



**AGENDA**  
*CHARTER TOWNSHIP OF MERIDIAN*  
*PLANNING COMMISSION – REGULAR MEETING*  
June 26, 2017 7PM



1. Call meeting to order at approximately 7:00 p.m.
2. Approval of agenda
3. Approval of minutes
  - A. May 22, 2017 Regular Meeting
  - B. May 22, 2017 Work Session
4. Public Remarks
5. Communications
  - A. None
6. Public Hearings
  - A. None
7. Unfinished Business
  - A. None
8. Other Business
  - A. Sustainability and Climate Action Plan review
  - B. Commission Review #17063 (Planning Commission), amend Planning Commission bylaws
  - C. July 24, 2017 Master Plan work session discussion
9. Township Board, Planning Commission officer, committee chair, and staff comments or reports
  - A. Shaping the Avenue initiative

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

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

**Planning Commission Agenda**

**June 26, 2017**

**Page 2**

10. Project Updates
  - A. New Applications – NONE
  - B. Site Plans Received
    1. Site Plan Review #17-04 (Verizon Wireless), install 90 foot tall cell tower at 4888 Dawn Avenue.
    2. Site Plan Review #17-15-02 (Ellison Brewery), construct outdoor seating area at 4903 Dawn Avenue.
  - C. Site Plans Approved
    1. Site Plan Review #17-02 (Portnoy and Tu, DDS), construct 4,332 square foot dentist office at 2476 Jolly Road.
11. Public Remarks
12. Adjournment

Post Script: Christine Tenaglia

The Planning Commission's Bylaws state agenda items shall not be introduced for discussion or public hearing after 10:00 p.m. The chair may approve exceptions when this rule would cause substantial backlog in Commission business (Rule 5.14 Limit on Introduction of Agenda Items).

Persons wishing to appeal a decision of the Planning Commission to the Township Board in the granting of a Special Use Permit must do so within ten (10) days of the decision of the Planning Commission (Section 86-189 of the Zoning Ordinance).

**TENTATIVE PLANNING COMMISSION AGENDA**

**JULY 10, 2017**

Regular Meeting

1. Public Hearings
  - A. None
2. Unfinished Business
  - A. None
3. Other Business
  - A. Sustainability and Climate Action Plan review

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

**DRAFT**

**May 22, 2017**

**5151 Marsh Road, Okemos, MI 48864-1198**

**517-853-4560, Town Hall Room, 7:00 P.M.**

**PRESENT: Commissioners Cordill, DeGross, Ianni, Premoe, Scott-Craig,  
Tenaglia (arrived 7:05)**  
**ABSENT: Commissioners Baruah, Lane and Richards**  
**STAFF: Director of Community Planning and Development Mark Kieselbach  
Senior Planner Peter Menser**

**1. Call meeting to order**

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

**2. Approval of agenda**

Commissioner DeGross moved to approve the agenda.

Seconded by Commissioner Cordill.

VOICE VOTE: Motion carried.

**3. Approval of Minutes**

April 24, 2017

Commissioner Premoe moved to approve the minutes of April 24, 2017 as written.

Seconded by Commissioner Scott-Craig.

**4. Public Remarks**

None

**5. Communications**

None

**6. Public hearings**

None

**7. Unfinished Business**

None

**8. Other Business**

A. Mixed Use Planned Unit Development Concept Plan - 2875 Northwind Drive

Senior Planner Menser outlined the MUPUD Concept Plan for discussion and commented at the time of submission a Special Use Permit would be required and that final approval of the project would come from the Township Board.

Ron Calhoun, representative of the applicant, commented this project would be a redevelopment of an existing building which was built in 1978. He stated they would use a similar footprint for the building and reuse the existing parking lot. He said the concept calls for a 3,400 square foot commercial space, 77 one-bedroom apartments and 17-two bedroom apartments with amenities tailored to the proposed residents. Mr. Calhoun commented a possible amenity could be access to the Township pathway that has been planned for the portion of the property along the river.

The Planning Commissioners discussed the proposed Township pathway along the river side of the property as a possible amenity. There was discussion about the public and private portions of Northwind Drive being combined into entirely public. The increase of traffic on Grand River was of great concern to the Commission. In summary, the Planning Commission thinks the project is feasible but advised that traffic, density, floodplain, amenities, and the affordability of the units are all concerns that must be addressed.

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

- A. Commissioner DeGroff thanked the volunteers that work with a local youth soccer program and congratulated them on another fun and successful season.
- B. Commissioners Tenaglia announced her attendance at the recent Meridian Leadership Group breakfast and noted her appreciation for the guest speaker, the MSU golf coach.

**10. Project Updates**

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

**11. Public Remarks**

None

**12. Adjournment**

Chair Ianni adjourned the regular meeting at 7:55P.M.

Respectfully Submitted,

Angela M. Ryan  
Recording Secretary

**CHARTER TOWNSHIP OF MERIDIAN  
PLANNING COMMISSION  
WORK SESSION MINUTES**

**May 22, 2017**

**5151 Marsh Road, Okemos, MI 48864-1198  
Town Hall Room, 517-853-4560**

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

**1. Call meeting to order**

Chair Ianni called the work session to order at approximately 8:02 p.m.

**2. Approval of agenda**

Commissioner Tenaglia moved to approve the agenda. Seconded by Commissioner DeGroff. Voice vote. Motion carried unanimously.

**3. Training Session**

- Staff reviewed the recent Planning Commissioner trainings that were held with new commissioners.
- Staff provided a brief overview of the major legislation guiding planning in Michigan, including the Michigan Planning Enabling Act, Michigan Zoning Enabling Act, Land Division Act, and the Open Meetings Act.
- Planning Commissioners discussed the major reporting responsibilities required under each law.
- The Meridian Township Planning Commission was formed under the Municipal Planning Act.
- Tri-County Regional Planning Commission serves as the regional planning body for Meridian Township.
- Both the Township Board and Planning Commission are responsible for the production and review of the Master Plan.
- Planning Commissioner suggestion to have more contact with the Tri-County Regional Planning Commission.
- Crucial to incentivize use of form-based code over traditional planning code if/when form-based code is adopted.
- Discussion on the land division act and how it applies and is used by the Planning Commission.
- Planning Commission suggestion to have more training sessions in the future on different topics of interest to the commission.

**4. Public remarks - None**

**5. Adjournment**

Chair Ianni adjourned the work session at approximately 8:50 P.M.

Respectfully Submitted,



Peter Menser

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**To:** Planning Commissioners  
**From:** Jennifer Quinlivan  
Jennifer Quinlivan, Assistant Planner  
**Date:** June 21, 2017  
**Re:** Sustainability and Climate Action Plan

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The Sustainability and Climate Action Plan was created by the Township's Energy Team, addressing the Township's commitment to environmental stewardship. The plan is a framework to promote environmental stewardship in Township policies and actions.

