

AGENDA

CHARTER TOWNSHIP OF MERIDIAN
Downtown Development Authority

October 7, 2024 7:30AM
Municipal Building
5151 Marsh Road, Okemos



1. CALL MEETING TO ORDER
2. ROLL CALL
3. 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.
4. PRESENTATION: RICHARD ENTY Economic Development Director with LEAP
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES – SEPTEMBER 9, 2024
7. PUBLIC REMARKS
8. FINANCIAL REPORT
 - A. August Monthly Financials
9. AUTHORIZATION OF PAYMENTS
 - A. Consumers Energy Bill October 2024
10. NEW BUSINESS
 - A. 2025 DDA Calendar Meeting dates
11. OLD BUSINESS
 - A. Evergreen Veterinary Clinic FIP Grant Reimbursement Request
 - B. Annual DDA Training Discussion
12. REPORTS
 - A. Clock Installation Update for Requested use of DDA Electrical at 2160 Hamilton road
 - B. Development Project Updates
13. OPEN DISCUSSION/BOARD COMMENTS
14. PUBLIC REMARKS
15. NEXT MEETING DATE
 - A. November 4, 2024, 7:30am – Town Hall Room, 5151 Marsh Road, Okemos
16. ADJOURNMENT

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting: Interim Township Manager Tim Schmitt, 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

Providing a safe and welcoming, sustainable, prime community.





Charter Township of Meridian
Downtown Development Authority (DDA)
Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864
Monday, September 9, 2024 – Minutes

Members

Present: Supervisor Hendrickson, Bill Cawood, Renee Korrey, Angela Wright, Tom Stanko, and Don Romain

Members

Absent: Peter Campbell and Ron Sdao

Staff

Present: Neighborhoods & Economic Development Director Amber Clark, Township Treasurer Phil Deschaine and Executive Assistant Michelle Prinz

Others

Present: None

1. CALL MEETING TO ORDER

Chair Stanko called the meeting to order and read the mission statement at 7:30 am.

2. APPROVAL OF THE AGENDA

MOTION BY MEMBER KORREY TO APPROVE THE AGENDA. SUPPORTED BY MEMBER ROMAIN. MOTION APPROVED 6-0.

3. APPROVAL MEETING MINUTES OF AUGUST 5, 2024

Discussion that members present and absent need to be added to the minutes.

MOTION BY SUPERVISOR HENDRICKSON TO APPROVE THE AMENDED MINUTES. SUPPORTED BY MEMBER WRIGHT. MOTION APPROVED 6-0.

4. PUBLIC REMARKS

None.

5. FINANCIAL REPORT

A. Monthly Financial Report

Director Clark shared the Independent Bank July finances statement. The finances were placed on file.

6. AUTHORIZATION OF PAYMENTS

A. Consumers Energy Bill September 2024

MOTION BY MEMBER CAWOOD TO APPROVE THE PAYMENT OF \$100.93 FOR THE SEPTEMBER 2024 CONSUMERS ENERGY BILL. SUPPORTED BY MEMBER KORREY. MOTION APPROVED 6-0.

7. OLD BUSINESS

A. DDA Logo

Director Clark shared four draft logos that were created by Allegra Printing. She stated the Communications Department liked designs C & D the best. There was discussion amongst the DDA that they preferred designs A & B with the following updates: change the tree to match the deciduous tree in the township logo, make the bridge the green color that it is, no legs on the bridge, change the sun to be more round like the one in design C, and match text to the township logo text.

B. Authorized Signers Independent Bank Account

Director Clark reported that the former Manager needs to be updated with the Interim Township Manager on the account.

MOTION BY MEMBER ROMAIN TO APPROVE AND ADOPT THE RESOLUTION OF THE CHARTER TOWNSHIP OF MERIDIAN TO OPEN/CHANGE SIGNATORIES ON THE DDA ACCOUNT. SUPPORTED BY MEMBER KORREY. MOTION APPROVED 6-0.

C. Review of Annual DDA Training

Discussion was had around the reading assignments that were given out last meeting as part of an annual training requirement for maintaining our Redevelopment Ready Communities' active status with the Michigan Economic Development Corporation. The DDA discussed an article entitled Affordable Housing How Small is Too Small. Director Clark mentioned that the township added an ordinance for accessory dwelling units this year. There was a request to bring back to the DDA the percentage of owned housing versus rental housing in the township.

8. NEW BUSINESS

None.

9. REPORTS

A. Development Project Updates

The projects were reviewed.

10. OPEN DISCUSSION/BOARD COMMENTS

Director Clark stated she is working with Mr. Turnwald on the DDA clock installation and streetlight removal. Supervisor Hendrickson mentioned that code enforcement is working with the owners of the old hydroponics building to remove the awnings on the building. Treasurer Deschaine announced that the County Treasurer has an interest in doing affordable housing in the township.

11. PUBLIC REMARKS

None.

12. NEXT MEETING DATE

a. October 7, 2024, 7:30am-Township Municipal Building, Town Hall Room, 5151 Marsh Road.

13. ADJOURNMENT

The meeting was adjourned at 8:27am without objection.



230 W Main St
Ionia, MI 48846

Statement Ending 08/31/2024

MERIDIAN CHARTER TOWNSHIP

Page 1 of 2

Account Number: XXXXXXX5474

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

Managing Your Accounts



Okemos



800.355.0641



IndependentBank.com

Did you know that with Independent Bank's Online and Mobile Banking platform, ONE Wallet, you can stay on top of your finances, deposit checks, pay bills, and create budgets right from your smartphone or tablet? ONE Wallet is free and easy to access at IndependentBank.com. Get started today!

