

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

**December 14, 2020**

**Meeting held virtually using the Zoom web conferencing application**

**7:00 P.M.**

**PRESENT: Commissioners Premoe, McConnell, Hendrickson, Cordill, Shrewsbury, Trezise, Blumer and Snyder.**

**ABSENT: Commissioner Richards**

**STAFF: Director of Community Planning & Development Mark Kieselbach, Principal Planner Peter Menser, Neighborhoods & Economic Development Director Amber Clark, Information Technology Director Stephen Gebes, and Multimedia Producer Samantha Diehl.**

**1. CALL MEETING TO ORDER**

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

**2. PUBLIC REMARKS – NONE**

Chair Hendrickson welcomed the newly appointed Commissioner Christina Snyder to the Planning Commission. Commissioner Snyder has lived in Haslett since 2008 and she is an English Teacher.

**3. APPROVAL OF AGENDA**

Commissioner Cordill moved to approve the agenda.

Seconded by Commissioner Shrewsbury.

VOICE VOTE: Motion approved unanimously.

**4. APPROVAL OF MINUTES**

A. November 23, 2020 Regular Meeting

Commissioner McConnell moved to approve the minutes.

Seconded by Commissioner Blumer.

A few changes were discussed, and a motion was made to table the approval of the minutes until the next meeting when Commissioner Richards is present.

Commissioner Cordill moved to table the approval of the minutes until the next meeting.

Seconded by Commissioner McConnell.

VOICE VOTE: Motion approved unanimously.

**5. COMMUNICATIONS - NONE**

**6. PUBLIC HEARINGS - NONE**

## 7. UNFINISHED BUSINESS

### A. Mixed Use Planned Unit Development (MUPUD) ordinance review.

Principal Planner Menser provided a summary of the general ideas discussed by the sub-committee (consisting of Commissioners Cordill, Premoe and Richards as well as Neighborhood and Economic Development Director Clark and himself) during the past couple of months concerning the ordinance and recommendations for possible revisions. Possible amendments to the ordinance include: Concept plan review, Applicability, Application requirements, Amenities, Design standards, Procedures, Waivers, Phasing, Density, Commercial component of the project, Amendments and Penalties.

Planning Commission Discussion:

Concept plan-

- The timeline is helpful for developers
- Developers show the plan and get feedback before they proceed
- What effect does the time limit play in the process
- The role of the concept plan in the decision
- Whomever makes the final decision holds the hearing

Applicability-

- Where are MUPUD's allowed
- What limitations are already in the ordinance

Application-

- Follow through if the financing changes

Amenities-

- If public amenities are included in the project, the maintenance of those amenities should be clarified
- Then menu of amenities should be refined (quantified or categorized)
- Focus ordinance on public amenities
- Meet the goals of Meridian Township

Design standards-

- Change the wording from should to shall
- Define what is front (as in front yard, example: corner lot)
- Make clear requirements
- Tools for developers will provide positive results
- Look at occupancy rates for projects for horizontal verses vertical mixing

Procedures-

- The process takes too long 4-6 months
- Public comment is important and can impact decisions
- Could bylaws change or be suspended to move a project through the process faster. Offer a motion verses a resolution
- Could a change in procedure violate the open meetings act

- Possibility not to do a resolution for same night decision

Waivers-

- Enhance the application instead of changing the ordinance
- How are waivers impacting the project
- Use waivers as a negotiation technique
- Need to create a robust list of amenities first
- Amenity to waiver ratio, how to determine

Density-

- Add Meridian Mall
- Eliminate bonus for greenfield sites
- Determine on a project-by-project basis
- Limit density based on CATA or available parking
- Number of units verses Number of bedrooms

Commercial component-

- What is the minimum size and how is it measured
- Remove the “commercial” and designate as “nonresidential”
- Planning Commission does not see commercial change until it is too late

Amendments-

- What constitutes a change between minor and major amendment
- Make the amendment an easier/faster process depending on the project

Principal Planner Menser thanked everyone for the positive discussion and he will follow up on the comments as he continues to work on the draft of the ordinance and meet with the sub-committee.

**8. OTHER BUSINESS**

**A. December 21, 2020 Planning Commission meeting.**

Chair Hendrickson moved to cancel the Planning Commission meeting for December 21, 2020 after discussing the proposed agenda with Principal Planner Menser.

Commissioner Trezise moved to cancel the December 21, 2020 Planning Commission regular meeting.

Seconded by Commissioner Shrewsbury.

VOICE VOTE: Motion approved unanimously.

**B. 2021 Meeting Schedule.**

Principal Planner Menser provided a 2021 Meeting schedule for review.

Commissioner Premoe moved to accept the meeting schedule as printed.

Seconded by Commissioner Shrewsbury.

VOICE VOTE: Motion approved unanimously.

**C. 2021 Planning Commission goals.**

Chair Hendrickson suggested postponing the goal setting for the next meeting since this meeting went so long with the Mixed Use Planned Unit Development ordinance review. He asked everyone to review the goals set for 2020 and bring suggestions to the next meeting.

**9. REPORTS AND ANNOUNCEMENTS**

**A. Township Board update.**

Principal Planner Menser provided a summary of the December 8, 2020 Zoom Township Board meeting and noted the next Township Board meeting will be January 5, 2021.

**B. Liaison reports.**

- Commissioner McConnell provided an update from the December 2, 2020 Environmental Commission meeting.
- Commissioner Trezise provided an update from the December 3, 2020 Economic Development Corporation meeting.

**10. PROJECT UPDATES**

**A. New Applications**

1. Mixed Use Planned Unit Development #21-19024 (Village of Okemos, LLC), minor amendment to revise the floor plan and parking for the Village of Okemos project located on the north and south sides of Hamilton Road, west of Okemos Road.
2. Special Use Permit #21-19051 (Village of Okemos, LLC), minor amendment to overall size of the Village of Okemos project located on the north and south sides of Hamilton Road, west of Okemos Road.

**B. Site Plans Received - None**

**C. Site Plans Approved**

1. Site Plan Review #20-06 (Verizon Wireless), add antennae and equipment cabinet to existing wireless facility on roof of apartment building at 2900 Northwind Drive.

**11. PUBLIC REMARKS - NONE**

**12. ADJOURNMENT**

Commissioner Trezise moved to adjourn the meeting.

Supported by Commissioner Cordill.

VOICE VOTE: Motion carried unanimously.

Chair Hendrickson adjourned the regular meeting at 9:27 p.m.

Respectfully Submitted,

Debbie Budzynski, Recording Secretary