



AGENDA

CHARTER TOWNSHIP OF MERIDIAN
Downtown Development Authority

March 7, 2022, 7:30 am
Municipal Building - Town Hall Room
5151 Marsh Road, Okemos



1. CALL MEETING TO ORDER
2. MISSION: The Meridian Township DDA mission is to beautify and revitalize downtown Okemos as a very desirable place to shop, live, and do business. It is a commitment to promoting and improved quality of life by creating a friendly, walkable community embracing the natural aesthetics of the river and parks.
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES –February 7, 2022
5. PUBLIC REMARKS
6. AUTHORIZATION OF PAYMENTS
 - A. Consumers Energy Bill February 2022
 - B. Financial Report
7. PRESENTATION
 - A. Village of Okemos Development Project Update
8. NEW BUSINESS
 - A. Support of Meridian Township Downtown Development Authority Businesses with sign campaign not to exceed \$5,000
9. REPORTS
 - A. Township Board
 - B. Township Manager
 - C. Planning Commission
 - D. Chair
 - E. Staff
10. OPEN DISCUSSION/BOARD COMMENTS
11. PUBLIC REMARKS
12. NEXT MEETING DATE
 - A. April 4, 2022, 7:30am – Town Hall Room, 5151 Marsh Road, Okemos
13. ADJOURNMENT

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting:
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 Township Hall



Charter Township of Meridian
Downtown Development Authority (DDA)
Municipal Building, 5151 Marsh Rd., Okemos, MI 48864
Monday, February 7, 2022 – Minutes

Members

Present: Renee Korrey, Bill Cawood, Tom Stanko, Don Romain serving for Scott Weaver, and Trustee Jackson serving for Supervisor Styka

Members

Absent: Supervisor Ron Styka, Scott Weaver, Jim Raynak, Susan Fulk, Peter Campbell and Jim Spanos

Staff

Present: Neighborhoods & Economic Development Director Amber Clark, Township Manger Frank Walsh and Executive Assistant Michelle Prinz

Others

Present: Planning Commissioner Mark Blumer and Treasurer Phil Deschaine

1. CALL MEETING TO ORDER

Chair Korrey called the meeting to order at 7:35am and read the mission statement. Introduction of Don Romain who is representing Douglas J on the behalf of Scott Weaver.

2. APPROVAL OF THE AGENDA

**MOTION BY MEMBER CAWOOD TO APPROVE THE AGENDA. SUPPORTED BY TRUSTEE JACKSON.
MOTION APPROVED 5-0.**

3. APPROVAL MEETING MINUTES OF DECEMBER 6, 2021

**MOTION BY MEMBER STANKO TO APPROVE THE MINUTES. SUPPORTED BY TRUSTEE JACKSON.
MOTION APPROVED 5-0.**

4. PUBLIC REMARKS

None.

5. FINANCIAL REPORT

A. Monthly Financials

Director Clark reported that the current bank statement balance is \$57,880.60. An internal bank error of \$50 will be credited. The financials will be placed on file.

6. AUTHORIZATION OF PAYMENTS

A. Consumers Energy Bill December 2021

MOTION BY MEMBER CAWOOD TO APPROVE THE PAYMENT OF THE DECEMBER 2021 CONSUMERS ENERGY BILL IN THE AMOUNT OF \$135.95. SUPPORTED BY TRUSTEE JACKSON. MOTION APPROVED 5-0.

7. OLD BUSINESS

A. Meridian Township 2022 Goals & Economic Development Goals

Discussion was had regarding great Township communication on upcoming infrastructure projects and need for a Village of Okemos project update. Director Clark will give an update in her staff report.

8. NEW BUSINESS

A. Annual Officer Election

MOTION BY MEMBER CAWOOD TO APPROVE THE 2022 DDA SLATE OF OFFICERS CHAIR TOM STANKO, VICE CHAIR SUE FULKER, AND TREASURER/SECRETARY PETER CAMPBELL. SUPPORTED BY TRUSTEE JACKSON. MOTION APPROVED 5-0.

B. Match on Main Business Grant Selection Criteria

Director Clark introduced the Match on Main grant program from the Michigan Economic Development Corporation (MEDC). This is a tool to support new or expanding businesses by providing up to \$25,000 in funding support. The program requires no less than a 10% match from the applicant (DDA). The recommendation is to allocate up to \$10,000 of the available DDA funds in support of these grants. Each grant must be \$2,500 or more to qualify. The draft application and selection criteria were reviewed. There was discussion regarding food trucks and whether they would qualify as an applicant and how food trucks affect assessments of businesses. Director Clark will follow up with MEDC to see if they have funded food trucks in the past and Assessor Winstead regarding the assessments. Trustee Jackson suggested there may be a need to do a general review of the ordinances involved with food trucks. There was a general consensus to participate in the Match on Main Program.

