceptable for consideration by the Township shall meet one or more
34 of the following criteria:
35

36 a. Type, value and number of amenities shall be proportionate to the size and/or cost of
37 the project, and the number of waivers requested.
38

39 ~~b. Variety of amenity categories represented.~~
40

41 b. Support of goals expressed in this section, ~~the Township Board policy manual,~~ the
42 adopted Township Master Plan, or other applicable adopted plans.
43

44 c. Consistency and compatibility with the intended use of the site.
45

46 d. Continuity of design elements.
47

48 e. Appropriate and harmonious with the surrounding area.
49

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1 f. Potential to act as a catalyst for improvements to surrounding sites.
2

3 (3) Timing of Project Amenities
4

5 a. One or more amenities must be provided in each project phase if a phased
6 development is proposed.
7

8 b. For single phase projects, all amenities shall be constructed prior to Final Certificate
9 of Occupancy for any building.
10

11 c. For multi-phase projects, amenities shall be constructed prior to Final Certificate of
12 Occupancy for any building in the phases in which the amenities are approved.
13

14 d. When affordable housing is included as an amenity, as near as possible to an equal
15 amount of affordable housing units shall be provided in each building.
16

17 ~~(3)(4) Categories listing examples of possible amenities.~~ The following list of possible
18 amenities is weighted to recognize more substantial project features may fulfill the
19 requirement for multiple amenities. Other amenities not listed below may be considered
20 provided they meet the criteria established in Section 86-440(e)(4) and subject to the
21 sole approval and discretion of the Township Board.
22

23 ~~a. Conservation~~ Project features counting as three (3) amenities are those amenities that
24 have the largest potential environmental and/or social impact on the Township as a
25 whole and are generally not found in a non MUPUD project. At least one amenity from
26 this section shall be required for any MUPUD project that requires four or more total
27 amenities for approval.:
28

29 1. ~~Any alternative energy system~~ Leadership in Energy and Environmental Design
30 (LEED) certification by the United States Green Building Council at the Silver level
31 or higher for the project or individual buildings in the project. Alternative rating
32 systems may be considered.
33

34 2. ~~Grey water recycling~~ Multilevel parking decks or underground parking.
35

36 3. ~~Green roofs~~ A minimum of 20 percent of the total units within the development
37 identified as affordable housing units.
38

39 4. ~~Electric car charging stations~~ The overall project includes at least 25 percent of
40 the total gross floor area of all building(s) identified for non-residential uses, such
41 as retail stores, restaurants, offices, or similar land uses.
42

43 5. ~~Activities or technologies listed for Leadership in Energy and Environmental~~
44 Design (LEED) certification by the U.S. Green Building Council or certification
45 criteria of organizations with similar goals; for example, American Society of
46 Landscape Architects' (ASLA) Sustainable Sites Initiative (SITES) or Society of
47 Environmentally Responsible Facilities (SERF). Vertical mixing of land uses for the
48 entire project and in each building.
49

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1 6. Alternative energy generation systems on site producing at least 50% of the
2 energy consumed by the development.

3
4 7. Dedicated outdoor gathering space in the form of a central green, plaza, or square
5 which is to function as a focal point for the project and serve as an area where
6 social, civic, or passive activities can take place. This area shall be at least 20% of
7 the total building footprint or 5,000 contiguous square feet (whichever is greater)
8 and designed to serve as a visual and functional civic amenity for sitting, viewing,
9 or other similar outdoor activity.

10
11 5-8. Public art, either onsite or at an approved off-site location, at 1% of the project
12 cost designed to withstand natural elements and reasonable public contact.

13
14 b. Project features counting as two (2) amenitiesEnvironment are those amenities that
15 have an environmental and/or social impact on the Township as a whole, but are
16 more focused on benefits to the development, and may or may not be found in a non
17 MUPUD project.:

18
19 1. 75% of all building facades are covered with natural materials such as brick or
20 stone. Significantly increased pervious surfaces.

21
22 2. Interior, individual bicycle lockers or locker banks equal to the amount of bike
23 parking required for the site. Rehabilitation of degraded sites.

24
25 3. Green roofs incorporated into the building design.Green space exceeding the
26 underlying permeable surface regulation.

27
28 4. Rehabilitation of green space designated as links on the greenspace planNew
29 enhanced public transit stops, when located on or adjacent to property proposed
30 for an MUPUD project. New stops for locations not currently served by the public
31 transit system, shall be determined in coordination and with approval from local
32 transit providers. The public transit stop shall include seating, shelter, and other
33 elements approved by a local transit provider.