Summary of Accounts

| Account Type | Account Number | Ending Balance |
|---------------------------|----------------|----------------|
| Business Freedom Checking | XXXXXXX5474 | \$60,796.36 |

Business Freedom Checking - XXXXXXX5474

Account Summary

| Date | Description | Amount |
|------------|-------------------------|-------------|
| 08/01/2024 | Beginning Balance | \$60,892.36 |
| | 0 Credit(s) This Period | \$0.00 |
| | 1 Debit(s) This Period | \$96.00 |
| 08/31/2024 | Ending Balance | \$60,796.36 |

Other Debits

| Date | Description | Amount |
|------------|---|---------|
| 08/06/2024 | External Withdrawal CONSUMERS ENERGY DIRECT DEBITING - ENERGYBILL | \$96.00 |

Daily Balances

| Date | Amount | Date | Amount |
|------------|-------------|------------|-------------|
| 08/01/2024 | \$60,892.36 | 08/06/2024 | \$60,796.36 |



Meridian Twp DDA
Preliminary Financial Statements
Period Ending 08/31/2024 - UNAUDITED

A-9 DDA
Aug 2024

BALANCE SHEET

| | Year to Date |
|----------------------------------|--------------|
| ASSETS | |
| Cash | \$60,796.36 |
| Certificates of Deposit | \$132,127.30 |
| Due from General Fund | \$0.00 |
| Taxes Receivable | \$0.00 |
| Accounts Receivable | \$0.00 |
| Prepaid Expense | \$0.00 |
| TOTAL ASSETS | \$192,923.66 |
| LIABILITIES | |
| Accrued Interest Payable | \$0.00 |
| Due to General Fund | \$0.00 |
| Accounts Payable | \$0.00 |
| Unearned Revenue | \$0.00 |
| Deferred Inflows of Revenue | \$0.00 |
| LT Note Payable | \$0.00 |
| TOTAL LIABILITIES | \$0.00 |
| FUND BALANCE | |
| Fund Balance 07/31/2024 | \$160,048.17 |
| 2024 YTD Net Income | \$32,875.49 |
| TOTAL FUND BALANCE | \$192,923.66 |
| TOTAL LIABILITIES & FUND BALANCE | \$192,923.66 |

INCOME STATEMENT

| | <u>July</u> | <u>Aug</u> | <u>Year to Date</u> |
|--|-------------|------------|---------------------|
| REVENUES | | | |
| Tax Capture | \$879.63 | \$0.00 | \$33,770.16 |
| Grants | | | \$0.00 |
| DDA Downtown Events/Donations | | | \$0.00 |
| Interest | | | \$0.00 |
| Investment Gain/Losses | | | \$0.00 |
| TOTAL REVENUE | \$879.63 | \$0.00 | \$33,770.16 |
| EXPENDITURES | | | |
| Operating Costs | \$97.28 | \$96.00 | \$894.67 |
| Professional Consultant/Contractual Services | | | \$0.00 |
| Community Projects | | | \$0.00 |
| Communications | | | \$0.00 |
| Conferences | | | \$0.00 |
| Grant Expenditures (Match on Main) | | | \$0.00 |
| Tax Appeal Refunds | | | \$0.00 |
| Construction/Improvements | | | \$0.00 |
| TOTAL EXPENDITURES | \$97.28 | \$96.00 | \$894.67 |
| 2024 Net Income | \$782.35 | (\$96.00) | \$32,875.49 |



Consumers Energy: Bill Ready

From Consumers Energy <noreply@alerts.consumersenergy.com>

Date Thu 9/12/2024 1:59 PM

To Amber Clark <clark@meridian.mi.us>



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

Your Consumers Energy Bill Is Available

Amount Due

\$104.48

Due Date: October 3, 2024

Your account is on Auto-pay.

LOG IN TO VIEW & PAY YOUR BILL

[View the Latest News, Safety and Service Guides.](#)

September Energy Usage

Click below to access your energy dashboard

[Terms & Conditions](#)



To: Downtown Development Authority

From: Amber Clark Director Neighborhoods & Economic Development

Date: October 7, 2024

Re: DDA 2025 Calendar Meeting Dates & Resolution

History

Annually the boards and commissions in local government by resolution establish the regular meeting schedule for the body. The notices of public hearing are a requirement of the Open Meetings Act. State of Michigan law does not allow for any virtual meetings to be held of public bodies for local units of government. All meetings will be in person at Meridian Township Hall or Central Fire Station unless otherwise indicated per State notification requirements.

The dates approved by the body will be our regular meeting dates, the board has the ability to call a special meeting with a motion and support by two members of the commission.

Motion: MOVE TO APPROVE THE 2025 MEETING SCHEDULE FOR THE DOWNTOWN DEVELOPMENT AUTHORITY OF MERIDIAN TOWNSHIP AS PROPOSED.

Attachments

- A. 2025 DDA Calendar Resolution

**Downtown Development Authority Meeting Dates
2024 Schedule**

RESOLUTION

At a regular meeting of the Downtown Development Authority of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the _____ day of October, 2024 at 7:30 AM., Local Time.

PRESENT:

ABSENT:

The following resolution was offered by _____ and supported by _____.

WHEREAS, Public Act 267 of the Public Acts of 1976 requires the publication of the meeting schedule of every municipal board at least once a year; and

WHEREAS, the Downtown Development Authority (DDA) desires to announce the time, date, and place of all regular meetings of the DDA, pursuant to the provisions of Act 267 of the Public Act of 1976 and Public Act 57 of 2018.

NOW, THEREFORE, BE IT RESOLVED BY THE DOWNTOWN DEVELOPMENT AUTHORITY OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN as follows:

1. The Downtown Development Authority will meet for at least 12 regular meetings on certain Mondays, January through December in 2025 in the Town Hall Room of the Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864 517.853.4258.
2. The specific dates for meetings are as follows:

| | |
|-------------|----------------------------|
| January | 6 - regular meeting |
| February | 3 - regular meeting |
| March | 3 - regular meeting |
| April | 7 - regular meeting |
| May | 5 - regular meeting |
| June | 2 - regular meeting |
| July | 7 - regular meeting |
| August | 4 - regular meeting |
| September | 8 - regular meeting |
| October | 6 - regular meeting |
| November | 3- regular meeting |
| December | 1 - regular meeting |

Downtown Development Authority
2024 Schedule

3. Meetings will begin at approximately 7:30am
4. Special meetings of the Downtown Development Authority may be called pursuant to the applicable statute.
5. Regular meetings may be canceled, recessed, or postponed by members of the Downtown Development Authority pursuant to the applicable statute.
6. A summary of this resolution stating date, place, and time shall be posted in the Meridian Municipal Building within ten (10) days after the first regularly scheduled meeting of the year in accordance with MCL 15.265.

ADOPTED: YEAS:

NAYS:

STATE OF MICHIGAN)

)ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified Chairperson of the Downtown Development Authority of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Downtown Development Authority held on the ____ day of October 7, 2024.