The Environmental Commission is reviewing the plan and will make a recommendation to the Township Board to incorporate the plan into the Master Plan as an appendix.

The Environmental Commission is requesting a collaborative review and comments from the Planning Commission, Transportation Commission and Economic Development Corporation. All comments from the Commissions will be add to the Environmental Commission's review of the plan prior to a recommendation to the Township board

Attached is a draft of the Sustainability and Climate Action Plan prepared by the Township's Energy Team. Representatives from the Energy Team will present the draft to the Commission and answer questions.

**Attachment**

1. Sustainability and Climate Action Plan dated, May 9, 2017.

G:\Community Planning & Development\Planning\ENVCMM\Memos\2017 memos\Sustainability Climate Action Plan Public Hearing 7-5-2017.pc

# Sustainability & Climate Action Plan

*(draft: 5-9-2017)*

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## Introduction

Energy is deeply connected to our community's economy, environment, and long term quality of life. Meridian residents spend over \$100,000,000 each year on energy.<sup>1</sup> The majority of this, consisting of non-renewable coal, oil, and natural gas, is imported from outside of Michigan. Most energy efficiency investments are dollars spent in our community and they have a multiplier effect. A 2011 report on the "Economic Impacts of PA 295 Energy Optimization Investments in Michigan" indicated that for each dollar spent on energy efficiency there is a net increase of over seven dollars in the cumulative Gross State Product (GSP). Energy expenditures represent a huge impact on our economy, our health, and our environment. In light of the urgency to mitigate climate change and the imperative to use tax \$ wisely, a plan to use resources wisely, economically, and efficiently is timely.

## Purpose, Scope, and Process

Meridian Township has a long history of environmental stewardship. The adoption of a Sustainability and Climate Action Plan provides a framework and blueprint for continuing and expanding this legacy. This Plan helps nurture this culture of environmental stewardship that influences all Township policies and actions.

The Plan focuses on five areas: Energy Efficiency, Renewable Energy, Recycling and Waste Reduction, Transportation, and Water Management. It offers a list of positive steps we can take now. It is intended to stimulate conversation, generate ideas, and evolve as new information, ideas, and people become available and involved. It is offered to supplement and dovetail with the Township Master Plan, Annual Plan, and related visions for a prosperous, healthy, and sustainable future.

As a working appendix to the Township's Master Plan, the Sustainability and Climate Action Plan is integrated with all Township government activities. Energy usage is a part of everything the Township and its staff does, so everyone is a partner in overall energy reduction efforts achieving a sustainable future. When partnerships come together with projects and priorities, a great deal can be accomplished.

It is envisioned that interests or funding will provide opportunities for ad hoc networks or working groups to take action toward achieving objectives and strategies in the Plan. Interest group networks may be internal, external, local, regional, or statewide. Funding for actions may be local, regional, state, or national.

The informal networks will need leadership within the township government and a sustainable way to do that is for township management to assign a Sustainability Leader for one or more of each of the five major areas of the Plan, Energy Efficiency, Renewable Energy, Recycling and Waste Reduction, Transportation, and Water Management. The primary duties of the leader would be to facilitate networks and partnerships to take advantage of interests and funding for achieving objectives of the Plan. The scope of duties and their limits can be developed by the Sustainability Leaders in their own informal network, once they are named.

Communication and education about interests, opportunities, and funding will be a continuing role of

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<sup>1</sup> <http://energy.gov/articles/how-much-do-you-spend> downloaded 9-12-16

the Meridian Township Energy Team as the Plan is implemented over the next 5 years. The Meridian Township Energy Team and Environmental Program Coordinator will assist township department staff with their efforts related to the plan and the Energy Team will report to the Township Manager and Environmental Commission on plan progress. As part of good government process, the Plan should be revisited at 5 year intervals and updated as needed.

### Why Climate Action?

In 2007, Meridian joined 1000+ communities in signing the U.S. Mayors Climate Protection Agreement. More recently, East Lansing, Grand Rapids, Ann Arbor, Traverse City, and others have developed Climate Action, Energy, and Resiliency Plans. Many of these are integrated in Comprehensive Plans. The Michigan Municipal League, MI Townships Association, State of Michigan, and others have launched a Green Communities Network to assist local governments in addressing environmental challenges including climate change.

Climate change is largely attributed to greenhouse gases, such as CO<sub>2</sub>, released from burning fossil fuels such as coal, oil, and natural gas. Climate change is predicted to have many impacts upon our weather, our health, and our economy. These include flooding, poor air quality, negative impact on trees, increased infectious diseases, and increased wildfire risk. One of the most significant impacts in Meridian Township will be more major rain events that lead to flooding.

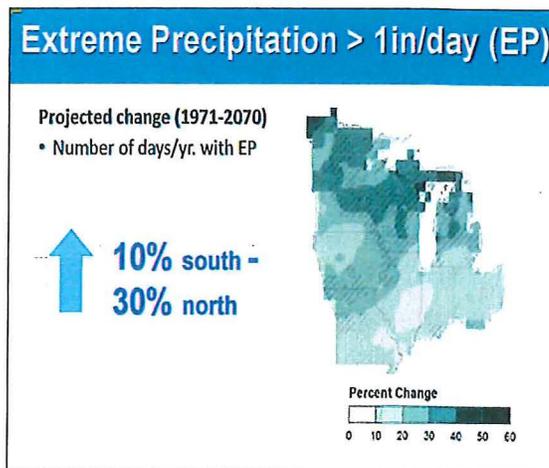


Figure 1: Great Lakes Integrated Sciences & Assessments (GLISA)

### Predicted Changes in Michigan

| Key Health Outcome          | Biophysical Parameter Changes  | Predicted Change |
|-----------------------------|--|------------------|
| Respiratory Diseases        | Air Pollutants increase with high temps; Pollen, Mold levels increase with longer growing season & more moisture     | ↑                |
| Heat Morbidity, Mortality   | More frequent, longer Heat Events; Warmer minimum temperatures   | ↑                |
| Injury, CO Poisoning        | More frequent Ice Storms, Extreme Rain leading to more Power Outages & Cleanup; changes in other storm types unclear | ↑ ?              |
| Waterborne Diseases, Toxins | Algal blooms, other Flood-related contaminations more frequent   | ↑                |
| Vector borne Diseases       | Impact on Mosquito & Tick lifecycle unclear  | ?                |

Figure 2: MI Climate & Health Adaptation Program

While exact impacts cannot be predicted, long term trends are evident and call for an organized response – especially when climate adaptation actions make communities better, more vibrant, more affordable, more sustainable, and more resilient places to live.

This Plan includes strategies that help can reduce climate change while saving money, saving energy, saving resources, and improving landscapes. These “actions of no regret” offer win-win opportunities that should be done regardless of opinions about the nature and threat of climate change.