34
35 5. Street trees installed at a 20% higher density or one inch caliper larger than
36 required by the Code of Ordinances.Electric car charging stations installed on the
37 project site. A minimum of four charging stations shall be required to qualify.

38
39 6. A mix of dwelling unit types (such as one, two, or three bedroom units) with no
40 more than 50 percent of one type of dwelling unit provided in the development.

41
42 7. Public outdoor seating plazas adjacent to or visible and accessible from the street
43 including, but not limited to, benches or other outdoor seating not associated with
44 an outdoor café.

45
46 8. Public recreation resources for active recreation or informal spontaneous
47 recreation such as ball fields, tennis courts, swimming pools, pickle ball courts, or
48 other similar activities. Resources shall be open and accessible to the general
49 public.

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1
2 9. Ornamental paving treatments for all sidewalks and parking areas on the site,
3 such as pavers, brick, or pervious concrete or asphalt. A maintenance plan shall
4 be required for the use of such paving treatments.

5
6 c. AccessibilityProject features counting as one (1) amenity are those amenities that
7 generally benefit only the development and may be found in a non MUPUD project.
8 Only one amenity from this section shall be counted toward the total number of
9 required amenities for a MUPUD.:

10
11 1. Transit stops. The addition or relocation of one or more transit stops when
12 supported by a local transit provider.Green space exceeding the underlying
13 permeable surface regulation by at least 10%.

14
15 2. Foot and bicycle pathways and sidewalks that connect with the Township's
16 pedestrian/bicycle pathway system and routes identified in the Township's green
17 space plan via a public right-of-way or public access easement.Dedicated parking
18 for e-scooters or other alternative mobility options, separate from bicycle parking
19 areas.

20
21 3. Installation of waterless urinals or other low-flow plumbing fixtures throughout
22 the project.

23
24 Covered bicycle storage on site.

25
26 4. Wireless access points available to the general public.

27
28 5. Sidewalk planters intermittently placed along all public streets and internal
29 private streets and drives at a spacing of 25 feet.

30
31 6. Decorative lighting along all public streets and internal private streets, drives, and
32 in all parking lots.

33
34 7. Grey water recycling systems

35
36 8. Privately maintained courtyards, plazas, project parks, and rooftop gardens and
37 similar features with seating for the public.

38
39 3.9. Enhancement of an existing public transit stop, when located on or adjacent to the
40 property proposed for an MUPUD. The public transit stop shall include seating,
41 shelter, and other elements approved by a local transit provider.

42
43 d. Parks, recreation and culture for active and passive activities:

44
45 1. Public recreation resources.

46
47 2. Public cultural venues.

48

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1 ~~3. Public art at 1% of the project cost designed to withstand natural elements and~~
2 ~~reasonable public contact for at least 10 years.~~

3
4 ~~e. Social interaction:~~

5
6 ~~1. Outdoor gathering spaces or outdoor eating spaces of 300 square feet or more.~~

7
8 ~~2. Public outdoor seating plazas adjacent to or visible and accessible from the street~~
9 ~~including, but not limited to, benches or other outdoor seating not associated with~~
10 ~~an outdoor cafe.~~

11
12 ~~3. Privately maintained courtyards, plazas, pocket parks, and rooftop gardens and~~
13 ~~similar features with seating for the public.~~

14
15 ~~f. Site and building design:~~

16
17 ~~1. Underground utilities.~~

18
19 ~~2. Combination of first floor awnings and upper floor balconies adjacent to a public~~
20 ~~street.~~

21
22 ~~3. Porches on any structure.~~

23
24 ~~4. Multilevel or underground parking.~~

25
26 ~~5. Ornamental paving treatments for sidewalks and/or parking areas such as, but~~
27 ~~not limited to, concrete masonry unit pavers, brick, stone or pervious concrete or~~
28 ~~asphalt.~~

29
30 ~~6. Innovative lighting.~~

31
32 ~~7. Sidewalk planters located in the vicinity of sidewalks and/or outdoor seating~~
33 ~~areas.~~

34
35 ~~8. Public access to new technology including wireless access points, electronic~~
36 ~~information displays, excluding unsolicited electronic broadcast information.~~

37
38 ~~9. Consolidation of multiple land parcels into one to facilitate an integrated design.~~

39
40 ~~10. Fountain.~~

41
42 (f) Design standards.

