



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
CORRIDOR IMPROVEMENT AUTHORITY  
June 26, 2024 6:00 pm  
Central Fire Station-5000 Okemos Road

1. CALL MEETING TO ORDER
2. MISSION: The Corridor Improvement Authority of the Charter Township of Meridian is dedicated to establishing the Grand River Avenue corridor in Meridian Township as a prime business and recreation destination in the Tri-County region. The Authority is focused on creating programs and projects that invigorate the streetscape and build partnerships among corridor property owners, and residents.
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
  - A. April 17, 2024
5. PUBLIC COMMENTS
6. OLD BUSINESS
  - A. 2024 RFQ Integrated Plan Design Search
7. NEW BUSINESS
8. DEVELOPMENT PROJECT REVIEW
  - A. Development Project Updates
9. MALL DEVELOPMENT
  - A. Meridian Mall Update
10. REPORTS
  - A. Township Board
  - B. Planning Commission
  - C. Chair
  - D. Staff
11. OPEN DISCUSSION/ BOARD COMMENTS
12. PUBLIC COMMENTS
13. NEXT MEETING DATE
  - A. Next Meeting Date: August 21, 2024 - 6:00pm
14. ADJOURNMENT

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

Charter Township of Meridian  
Corridor Improvement Authority  
5000 Okemos Road, Okemos, MI 48864  
Wednesday, April 17, 2024– Minutes -DRAFT

**Members**

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

**Members**

**Absent:** Supervisor Patricia Herring Jackson

**Others**

**Present:** Neighborhoods & Economic Development Director Amber Clark, and Planning Commissioner Brandon Brooks

1. CALL MEETING TO ORDER

Chair Bruce Peffers called the meeting to order at 6:08 PM

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

3. APPROVAL OF THE AGENDA

**MOTION TO APPROVE THE AGENDA MADE BY MEMBER BARRY GOETZ. SUPPORTED BY MEMBER BRUCE PEFFERS.**

**YAS: 4 ALL NAYS: 0 MOTION PASSES 5-0.**

4. APPROVAL OF MINUTES

- a. February 21, 2024

**MOTION TO APPROVE THE AGENDA MADE BY MEMBER BARRY GOETZ. SUPPORTED BY MEMBER CHRIS RIGTERINK.**

**YAS: 4 ALL NAYS: 0 MOTION PASSES 5-0.**

5. PUBLIC REMARKS

- a. None

6. OLD BUSINESS

A. CORRIDOR IMPROVEMENT AUTHORITY TAX INCREMENT FINANCING DISCUSSION

Director Clark provided the CIA members with an update on the status of the tax jurisdiction request for the use of their future tax dollars for the TIF.

The legal opinion of our attorney's is that the agreement is set as no jurisdictions have opposed by letter in the 60-day public notice window, that they oppose the use of future tax dollars in the TIF district. The STC has still yet to confirm the established TIF district at their regular meeting.

7. NEW BUSINESS

a. 2024 RFQ INTEGRATED PLAN DESIGN SEARCH

Director Clark gave an overview of the draft RFQ Integrated Plan Design firm search. An RFQ will allow the CIA members to select a professional design team that is capable of looking at the Corridor from a Planning, Zoning, and Development lens to assist the CIA with the ability to plan and implement the vision of an updated corridor. The design plan should include the current landscape and provide a pathway to integrate a modern vision. The vision should include a possible route for infill development along Grand River, density and Mixed- Use development options at Meridian Mall. The final design will be placed on the website and used as a tool when speaking to developers about potential in Meridian.

CIA members had some questions about price, about timeline, and the CIA's ability to bring this RFQ to fruition. In the introduction the word Commission should be changed to "department". Evaluations of Quotations has some wordy language that should be amended to be direct. CIA members asked what companies are capable to design a plan like this. Director Clark mentioned Plante Moran, C2AE, River Caddis, and others).

Director Clark stated the edits will be made and brought back to CIA at their next meeting to be sure that the CIA members are aligned before the RFQ is submitted publicly.

b. 2024 CIA BANK ELECTION AND AUTHORIZED SIGNERS RESOLUTION

The CIA will need a formal bank account to make purchases, keep track of budgets, and accept the tax increment as it increases. The CIA by resolution has established the Chair and Vice-Chair as official signers authorized to sign checks on behalf of the CIA.