## Sustainability Plan, Programs, Policies, and Progress to Date

### a. Energy Efficiency

Energy efficiency remains the quickest, safest, and most economical way towards sustainability and resilience. Meridian has made great strides in reducing energy consumption, saving over \$100,000 during the past 5 years. These energy improvements have more than paid for themselves and a portion of this savings has been allocated to a Revolving Energy Fund to support new investments in efficiency.

A Mid-Michigan Energy Study (2014, Michigan Energy Options), illustrates this effort:

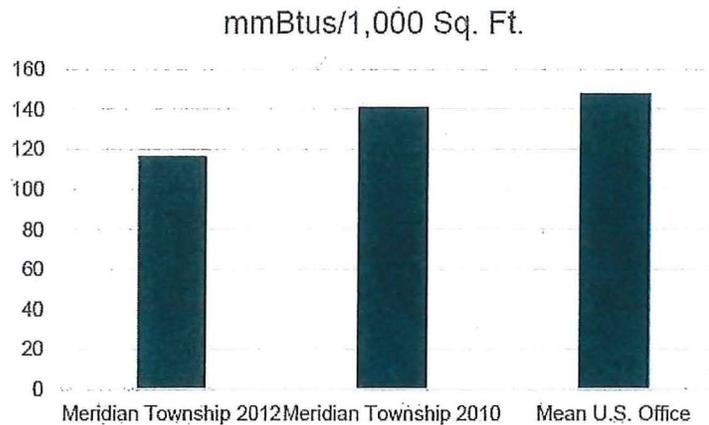
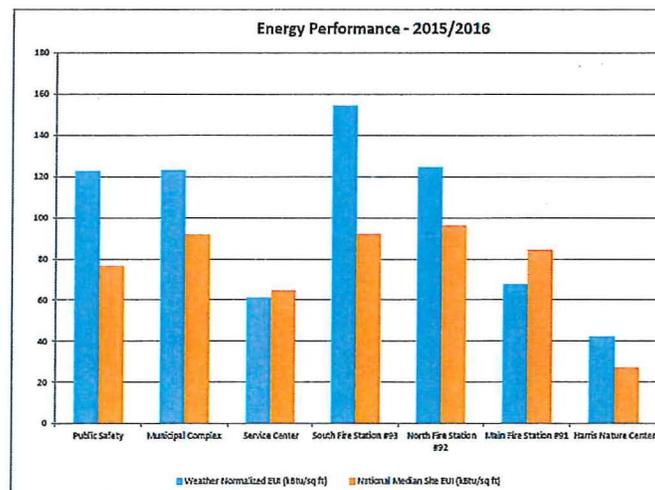


Figure 3: Mid-Michigan Energy Study 2014, Michigan Energy Options

A “Phase II” Energy Study was completed in 2015 (<http://bit.ly/phase-II>). In addition to seeking bids on the items recommended in this report (<http://bit.ly/p2summary>), a major engineering study is underway to explore some major HVAC system replacements and/or retrofits. A recent study, “Building Performance with Energy Star™” shows we still have energy savings potential (see <http://bit.ly/energy-performance-17>).



Objective a.1: Achieve significant energy cost savings and carbon reductions in township facilities. Implement energy efficiency measures outlined in recent energy studies.

Strategies:

- Implement recommendations from the latest [Building Performance with Energy Star Study](#) including development and adoption of a Meridian Energy Policy.
- Complete [Phase II Energy Recommendations](#) and HVAC Engineering Study.
- Review Recent Engineering Study/Capital Improvement Plans.
- Include major HVAC upgrades in Capital Improvement Plans.
- Obtain Energy Star designation for township buildings where possible.
- Establish LEED certification or the equivalent for all projects undertaken by the Township.
- Monitor savings and return 80% of savings to Revolving Energy Fund
- Budget funds to have Township buildings assessed for energy efficiency a minimum of once every five years.

Objective a.2: Explore other opportunities and partnerships

Strategies:

- Explore State and Federal grant funding, pilot programs, utility programs, etc.
- Continue and explore partnerships such as Green Community Network, Clean Cities, Sustainability Forums, and Greater Lansing area Local Government collaboration (East Lansing, Delhi, Williamstown Twp, Delta Twp, Ingham County, Clinton Co., Eaton Co, City of Lansing, etc.)
- Address the challenges of motivating employees and assisting residences and businesses.
- Explore providing incentives to builders to exceed the energy efficiency provisions of the state building code.
- Grow tree canopy throughout the township and especially in business areas to reduce cooling loads. Explore methods through ordinances or by providing incentives for existing businesses to upgrade their parking lots and landscaping to increase tree cover and shade to be energy efficient and environmentally friendly.

Objective a.3: Provide educational opportunities for Township staff and residents about energy consumption, savings, utility incentives, and other opportunities

Strategies:

- Discuss better ways to provide energy consumption data feedback to building managers, occupants/Township staff, and accounting/budgeting staff and financial managers. Information should also be provided to township residents so they are aware of township efforts.

## b. Renewable Energy

Renewable energy systems are becoming more cost effective as technology advances increase efficiency, system costs decrease, and the price of traditional power sources increase. Meridian Township will explore and examine opportunities to install solar, wind, geothermal, and other renewable energy systems at Township facilities and to foster installations at private developments. The focus will be on solar energy in the near term because many opportunities exist. Meridian Township will look at policies and procedures that can hinder or encourage a greater use of renewable energy.

### Past and Current Renewable Energy Efforts:

Meridian Township adopted a wind energy ordinance in May 2011. The purpose of the wind energy ordinance is to: a. Provide standards and regulations pertaining to the location, construction, design, maintenance, and abandonment of wind energy systems and anemometer towers; b. Enhance and expand the alternative energy options available to residents and businesses located in the Township; and c. Limit potential impacts to adjacent and nearby properties from wind energy systems and anemometer towers through proper design, engineering, and siting.

Meridian Township worked with Peninsula Solar, Michigan Energy Options, U.S. Dept. of Energy, and Consumers Energy to create a solar demonstration and educational project at Harris Nature Center. The demonstration includes a solar-powered webcam system and a grid-connected photovoltaic (PV) system. The main panels are mounted on a racking system on the roof (right photo) and a micro-inverter rests behind each panel. The two 250 watt roof-mounted solar panels were made in Michigan by Global Watt. These provide an average of 1.76 kWh on a sunny day. A separate 135 watt PV panel (left photo) powers two webcams pointed at the bird-feeding area and hawk cage. The cameras are independent of the electric grid and send images to the web for remote viewing. Energy production can be viewed at [https://enlighten.enphaseenergy.com/pv/public\\_systems/Uwam100679/overview](https://enlighten.enphaseenergy.com/pv/public_systems/Uwam100679/overview)



The Meridian Township Energy Team has been discussing opportunities to encourage more solar energy in the Township. Community Solar has been a frequent topic of conversation and Consumers Energy was invited to select a Township site for their Solar Gardens pilot. Consumers Energy did actively look into a number of possible sites but was not able to find a site big enough (5-6 acres) and suitable for one of their Solar Gardens PV arrays. The Lansing Board of Water & Light (LBW&L) is developing a 300 kW Community Solar project in Burcham Park on the border of Meridian Township. Since the Township

does have LBW&L streetlighting accounts, the Township Board authorized leasing ten 300 watt solar panels at the Burcham Park PV array. The Township will get utility bill credits for 25 years based on the electric production from the leased solar panels.