43
44 (1) General restrictions.

- 45
46 a. Except as noted elsewhere in this section, the yard, setback, lot size, type and size of
47 dwelling unit, frontage requirements, and impervious surface regulations and
48 restrictions are generally waived for the ~~mixed-use PUD~~MUPUD, provided that the
49 spirit and intent of this section, as defined in Subsection 86-440(a) above, are

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1 incorporated with the total development plan. The Planning Commission may
2 recommend, and the Township Board shall establish all requirements by means of
3 the approval of the planned unit development.
4

5 b. Maximum height in a ~~mixed-use PUD~~MUPUD shall be no higher than 45 feet, except
6 for those MUPUD projects within the Okemos Downtown as shown on Map 1, the
7 Haslett Downtown shown on Map 2, and the Meridian Mall property shown on Map 3
8 as outlined in Subsection (c)(2)e previously. Exceptions provided in § 86-591 shall
9 continue to apply.

10
11 c. Except as stated above, all requirements regarding floodways, floodplains and
12 wetlands in the conservancy district shall apply to the ~~mixed-use PUD~~MUPUD.
13

14 d. Metal and portable buildings shall be prohibited.

15 ~~e. Residential uses shall be located as far as possible from railroad tracks.~~

16 (2) Structure.

17
18 a. ~~Building materials generally.~~ Building Materials ~~should shall~~ include, but are not
19 limited to, wood, brick, clapboards, beadboard, glass, and stone. Other materials, such
20 as vinyl, aluminum, and other metal sidings should be avoided. All buildings shall be
21 completed on all sides with acceptable finishing materials. Any element not
22 specifically mentioned in this section shall otherwise conform to other provisions of
23 the Code of Ordinances.
24
25
26

27 b. ~~Architectural design.~~ Diversity and variety in architectural design is encouraged.

28
29 1. Architectural design shall be consistent with pedestrian-oriented development.

30
31 2. Property owners shall be encouraged to design and construct their building
32 facades so that ~~these~~ improvements relate to and are sensitive to nearby
33 historical features, blend with the facades of adjacent buildings and complement
34 streetscape improvements in the area.
35

36 2.3. Buildings greater than 50 feet in width shall be divided into increments of no
37 more than 50 feet through articulation of the facade.
38

39 3.4. Windows shall cover no less than 50% of nonresidential street level facades and
40 awnings shall be provided over all street level windows.

41
42 4.5. All mechanical, heating, ventilation, and air conditioning (HVAC) and like systems
43 shall be screened from street level view on all sides by an opaque structure or
44 landscape material selected to complement the building.
45

46 6. Railings, benches, trash receptacles and/or bicycle racks, if provided, shall be of
47 commercial quality, and complement the building design and style, subject to the
48 approval of the Director of Community Planning and Development.
49

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5.7. Upper floor balconies are required adjacent to any street for any residential unit.

(3) Parking.

- a. Setbacks for parking areas from the public street, adjoining properties, and when adjacent to residentially zoned properties shall be established during the review process. Consideration should be given to preservation of existing residential neighborhoods and heritage trees.
- b. The number of required off-street parking spaces shall comply with § 86-755 of the Code of Ordinances, which outlines the schedule of requirements for parking spaces. The Township Board may reduce the number of off-street parking spaces required for a development. In doing so, the Township Board shall establish a reasonable number of required off-street parking spaces based on the characteristics associated with the property and availability of other sources of parking or the provision of amenities in lieu of parking.
- c. ~~Parking lots are encouraged to be on the side or in the rear of a building. Parking lots shall only be permitted in a side or rear yard. In no case shall a parking lot extend beyond the front façade of a building.~~
- d. Bicycle parking shall be separated from automobile parking and meet the provisions of Section 86-760 in visible locations.

(4) Landscaping shall generally comply with the applicable provisions of the Code of Ordinances.

- a. Project Landscaping should shall be designed to preserve existing significant natural features and to buffer service areas, parking, or dumpsters. Additional landscaping may be required in order to protect adjacent properties.
- b. A mix of evergreen and deciduous plants and trees are preferred with seasonal accent plantings to add to the visual appeal of the area.
- c. Native plant species are encouraged and a horticultural maintenance plan shall be required. Landscaping shall also comply with other applicable provisions of this section.
- d. Maintenance of landscaped areas shall be subject to Subsection 86-758(3) of the Code of Ordinances. Additional landscaping may be required in order to preserve and/or protect adjacent properties.