Thomas Stanko
Downtown Development Authority Chairperson



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: April 1, 2024
RE: Evergreen Veterinarian Clinic Façade Improvement Application & Agreement

Last fall the DDA authorized the creation of a Façade Improvement Grant Reimbursement program to assist in the improvement of aesthetics of the district. The intention of the program is to offer a reimbursement incentive to property owners in the DDA looking to invest and make improvements to their property.

The application criteria were used to review and acknowledge whether an applicant is eligible for this program. The attached report is a simple review from the Economic Development Director on the application. At this time the DDA members have the opportunity to review and discuss the proposal from Evergreen Veterinarian Clinic. Should the DDA find the application to also be in good order, members will decide if this request meets the intent of the program, and if the DDA is interested in participating in this project.

At the March 2024 Meeting DDA members were granted the opportunity to review the attached application from Evergreen Vet Clinic, an existing business in the DDA. Evergreen is a recently established business in the DDA, opening in later summer 2022. Since opening they have increased staff, updated the facility, opened lease space for a secondary business to fill a void in their practice and now have additional improvements to make on the site.

The intent of the Façade Improvement Program is to invest directly into the aesthetic enhancements of the district, while supporting the potential increase of the tax base. The request from Evergreen Vet Clinic is appropriate for the use of this funding source. Here to present the opportunity in detail for the DDA is Hannah, the Manager of the site.

Your concurrence is appreciated

MOTION: Move to approve the attached Façade Improvement Grant Reimbursement Agreement with Evergreen Veterinarian Clinic for a full reimbursement of the project, not to exceed \$15,000.



**FAÇADE IMPROVEMENT GRANT REIMBURSEMENT AGREEMENT
MERIDIAN CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY**

THIS FAÇADE IMPROVEMENT REIMBURSEMENT AGREEMENT (this "Agreement") is made and entered into as of the 31st day of May 2024, by and between Evercare Pet Cremation/Arborvitae Building Co., a Michigan limited liability company, (4737 Marsh Road Okemos), Michigan (48864) ("Grantee/Developer") and the Meridian Charter Township Downtown Development Authority, a Michigan municipal tax increment financing Authority, whose address is 5151 Marsh Road, Okemos, Michigan 48840 (the "DDA").

The Downtown Development Authority (the "DDA") has approved the grant reimbursement amount of \$ Fifteen Thousand Two Hundred Eighty-Five Dollars and Twenty-Nine Cents (\$15,285.29) for façade improvements at 4737 Marsh Road, Okemos, MI 48864.

Grantee desires and accepts the grant created by the DDA for site improvements to be reimbursed based on the terms of this Agreement for the approved Façade Improvement Grant for Evercare Pet Cremation/Arborvitae Building Co. The terms of this Agreement are for 10 years and the Grantee accepts that the DDA shall not review or approve an additional reimbursement grant for the approved reimbursements included in this Agreement before January 1, 2034.

RECITALS

A. Developer has proposed provide exterior updates, landscape and signage updates for **4737 Marsh Road, Okemos, MI 48864**. The site needs safety updates to be made to the concrete path/walkway to the adjoining Commercial suites, updated landscape around the exterior of the site, (the "Building"), on a parcel of land situated in the Downtown Development Authority District, Meridian Charter Township, Ingham County, Michigan, as legally described in the attached **Exhibit A (the "Subject Property")**.

B. Developer intends to complete the associated exterior work on the Subject Property pursuant to Exhibit B of this Façade Reimbursement Grant Agreement by and between the Grantee/Developer and the Downtown Development Authority of Meridian Charter Township, a Michigan municipal corporation (the "DDA") dated **May 31, 2024** (the "Façade Reimbursement Grant Agreement").

C. The improvements that will be constructed by the Grantee/Developer on the Subject Property pursuant to the Site Plan and Façade Reimbursement Grant Agreement, are sometimes collectively referred to in this Agreement as the "Improvements" and such development by the Grantee/Developer of the Subject Property and construction of the Improvements are sometimes collectively referred to as the "Development".

E. The Improvements will consist of certain improvements to the Subject Property including walkways, landscaping, Exterior Building Improvements, Plantings, and signage which the DDA has

determined will benefit the community (the "Public Improvements"). The improvements as determined are described in the attached **Exhibit B (List of Improvements)**.

G. The DDA believes that the Façade Improvements are important to the public and, subject to the limitations, terms and conditions of this Agreement, the Meridian Township Charter of Code of Ordinances, the DDA is willing to provide Developer the financial support provided in this Agreement, in the form of the reimbursement of the costs and expenses of the Public Improvements as also provided in this Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the above Recitals included in this agreement by reference and the mutual covenants and promises contained in this Agreement, Developer and the DDA agree as follows:

1. The Grantee reaffirms all the information provided to the Meridian Charter Township DDA is correct and accurate.
2. Grantee has read and agrees to abide by the provisions and requirements of the Meridian DDA Façade Improvement Grant Reimbursement program adopted July 28, 2023.
3. All work performed will be consistent with the approval of the Meridian DDA. If Grantee desires to make any changes in the project Grantee will obtain written approval from the Meridian DDA before making and changes. Grantee understands the Meridian DDA is not required to approve any changes.
4. Grantee agrees to complete the improvements within six (6) months from the date of this Agreement and understands that failure to complete the improvements within such time period may result in the forfeiture of the grant unless written approval by the Meridian DDA for an extension is submitted to the developer before the due date. Grantee also agrees to submit all paid receipts and invoices within sixty (60) days after the completion of the work and understands that failure to do so may result in the loss of the grant.
5. Grantee understands that the grant funds will be paid directly to preapproved contracts upon completion of the work and submission of all required invoices, etc.
6. Grantee agrees to indemnify and hold harmless the DDA, Meridian Charter Township, Meridian Charter Township staff, from any and all claims arising out of work performed.
7. Grantee will notify the DDA immediately if Grantee's interest in the subject property changes in anyway. This Agreement is not assignable by the Grantee and must receive prior authorization from the DDA in order to assign this grant Agreement to another entity.