Objective b.1: Develop Township policies and procedures that encourage the use of renewable energy.

#### Strategies

- Review Township ordinances and procedures to ensure that they are renewable energy-friendly and do not provide any unnecessary barriers to the use of renewable energy.
- Incorporate provisions in the Master Plan that encourage a greater use of renewable energy.

Objective b.2: Increase the use of renewable energy at Township facilities.

#### Strategies

- Obtain 50% of Township electricity from renewable energy sources by 2025 and 100% by 2035. Since the Township receives almost all of its electricity from Consumers Energy, indirectly the Township will get 15% of its electricity from renewable energy resources because of the state Renewable Portfolio Standard (RPS) requiring the 15%. The Township can do better and set a goal of obtaining an additional 35% of Township electric usage from renewable energy sources by 2025 and 85% by 2035.
- Pursue the installation of solar electric systems at Township facilities by Dec. 2018.
- Participate in Community Solar or other green purchasing programs where possible.
- Pursue grant funding for demonstrations of new renewable energy technologies.
- Explore non-grid connected applications like solar streetlighting and solar lighting for signs.
- Explore using a special millage to fund solar energy installations on township facilities.
- Explore the benefits and costs of using a solar electric system as backup power for Township buildings.

Objective b.3: Provide educational opportunities about renewable energy options and encourage the installation of renewable energy at private and public facilities throughout the Township.

#### Strategies

- Set a goal of obtaining 25% of total community electric use from renewable energy resources by 2025. This includes the 15% due to the RPS.
- Provide educational opportunities about current and proposed policies, programs and incentives that could help them utilize renewable energy.
- Work with developers to consider alternative energy in site plan and construction of new development. Explore the types of incentives that could be provided by the Township to encourage a greater use of renewable energy, e.g. incentives for net zero homes or PV systems, elimination of permit fees for PV systems.
- Explore collaborations with schools and other institutions on joint purchasing of renewable energy systems.

### c. Recycling and Waste Reduction

Meridian Township has partnered with citizen groups and waste haulers/recycling providers to provide recycling options to residents for over a decade. During this time, Meridian has offered drop-off for yard waste, paper, metal, glass, and #1-#2 plastic at its Recycling Center and Transfer Station at 5976 E. Lake Drive in Haslett. This has been expanded to include electronics, Styrofoam/expanded polystyrene, green glass, and batteries. In addition, useable household furniture and knick-knacks are often reclaimed and refinished for resale. In 2005, Granger, who serves the majority of single-family residential customers in the Township, began providing curbside recycling at no charge to their customers in 1-5 unit single-family dwelling units. Also, in 2006, the Meridian Township Citizen's Recycling Advisory Committee formed and offered the first bi-annual community-wide recycling day. In 2007 Meridian hired a Recycling Coordinator to assist with recycling efforts in the township.

This graph, from Granger Recycling, illustrates increases in curbside recycling rates during the past decade.

In 2015, larger residential recycling carts were offered, which helped increase recycling rates in the residential sector. In addition, more materials were collected at our drop off center.

Objective c.1: Increase recycling in single-family and 1-4 unit homes Reduce the amount of materials sent to landfills by 10% in 5 years.

#### Strategies

- Work with Granger and others to expand the use of 96 gallon carts.
- Explore having a single hauler in the township.
- Launch a collaborative marketing and outreach program to promote existing recycling services and options.
- Explore and conduct regional education and promotion opportunities in collaboration with the Regional Recycling Coordinating Committee (R2C2), Capital Area Local First (CALF) and other neighborhoods/organizations/partners.

Objective c.2: Expand recycling in multi-family housing and apartments and township departments. Reduce the amount of materials sent to landfills by 10% in 5 years.

#### Strategies

- Promote current recycling efforts in multi-family housing.

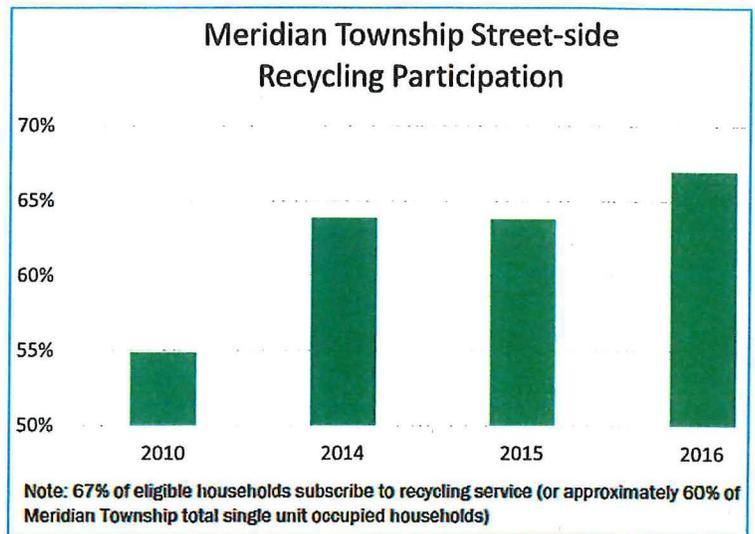


Figure 4 Granger 2016 Recycling Report

- Explore ordinances and policies that encourage recycling.
- Provide technical assistance to managers and occupants of multi-family housing/apartments.
- Implement a recycling campaign for all township departments.

Objective c.3: Offer community- and region-wide recycling events and other partnerships

Strategies

- Partner with local business, schools, neighborhoods, governments, churches, and others to promote and offer recycling events.
- Promote Ingham County household hazardous waste collections.
- Explore collaborative processing and/or transfer of recyclables locally and/or in the region (regional “material recovery facility”).
- Explore food, cooking oil/grease, composting, and related organic material recycling options.

Objective c.4: Provide educational opportunities on the 5 Rs. Refuse, Reduce, Reuse, Repurpose, Recycle.

Strategies

- Promote the 5 Rs and methods and programs that enable them.

**d. Transportation**

Transportation contributes 31% of greenhouse gases. Alternative fuels can reduce these impacts. The most accessible alternative to petroleum is often overlooked -- non-motorized transportation options like walking and biking. Transportation fuel use reduction measures decrease emissions, save the Township and its residents’ money, enhance environmental quality, and promote public health. The Township will focus on its own fleet, walking and biking, and land use decisions that can reduce petroleum use.