~~(4)(5) Lighting.~~ All outdoor lighting associated with nonresidential and multiple family residential projects in a ~~mixed-use overlay MUPUD project~~ area shall conform to Article VII in Chapter 38 of the Code of Ordinances and is subject to the approval of the Director of Community Planning and Development. Street lighting intended to provide illumination for pedestrians on the sidewalk shall not exceed 15 feet in height.

~~(5)(6) Signs.~~ Each applicant shall submit a sign program illustrating each proposed sign type, its size and location as part of the MUPUD project's application materials. ~~The size,~~

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~~number and location of signs shall be submitted at the same time as the mixed use PUD project.~~ The Director of Community Planning and Development may be authorized to approve the entire sign program, or any part of the sign program, as part of the site plan review process.

a. General guidelines.

1. Signs shall be designed to enhance the pedestrian experience, reflect and complement the character of the building, and respect the overall character of the area in an attractive and functional manner. ~~are preferred.~~
2. Signs shall not cover or obscure architectural features of buildings ~~but should be located in logical signable areas which relate to the pattern of the facade.~~
3. Signs shall be properly maintained.
4. Signs or sign faces shall not be changed or installed without a new building permit and in accordance with an approved sign program.

b. The following sign types are permitted in ~~the a mixed use PUD MUPUD district project.~~ Except as indicated below, the number and size of signs shall be approved as part of the project's application for the ~~mixed use PUD MUPUD project~~ approval.

1. Wall signs, defined as a sign mounted flat against, or painted on the wall of a building (not ~~in a window sign~~) with the exposed face of the sign in the plane parallel to the face of the wall.
 - i. ~~Only one primary~~ wall sign for each business with direct access to a public street shall be permitted. The size of the sign is based on the underlying zoning district in with the MUPUD project is located.
 - ii. ~~Identification signs are a type of wall sign that fit within an imaginary two square foot rectangle.~~ One ~~identification~~ additional wall sign, no larger than two square feet, shall be permitted for ~~the each tenant with direct access to a public street~~ business name and/or logo and shall be located on the wall surface adjacent to a tenant's main entry. Restaurants may add an additional two square feet to this sign to the rectangle for a menu.
 - iii. ~~Tenant directory signs are a type of wall sign used to identify businesses without direct frontage on a public street. The sign shall be~~ Multi-tenant buildings with a shared entrance shall be permitted a six square feet of wall signage, to be located adjacent to the ~~shared main~~ shared entrance ~~to the nonfrontage suites and shall not exceed six feet in height.~~
2. Up to 30% of the area of an awning or canopy may be used for signage, separate from the wall sign. Such signs shall not be internally lit. Canopy or awning signs, defined as a sign incorporated into a canopy or awning. The sign and/or logo on a canopy or awning shall not exceed 30% of the canopy nor shall it be internally lit.

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- 1 3. ~~Projecting signs, defined as a sign attached to and projecting perpendicularly~~
2 ~~from a building wall, excluding canopy or awning signs.~~ One projecting sign per
3 business with direct access to a public street shall be permitted, up to a maximum
4 size of six square feet. ~~Projecting signs shall fit within an imaginary six square foot~~
5 ~~rectangle except projecting signs located under a canopy or first floor eaves or~~
6 ~~overhang shall fit within an imaginary rectangle with a maximum area of four~~
7 ~~square feet.~~ The lowest edge of a projecting sign shall be no lower than eight feet
8 above the sidewalk elevation.
9
- 10 4. ~~Window signs, defined as a sign affixed to the interior or exterior of a window or~~
11 ~~placed behind a window pane so as to attract attention of persons outside the~~
12 ~~building. Window signs shall not exceed~~No more than 40% of ~~the~~ a window's area
13 ~~shall be used for signage, except Up to 10% of that area may consist of completely~~
14 ~~opaque signs. shall be limited to 10% of the window area.~~ Etched glass and
15 similar artistic designs shall not be considered opaque.
16
- 17 5. ~~Freestanding signs, defined as any sign supported wholly or in part by some~~
18 ~~structure other than the building housing the business to which the sign pertains,~~
19 are generally not permitted in ~~the mixed use PUD a MUPUD project district.~~
20 Exceptions for freestanding signs of the monument type may be permitted when
21 a building is set back a minimum of 15 feet from the right-of-way line with the
22 resulting yard set aside for permanent public open space. In such case, the size,
23 location and design of the sign shall be reviewed and approved as part of the
24 overall sign program.
25