**MOTION BY MEMBER BARRY GOETZ TO SUPPORT THE ELECTION OF COMERICA BANK AS THE BANK OF RECORD FOR THE CORRIDOR IMPROVEMENT AUTHORITY. AUTHORIZE CHAIR BRUCE PEFFERS AND VICE-CHAIR BARRY GOETZ AS AUTHORIZED SIGNERS OF THE ACCOUNT, AUTHORIZED TO SIGN CHECKS ON BEHALF OF THE CIA. SUPPORTED BY MEMBER CHRIS RIGTERINK**

**YAS: 4 ALL NAYS: 0 MOTION PASSES 5-0.**

8. DEVELOPMENT PROJECT REVIEW

- a. Director Clark provided the following update on the included development projects for April 2024:
- American House Meridian was granted a temporary certificate of occupancy in February to allow residential tenants. There are a few other items that must be adhered to for a complete certificate of occupancy. A public ribbon cutting for the site should occur In May.
  
  - Trader Joe's exterior work is underway! The community can expect to shop at the Meridian Township location later this year.
  
  - Newton Point continues to push forward on the main multifamily building
  
  - Small business entities are steady to pursue commercial suites in the Township. We will welcome these new tenants to the Township soon. Many are in the food court of Meridian Mall or other small business entities like Moka & Co, Okemos Coffee Shop, and Others.

9. MERIDIAN MALL UPDATES

- Update provided by Member Adam Hodges
- After this month there will only be one open food court option available in Meridian Mall. A vegan location for food court is interested in coming to the Mall. The Schuler's suite swap and expansion of Planet Fitness are all good things happening at Meridian Mall.

10. REPORTS

- a. Township Board- None
- b. Planning Commission- Commissioner Brooks provided the update that the Planning Commission reviewed a request for a drive thru at the Bank of America building on West Grand River near the Trader Joe's development. The Planning Commission approved the request, and the item will go to the Township Board.
- c. Chair- None
- d. Staff- Director Clark will begin to make the edits to the draft RFQ and bring those edits back to the CIA. Next, she will pursue the items needed to set up our financial accounts.

11. OPEN DISCUSSION/BOARD COMMENTS

- a. None

11. PUBLIC REMARKS

- a. None

12. NEXT MEETING DATE

- Central Fire Station May 15, 2024, at 6:00 p.m.

13. ADJOURNMENT

**MOTION TO ADJOURN APPROVED BY VICE CHAIR BARRY GOETZ. SUPPORTED BY MEMBER CHRIS NUGENT.**



**Meridian Charter Township Request for Proposal:  
Corridor Improvement Authority Integrated  
Urban Design, Land Use, and Transportation Plan  
2024**

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

**INTRODUCTION**

Meridian Charter Township, home to 43,100 approximate residents is located in the heart of Mid-Michigan, east of Lansing, the State Capital. Meridian Township is a suburban community immediately adjacent to East Lansing, home of Michigan State University. Our community is a thriving, family town, 1/4 of the Lansing Metropolitan Area.

The Corridor Improvement Authority Board (CIA) of Meridian Township seeks comprehensive planning services, necessary in the preparation of an integrated plan for the area along Grand River Avenue (M-43) from East Brookfield Drive (West) to Cornell Road in Meridian Township(East). This stretch of Grand River Avenue is the major commercial and retail hub for Meridian Township, including the Meridian Mall, Meijer, Playmakers, Whole Foods, and soon-to-be Trader Joe’s within proximity to the Meridian Township Municipal Complex and numerous Township parks. This area is known as “Central Park Drive”, a centrally located commercial area. Vehicle trips at Grand River Avenue and Okemos Road are over 20,000 vehicle trips a day, with a 2% increase in traffic each year since 2010.

Responses to this RFQ are to be made by a firm or firms, in the field of planning, having an in-house staff of multiple disciplines to support an Integrated Development Plan. The Plan shall include but not be limited to; planning, architecture, urban design, civil engineering, traffic, pedestrian, economic development incentives, parking services, and other capabilities useful to prepare an Integrated Development Plan.