Past and Current Efforts:

A Complete Streets Ordinance was passed by Meridian Township on Sept. 18, 2012. The ordinance is “intended to provide safe, convenient, and comfortable routes for multiple modes of transportation including but not limited to walking, bicycling, personal vehicles and public transportation while encouraging healthy, active living, reduced traffic congestion and dependence on fossil fuels, and improved safety and quality of life for residents of Meridian Charter Township.”

The Township has 20 miles of trails (both natural and paved) and 80 miles of pedestrian/bicycle pathway. These trails and pathways are funded through the Park Millage and Pedestrian/Bicycle Pathway Millage and are maintained by the Township's Parks and Grounds Maintenance Staff. The purpose of the pedestrian/bicycle pathway system is to provide a network of interconnected pathways throughout Meridian Township. The completed system is intended to connect all destination points in the Township, including: schools in Okemos, Haslett, and East Lansing; libraries; parks; public buildings;

commercial areas; and related connecting routes outside the Township.

Smart Commute competitions encourage trips involving anything other than one driver in one motorized vehicle. Meridian has participated in the competitions for a number of years and in 2015 placed first among 23 teams participating. The 34-member Primed Meridian team won with 1,083 smart commutes. The previous year the team had 927 trips. The Township has also offered bikes and bike helmets to employees and volunteers for the past three years.

The Meridian Energy Team partnered with the Greater Lansing Area Clean Cities Coalition and ChargePoint to purchase and install an electric vehicle charging station at nearby Studio C in 2012. The Township has also explored clean diesel technology and experimented with biodiesel in its vehicles.



Objective d.1: Encourage employee and citizen participation in Smart Commute competitions and encourage employees and citizens to be smart commuters year round.

#### Strategies

- Continue to expand the bike and pedestrian pathways network throughout the Township.
- Encourage employee participation in Smart Commute competitions and encourage employees to be smart commuters year round.

Objective d.2: Decrease the use of petroleum in the Township vehicle fleet.

#### Strategies

- Choose the cleanest and most fuel-efficient vehicle that meets the department's needs.
- Use electric or hybrid vehicles whenever possible.
- Encourage efficient trip-planning to reduce the use of fuel.
- Conduct an efficiency inventory and audit of the government vehicle fleet.
- Adopt a fuel efficiency target for the government fleet, including an implementation plan for reaching this target. The plan should incorporate vehicle efficiency and life cycle cost analysis as well as highlight opportunities for purchasing or converting vehicles to be more efficient.
- Review and update the idling policy for the government fleet and/or a community-wide policy.
- Explore grants and support for alternative fuel vehicles and electric charging infrastructure.

Objective d.3: Use land-use planning to reduce vehicle miles traveled and petroleum use.

#### Strategies

- Continue a complete streets policy to ensure that the entire roadway is designed and operated with all users in mind - including bicyclists, public transportation vehicles and riders, and pedestrians of all ages and abilities. Increase miles of on-street bike lanes.
- Use the Urban Service Boundary to reduce vehicle miles traveled and encourage infill and redevelopment.

- Encourage cluster developments, mixed use and other compact residential choices closer to shopping, public transit and other services.

Objective d.4: Provide educational opportunities about transportation alternatives that can reduce petroleum use.

#### Strategies

- Provide educational opportunities about public transit, car sharing, smart commuting, and transportation-efficient communities.
- Provide educational opportunities about biking, walking, and driving safely, especially around bikers and walkers.
- Continue membership in and partnerships with Greater Lansing Area Clean Cities (<http://michigancleancities.org>) and providers of efficient vehicles, equipment, and fuels.
- Provide educational opportunities about web sites and apps to identify charging stations for electric vehicles. Encourage electric car charging stations.
- Continue to promote the employee and volunteer bike-sharing program.

### **e. Water Management**

Water and how it is managed impacts almost all aspects of society, in particular health, food production, water supply and sanitation, and the functioning of ecosystems. Higher temperatures and changes in extreme weather conditions due to climate change are projected to affect rainfall, river flows and groundwater, and water quality. Water management is an important Township responsibility and pollution prevention and wetland preservation are priorities. One of the most significant Climate Change impacts in Meridian Township will be more major rain events that lead to flooding.



#### Past and Current Water Management Efforts:

Meridian Township Public Works and Engineering maintains, repairs and operates the water distribution system; which includes 158 miles of water mains, over 12,000 water services, 15,000+ water meters, 15,000+ remote readers, 1,900+ fire hydrants, and two 500,000 gallon elevated storage tanks. The Township is responsible for maintenance of the water mains in the streets and in easements, and for the service lines from the water main to the curb stop, and for the water meter. The property owner is responsible for maintenance of the water service line from the curb stop to the building.

The Township's web site has information on storm water management and pollution prevention including the following topics:

- Pollution Isn't Pretty
- What Can You Do? Public Responsibility and Stewardship
- Sanitary Sewers vs. Storm Sewers
- Prevent or Report Illicit Discharges
- How to Properly Wash Pavement and Your Car
- Pesticides and Fertilizers
- Disposing of Grass, Leaves, and Animal Waste
- Where to Dispose of Household Hazardous Waste, Travel Trailer Waste, Motor Oil, and More
- Septic System Maintenance
- Green Infrastructure and Low Impact Development
- Managing Riparian Lands

The Township is a member of the East Lansing Meridian Water & Sewer Authority and purchases treated water from the Authority for areas of the Township north of Bennett Road and Kinawa Dr. The Township purchases treated water from the Lansing Board of Water & Light for areas south of Bennett Road and Kinawa Dr.

The Township adopted a wetland protection ordinance that is more protective of wetlands than State regulations. The Township ordinance of "no net loss" of wetlands means that wetlands drained or filled must be replaced by a wetland of equal size. This includes wetlands as small as .25 acres. The Township maintains a wetland inventory and incorporates wetlands into the site plan review process, including setbacks from natural features such as wetlands.

Objective e.1: Decrease water usage at Township facilities.

#### Strategies

- Use building energy audits to determine which water fixtures to upgrade.
- Amend purchasing policy to require that when purchasing or replacing new toilets, showers, and faucets only low flow fixtures will be purchased.
- Install waterless urinals where appropriate.
- Explore and implement, as funds allow, a system to capture and use rainwater and gray water for turf and landscape irrigation at municipal facilities.

Objective e.2: Reduce the amount of storm water runoff.

#### Strategies

- Partner with the Ingham Co. Drain Commission on reduction in storm water runoff.
- Increase the number of street trees.
- Use porous pavement, rain gardens, bioswales, riparian buffers, and retention ponds.
- Use township parks and other properties to demonstrate these strategies.
- Provide credits on water bills for rain barrels, porous pavement, and rain gardens.
- Encourage projects that reuse storm water for irrigation purposes.
- Discourage development within wetlands, floodplains, floodplain fringe areas, and water retention areas.

Objective e.3: Provide educational opportunities about water conservation and management.