26 ~~(6)(7) Sidewalks.~~ Sidewalks shall be a minimum of five feet in width, except in two specific
27 scenarios:

- 28
- 29 a. When the sidewalk(s) is immediately adjacent to an outdoor seating cafe, the
30 sidewalk shall be a minimum of seven feet in width to provide additional
31 maneuverability, and
32
- 33 b. When the sidewalk(s) is immediately adjacent to an off-street parking area, where
34 vehicles may overhang on the sidewalk, the sidewalk shall be a minimum of seven
35 feet in width to provide additional maneuverability.
36

37 ~~(7)(8) Pedestrian/bicycle pathways.~~ Where a site submitted for mixed use PUD approval is
38 located on a route of the Township's pedestrian/bicycle pathway master plan,
39 construction or reconstruction of the route shall conform to Township standards for
40 pedestrian/bicycle pathways.
41

42 ~~(8) Noise levels. No noise exceeding 70 dB(A) shall be emitted, as measured from a property~~
43 ~~line.~~
44

45 (g) Procedure.

- 46
- 47 (1) Each applicant shall ~~confer-meet~~ with the ~~Department~~Director of Community Planning
48 and Development regarding the preparation of the ~~mixed use MUPUD application~~ prior
49 to submittal. ~~The general proposal in the form of a conceptualized site plan shall be~~
50 ~~reviewed by the Director of Community Planning and Development in a preapplication~~

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1 ~~conference prior to submission of the mixed use PUD application. The Director of~~
2 ~~Community Planning and Development shall furnish the applicant with requirements to~~
3 ~~the components of the mixed use PUD application.~~ It is not required that any person
4 requesting such a ~~preapplication-meetingconference~~ be an owner of or holder of an
5 equitable interest in the subject property.
6

7 (2) An applicant is urged to meet with owners and occupants of surrounding properties to
8 apprise them of a proposed development, share the physical design, receive comments,
9 and revise the proposal accordingly prior to submitting an official application. The
10 Township will assist by providing property owner and occupant contact information and
11 attend meetings as deemed necessary.
12

13 (3) ~~Concept plan (optional).~~ A property owner, prospective applicant or their representative
14 may submit an optional concept plan for review and comment by the Planning
15 Commission and /or Township Board.
16

17 a. Purpose

- 18
- 19 1. To acquaint the Planning Commission and /or Township Board with the proposed
20 project.
 - 21 2. To ~~provide-receive~~ guidance regarding the proposed design's compatibility with
22 the purpose, intent and standards of the ~~mixed-use~~MUPUD ordinance.
23
 - 24 3. To reduce the applicant's time and cost.
25

26 b. Submittal requirements.

- 27
- 28 1. A written request to initiate a concept plan review submitted to the Director of
29 Community Planning and Development.
30
 - 31 2. A written summary of the project (amount and type of uses, basis for the design
32 concept).
33
 - 34 3. A concept plan drawn to scale containing the following information:
35
36
 - 37 i. Boundaries and acreage of the site.
 - 38 ii. Zoning.
 - 39 iii. Adjacent road network.
 - 40
 - 41 iv. General layout of buildings, interior access roads and unique design elements.
 - 42
 - 43 v. General location of known features affecting the site layout such as, but not
44 limited to, floodplain, wetlands, woodlands, railroads, drains, rivers or rivers
45 and streams, parkland, etc.
46
47
48

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1 4. A list of the amenities proposed for the project, along with descriptions and
2 locations of each.

3
4 c. Review procedure.

- 5
6 1. Upon receipt of a written request and other required data and information, the
7 Director of Community Planning and Development shall review the concept plan.
8
9 2. Within 30 days of the date of receiving a complete request the ~~director~~ Director
10 shall forward to the Planning Commission and /or Township Board the concept
11 plan and accompanying data along with any written comments from the
12 ~~director~~ Director. The Planning Commission and /or Township Board shall
13 concurrently review the concept plan and may offer comments or suggestions on
14 the design. Comments or suggestions made during the review of the concept plan
15 shall not be binding on the Township or the applicant.
16

17 (4) Required data and information for a ~~mixed-use~~ MUPUD.

18
19 a. A complete application accompanied by the appropriate fee.

20
21 b. A ~~map site plan~~ drawn to an engineer's scale of the total property involved, showing
22 its location in the Township and its relation to adjacent property.