**DESCRIPTION OF THE PROJECT OR PROGRAM**

In 2017, the Meridian Township Board established the Corridor Improvement Authority, along Grand River Avenue (M-43). Post-COVID-19, the Meridian CIA has a TIF Plan approved to begin planning and investing in the district. This includes Meridian Mall through our collaborative partnership with the property owners to grant the site a new life. Meridian Township CIA seeks an expert to plan, create, and produce an Integrated Development Plan through urban design, land use, and



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transportation planning. The Integrated Development Plan will contain the following:

1. The Public Participation Plan and notification of interested parties regarding providing input for the Plan & design. The Public Participation Plan should include at least two public meetings at disclosed locations for public input;
2. Guided assistance to CIA body and public to determine appropriate land uses and improved traffic, parking and public transportation, public utilities, recreational and community facilities, and other public improvements along Grand River Avenue from E. Brookfield Drive to Cornell Road along M-43;
3. Design of public improvements within and adjacent to the public road rights-of-way to address pedestrian safety, convenience, and aesthetics;
4. The proposed land uses and building architectural theme requirements in the project area, a mixture of zoning types or uses on one site for MUPUD approvals to increase density and infill development options;
5. Proposed enhanced land use for the approx. 84 acres of Meridian Mall and Central Park Drive area;
6. Any significant relationship of the Integrated Development Plan to the 2023 Master Plan.

The selected consultant will work with the Corridor Improvement Authority, CIA staff, and the Community Planning Department staff, to develop an Integrated Development Plan. When completed, this will be presented to the Meridian Township Corridor Improvement Authority Board for review and acceptance.

**DESCRIPTION OF SERVICE REQUIRED**

The Meridian CIA and Planning/Economic Development Departments are looking for a firm that will lead the project in the following capacities;

- Project Management, Coordination, and Communication, coordination with the Township and the documented scope of services, participation in conference calls, and providing timely reporting of project progress.

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- The Corridor Improvement Authority and Community Planning & Development staff will coordinate communication with the consultant, provide information, coordinate links between the Integrated Plan and the Master Plan, review draft materials prepared by the consultant, and distribute draft materials to the Board, Commissions, and stakeholders upon review.
- Data Collection and Project Mapping – The selected consultant will work with the Township from the existing aerial and base maps for this planning initiative. The Township will provide the consultant with maps of the district and the existing average daily traffic volumes for the major cross streets within the study area.
- Stakeholders Input – The consultant will meet with key stakeholders in the study area and the community to identify the area’s opportunities and challenges. Stakeholders will be identified and invited for a scheduled meeting by the Township.
- Work Sessions- The CIA will engage with the Community, Township Board, and Township Commissions regarding the creation of the Plan. The Consultant will facilitate at least one 2-hour and at least one 1-hour work session to gain the technical approach and implementation strategies of an Integrated Development Plan for the CIA.

Products – At the end of the development of the Integrated Development Plan, the following products will have been produced:

1. Draft & Final Integrated Urban Design, Land Use, and Transportation Plan for the Corridor Improvement District of Meridian Charter Township
2. Draft & Final Integrated Development Plan Vision Statement
3. Draft & Final Integrated Development Plan Goals, Objectives and Policies
4. The final version will be supplied to the Township in Microsoft Word format, PDF, or Digital Flash Drive.
5. A visual poster of the Integrated Development Plan of the designed public improvements.

**TIME FRAME**

The project is expected to take six months or more to complete.



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**QUOTATION CONTENT**

All quotations shall contain at a minimum the following:

1. Executive Summary containing a brief description of your project development approach.
2. Qualifications of the firm include the extent of experience, number of employees, experience with similar projects, and previous clients with contact information.
3. Biographical sketches and background information of personnel including education, work experience, experience with similar projects, and time with the organization, and experience with projects of similar scope.
4. A detailed description of the proposed methodology including the estimated time for completing the plan and any subcontracted services, contract milestones, deliverables, and delivery methods.
5. Detailed cost estimate to provide the required services including method of charging, hourly personnel rates, estimated reimbursable expenses, overhead and profit factor, and cost of subcontracted services, terms and conditions. Detailed examples of cost savings to make the Plan or boosted services that can be provided to Meridian Charter Township.
6. Two examples of similar projects completed within the past five years including the name, address, and phone number of contact person(s).

**SUBMISSION OF QUOTATIONS**

Please submit the quotation no later than 3:00 p.m. on August 23, 2024, to:

Meridian Township Clerk's Office  
Attn: Clerk Guthrie or Deputy Clerk Gordon  
Meridian Municipal Building  
5151 Marsh Road  
Okemos, MI 48864

CC:

Attn: Corridor Improvement Authority Staff  
Neighborhoods & Economic Development Director  
Charter Township of Meridian  
Meridian Municipal Building  
5151 Marsh Road  
Okemos, MI 48864



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The quotation must be enclosed in a sealed envelope clearly marked “Quotation for Consultant Services – Okemos CIA,” and include the name and address of the submitting firm or individuals.