Any alterations, letters, notifications, notices, letters or emails should be directed to:

**Meridian Charter Township
Economic Development Department
5151 Marsh Road, Okemos, MI 48864
Attn: Amber Clark Economic Development Director
Clark@meridian.mi.us 517.853.4568**

**C/O Evergreen Veterinary Clinic
4737 Marsh Road, Okemos MI 48864
Attn: Katie Eyde and Hannah Wietzel
manager@evergreenvetclinics.com**

Exhibit A (The Subject Property)

Legal Description for 4737 Marsh Road:

M21-9-2 BEG AT E 1/4 POST OF SEC 21- BEG. AT E 1/4 COR. OF SEC. 21, W 204 FT ON E & W 1/4 LINE, S. 0 DEG. 09' E 298.7 FT PLL. WITH E. LINE OF SEC. 21 TO CEN. OF MARSH RD, N 47 DEG 45' 40" E 274.85 FT ON CEN. OF SAID ROAD, N 0 DEG. 09' W 114 FT. ON E. LINE OF SEC. 21 TO BEG. ON SEC 21, ALSO THAT PT. OF SW 1/4 OF SEC. 22 LYING NW'LY OF CEN. LINE OF MARSH RD., T4N R1W.

8,000 Square feet of Commercial space- previously was a commercial retail consignment store called "Second Time Around". The facility was built to blend with the other barns on the site that were apart of the Grettenberger Farm land.

C-2 oned property total of .812 acres of land south of Grand River on Marsh Road, north of Mount Hope Road.

The Undersigned Affirm:

The Information in this Façade Grant Improvement Reimbursement Agreement is true and accurate:


(Applicant Signature)

6/19/24
(Date)

The Applicant has read and understand the conditions of the Meridian Charter Township Downtown Development Authority Façade Grant Improvement Reimbursement Program:


(Applicant Signature)

6/19/24
(Date)

The Grantor/DDA has the reserved right to terminate, cancel, or reject the reimbursement request of the applicant should any violations of Township ordinance, Violations of local, State, or Federal Law occurs. In addition the below signature confirms the DDA's participation in this Façade Grant Improvement Reimbursement Program with the Grantee/Developer and with proof of receipt, will issue the full reimbursement of the project as agreed to within this Agreement:


(DDA Chair Signature)

8/6/24
(Date)

Exhibit B (List of Improvements)

Please see the attached application. The list of improvements is as follows:

1. Update and enhancement of the deteriorated concrete walkway and path to the commercial units on the property
2. New signage on the property indicating suite space, new tenant space, and the new facility.
3. Addition of Native Michigan plantings to enhance the landscape along Marsh Road.



FACADE IMPROVEMENT PROGRAM APPLICATION

1. Is the business that you are applying for improvements located in the Downtown Development Authority District of Meridian Charter Township? YES NO
2. Provide the business name:
Evercare Pet Cremation / Arbovitae Building Co.
3. Provide the business address:
4737 Marsh Rd, Okemos
4. Provide the business mailing address if different than above:

5. Are you the property owner? YES NO
6. If you are not the building owner please provide the building owner's name

7. Building Owner Telephone (if different than above)
(517) 819-9998 (Sam) (517) 819-5610 (Eric)
6. If you are not the property owner please provide a copy of the written statement from the property owner granting the allowance for the building improvements. A lack of approval from the property owner may disqualify approval from the DDA for the use of the program.
7. Name of Best Contact Person for the project (if different than above):
Katie Eyde
8. Contact Person's Address (If different than above)

9. Contact Person's Phone Number: (517) 282-0602
Contact Person's Email: Katie.eyde@gmail.com
13. Has the Rehabilitation/Improvement project begun? YES NO
14. What is the total estimated project cost?:
\$15,285.29

Concrete work
\$12,211.60

Landscaping
\$2,515.00

Signage (3 in total)
\$558.69

15. Provide a description of the Improvement project:

- Resolution of old, deteriorated concrete in walkways to businesses
- New signage to highlight new small business locations
- Adding Michigan native plantings to building landscaping and frontage on Marsh Rd.

16. Provide cost breakdowns by major categories (For example: architectural fees, engineering fees, signs, awning, painting, repair, carpentry, electrical, etc., and attachment to this application.

15. What is the proposed project start date?: Ongoing

16. What is the estimated date of completion?: _____

17. How will the project be financed? Please provide a statement and copy of proof of project financing. The Meridian DDA Facade and Grant Program is a matching grant program. Funding support of a project must accompany a match of finances from the developer, property owner, banking institution, etc.

Arbonitae Building Co owns
the property and financial assets
statement is attached.

18. The project will involve the building's: 15. Street Front Façade Exterior Side _____
Exterior Rear Wall _____ Roof _____ Other

16. Will the project involve a new sign? Yes No _____

18. Would this project be considered "Maintenance" as opposed to Facade Improvement? The DDA may not finance a project that falls into a category similar to traditional or regular building maintenance.

- 19. Please submit three copies of the project design if available.
- 20. Please submit one photograph of the existing facade.

By signing below, the applicant affirms that:

- A. The information submitted herein is true and accurate to the best of my (our) knowledge.
- B. I (we) have read and understand the conditions of the Meridian Charter Township Downtown Development Authority Façade Improvement and Grant Program and agree to abide by its conditions and guidelines.
- C. I (we) understand that if this application is approved, any changes, alterations or modifications to the approved façade design must be authorized in writing by the DDA. Any and all improvements must meet the standards and conditions of the Township's Code of Ordinances. Payment of permits will not be included in the overall project costs. I (we) understand that certain improvements may require inspections and associated fees, which will be managed solely by me(us). If unauthorized changes are made, I (we) understand that the DDA may withdraw its funding commitment.
- D. I (we) understand that if this project is not completed within the scope of the timetable (12 months), the DDA can withdraw its funding commitment. I (we) understand that I (we) can reapply, however, the application will be subject to funding availability at the time of reapplication. _____

Applicant's Signature *Eric Lyck* _____

Date 2-9-24 _____

Applicant's Signature _____

| | |
|------------------------------|--|
| For the Use of the DDA | |
| Date Received: | |
| Received By: | |
| Is the Application Complete? | |
| | |