#### Strategies

Educational opportunities might include:

- importance of water conservation by creating signs or other outreach materials describing why we conserve water and what the Township is doing to conserve water.
- fertilizer use and alternatives as it affects run-off to streams etc.
- information about rain barrels.
- information about water efficient appliances such as low-flow toilets and showerheads and Energy Star clothes and dish washers.
- how water usage compares to a typical home's water usage.

Objective e.4: Explore opportunities for water efficiency improvements within Meridian's water supply and sewage treatment systems.

#### Strategies

- Discuss opportunities with East Lansing Sewage Treatment Plant, East Lansing Meridian Water and Authority, and Lansing Board of Water and Light.
- Review water safety and supply plans and strategies.

### **f. Cross-Cutting**

Some issues and activities cut across some or all of the five program areas.

Objective f.1: Provide Educational Opportunities

Educational opportunities can be provided via the following mechanisms:

- Maintain and update the Township web site as needed.
- Partner with HOM-TV and the Communications department to provide information
- Use the web page, HOM-TV, public forums, and other means to make residents aware information of current and proposed policies, programs and incentives

Objective f. 2: Monitor greenhouse gas reductions and energy and cost savings and determine benefits to the community.

#### Strategies

- Have township departments communicate progress to the Environmental Commission and Township Manager about activities related to the Meridian Township Sustainability and Climate Action Plan.
- Continue current monitoring efforts.
- Invest in monitoring equipment as needed. Explore cost-effective energy monitoring systems, software, assistance, and equipment including WeGoWise and Consumers Municipal Energy Efficiency Pilot.

- Calculate water, energy, and cost savings and reductions in greenhouse gases.
- Prioritize top energy-using sites/buildings/equipment for more frequent monitoring.
- Stay abreast of changes in Consumers E-Billing Program, smart metering opportunities, street lighting options, and other pilot programs.
- Reporting metrics would include:
  - 1) Total annual municipal energy consumption (MBTU)
  - 2) Total annual communitywide energy consumption (MBTU)
  - 3) Annual energy and cost savings from energy improvements to municipal buildings (MBTU, \$)
  - 4) Total annual renewable energy generated from township facilities or purchases (kWh)
  - 5) Total annual renewable energy generation in the community (kWh)
  - 6) Materials recycled communitywide (tons/year)
  - 7) Number of participants recycling (#residents, #businesses)
  - 8) Annual municipal water consumption (gallons)
  - 9) Annual communitywide water consumption (gallons)
  - 10) Number of electric, electric hybrid, or alternative fuel vehicles in the township fleet
  - 11) Annual fuel savings in the township fleet (gallons of petroleum-based fuel)
  - 12) Percent sustainable commutes by mode type (%walked, %biked, % public transportation)

Objective f.3: In evaluating any major capital outlay project, consider the potential impacts on sustainability goals.

Strategies

- Proposals for capital improvements should include a brief paragraph indicating sustainability implications.

Objective f. 4: Include sustainability efforts in economic development and placemaking

Strategies:

- Assist businesses to achieve their sustainability goals
- Incorporate sustainability goals in tax abatements
- Offer fast tracking and technical assistance for sustainable developments

Objective f.5: Participate in community and regional collaborations to promote sustainability and climate action goals

Strategies:

- Work with other local governments in the Lansing area and the Tri-County Planning Commission to achieve sustainability and climate action goals and promote resilient communities.
- Use ad-hoc working groups within the township and region to pursue plan goals

## Conclusion

This Sustainability and Climate Action Plan for Meridian Township documents the remarkable activities implemented by the Township for using energy wisely, economically, and efficiently since the Township's signing of the U.S. Mayors Climate Protection Agreement 10 years ago. Much progress has been made and the Township's departments can be proud of the efforts to date.

The Plan moves the Township further along the path of lowering energy usage impacts to the economy, health, and environment by recommending both short and long term actions. These actions are in \_\_\_ specific strategies encompassing \_\_\_ general objectives under the 5 broad areas of Energy Efficiency, Renewable Energy, Recycling/Waste Reduction, Transportation, and Water Management. Implementing the strategies will help make the Township an even better place for residents to live, work, and play and go a long way to ensuring a sustainable future.

As an appendix to the Township's Master Plan, the specific strategies in this plan should be revisited every 5 years and a summary of accomplishments prepared.

## Acknowledgements

- City of East Lansing
- Great Lakes Integrated Sciences & Assessments
- Meridian Energy Team
- Meridian Environmental Commission

Figure 1: Great Lakes Integrated Sciences & Assessments (GLISA)

Figure 2: Michigan Climate and Health Adaptation Program

Figure 3: Mid-Michigan Energy Study 2014, Michigan Energy Options

Figure 4 Granger 2016 Recycling Report



**To:** Planning Commission

**From:**   
Peter Menser  
Senior Planner

**Date:** June 20, 2017

**Re:** Commission Review #17063 (Planning Commission), amend Planning Commission bylaws.

Revisions to the Planning Commission bylaws were discussed at the April 10, 2017 and April 24, 2017 meetings. Since the last meeting staff has revised the bylaws to incorporate comments from Planning Commissioners. A clean copy of the revised bylaws is attached for consideration.

- **Move to adopt the revised Planning Commission bylaws dated June 14, 2017.**

**Attachment**

1. Planning Commission bylaws dated June 14, 2017.

**MERIDIAN TOWNSHIP PLANNING COMMISSION  
BYLAWS**

*June 14, 2017 UPDATE*

These bylaws of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, are adopted in accordance with the Michigan Planning Enabling Act (Act 33 of 2008 as amended), which states, "a planning commission shall adopt bylaws for the transaction of business and shall keep a public record of its resolutions, transactions, findings and determinations."

**1. AUTHORIZATION**

The Planning Commission, hereinafter called the Commission, is established pursuant to the Michigan Planning Enabling Act (Act 33 of 2008 as amended), and the Meridian Charter Township Code of Ordinances, (Chapter 2, Article VI, Division 5).

**2. OFFICERS & COMMISSIONERS**

2.1 Selection. At the first regular meeting in January, the Commission shall select from its members a chair, vice-chair, and secretary.

2.2 Terms. Term of office shall commence from the date of selection for a period of one year, or until a successor has been selected. Officers shall be eligible for re-election, but shall not serve more than two successive full terms in an office.

2.3 Duties of Officers & Commissioners.

- a. The chair shall preside at all meetings, appoint committees and liaisons to other groups with concurrence from the Commission, authorize calls for special meetings and perform such other duties as may be specified by the Commission.
- b. The vice-chair shall act in the capacity of the chair in the chair's absence.
- c. In the event the office of the chair becomes vacant, the vice-chair shall succeed to this office for the unexpired term and the Commission shall select a successor to the office of vice-chair for the unexpired term.
- d. The secretary shall perform those duties as assigned by the Michigan Planning Enabling Act (Act 33 of 2008 as amended), and such other duties as may be assigned from time to time by the Commission.