**EVALUATION OF QUOTATIONS**

Responding firms will be evaluated by the best quality proposal and service, at the lowest cost to the Township. Neighborhoods and Economic Development Director, Community Planning & Development Staff will evaluate the proposals as presented. After a period of review, a recommendation of the selected firm will be presented to the Corridor Improvement Authority. The recommendation if approved will become the design firm to conduct the Integrated Plan Design. One (1) or more respondents may be selected for a presentation and interview not to exceed thirty (30) minutes each. Upon recommendation by the Director of Economic Development and the Chair of the Corridor Improvement Authority, the Corridor Improvement Authority Board will make the final decision on which consultant (if any) is chosen. Details of the final scope of services will be negotiated between the chosen consultant and staff of the Corridor Improvement Authority.

Favorable quotes will be preferred over other proposals if:

1. The Quotation is easily understood
2. The Quotation is relevant to the Township’s request and includes details for implementation
3. Activities included are specific
4. Deliverables are stated
5. Time frames are specific and acceptable to the Township
6. References have been provided
7. References have been checked and are positive reviews of the work completed
8. Experience of the firm creating Integrated Plans and their overall implementation success
9. Time the firms have spent working on local government redevelopment
10. Length of time providing the type of service requested and is a reasonable timeframe for the project
11. Number local of professionals on staff
12. Qualifications of the firm and staff
13. The cost of services

Qualified firms are encouraged to present a proposal for the Integrated Corridor Improvement Authority Plan. Questions related to the RFQ may be directed to



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Amber Clark, Neighborhoods and Economic Development Director at (517) 853-4568 or [clark@meridian.mi.us](mailto:clark@meridian.mi.us).

Businesses New & Relocating									
Date of Approval	Start Year	Developer Name	Development Project Name	Review Category	Project Location	Project Type	Unit #	Assigned: Department/Commission	Project Description
4.16.2024	2024	SANDDS	SANDDS	New Businesses Opening/Relocating	3520 Okemos Road	New Commercial Development	1	Building Dept.	SUP for a new Recreational Marijuana
4.16.2024	2024	Okemos Local Investments	Okemos Local Investments	New Businesses Opening/Relocating	4360 Hagadorn Road	New Commercial Development	1	Building Dept.	SUP for a new Recreational Marijuana
	2024	Paul Vlahakis	Leounes Art & Antique Collection	New Applications	2650 Grand River Ave Suite C-1	New Commercial Development	1	Building Dept.	New business-waiting permit
Under Construction									
Date of Approval	Start Year	Developer Name	Development Project Name	Review Category	Project Location	Project Type	Unit #	Assigned: Department/Commission	Project Description
3/15/2022	2022	Giguere Homes	Sanctuary III	Under Construction	North of Robbins Way - East of Hulett Rd	Single Family Homes	7	Community Planning Dept.	7 single family homes built off Robbins
8/5/2019	2021	Mayberry Homes	Copper Creek (Phase III & IV)	Under Construction	Haslett Road/Green Road Haslett MI	Single Family Homes	38 of 98	Community Planning Dept.	Final stage of Copper Creek single
12/28/2021	2018	Okemos Pointe	Elevation Apartments (Phase III)	Under Construction	2362 Jolly Oak Road Okemos MI	MUPUD Commercial + Residential	66 of 370	Building Dept.	Final stages of Elevation Apartments at Jolly Oak
2/24/2022	2022	Newton LLC/DTN Mngmt	Newton Pointe	Under Construction	6276 Newton Rd Haslett MI	MUPUD Commercial + Residential	239	Community Planning Dept+ Building	Mixed-Use residential development and
4/22/2022	2022	SH G2755 LLC	Trader Joe's	Under Construction	2755 Grand River Ave E.Lansing MI	New Commercial Development	1	Community Planning Dept.	Commercial National grocer, retail at
12/12/2022	2023	Meridian Township Public Works	MSU -Lake Lansing Trail/Pathway (Phase 1)	Under Construction	Township Trail- Lake Lansing North -	Public Park/Public Facility Improvement	N/A	Engineering Dept.	Continuation of Lake Lansing-to -MSU trail
	2023	G.S Fedewa Builders, Inc.	Sierra Ridge(Phase IV)	Under Construction	Fresno Lane East Lansing MI	Single Family Homes	14 of 99	Community Planning Dept.	First approved in the early 2000's, final
2022	2023	Consumers Credit Union	Consumers Credit Union	Under Construction	2763 Grand River Ave East Lansing MI	New Commercial Development	1	Ingham County Drain Office	New Consumers Credit Union
	2021	Meridian Township Public Works	MSU -Lake Lansing Trail/Pathway (Phase 2)	Under Construction	Township Trail- Lake Lansing North - 2119	Public Park/Public Facility Improvement	1		Second phase of the continuation
4.16.2024	2024	Haslett Gallery	Herbana	Under Construction	Haslett Road Suite A Haslett MI	Marihuana Dispensary	1	Community Planning Dept.	SUP for a new Recreational Marijuana