Invoice

Date: 1/15/2024 Invoice #: R-4373



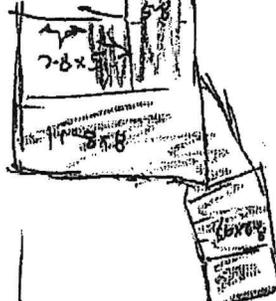
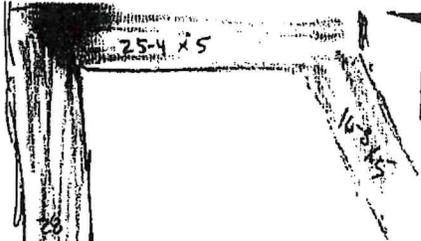
Bill To
 Arborvitae Building Co
 2947 Eyde Parkway
 East Lansing Mi 48823

Terms: Project: PO Box 406
 Owosso, MI 48867

| Item | Quan. | Description | Rate | Amount |
|------------------|-------|---|--------|----------|
| Tear Out | 822 | Tear Out concrete and haul away | 1.75 | 1,438.50 |
| Flatwork Sidew.. | 648 | Pad and Flatwork Sidewalk - 6" thick, 4000 psi, broom finish, saw cut joints, compacted sand base | 6.75 | 4,374.00 |
| Flatwork Sidew.. | 675 | Flatwork Sidewalk - 5" thick, 4000 psi, broom finish, saw cut joints, compacted sand base | 6.50 | 4,387.50 |
| Construction | 4 | extra material labor for steps | 115.00 | 460.00 |
| Construction | 2 | 6" Steel bollards with concrete base and mfill | 400.00 | 800.00 |
| Construction | 1 | Tear down and haul away hand railing and deck | 325.00 | 325.00 |
| Winter charge | 1,422 | Hot water, blankets | 0.30 | 426.60 |

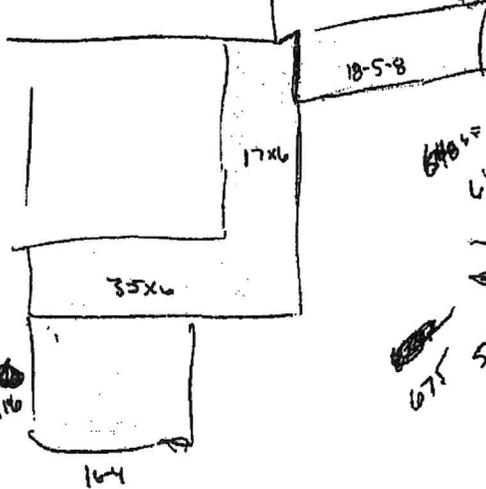
Balance Due \$12,211.60
Total \$12,211.60

Handwritten signature or initials.



5"

6"



6" 11-6 x 16-4 = 187.74
 6" 35 x 6 = 210
 17 x 6 = 102
 18-5 x 8 = 148
 16 x 6-8 = 106

6" 5" 11-8 x 8 = 92
 7-8 x 5 = 38.5
 28-5-8 = 228
 25-4 x 5 = 124.45
 16-8 x 5 = 83

| | | |
|-----|-------------|------------|
| T/O | 38 x 5-8 | 184 |
| | 25-4 x 5 | 124 |
| | 18-5 x 8 | 148 |
| | 17 x 6 | 102 |
| | 11-6 x 16-4 | 187.74 |
| | 12 x 6 | 72 |
| | <u>T/O</u> | <u>822</u> |

2 Rollands. @ 400 CA

New Sign

Jim Johnson <jjm@johnsonsign.com>
To: Katie Eyde <katie.eyde@gmail.com>

Thu, Feb 15, 2024 at 9:05 AM

Hey Katie,

Please see the pricing & information below:

1. Wall Sign

(1) 12" x 24" single sided ACM wall sign= \$105
tax= \$6.30
installation labor= \$75
Total= \$186.23

Please let me know if you approve of the pricing and I will send you the production drawing for approval.

2. Monument Sign - by road

The only option we could do is to cut your existing "Evergreen Vet Clinic" faces down and make them smaller, and add dividers/small panels within the existing silver rectangle cabinet. We can not add any more square foot to the sign per city code.

Is that option something you would be interested in? If so, I can send you a quick drawing/price on what that would look like.

Thanks,



Jim Johnson
VP/Director of Sales

C 517-414-5111
O 517-784-3720
F 517-784-1558
www.johnsonsign.com
See our locations [HERE!](#)

[Quoted text hidden]

INC.

F


IVAL

| Total |
|------------|
| \$1,375.00 |
| \$160.00 |
| \$200.00 |
| \$280.00 |
| \$850.00 |
| \$100.00 |
| \$250.00 |
| \$150.00 |
| \$2,515.00 |

Land Visions, Inc.

3400 Old Lansing Rd
Lansing, MI 48917 US
billing@landvisions.net
www.landvisions.net



INVOICE

BILL TO
Arborvitae Building Co.
Re: 4737 Marsh, Vet Clinic
2947 Eyde Parkway
East Lansing, MI 48823

INVOICE 113339
DATE 09/17/2024
TERMS Due on receipt

| DATE | DESCRIPTION | AMOUNT |
|------------|--|----------|
| 09/17/2024 | Landscape Services - Per estimate provided | 2,515.00 |
| 09/17/2024 | Landscape Services - Additional work - 2 yards of composted top soil, seed, starter fertilizer, and EZ straw. Extended the landscape with mailboxes another 5' | 400.00 |

PAYMENT 2,915.00

BALANCE DUE **\$0.00**
PAID



Fwd: Transaction receipt

1 message

Tue, Jun 25, 2024 at 11:40 AM

----- Forwarded message -----

From: rachel@johnsonsign.com <rachel@johnsonsign.com>
Date: Tue, Jun 25, 2024, 11:28 AM
Subject: Transaction receipt
To: Eric Eyde

Receipt

Transaction ID: cpte4270i4761pburv20
Merchant: Johnson Sign
Merchant Website:
Merchant Phone: (517) 784-3720
Transaction Date: 06/25/2024 10:28:08 CDT
Transaction Type: Sale
Amount Authorized: \$472.67
Amount Captured: \$472.67
Base Amount: \$458.90
Total: \$472.67

PO Number:
Order ID: cpte4270i4761pb
Authorization Code: 04279Q
Status: Pending_settlement
Terminal ID:
Terminal Description:

Custom Fields

1. Customer/business name
Arborvitae Building Co./Evercare Pet Cremation
2. Invoice/Proposal #
240488-01

Payment Information

Cardholder Name: Eric Eyde
Card Type:*****
Payment Type: card
Account # *****

###

Customer Information

Billing Address

Eric Eyde

Evergreen Veterinary Clinic Façade Improvement Grant Reimbursement Request
4737 Marsh Road Okemos

| Company | | Rate | Amount | Invoice # | Check# |
|--|---|------|--------------------|-------------------|--------|
| Concrete Walkway Path Activities | | | | | |
| CMI | Tear out Confreat and Haul away | 1.75 | \$1,438.50 | R-4373 | #1296 |
| CMI | Pad and Flatwork sidewalk | 6.75 | \$4,374.00 | R-4373 | #1296 |
| CMI | Flatwork sidewalk 5" thick 4000 psi finish saw | 6.5 | \$4,387.50 | R-4373 | #1296 |
| CMI | 4 extra material labor for steps | 115 | \$460.00 | R-4373 | #1296 |
| CMI | 2 6" steel bollards with concrete base and infill | 400 | \$800.00 | R-4373 | #1296 |
| CMI | 1 tear down and haul away railing and deck | 325 | \$325.00 | R-4373 | #1296 |
| CMI | 1422 Hot water, blankets | 0.3 | \$426.60 | R-4373 | #1296 |
| Subtotal | | | \$12,211.60 | | |
| Company | | Rate | Amount | Invoice # | Check# |
| Landscape Services | | | | | |
| Land Vision | Michigan Native Plants | 25 | \$1,375.00 | 113339 | PAID |
| Land Vision | Switchgrass Shenandoah | 8 | \$160.00 | | |
| Land Vision | Lupine | 10 | \$200.00 | | |
| Land Vision | Coneflower | 14 | \$280.00 | | |
| Land Vision | Norway Spruce | 1 | \$850.00 | | |
| Land Vision | Fabric for Front Mailbox bed | | \$100.00 | | |
| Land Vision | Misty Black Mulch | | \$250.00 | | |
| Land Vision | Removal of Large Shrub | | \$150.00 | | |
| Subtotal | | | \$2,915.00 | \$3,365.00 | |
| Company | | Rate | Amount | Invoice # | Check# |
| Sign Improvement Activities | | | | | |
| | | 1 | \$472.67 | 240488-01 | PAID |
| Johnson Sign Company | Arborvitae Building Co./Evercare Pet Cremation | | | | |
| Subtotal | | | \$472.67 | | |
| Request Submittal Date: 9.24.2024 | Total | | \$16,049.27 | | |
| Approved Reimbursement Amount | | | \$15,285.29 | | |



To: Meridian Downtown Development Authority
From: Amber Clark Director Neighborhoods & Economic Development
Date: September 9, 2024
Re: **Annual Downtown Development Authority Member Training**

Annually to maintain our individual aptitudes, the general understanding of development, opportunities for incentives, and other enhancements associated with Economic Development, the Economic Development Director will assign various trainings for DDA members. As a part of maintaining our Redevelopment Ready Communities' active status with the Michigan Economic Development Corporation, training in the field of Economic Development is required. Training will consist of several types of education options with topics focused on varying elements of Economic Development. The below four articles are from Governing.com- an online media resource for all things government. Four topics we have selected that pertain to Meridian, especially those centered on redevelopment, housing, and major economic hubs. Each DDA member has been assigned an article and will need to complete the review of the article by the September 9th, 2024 DDA meeting. Each Article has discussion questions that we will review at the September meeting, please be prepared to share your thoughts:

New Life for Downtowns as Innovation Districts

<https://www.governing.com/magazine/new-life-for-downtowns-as-innovation-districts>

Assigned: Tom Stanko, Angela Wright

What are the futures of Downtowns going to look like if trends continue as they are?

How can we use this information to redevelop our Downtown district?

15 Minute City- Hope or Hype and Hostility

<https://www.governing.com/urban/the-15-minute-city-hope-hype-and-hostility>

Assigned: Ron Sdao Don Romain

Is 15 minute-neighborhood planning a good plan for communities?

How would our recently approved Masterplan be altered if we were to concentrate our efforts to make our community a 15-minute friendly community?

Plummeting Enrollment Leads More Colleges to Close

<https://www.governing.com/management-and-administration/plummeting-enrollment-leads-more-colleges-to-close>

Assigned: Supervisor Hendrickson, Bill Cawood

Michigan State University is a major economic drive to the region. What are the potential impacts on Meridian Township related to the enrollment status of students?

What can Meridian Township EDC members do to combat college enrollment or enhance the number of enrollees at an institution of higher learning?

Affordable Housing How Small is Too Small

<https://www.governing.com/urban/affordable-housing-how-small-is-too-small>

Assigned: Peter Campbell, Renee Korrey

Will creating a smaller unit make a housing unit affordable?

What trends can we expect in the nation related to unit sizes?

Does the newly adopted "Accessory Dwelling Unit Ordinance" impact small/tiny home development in Meridian Township?



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: October 7, 2024
RE: Clock Installation Update 2160 Hamilton Road

Mr. Turnwald requested staff time starting in April 2024 to seek out the DDA's participation in placing a historic clock in downtown. Conversations with DPW Director and Deputy Manager Opsommer led Mr. Turnwald to Economic Development Director Amber Clark. Staff encouraged Mr. Turnwald to participate in the Façade Improvement Grant Reimbursement program with the DDA. Mr. Turnwald was not interested in participating in that program and requested to attend a DDA meeting to present to the DDA his vision for the installation of a historic clock. At the May 2024 DDA meeting, Mr. Gene Turnwald was granted the opportunity through presentations to present to the DDA his vision for a historic clock installed at 2160 Hamilton road. He presented a proposal to the DDA to remove the existing streetlight at 2160 Hamilton Road a property and requested of the DDA to allow the clock to be erected on the footings of the existing streetlight. The DDA would allow the clock to be included on the SAD Streetlight Assessment District that provides power to all of the streetlights in the DDA. Member made the motion and member seconded to authorize staff to commence with this proposal by Mr. Turnwald.

