

CHARTER TOWNSHIP OF MERIDIAN  
BROWNFIELD REDEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES

**APPROVED**

September 26, 2018  
5151 Marsh Road, Okemos, MI 48864-1198  
517-853-4560, Town Hall Room, 8:00 A.M.

PRESENT: Chairperson John Scott-Craig, Jade Sims, Jeff Theuer, Ned Jackson, Township Manager Frank Walsh, Joyce Van Coevering (via telephone), John Matuszak  
ABSENT: None  
STAFF: Director of Community Planning & Development Mark Kieselbach, Economic Development Director Chris Buck, Principal Planner Peter Menser  
OTHER: Dave Van Haaren from Triterra, Dawn Van Hulst from Triterra, Michigan Department of Environmental Quality staff Janet Michaluk

1. **Call meeting to order**  
Vice-Chair Scott-Craig called the regular meeting to order at 8:01 a.m.
2. **Approval of Agenda**  
Director Matuszak moved to approve the agenda as written.  
Supported by Director Jackson.  
VOICE VOTE: Motion carried unanimously.
3. **Approval of Minutes**  
Director Sims moved to approve the meeting minutes of December 13, 2017 as written.  
Supported by Director Walsh.  
VOICE VOTE: Motion carried unanimously.
4. **Public Remarks** – None
5. **New Business**
  - A. Policies and Procedures

Principal Planner Menser outlined the policies and procedures memo and policy document included in the BRA Board meeting packet. Township brownfield consultant Dave Van Haaren from Triterra provided a section by section review of the proposed policies and procedures document, noting the changes made since the last draft and explaining in detail each provision. BRA Board discussion included the following:

- BRA Board interest in obtaining a list of eligible properties in the Township. Staff noted a future effort will be made to put a list together but noted that a comprehensive list might not be possible.
- Definition of blighted and functionally obsolete properties and how that determination is made by a community assessor.
- Eligibility for reimbursement for consulting and engineering costs as part of a development project.
- Role of the Township Board in approval of the policies and procedures document. Staff noted the Township Board does not have to approve the policy unless such approval was determined to be necessary in the bylaws established by the BRA Board.

- Necessity of inclusion of Master Plan and zoning standards in review of review criteria for funding of projects/properties. The BRA Board determined to keep the standard requiring general adherence to the Master Plan and zoning ordinance as review criteria in the policies and procedures document.
- Preference of BRA Board in allowing an applicant to request interest on funds spent on eligible clean-up activities. Collection of interest will be determined on a case-by-case basis.
- Decision on whether or not the application fee should be refundable if a project is not selected for submittal for brownfield. The BRA Board determined the application would be non-refundable.

Director Van Coevering moved to approve the policies and procedures document as proposed.

Supported by Director Theuer.

VOICE VOTE: Motion carried unanimously.

B. Elevation project

Principal Planner Menser provided a brief overview of the effort to transfer the current brownfield for the Elevation mixed use project located on Jolly Oak Road from the Ingham County BRA to the Meridian BRA. Discussions are underway between the property owner, staff, and County officials to identify the process and move forward with the request to the County BRA. Staff will update the BRA Board as progress is made.

C. Upcoming potential projects

Principal Planner Menser outlined potential upcoming projects, which may include the Elevation brownfield transfer, Okemos Village brownfield project, and a potential brownfield for a new car dealership on Grand River Avenue. Details on each may be forthcoming at a future meeting.

7. **Old Business** – None

8. **Public Remarks** – None

9. **Adjournment**

Director Sims moved to adjourn the meeting at 9:26 a.m.

Supported by Director Jackson.

VOICE VOTE: Motion carried unanimously.

Respectfully Submitted,

Peter Menser  
Principal Planner