C. 2022 DDA Goals

Director Clark reviewed the draft 2022 DDA Goals.

9. REPORTS

A. Township Board

Trustee Jackson reported on the following:

- There will be one Board meeting for January and February
- Gathering legal opinions regarding remote public meetings
- Township 2021 Annual Report is complete

B. Township Manager

- Planning Commission Chair is now Mark Blumer
- Deer cull is complete with 328 total
- Okemos Bridge begins 2/14
- Derek Perry is leaving the Township to become the City of Marshall Manager

- IT infrastructure report will be complete in 2-3 weeks
- 2022 Local Road Program has been announced
- 4 & 1 Work Program is continuing through the end of February
- Prime Meridian Magazine is coming out in March

C. Planning Commission

Commissioner Blumer reported the Planning Commission will be looking to revamp the sign ordinances.

D. Chair Report

None.

E. Staff Report

Director Clark shared that she received the Meridian Redevelopment Fund request from the Village of Okemos on 1/31. The request is 12% more than expected. The EDC will review the application this week. She will be asking the Supervisor to appoint two trustees to sit on the subcommittee to review the grant.

10. OPEN DISCUSSION/BOARD COMMENTS

Thanks to Derek Perry. The Township has been fortunate to have had him. Treasurer Deschaine thanked Chair Korrey for her leadership of the DDA and Chair Blumer for stepping up to chair the Planning Commission.

11. PUBLIC REMARKS

None.

12. NEXT MEETING DATE

- a. March 7, 2022, 7:30am

13. ADJOURNMENT

The meeting was adjourned at 8:44am without objection.



230 W Main St
Ionia, MI 48846

Statement Ending 01/31/2022

MERIDIAN CHARTER TOWNSHIP

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Account Number: XXXXXXX5474

Managing Your Accounts



Okemos



800.355.0641



IndependentBank.com

>002586 6892423 0001 093443 10Z

00099093
PS01

MERIDIAN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
ACCOUNTS PAYABLE
5151 MARSH RD
OKEMOS MI 48864-1104



Welcome to your new Independent Bank account statement! We hope you enjoy this more user-friendly and enhanced view of your accounts and transactions.



Summary of Accounts

| Account Type | Account Number | Ending Balance |
|---------------------------|----------------|----------------|
| Business Freedom Checking | XXXXXXXX5474 | \$66,758.91 |

Business Freedom Checking-XXXXXXXX5474

Account Summary

| Date | Description | Amount |
|------------|-------------------------|-------------|
| 01/01/2022 | Beginning Balance | \$66,914.99 |
| | 0 Credit(s) This Period | \$0.00 |
| | 1 Debit(s) This Period | \$156.08 |
| 01/31/2022 | Ending Balance | \$66,758.91 |

Other Debits

| Date | Description | Amount |
|------------|---|----------|
| 01/06/2022 | Point Of Sale Withdrawal CONSUMERS ENERGY CO800-477-5050 MIUS | \$156.08 |

Daily Balances

| Date | Amount | Date | Amount |
|------------|-------------|------------|-------------|
| 01/01/2022 | \$66,914.99 | 01/06/2022 | \$66,758.91 |



From: [Consumers Energy](#)
To: [Amber Clark](#)
Subject: Consumers Energy: Bill Ready
Date: Saturday, February 12, 2022 2:04:16 PM

LOG IN



ACCOUNT ENDING: 2681
2167 HAMILTON RD OKEMOS MI 48864-1643

Your Consumers Energy Bill Is Available

Amount Due

\$139.60

Due Date: March 7, 2022

Your account is on Auto-pay.

[LOG IN TO VIEW & PAY YOUR BILL](#)

Thank you for your last payment of \$154.90 on February 4.

[View Bill Inserts & Other Important Information](#)

February Energy Usage

January 13 - February 10 (29 Days)

Electric Usage Graph



[Terms & Conditions](#)



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: March 7, 2022
RE: Village of Okemos Update Presentation of Village of Okemos LLC

Summary

Township staff remain vigilante as we assist the Village of Okemos LLC team to gain full financial approvals, site plan approvals and support of the Michigan Economic Development Corporation for support of the 200 unit 32,000 sq. ft. two block development at Okemos and Hamilton Roads.

The Village of Okemos LLC submitted a request for \$3.3M to the Meridian Economic Development Corporation through the Meridian Redevelopment Fund application process. The Meridian EDC members recommended the creation of a subcommittee to review the application request for intent of the MRF and approve, partially approve or deny the request to utilize the funds for public infrastructure improvements for the project.