Staff implemented a Development Agreement that specified the responsibilities of Meridian Charter Township Downtown Development Authority and the responsibilities of the property owner of 2160 Hamilton road. Included in the Agreement is a requirement that both the DDA and Mr. Turnwald would pull a Right-Of-Way Permit with the Ingham County Road Department. ICRD owns the road right of way (about 2 feet along the road side on every road in Meridian) and requires that anyone looking to do work in the ROW must be approved and permitted by ICRD. Staff notified Mr. Turnwald's office of the requirement and the Agreement was signed by both parties acknowledging that each party would need to adhere to having a ROW permit pulled before work is done.

The DDA submitted a ROW permit request to ICRD August 28, 2024 and received notice September 6, 2024 that ICRD would not allow a Clock to be installed in their Road ROW. After receiving the notification, staff reached out to Mr. Turnwald with the notification from ICRD.

It is the recommendation by Township staff that the DDA work to adhere to policy governance; *Policy Governance is a comprehensive set of integrated principles that, when consistently applied, allows governing boards to realize owner-accountable organizations. (10 Principles of Policy Governance, John Carver).* When authorizing an action of the DDA, whatever decision is agreed to must be able to be applied equitably and equally. The decision to remove a streetlight to allow for other elements to be constructed in their location should be something the DDA can replicate at multiple properties in the district with ease. The DDA has only the control of the streetlight, electrical, and irrigation. The DDA has no authority of the road ROW and it is recommendation of staff that the DDA never authorize activity like this proposal in the future for this reason.

No motion is necessary to be made at this time.

| Businesses New & Relocating | | | | | | | | | |
|-----------------------------|------------|--------------------------------|---|-------------------------------------|---|---|-----------|--|--|
| Date of Approval | Start Year | Developer Name | Development Name | Review Category | Project Location | Project Type | Unit # | Assigned: Department/C ommission | Project Description |
| 4.16.2024 | 2024 | Haslett Gallery | Herbana | New Recreational Marihuana Business | 2119 Haslett Road Suite A Haslett | Marihuana Dispensary | 1 | Community Planning Dept. | SUP for a new Recreational Marihuana dispensary. |
| | 2024 | Rite Aid | Rtie Aid | CLOSING | All Locations | ---- | 1 | Economic Development | Business is sold and will close all Michigan Locations |
| | 2024 | Paul Vlahakis | Leounes Art & Antique Collection | New Businesses Opening/ Relocating | 2650 Grand River Ave Suite C-1 | New Commercial Development | 1 | Building Dept. | New business-waiting permit applications |
| | 5.20.2024 | Louis J Eyde Family | Michigan Fitness Foundation | New Businesses Opening/ Relocating | 2843 Eyded Parkway E Lansing | New Commercial Development | 1 | Building Dept. | Interior remodel and update |
| | 2024 | Big Lots | Big Lots | CLOSING | 2020 Grand River Ave | ---- | 1 | Economic Development | Business Closure |
| Under Construction | | | | | | | | | |
| Date of Approval | Start Year | Developer Name | Development Project Name | Review Category | Project Location | Project Type | Unit # | Assigned: Department/C ommission | Project Description |
| 3/15/2022 | 2022 | Giguere Homes | Sanctuary III | Under Construction | North of Robbins Way - East of Hulett Rd | Single Family Homes | 7 | Community Planning Dept. | 7 single family homes built off Robbins Way East of Hulett |
| 12/28/2021 | 2018 | Okemos Pointe | Elevation Apartments (Phase III) | Under Construction | 2362 Jolly Oak Road Okemos MI | MUPUD Commercial + Residential | 66 of 370 | Building Dept. | Final stages of Elevation Apartments at Jolly Oak and |
| 2/24/2022 | 2022 | Newton LLC/DTN Mngmt | Newton Pointe | Under Construction | 6276 Newton Rd Haslett MI | Commercial + Residential | 239 | Community Planning Dept+ Building Dept | Mixed-Use residential development and mixture of First approved in the early 2000's, final single family |
| | 2023 | G.S Fedewa Builders, Inc. | Sierra Ridge(Phase IV) | Under Construction | Fresno Lane East Lansing MI | Single Family Homes | 14 of 99 | Community Planning Dept. | First phase of 150 single family home development. Second phase of the continuation of the Lake |
| 2/28/2022 | 2024 | Bennett Road Holding, LLC | Silverleaf (Phase I) | Under Construction | West Bennett Road | Single Family Homes | 25 of 150 | Community Planning Dept. | SUP for a new Recreational Marihuana dispensary. |
| | 2021 | Meridian Township Public Works | MSU -Lake Lansing Trail/Pathway (Phase 2) | Under Construction | Township Trail- Lake Lansing North - 2119 | Public Park/Public Facility Improvement | 1 | | interior expansion of Crunch Fitness into suite where New coffee shop on Grand River hoping to open in Plans Pending to move Juice Nation from 3520 Okemos |
| 4.16.2024 | 2024 | Haslett Gallery | Herbana | Under Construction | Haslett Road Suite A Haslett | Marihuana Dispensary | 1 | Community Planning Dept. | |
| | 2024 | Crunch Fitness | Crunch Fitness | Under Construction | 2655 Grand River Ave | New Commercial Development | 1 | Building Dept. | |
| | 2024 | Tarek Chawish | Chateau Coffee Co. | Under Construction | 2361 W Grand River Ave | New Commercial Development | 1 | Building Dept. | |
| | 6.6.2024 | Juice Nation | Juice Nation | Under Construction | 3520 Okemos Road swap 2398 Jolly | Existing Commercial Expansion | 1 | Building Dept. | |