- e. Members of the Commission who are absent from more than three (3) consecutive, regularly scheduled Commission meetings and work sessions or more than thirty (30) percent of the regularly scheduled Commission meetings and work sessions in a calendar year shall be subject to review and possible recommendation for removal to the Township Board. Exceptions may be made if absences are due to the conduct of other business as authorized by the Commission.
- f. Members shall comply with the definition of "conflict of interest" found in Section 2-287(d) of the Code of Ordinances. Members who have a conflict of interest shall not vote or participate in any consideration of that matter, such action to be recorded in the meeting record. Failure of a member to disclose a potential conflict constitutes malfeasance in office.

### 3. RESPONSIBILITIES AND AUTHORITY

The Commission shall assume the following responsibilities and authority pursuant to:

- A. The Michigan Planning Enabling Act (Act 33 of 2008 as amended)
  - 1. Prepare, adopt, or amend a master plan for the Township, including recommendations for development. Examples of activities to accomplish this responsibility include:
    - a. Preparation of planning reports and plans (prior to publication).
    - b. Preparation of preliminary plans and reports for the physical development of the Township, including: a land use plan and program and the general location, character, and extent of streets, roads, highways, bicycle paths, pedestrian ways, railroads, bridges, waterways and waterfront developments; flood retention works, drainage, sanitary sewers and water supply system; works for preventing pollution and works for maintaining water levels; and public utilities and structures.
    - c. Recommendations as to the general character, extent and layout for the redevelopment or rehabilitation of blighted areas.
    - d. Evaluate and prepare recommendations related to the administration and enforcement of the subdivision of land.
  - 2. Conduct studies and surveys related to Township planning and development.
  - 3. Review for character, location, and extent and recommend approval or disapproval of public improvements, prior to construction or authorization for construction of a street, square, park, playground, public way, ground, or other open space, or public building or other building.
  - 4. Promote public education and citizen participation in the Township master plan.

- B. The Land Division Act (Act 288 of 1967 as amended)
  - 1. Recommend approval, modification or disapproval of plats in accordance with Chapter 62 of the Meridian Township Code of Ordinances.
- C. The Michigan Zoning Enabling Act (Act 110 of 2006 as amended)
  - 1. Hear and decide special use permits.
  - 2. Formulate and recommend ordinances, including their amendments or revisions.
  - 3. Evaluate and prepare recommendations related to the administration and enforcement of the zoning ordinance.
- D. The Meridian Charter Township Code Of Ordinances, Chapter 2, Article VI, Division 5
  - 1. Recommend to the Township Board a member of the Commission to serve on the Zoning Board of Appeals.
  - 2. Make recommendations for the selection of consultants and determination of basis for compensation to the Township Board.

**4. COMMITTEES**

- 4.1 Purpose. The Commission may establish committees and/or designate liaisons to other Township bodies necessary to assist it in fulfilling its responsibilities and goals.
- 4.2 Appointment. Committee members or liaison members shall be appointed by the chair, with concurrence from the Commission.
- 4.3 Assignment of Duties. The Commission shall define the purpose, functions, tenure, selection of the chair, meeting and reporting requirements for its committees. A committee may be discharged from its responsibilities by the Commission.
- 4.4 Public Participation. Committees shall meet requirements for public participation and access to records as provided for in 5.11 and 5.12 of these bylaws.

**5. MEETINGS**

- 5.1 Regular Meetings. The Commission shall hold no fewer than four regular meetings each year. In addition, work sessions may be scheduled for informal consideration of business, providing no official actions or decisions are taken at these sessions. All meetings and work sessions shall comply with the provisions of the Freedom of Information Act.

- 5.2 Special Meetings. Special meetings may be called by the chair. The chair shall call a special meeting at the written request of three or more members of the Commission. Commission members shall be notified at least 48 hours prior to the meeting. Notification may be by e-mail or telephone and shall include the purpose of the meeting. Public notice of special meetings shall be in accordance with the Open Meetings Act (Act 267 of 1976 as amended).
- 5.3 Meeting Schedule. A schedule of the Commission's regular meetings including date, time and place shall be established for each calendar year in accordance with the Open Meetings Act (Act 267 of 1976 as amended). Notice of such schedule, shall be available to the public no later than ten days after the first meeting of the Commission in each calendar year. A change in the regular meeting schedule shall be posted within three days after the meeting at which the change is made.
- 5.4 Quorum. Five members shall constitute a quorum for the transaction of business at meetings unless otherwise specified in these bylaws. The chairperson may postpone or reschedule a meeting in the event a quorum will not be present upon proper notification in accordance with the Open Meetings Act (Act 267 of 1976 as amended).
- 5.5 Resolutions and Motions. All resolutions and motions of a substantive nature shall be made in writing. The name of the originator and seconder, the findings of fact, and the rationale for action shall be recorded in the minutes.
- 5.6 Voting. Voting shall be by voice except that a roll call vote will be taken and recorded for all decisions made by resolution, or when requested by a member of the Commission.
- 5.7 Decisions. Providing a quorum is present, a simple majority of those present and voting shall be required for Commission action. Exceptions shall include:
- a. Adoption of the Master Plan, or any part thereof, including extensions, additions, revisions or other amendments all of which shall require the affirmative vote of at least six members.
  - b. Any other action which by law, Township ordinance or parliamentary authority requires otherwise.
- 5.8 Agenda.
- a. An agenda shall be established for each meeting of the Commission by designated Township staff and the chair, and shall be made available to Commission members and the public in advance of the meeting. The chair shall determine the order of business, unless otherwise amended by the Commission.
  - b. Agenda items to be considered at a special meeting shall be limited to those included in the call to meeting, unless all members are present and vote otherwise.

- c. No more than three public hearings may be scheduled for a regular meeting of the Commission. The chair may approve exceptions when this bylaw would cause substantial backlog in Commission business.
- d. A typical agenda may include:
  - 1. Call to order
  - 2. Public Remarks
  - 3. Approval of agenda
  - 4. Approval of Minutes
  - 5. Communications
  - 6. Public Hearings
  - 7. Unfinished Business
  - 8. Other Business (as applicable)
  - 9. Announcements
  - 10. Public Remarks
  - 11. Adjournment

5.9 Public Participation.

- a. All regular and special meetings, work sessions, and committee meetings shall be open to the public subject to the provisions of the Open Meetings Act (Act 267, 1976 as amended).
- b. Opportunity shall be provided for public comment at meetings in accordance with established Commission and Township policies and procedures, which include:
  - 1. The number of persons admitted to a meeting room will be in keeping with public safety requirements and availability of space. Efforts will be made to provide adequate room to accommodate those in attendance.
  - 2. Established protocols for public participation will be announced at the beginning of the meeting.
  - 3. Opportunity to speak will be granted either under Public Remarks, or during a public hearing, as most appropriate.
  - 4. Members of the public wishing to speak must first fill out and hand in a request form.