The Village of Okemos LLC Meridian Redevelopment Request No. 2 subcommittee held their first meeting Tuesday March 1, 2022 to review the application and discuss approval, partial approval or denial of the request. The developers are requesting \$3.3M in funding assistance to address underground water, sewer, utility work and repaving of Ardmore, Clinton, Hamilton, and Methodist at the project site. The request would also assist with payment to the drain office for the creation of a retention pond in the vicinity of the project. The drain office is currently reviewing the proposal from the developer for this improvement. The Village of Okemos, LLC Subcommittee formally recommended to the Meridian EDC board at their regular meeting Thursday March 3, 2022 to support the Village of Okemos, LLC MRF request for an amount not to exceed \$1,250,000. The Meridian EDC also moved to support an additional review of the use of the Redevelopment fund later in the budget cycle for the Township.

The application for the use of the Brownfield Redevelopment fund for \$4.3M is under review internally with Meridian Township staff. The application will be reviewed by the Township's third party Brownfield expert for the intent and parameters of the Brownfield plan. A large majority of the requested Brownfield Tax Increment Financing will be supported by the State of Michigan tax dollars as the project site falls within the Downtown district and the DDA has an active TIF that captures the majority of the local dollars available. The Brownfield plan is under review and will be publicly reviewed by the Meridian Township Brownfield Authority at their next meeting March 17, 2022 at 8:00 am at Meridian Township hall.

The Township's next steps will be a recommendation from the Meridian EDC to the Township Board for their review of the request from the Developer for the use of \$1.25M for public infrastructure. Should the Township Board find they are in support of the request, a public hearing no later than 20 days and no sooner than 10 will be established. After the public hearing the Township Board may move to approve, partially approve or deny the request of the developer.



Budgetary Considerations



The DDA Tax Increment Financing Plan could serve as a reimbursement avenue to the Meridian Redevelopment Fund after the project is complete and the property taxes have been evaluated. The DDA TIF was created as a financing tool for a developer to use to support redevelopment in the district for public improvements on the project site. Allowing the use of the Meridian Redevelopment fund assists the developer to have a flow of funding resource up front to complete the necessary utility work for the site. The initial ask for the use of the MRF was about \$3.2M and the Meridian Economic Development Corporation moved to approve the suggested amount of \$1.25M of the fund for the project.



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: January 3, 2022
RE: Downtown Development Authority Goals 2022

Summary

At the February 3, 2022 DDA board meeting, the DDA body voted unanimously in support of their goals for 2022, which includes support of small business community in the DDA district through the Okemos Bridge and M-43 Grand River road construction. Ingham County Road department commenced the Okemos Bridge work on February 14th, 2022 and have already experienced a significant delay in the project due to AT&T falling behind on their cable relocation portion of the project. According to recent update the bridge may be 30 days behind the targeted schedule. Township staff during women's history month have engaged with some small business owners in the DDA district to notify them of the bridge work and M-43 road construction. Feedback from the owners of these establishments are asking for continued communication of the project and signage to attract patrons to their facilities.

The Mission of the DDA- is to beautify and revitalize downtown Okemos as a desirable place to shop, live and do business. It is a commitment to promoting an improved quality of life by creating a friendly walkable community, embracing the natural aesthetics of the river and parks.

Attached is the sign permit and drafted sign language for the DDA's promotional sign. At this time review of the DDA signage is necessary so the language, type and size is approved by the DDA. Final authorization will come from the Community Planning Director Tim Schmitt. Our current sign ordinance designates temporary yard signs for a particular period of time. Director Schmitt will advise the Township board to allow for promotional signage, based on their authorization, to stay in place for an extended period of time during major construction.

The language for the new ordinance is as follows:

In order to provide adequate visibility and signage to businesses during major construction projects, the Meridian Township Board of Trustees shall have the ability to waive the temporary sign provisions during major construction projects, upon recommendation of the Director of Community Planning and Development. Any waiver under this section shall detail the time period, the maximum dimensions of temporary signs, location(s) for temporary signs, and any other relevant ordinance alteration permitted under the waiver.

And

MAJOR CONSTRUCTION PROJECT

As used in this Article, a Major Construction Project shall be any infrastructure project or major redevelopment of an existing property that has a direct impact on five (5) or more adjacent businesses.



As stated above the DDA has a goal to: **Support the small business community in the DDA through the Okemos Bridge and M-43 Grand River reconstruction project.**

- A. Identify ways to promote business operations in the district during construction
- B. Seek funding mechanisms to financial mitigate negative impacts to businesses due to construction.