| Under Site Plan Review | | | | | | | | | |
|------------------------|------------|----------------------------------|----------------------------|------------------------|--|------------------------------------|--------|----------------------------------|--|
| Date of Approval | Start Year | Developer Name | Development Project Name | Review Category | Project Location | Project Type | Unit # | Assigned: Department/C ommission | Project Description |
| 4/11/2022 | 2024 | Radmoor Montessori | Radmoor Montessori | Under Site Plan Review | 2745 Mt. Hope Rd Okemos MI | Existing Commercial Expansion | 1 | | Expansion of Radmoor Montessor School on |
| | 2023 | Giguere Homes | Hulett Road Estates | Under Site Plan Review | 3560 Hulett Road Okemos MI | Single Family Homes | 6 | Community Planning Dept. | 6 single family homes, one house will be rehabilitated |
| | 2024 | TIMN LLC | Pins & Pints | Under Site Plan Review | 2120 E. Saginaw Hwy East Lansing MI | Existing Commercial Expansion | 1 | Community Planning Dept. | Potential redevelopment of City Limits Bowling Alley. |
| 2023 | 2024 | Newman Equities II , LLC | Grand Reserve | Under Site Plan Review | Park Drive and Powell Road | Mixed Housing - Middle Housing New | 115 | Community Planning Dept. | 75 single family homes and 75 duplexes for rent off of |
| | 2024 | N/A | Tantay Cuisine | Under Bldg Plan Review | 2398 Jolly Road Suite 200 | Commercial Development | 1 | Building Dept. | New business-waiting permit applications |
| 7/26/2022 | 2024 | SP Holding, LLC | Haslett Village Square 2.0 | Under Site Plan Review | 1655-1621 Haslett Road Haslett MI 2806 | MUPUD Commercial + Residential | 290 | | Redevelopment of the remaining 19 acres at Haslett and |
| 4/24/2023 | 2024 | Mayberry Homes/ | Schultz Veterinary Clinic | Under Site Plan Review | Bennett Road Okemos MI | Building Expansion | 1 | Engineering Dept. | Expansion of the existing Schultz Veterinary |
| | 2024 | DVNK LLC | DVNK LLC | Under Site Plan Review | 1419 Grand River Ave | Marihuana Dispensary | 1 | Township Board | SUP for a new Recreational Marihuana dispensary. |
| | 2024 | Eyde Development Company | I Heart Mac & Cheese | Under Bldg Plan Review | 4790 S. Hagadorn Road Suite 158 | New Commercial Development | 1 | Building Dept. | New business approved to commence with building permit |
| 4.16.2024 | 2024 | SANDDS | SANDDS | Under Site Plan Review | 3520 Okemos Road | New Commercial Development | 1 | Township Board | SUP for a new Recreational Marihuana dispensary. |
| 4.16.2024 | 2024 | Okemos Local Investments | Okemos Local Investments | Under Site Plan Review | 4360 Hagadorn Road | New Commercial Development | 1 | | SUP for a new Recreational Marihuana dispensary. |
| | 7.11.2024 | GLI LLC | Crunch Fitness | Under Site Plan Review | 2655 Grand River Ave | New Commercial Development | 1 | Building Dept. | interior expansion of Crunch Fitness into suite where |
| | 2024 | Meijer Thrifty Acres | Okemos Meijer Expansion | Under Site Plan Review | 2055 W Grand River Ave | Existing Commercial Expansion | 1 | Building Dept. | Interior expansion and update of the grocery store |
| | 6.7.2024 | Local Epicurean Mid Michiqan | Local Epicurean | Under Site Plan Review | 2843 E Grand River Ave | New Commercial Development | 1 | Building Dept. | New business - waiting for permit applications |
| | 2024 | Becky Beachaine Kulka | BBK Jewelry | Under Site Plan Review | 2260 Jolly Oak Road | New Commercial Development | 1 | Building Dept. | New business - waiting for permit applications |
| | 5.20.2023 | Schulers | Schulers Bookstore | Under Site Plan Review | 1982 W Grand River Ave Swap with Bed | Existing Commercial Expansion | 1 | Building Dept. | Schuler's bookstore took an opportunity to expand and |
| | 6.24.2024 | Fahey Schultz Burzych and Rhodes | Fahey Schultz | Under Site Plan Review | 4151 Okemos Road | Existing Commercial Expansion | 1 | Building Dept. | Expansion of existiging law office |

| | | | | | | | | | | |
|--|------------|---|--------------------------------|------------------------|-----------------------------------|---|---|----------------|--|--|
| | 6.29.2024 | Nw Potato Creak Holding LLC c/o PJ Land | Tidal Wave Auto Spa | Under Site Plan Review | 4880 Marsh Road Okemos MI | New Commercial Development | 1 | Building Dept. | Development of a car wash at the previous Outback | |
| | 5.30.2024 | N/A | Dobie Road Event Space/Theater | Under Bldg Plan Review | 4655 Dobie Road | New Commercial Development | 1 | Building Dept. | New applications for a private theater | |
| | 2.2.2024 | Austin Hamilton | 486 Halsett Road | New Applications | 36 Haslett Rd | New Commercial Development | 1 | Building Dept. | Owner Austin Hamilton is looking for an | |
| | 5.30.2024 | Martin Commercial Properties | ACE Hardware | New Applications | 3544 Meridian Crossing Drive | New Commercial Development | 1 | Building Dept. | New applications received for | |
| | 7.3.2024 | Emily Dawson | All Grand Events | Under Site Plan Review | 2233 W Grand River Ave | Existing Commercial Expansion | 1 | Building Dept. | New applications received for an update exterior | |
| | 7.22.2024 | Kulphanin Saengothai | Ai Ya Ramen | New Applications | 1737 W. Grand River Ave | New Commercial Development | 1 | Building Dept. | New application received for a new Ramen restaurant | |
| | 7.23.2024 | Little Caesar's | Little Caesar's | New Applications | 3340 Lake Lansing Road | Existing Commercial Expansion | 1 | Building Dept. | Remodel of the Little Caesar's of Lake Lansing Road | |
| | 7.23.2024 | High Steet Investments LLC | Pure Barre | New Applications | 3552 Meridian Crossings Suite 570 | Existing Commercial Expansion | 1 | Building Dept. | With the planned expansion of ACE Hardware | |
| | 3.16.2024 | Naill Chawish | Chhtoura Grill LLC | New Applications | 4790 S Hagadorn Road #164 | New Commercial Development | 1 | Building Dept. | new grill and restuarant in hagadorn plaza. | |
| | 8.6.2024 | Eyde Development Company | Pepperidge Farms | New Applications | 4440 S. Hagadorn Road Suite 100 | New Commercial Development | 1 | Building Dept. | New storage facility for Pepperidge farms off of | |
| | 7.30.024 | Consumers Energy | Lake Lansing Road Substation | New Applications | | Public Park/Public Facility Improvement | 1 | Building Dept. | Approved by the Planning Commission for the substation | |
| | 8.20.2024 | ? | ? | New Applications | #### Marsh Road | New Commercial Development | 1 | Building Dept. | New Application received | |
| | 09.03.2024 | ? | ? | New Applications | #### Grand River Ave | New Commercial Development | 1 | Building Dept. | New Application received | |