Under Site Plan Review									
Date of Approval	Start Year	Developer Name	Development Project Name	Review Category	Project Location	Project Type	Unit #	Assigned: Department/Commission	Project Description
4/11/2022	2024	Radmoor Montessori	Radmoor Montessori	Under Site Plan Review	2745 Mt. Hope Rd Okemos MI	Existing Commercial Expansion	1		Expansion of Radmoor Montessor School on
	2023	Giguere Homes	Hulett Road Estates	Under Site Plan Review	3560 Hulett Road Okemos MI	Single Family Homes	6	Community Planning Dept.	6 single family homes, one house will
	2024	TIMN LLC	Pins & Pints	Under Site Plan Review	2120 E. Saginaw Hwy East Lansing MI	Existing Commercial Expansion	1	Community Planning Dept.	Potential redevelopment of City Limits
2023	2024	Newman Equities II , LLC	Grand Reserve	Under Site Plan Review	Central Park Drive and Powell Road	Mixed Housing - Middle Housing MUPUD	115	Community Planning Dept.	75 single family homes and 75 duplexes
7/26/2022	2024	SP Holding, LLC	Haslett Village Square 2.0	Under Site Plan Review	1655-1621 Haslett Road Haslett MI	Commercial + Residential	290		Redevelopment of the remaining 19 acres at
4/24/2023	2024	Mayberry Homes/	Schultz Veterinary Clinic	Under Site Plan Review	2806 Bennett Road Okemos MI	Building Expansion	1	Engineering Dept.	Expansion of the existing Schultz
2/28/2022	2024	Bennett Road Holding, LLC	Silverleaf (Phase I)	Under Site Plan Review	West Bennett Road	Single Family Homes	25 of 150	Community Planning Dept.	First phase of 150 single family home
5.21.2022	2024	Village of Okemos LLC	Village of Okemos	Under Site Plan Review	4668 Ardmore Road Okemos MI	New Commercial Development	206	Community Planning Dept.	Redevelopment of Hamilton and
	2024	ReRteam Development Group	Lake Court Development	Under Site Plan Review	Lake Court Drive Haslett MI	Multi-Unit Housing	8	Community Planning Dept.	Potential residential development, duplexes
	2024	DVNK LLC	DVNK LLC	Under Site Plan Review	1419 Grand River Ave	Marihuana Dispensary	1	Township Board	SUP for a new Recreation I Marihuana
	2024	Amsterdam CC LLC	Amsterdam CC LLC	Under Site Plan Review	4792 Marsh Road	Marihuana Dispensary	1	Township Board	SUP for a new Recreation I Marihuana
4.16.2024	2024	SANDDS	SANDDS	Under Site Plan Review	3520 Okemos Road	New Commercial Development	1	Planning Commission	SUP for a new Recreation I Marihuana
4.16.2024	2024	Okemos Local Investments	Okemos Local Investments	Under Site Plan Review	4360 Hagadorn Road	New Commercial Development	1		SUP for a new Recreation I Marihuana
	2024	Tarek Chawish	Chateau Coffee Co.	Under Site Plan Review	2361 W Grand River Ave	New Commercial Development	1	Building Dept.	New coffee shop on Grand River hoping to
	2024	Crunch Fitness	Crunch Fitness	Under Site Plan Review	2655 Grand River Ave	New Commercial Development	1	Building Dept.	interior expansion of Crunch Fitness into

	2024	Meijer Thrifty Acres	Okemos Meijer Expansion	Under Site Plan Review	2055 W Grand River Ave	Existing Commercial Expansion	1	Building Dept.	Interior expansion and update of the
	2024	BBK	BBK	Under Site Plan Review	2260 Jolly Oak Road	New Commercial Development	1	Building Dept.	New business - waiting for permit
	2024	Ageel Daudi	Jiff Puff Tobacco	Under Site Plan Review	3340 E Lk Lansing	New Commercial Development	1	Building Dept.	New owner/operator in the Carriage
	6.6.2024	Juice Nation	Juice Nation	Site Plan Review	3520 Okemos Road			Building Dept.	Plans Pending