The request for you today would be to approve, partially approve or deny a request of funding to create and implement these signs. A map is included for locations.

Recommendation: Move to support the establishment of signage encouraging patronage of the Downtown Development District establishments with new signs not to exceed \$5,000.

Budgetary Considerations

Promotion and support of the Match on Main or other small business grants could be an immediate budgetary item in 2022. Applications to the DDA TIF would have determined dollar amounts included and confirmed plans on the distribution of those funds.



SIGN PERMIT APPLICATION
CHARTER TOWNSHIP OF MERIDIAN
 5151 MARSH ROAD, OKEMOS, MI 48864-1198
 BUILDING DIVISION PHONE: (517) 853-4500 FAX: (517)853-4095
 meridian.mi.us

PLEASE PRINT

| | | |
|--|-----------------------------------|--------------------------------------|
| Site Address/Location <i>Multiple (see attached)</i> | | Zoning District <i>DDA/ C-2</i> |
| Applicant (If different than Contractor) | | |
| Address of Applicant <i>5151 Marsh Road - Meridian Twp Downtown Development Authority</i> | | |
| Telephone <i>517 853 4568</i> | Fax | Email <i>clark@meridian.mi.us</i> |
| Contractor <i>N/A</i> | Contractor License # <i>NA</i> | |
| Address of Contractor <i>N/A</i> | | |
| Telephone | Fax | Email |

*****A SEPARATE SIGN PERMIT APPLICATION IS REQUIRED FOR EACH SIGN*****

| | | | |
|--|-------------------------------------|-----------|--------------------------------|
| Type of Sign | New | or | Replacement of Existing |
| <input checked="" type="checkbox"/> Freestanding | <input checked="" type="checkbox"/> | | _____ |
| <input type="checkbox"/> Wall | _____ | | _____ |
| <input type="checkbox"/> Other (describe) | _____ | | _____ |

The following materials must be submitted with the application:

- A drawing of the sign to scale showing dimensions and total square footage.
- A drawing of the support structure (base) and footing to scale showing dimensions & total height including the sign.
- A site plan to scale showing location of freestanding sign and setbacks.
- Building elevation to scale showing location of wall sign and lineal dimension of the building or tenant space
- Permit fee \$ _____ **FEE RECEIVED \$ _____ RECEIPT # _____ DATE _____**

I agree this application is only for the work described and does not grant permission for additional or related work which requires separate permits. I understand the permit may become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days at any time after work has commenced; and that I am responsible for assuring all required inspections are requested in conformance with the applicable code.

I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his authorized agent. I agree to comply to all applicable laws of the State of Michigan and the local jurisdiction. All information provided on the permit application and accompanying documentation is to the best of my knowledge true and accurate.

Applicant/Contractor Signature _____ Date *3/4/22*

Federal I.D Number _____ Insurance Name/Policy Number _____

FOR OFFICE USE ONLY

| | |
|---|---|
| <input type="checkbox"/> Existing Sign <input type="checkbox"/> Conforming <input type="checkbox"/> Non Conforming If Non Conforming Assessed Value of Sign \$ _____ | <input type="checkbox"/> Proposed Sign <input type="checkbox"/> Conforming <input type="checkbox"/> Non Conforming Variance Granted/Date _____ |
| Application <input type="checkbox"/> Approved <input type="checkbox"/> Denied Building Official _____ | Date Approved: _____ Permit Number |

NOTE: Separate application must be completed for Electrical permit.

This is not a permit and does not authorize any sign(s) to be installed or any other work or construction associated with this application until a permit has been issued.



Hillcrest Av

Kenmore Dr

Ardmore Ave

Ardmore Ave

Grand River Ave

W Grand River Rd

Okemos Rd

Old Chicago

Grand River

Kent St

Kent St

Hamilton Rd

Okemos Rd

Marsh Rd

Danbury W

Masonic Lodge

Douglas J Salon

Sandie Tailoring

New Thai Kitchen

The Commons Church

Okemos Marathon

Okemos Optometry, PC
- Dr. Lenny Silverman...

Kingswood Dr

Danbury Way

Clinton St

Okemos Rd

River

Moore St

Hamilton Rd

Hamilton Rd

Tomahawk Rd

Tacoma Blvd

Walgreens

Chick-fil-A

Belle Tire

Meijer

Biggby Coffee

Dollar Tree

Budd

Transit

Click on stations for more information

This Way to support the Downtown Development District

During the Construction of the
Okemos Bridge and Grand River
M-43, our businesses are still
open!

Let's ensure they remain that
way, road signs for ease of access