

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

APPROVED

May 18, 2020

**Meeting held virtually using the Zoom web conferencing application
7:00 P.M.**

**PRESENT: Commissioners Premoe, Trezise, Cordill, Richards, Lane, Shrewsbury, Clark,
and McConnell**

ABSENT: None

**STAFF: Director of Community Planning & Development Mark Kieselbach, Economic
Development Director Ken Lane, Information Technology Director Stephen
Gebes, Multimedia Producer Samantha Diehl, Principal Planner Peter Menser**

1. Call meeting to order

Chair Hendrickson called the regular meeting to order at 7:01 P.M.

2. Public Remarks - None

3. Approval of Agenda

Commissioner Richards moved to approve the amended agenda.
Seconded by Commissioner Trezise.

Principal Planner Menser requested the Planning Commission to add agenda item 8b to discuss a
Planning Commission liaison to the Economic Development Corporation (EDC)

Motion maker agreed to add agenda item 8c.
VOICE VOTE: Motion approved unanimously.

4. Approval of Minutes

- A. February 24, 2020 Regular Meeting
- B. May 11, 2020 Work Session

Commissioner Trezise moved to approve the meeting minutes for both the February 24, 2020
Regular Meeting and the May 11, 2020 Work Session.
Seconded by Commissioner Shrewsbury.
VOICE VOTE: Motion approved unanimously.

5. Communications

Chair Hendrickson noted the two communications received as listed on the meeting agenda.

6. Public Hearings - None

7. Unfinished Business – None

8. Other Business

A. Election of Vice-Chair

Principal Planner Menser outlined the responsibilities of the Vice-Chair officer position that has been vacated due to the elevation of Scott Hendrickson to the position of Chair.

Commissioner Cordill nominates Commissioner Trezise for the position of Vice-Chair.
Supported by Commissioner Richards.

Commissioner Trezise shared his appreciation for consideration and noted he would accept the nomination.

VOICE VOTE: Motion approved unanimously.

B. Zoning Board of Appeals (ZBA) representative

Principal Planner Menser outlined the responsibilities of the Zoning Board of Appeals representative, noting the meeting schedule and the decision criteria used at the meetings. He also noted Economic Development Director Lane served on the ZBA if anyone had additional questions. Director Lane said he enjoyed his time on the ZBA.

Commissioner Shrewsbury nominates Chair Hendrickson to serve as the Planning Commission representative to the ZBA.
Supported by Commissioner Richards.

Chair Hendrickson said he could attend the meetings, but would like another Commissioner to step in and fill his role as liaison to the Corridor Improvement Authority.

VOICE VOTE: Motion approved unanimously.

C. Economic Development Corporation (EDC) Liaison

Commission Premoe nominates Commissioner Trezise to serve as the Planning Commission liaison to the EDC.

Supported by Commissioner Cordill.

VOICE VOTE: Motion approved unanimously.

After discussion among members, Commissioner Cordill volunteered to serve as the liaison to the CIA.

Commissioner McConnell nominates Commissioner Cordill to serve as the Planning Commission liaison to the CIA.

Supported by Commissioner Shrewsbury.

VOICE VOTE: Motion approved unanimously.

D. Form Based Code

Chair Hendrickson provided an introduction to the draft form based code (FBC) ordinance as well as a summary of the discussion to date. Planning Commission discussion included the following:

- Use table discussion:
 - Different types of temporary outdoor uses include seasonal sales for items such as fireworks, vegetables, or Christmas trees
 - Desire to move use table to specific form district, with each district having its own list of uses allowed
 - Desire not to prohibit outdoor display of goods
 - Thought that outdoor storage/display may be self-limiting given the setbacks in the form based code
 - Desire not to discourage outdoor uses such as pop-up events
 - Consideration to list uses by right only and not include conditions
 - Child care centers could be valuable addition to mixed use developments
 - Breweries/distilling not considered to be manufacturing/production and would be allowed in FBC
 - Public/private utility structures should be allowed by special use permit
 - Temporary outdoor sales allowed, but note in FBC that approved by Director
 - Staff will provide info at a future meeting regarding location standards for child care and bars
- The Planning Commission agreed to potentially prohibit the following uses from the Grand River Avenue form district use table:
 - Motor vehicle sales, service still allowed
 - Open air businesses, with the exception of nurseries
 - Hospitals
 - Production/processing/distribution
 - Accessory structures
 - Drive-through uses (fast food, among others)
- Map of district needed for future discussions
- Graphics not yet complete, idea to talk to MSU students to create graphics
- Definition for garden wall needed, details to be added to form district
- Definition and design for knee wall needed, as well as when it would be required
- Issue with storefront fenestration on page 11 of draft ordinance conflicting with page 23, preference to use 40 to 90% coverage
- Standalone residential needs to be added to draft, possibly only on side streets and not on Grand River Avenue
- Need to add multiple family and mixed use to draft ordinance
- Next steps for ordinance include graphics, maps, master plan for area, location of new streets, design guidelines and where/how they fit into draft ordinance
- General Township Board support to improve area and create vision
- Idea to hold joint work session with Township Board to get buy-in to ordinance
- Board needs additional detail on FBC
- Considerations of methods to approach Board regarding FBC
- Consideration to talk about history of area, how it may or may not evolve/change if not addressed

9. Reports and Announcements

- A. Township Board updates.

Principal Planner Menser provided a summary of recent Township Board activities.

Commissioner Premoe provided an update from attending the Brownfield Redevelopment Authority meeting on February 20, 2020.

10. Project Updates

- A. New Applications - None
- B. Site Plans Received - None
- C. Site Plans Approved - None

11. Public Remarks - None

12. Adjournment

Commissioner Richards moved to adjourn the meeting.

Supported by Commissioner McConnell.

VOICE VOTE: Motion carried unanimously.

Chair Hendrickson adjourned the regular meeting at 9:42 p.m.

Respectfully Submitted,
Peter Menser, Principal Planner

NOTICE TO PROCEED

Dated: June 17, 2020

TO: Mr. Bill Wilburn, Project Manager
Capital Asphalt LLC

ADDRESS: 3888 S. Canal Road
Lansing, MI 48917

CONTRACT: BITUMINOUS REPAIR CONTRACT 2020

You are notified that the Contract Times under the above Contract will commence to run on June 22, 2020. In accordance with Article III of the Contract the date of completion for the specific repair locations listed in Appendix A is July 22, 2020. Subsequent repair locations will be added to the list as they occur throughout the year. Such locations shall be completed on a cycle no longer than 30 days.

Deliver to **OWNER** an acknowledged copy of this Notice to Proceed.

CHARTER TOWNSHIP OF MERIDIAN

By: _____
Younes Ishraidi, P.E.
Chief Engineer

ACKNOWLEDGEMENT OF ACCEPTANCE OF NOTICE TO PROCEED

CONTRACTOR acknowledges acceptance of this Notice to Proceed this _____ day of June, 2020.

By: _____
Bill Wilburn