23
24 ~~c. A site analysis indicating principal factors which influenced the design, including~~
25 ~~building elevations and/or architectural documents and plans.~~

26
27 ~~d.c.~~ A schematic layout of the proposed storm sewer system.

28
29 ~~e.d.~~ A document generally describing the proposed phasing program for the ~~mixed-use~~
30 MUPUD, including of all dwelling units, non ~~dwelling residential~~ units, recreation and
31 other facilities, and open space improvements.
32

33 ~~f.e.~~ A ~~reproducible~~ two-foot contour topographic map (~~i.e., sepia, mylar, etc.~~) drawn at
34 the same scale as the site plan and showing the existing relief features on the site.
35

36 ~~g.f.~~ A sign program.
37

38 ~~h.g.~~ Natural features study for previously undeveloped properties. The natural features
39 study shall include a written description of the features to be retained, removed, or
40 modified, and the proposed measures to mitigate any negative impacts on the site and
41 adjacent properties. Natural features to be addressed include but are not limited to,
42 wetlands, significant stands of trees or individual trees greater than 12 inches dbh,
43 floodways, floodplains, water features, identified groundwater vulnerable areas,
44 slopes greater than 20%, ravines, and wildlife habitats, vegetative cover types with
45 potential to sustain significant or endangered wildlife.
46

47 ~~i.h.~~ Traffic study where the project will exceed ~~100-50~~ vehicle trips during the peak hour
48 of the adjacent roadway.
49

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1 j.i. Building elevations drawn to scale ~~and~~(in color).

2
3 k.j. The developer shall provide the Township with copies of any comments from other
4 reviewing agencies, such as:

- 5
6 1. The Ingham County Road ~~Commission~~Department.
7
8 2. The Ingham County Drain Commissioner.
9
10 3. Michigan Department of Transportation (if applicable).
11
12 4. Michigan Department of Environmental~~al, Great Lakes, and Energy-Quality~~_(if
13 applicable).

14
15 ~~5. Township Environmental Commission (if applicable).~~

16
17 ~~6.5.~~Township Engineering Department.

18
19 ~~7.6.~~Township Fire Department.

20
21 ~~8. The appropriate School Board (if applicable).~~

22
23 k. The developer shall provide proof of property ownership, or a letter from the owner
24 authorizing the request and proof of property ownership from the author of the letter.

25
26 l. A list of the amenities proposed for the project, along with descriptions and locations
27 of each.

28
29 l.m. A list of waivers requested for the project, along with descriptions, dimensions, and
30 locations of each, as well as justification or reasons why each waiver is being
31 requested.

32
33 ~~(5) Hearing.~~ Upon submittal of a complete application, the Planning Commission shall hold a
34 public hearing.

35 ~~(6)~~
36 ~~(7)(5) Notice of public hearing.~~ Notices for public hearings shall comply with the provisions
37 outlined in Subsection 86-65(b) of the Code of Ordinances.

38
39 ~~(8)(6) Planning Commission decision.~~ Following the public hearing, the Planning
40 Commission will make a decision on whether to recommend approval of the request,
41 recommend approval with conditions of the request, or recommend denial of the request,
42 to the Township Board. The Planning Commission shall make such a recommendation
43 approval, modification, or denial, to the Township Board, within ~~60-30~~ days of the date
44 that the planned unit development was placed on the ~~e~~Commission's agenda, and shall
45 within said 60 days, report its action to the Township Board. The ~~sixty~~30-day period may
46 be extended if the applicant consents.

47
48 ~~(9)(7) Township Board decision.~~ After receiving a recommendation from the Planning
49 Commission, the Township Board shall conduct a public hearing which shall be preceded

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1 by notice as specified in Subsection 86-65(b) of the Code of Ordinances~~the preceding~~
2 ~~subsection (e)(3)~~. Following the public hearing, the Township Board shall make a
3 determination to approve, modify, or deny the request. The Township Board shall
4 ~~approve, modify or deny the planned unit development~~ make such a determination
5 within 30 days of the date the planned unit development was placed on the board's
6 agenda. The ~~thirty~~30-day period may be extended if the applicant consents.
7

8 The Township Board may place conditions on the development in order to guarantee
9 consistency with the purpose and intent of the MUPUD ordinance, which includes, but is
10 not limited to, providing walkable, pedestrian-friendly communities and ensuring
11 compatibility with surrounding residential neighborhoods on adjacent sites. Conditions
12 may include, but are not limited to, the following subjects:
13

14 a. Hours of operation.

