



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
PLANNING COMMISSION – REGULAR MEETING  
June 13, 2022 7PM

---

1. CALL MEETING TO ORDER
  2. ROLL CALL
  3. PUBLIC REMARKS
  4. APPROVAL OF AGENDA
  5. APPROVAL OF MINUTES
    - A. May 23, 2022 Regular Meeting
  6. COMMUNICATIONS
    - A. Email from Mr. and Mrs. