CHARTER TOWNSHIP OF MERIDIAN
PLANNING COMMISSION
WORK SESSION MINUTES

APPROVED

November 4, 2019
5151 Marsh Road, Okemos, MI 48864-1198
Administrative Conference Room
517.853.4560

PRESENT:	**Commissioners Richards, Premoe, Scott-Craig, Cordill, Trezise, Hendrickson, Shrewsbury**
ABSENT:	**Commissioners Lane**
STAFF:	**Director of Community Planning and Development Mark Kieselbach, Economic Development Director Chris Buck**
OTHER:	**None**

1. Call meeting to order

Chair Scott-Craig called the work session to order at approximately 6:00 p.m.

2. Approval of agenda

Commissioner Trezise moved to approve the agenda.
Supported by Commissioner Hendrickson.
VOICE VOTE: Motion carried unanimously.

3. Discussion

A. Form Based Code initiative

Economic Development Director Buck summarized the edits made to the draft code to date. Planning Commission discussion including the following:

- Revise entire draft of Parts 1, 2, 3, 4 and 5 to be general Township code, not Grand River Ave district specific.
- Plan for Grand River Ave district to be its own section at the end of the General Code, with language generally stating the Grand River Ave overlay is subject to the Township's General Code with the following exceptions – then outline them.
- Prepare for any future overlays to be added with this process in mind
- Section 101 – remove "optional" and insert language requiring Form Based Code unless renovation up to certain defined thresholds still to be determined.
- Add language that states if renovation does NOT trigger Form Based Code requirement, the owner must incorporate a knee wall, landscape plan or other screening feature at the build-to line along the length of their parcel's street frontage.
- Section 103 – consider either striking this section, or suggest severe rewrite now that the code is mandatory.

- Table 202 – Now that code is mandatory, strike all fields that no longer apply. Consider redefining the X and O designation at the bottom of the table. No field should be left blank.
  - Include in the table the new threshold for gross square feet that triggers full code compliance and what trigger necessitates the lot line visual feature
- Section 203
  - The request was made for parity in language throughout the code (use of "shall")
  - A 1. Strike sentence beginning "For traffic impact…"
  - A 2. Reword to state that if flood plain or wetlands restrict the building placement that the visual feature on the lot line defined earlier would need to be constructed and the building location will be approved by the Planning Director.
  - A 4. Consider beginning this sentence with "When approvals are needed from…"
  - A 5. Strike entire section
  - B 1. Put a comma between "use" and "including" in the first sentence.
  - B 1. Place a #2 in front of the second paragraph to make it its own section
  - B 2. d. Staff needs to determine the value of this sentence and recommend whether it should stay, be reworded or stricken.
- Section 403 – add different pictures that demonstrate the intent more clearly
  - A. (1) Keep minimum height language as is. Add new language that is worded "Height Bonus 1 – 4 stories or 52.5 feet" and "Height Bonus 2 – 5 stories or 65 feet"
  - A. (2) Determine how we will word the build to line. Either decide a standard like 20' from back of curb, or legally defined specific to the district, which will be sections in the back of the code – perhaps have language here referring them to the specific district language that we agree to when a district is created?
- Sections 405 and 406
  - Instead of having these sections stand alone as full code represented by a colored line on the map, move the relevant language from the intent sections of each and place them into their own sections in the Township-wide general Form Based Code ordinance.
  - It has been agreed that all Township code will likely be modelled on the GF3 platform, and of a development project has storefront on the first floor, or is townhome/small home, some of the intent language would be referenced in sections in the broader GF3 draft code we've been using.

4. **Public remarks - None**

5. **Adjournment**

Chair Scott-Craig adjourned the work session at approximately 9:05 P.M.

Respectfully Submitted,

Chris Buck