15 b. Total square footage allotted/required for the nonresidential uses.

16 c. Location, design, and orientation of specific nonresidential uses which may locate
17 within the development and their placement in relationship to neighboring uses.

18 d. Proportion of the development which may be occupied by individual nonresidential
19 uses or by all nonresidential uses.

20 e. Maximum noise levels emitted.

21 f. Lighting levels, direction, and timing.

22 g. Sufficiency of parking.

23 h. Enhancement of walkability within the development and connectivity to surrounding
24 uses.

25 i. Landscaping and screening.

26
27
28
29
30 (8) The MUPUD review and approval shall serve as the special use permit review and
31 approval for any use, requirement, or other activity requiring special use permit approval
32 in the underlying zoning district, including a special use permit required under Section
33 86-658 of the Code of Ordinances, provided the use or other activity requiring special use
34 permit approval is identified before the Township Board approves the Mixed Unit
35 Planned Unit Development.

36 a. Any use subject to special use permit review that is proposed after a MUPUD project
37 is approved must be processed pursuant to the special use permit requirements set
38 forth in Chapter 86, Article II, Division 4 of the Code of Ordinances.

39 b. A MUPUD application to redevelop an existing use or property previously approved
40 by special use permit shall be considered a new application for MUPUD review under
41 this section.

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1 ~~(10)~~(9) ~~Site plan review.~~ Upon approval by the Township Board of the ~~mixed-use MUPUD~~, the
2 developer shall submit a complete application to the Department of Community Planning
3 and Development for site plan review, as outlined in the Code of Ordinances. The site plan
4 review process shall be subject to the standards outlined in Chapter 86 of the Code of
5 Ordinances.
6

7 ~~(11)~~(10) Any condition imposed upon a ~~mixed-use MUPUD~~ shall be part of the record
8 and remain unchanged, unaltered, and not expanded upon, except with the mutual
9 consent of the Township and the landowner. The Township ~~shall maintain a record of~~
10 ~~conditions which are changed and developer shall enter into a formal, written MUPUD~~
11 ~~agreement outlining the project, waivers approved, amenities, conditions of approval,~~
12 ~~and any other relevant items related to the project.~~
13

(h) Effect of issuance.

14
15
16 (1) ~~Effective date.~~ The effective date of an approved ~~mixed-use MUPUD~~ shall be the date of
17 the Township Board decision.
18

19 (2) ~~When a mixed-use PUD becomes void.~~ If construction related to the ~~mixed-use MUPUD~~
20 has not commenced within ~~four~~ two years after the effective date, approval shall be void,
21 except a ~~one~~ two-year extension may be considered if a written request is submitted to
22 the Department of Community Planning and Development prior to the expiration date
23 ~~and subsequently approved by the Township Board.~~
24

25 (3) ~~Extension of a phased mixed-use PUD.~~ Once ~~the first~~ a phase ~~in~~ of a multi-phased ~~mixed~~
26 ~~use MUPUD~~ is under construction, ~~the next phase must commence construction within~~
27 ~~one year of the Certificate of Occupancy being issued for the first building in the previous~~
28 ~~phase. †The Township Board may grant a~~ two ~~one~~ -year extension for commencement of
29 construction on any future phases if a written request is submitted to the Department of
30 Community Planning and Development prior to one year elapsing from the Certificate of
31 Occupancy on the previous phase, the current expiration date. ~~Provided construction~~
32 ~~progresses on subsequent phases, the Township Board may grant additional two-year~~
33 ~~extensions if a written request is submitted to the Department of Community Planning~~
34 ~~and Development prior to the most recent expiration date.~~
35

(i) Amendments.

36
37
38 (1) ~~Generally.~~ The property owner may apply for an amendment in writing to the Director of
39 Community Planning and Development. The director shall make a determination as to
40 whether a proposed amendment constitutes a major or minor amendment to the original
41 planned unit development.
42

43 (2) ~~Major amendments.~~ A major amendment shall have a significant impact on the ~~mixed-use~~
44 ~~MUPUD~~ and the conditions of its approval, which shall include, but not be limited to:

45
46 a. Building additions located outside a building envelope as shown on the approved
47 ~~mixed-use MUPUD~~ site plan.