5. Members of the public will identify themselves by name and address prior to presenting their comments.
  6. A member of the public will be provided no less than three minutes to speak. Reasonable time limits may be imposed to insure everyone desiring to speak has an opportunity to speak.
  7. All written communications will become part of the Commission record.
  8. The chair may invite members of the public to participate in informal discussion on all or selected agenda items during Commission work sessions.
- c. The chair may call to order any person who disrupts the orderly conduct of a meeting and prohibit such person from further participation or attendance at such meeting.
- 5.10 Records. Designated Township staff shall be responsible for minutes and other official records of all Commission meetings and actions, including supporting documentation. Notice of meetings, minutes and records shall be available to the public in accordance with the Freedom of Information Act (Act 442 of 1976 as amended).
- 5.11 Reporting Requirements. The Commission shall provide for timely transmission of such reports or recommendations as are required by State law, Township ordinance or Board policy. Examples of reporting requirements include:
- a. Planning.
    1. The secretary of the Commission shall prepare and distribute a notice the Commission intends to prepare a Master Plan and requesting cooperation and comment to:
      - a. Each municipality contiguous to Meridian Township.
      - b. Tri-County Regional Planning Commission
      - c. Ingham County Board of Commissioners.
      - d. Each public utility company and railroad company owning or operating a public utility or railroad within Meridian Township that registers its name and mailing address for this purpose with the Commission.
      - e. Any government agency that registers its name and mailing address for this purpose with the Commission.
      - f. Ingham County Road Department and Michigan Department of Transportation.

2. The secretary of the Commission shall distribute the completed Master Plan draft after receiving Township Board authorization to the following:
  - a. Each municipality contiguous to Meridian Township.
  - b. Tri-County Regional Planning Commission.
  - c. Ingham County Board of Commissioners including a statement signed by the secretary of the Commission that each municipality contiguous to Meridian Township and the Tri-County Regional Planning Commission were notified of the intent to prepare a Master Plan.
  - d. Each public utility company and railroad company owning or operating a public utility or railroad within Meridian Township which has registered its name and address; and reimburses Meridian Township for copying and mailing costs.
  - e. Any government agency which has registered its name and mailing address with the secretary of the Commission and reimburses Meridian Township for copying and mailing costs.
  - f. Ingham County Road Department and Michigan Department of Transportation.
3. The secretary of the Commission shall distribute a copy of the adopted Master Plan to each entity which received a copy of the draft Master Plan shall be send a copy of the Master Plan upon final adoption.

b. Zoning. Following the hearing on a proposed Zoning Ordinance, or its amendment, the Commission shall submit any comments received at the hearing and its proposed zoning ordinance including any maps and recommendations to the Township Board for final action thereon, as specified in the Michigan Zoning Enabling Act (Act 110 of 2006 as amended) and Chapter 86 of the Township Code of Ordinances.

c. Annual Report. The Commission shall make an annual written report concerning its operations and the status of planning activities, including recommendations regarding actions by the Township Board related to planning and development; and on the administration and enforcement of the zoning ordinance and recommendations for amendments or supplements to the ordinance. The secretary of the Commission shall transmit the report to the Township Board.

5.12 Limit on Introduction of Agenda Items. Agenda items shall not be introduced for discussion or a Public hearing opened after 10:00 p.m. The chair may approve exceptions when this bylaw would cause substantial backlog in Commission business.

## 6. PUBLIC HEARINGS

### 6.1 Purpose.

- a. Public hearings shall be held:
  1. Prior to the adoption of any part of the master plan or any extension, addition, revision or other amendment thereof.
  2. Prior to making a recommendation to the Township Board of any amendment to the Township Zoning Ordinances or of other zoning requests.
  3. For consideration of special use permits.
  4. For other matters as required by statute or Township Zoning Ordinance.
- b. Public hearings may also be held for informational purposes. Reasons for holding informational hearings include but not limited to:
  1. To seek citizen input on any appropriate subject.
  2. To educate the public on selected issues or proposed actions related to planning and development and enhance public understanding or acceptance.

### 6.2 Notice.

- a. Notice of public hearings, including time, place, and purpose shall be made in conformance with applicable statutes and ordinances. Examples of noticing requirements include:
  1. Planning. The Michigan Planning Enabling Act (Act 33 of 2008 as amended) for adoption and amendment of a master plan.
  2. Zoning. The Michigan Zoning Enabling Act (Act 110 of 2006 as amended) and Meridian Township Code of Ordinances, Chapter 86, for zoning map amendments, zoning ordinance amendments, special use permits, planned unit developments, and planned residential developments.
  3. Plats. The Land Division Act (Act 288 of 1967 as amended) and Meridian Township Code of Ordinances, Chapter 62, for tentative preliminary, final preliminary, and final plats.
- b. Other procedures as adopted by the Planning Commission or Township Board.

6.3 Format. Public hearings shall be part of regular Commission meetings and shall be conducted according to established written procedures. An example of a typical public hearing format is:

- a. Introduction by the chair (Open public hearing, announcement of procedures, time limits, and protocols for participation by the public, applicants, and their designated representatives).
- b. Summary of subject matter.
- c. Presentation by the petitioner (applicant) or designated representative(s).
- d. Public comments.
- e. Discussion and questioning by Commission members.
- f. Close public hearing.

6.4 Decisions.

- a. A decision on a special use permit, zoning request or ordinance will not be made on the date of the public hearing considering such item.
- b. Written notice of a Commission decision will be sent to the parties directly concerned with the purpose of the hearing, including petitioners or originators of the request for the hearing.

## 7. APPEALS

7.1 Administrative Decisions. A person aggrieved by the action of the Director of Community Planning and Development related to a minor amendment to a Special Use Permit originally approved by the Commission may appeal in writing to the Commission within ten (10) days after the date of such action.

- a. The Commission shall hold a hearing on the appeal, following prior notification to the public.
- b. Parties to the complaint shall confine their participation to the issues specified in the appeal.
- c. The Commission shall notify the appellant in writing of its decision and rationale.

7.2 Commission Decisions. A person aggrieved by action of the commission related to special use permits may appeal such action in writing to the Township Board within ten (10) days after the date of such action.

## 8. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised, shall generally govern all questions of procedure not otherwise provided for in these bylaws or by state or federal law, or Township ordinance or policy; EXCEPT, the Planning Commission shall not reconsider a decision without prior authorization from the Township Board.

## 9. AMENDMENT AND SUSPENSION OF BYLAWS

- 9.1 Amendment. Bylaws not required by state or federal law or Township ordinance may be amended by a two-thirds vote of the Commission, provided fifteen days notice and an opportunity for comment is given to the public.
- 9.2 Suspension. A bylaw may be suspended by a two-thirds vote of Commission members present and voting at a meeting, provided said action is in accordance with established state or federal law, Township ordinance and parliamentary authority.