48
49 b. ~~Building additions that reduce any setback shown on the approved mixed-use PUD~~
50 ~~site plan.~~

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1
2 ~~e.b. Building additions in excess of 2,000 square feet in gross floor area for buildings~~
3 ~~under 20,000 square feet in gross floor area or 10% of an existing building over~~
4 ~~20,000 square feet in gross floor area.~~

5
6 ~~d. Expansion of a use that results in an additional 100 or more vehicle trip ends during~~
7 ~~the peak hours.~~

8
9 ~~e.c. Addition of land to the mixed use PUD, equal to or more than 20,000 square feet for~~
10 ~~existing sites less than 40,000 square feet in area or two times the original site size~~
11 ~~for sites over 40,000 square feet.~~

12
13 ~~f.d. Expansion of a use that anticipates a 10% or greater increases the in-required off-~~
14 ~~street parking.~~

15
16 ~~e. Any addition to a legal nonconforming site. Any addition of 50 or more residential~~
17 ~~dwelling units to the MUPUD project.~~

18
19 ~~g.f. Any reduction in non-residential space in a building(s) by 25 percent or more of the~~
20 ~~usable floor area.~~

21
22 (3) ~~Minor amendments.~~ All amendments not deemed to be major amendments by the
23 Director of Community Planning and Development shall be considered a minor
24 amendment.

25
26 (4) Process to amend a ~~mixed use~~-MUPUD.

27
28 a. Major amendments shall follow the same procedure set forth in this section for new
29 applications, including, but not limited to, submitting an application and fee, ~~but~~
30 ~~review and a decision on the amendment shall be limited only to the Township Board.~~

31
32 b. ~~Minor amendments.~~ The Director of Community Planning and Development shall
33 initiate the following review process ~~for Minor amendments~~:

34
35 1. ~~Application.~~ An application for an amendment to a ~~mixed use~~-MUPUD shall be
36 submitted to the Director of Community Planning and Development.

37
38 2. ~~Fee.~~ A fee shall be paid at the time of filing the application in the amount
39 established in the schedule of fees adopted by the Township Board.

40
41 3. ~~Hearing.~~ Upon submittal of a complete application, the Director of Community
42 Planning and Development shall hold a public hearing. ~~Notice of said public~~
43 ~~hearing shall comply with the provisions outlined in Subsection 86-65 of the Code~~
44 ~~of Ordinances.~~

45
46 ~~3.4.~~ ~~Following the public hearing and after adequate review and study of the~~
47 ~~application, the Director of Community Planning and Development shall make a~~
48 ~~decision to approve, approve with conditions, or deny the minor amendment~~

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request within 60 days of the public hearing date. The 60 day period may be extended if the applicant consents.

~~i. Notice of the public hearing. Notices shall comply with the provisions outlined in Subsection 86-65(b) of the Code of Ordinances.~~

~~ii. Director of Community Planning and Development decision. Following the public hearing and after adequate review and study of the application, the Director of Community Planning and Development shall make a decision to approve, approve with conditions or deny the minor amendment request within 60 days of the public hearing date. The sixty day period may be extended if the applicant consents.~~

~~4.5. Site plan review.~~ Upon approval of a minor amendment by the Director of Community Planning and Development, the applicant shall submit a complete site plan review application to the Department of Community Planning and Development, as outlined in Chapter 86 of the Code of Ordinances.

6. Any condition imposed upon a minor amendment to a ~~mixed-use MUPUD~~ by the Director of Community Planning and Development shall remain unchanged, unaltered, and not expanded upon, unless the change is reviewed and authorized by the Director of Community Planning and Development.

~~5.~~

c. All amendments and/or new or changed conditions of approval shall be formalized in a written amendment to the MUPUD agreement between the Township and the developer.

~~e.d. Appeal.~~ An aggrieved person may appeal the decision of the Director of Community Planning and Development to the Township Board in accordance with § 86-188.

~~(j) Enforcement.~~ The provisions of this article shall be enforced in the manner provided elsewhere in this Code of Ordinances. Any development that is not otherwise in conformance with these regulations shall not be approved.

Section 2. Validity and Severability. The provisions of this Ordinance are severable and the invalidity of any phrase, clause or part of this Ordinance shall not affect the validity or effectiveness of the remainder of the Ordinance.

Section 3. Repealer Clause. All ordinances or parts of ordinances in conflict therewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 4. Savings Clause. This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

Section 5. Effective Date. This Ordinance shall be effective seven (7) days after its publication or upon such later date as may be required under Section 402 of the Michigan Zoning

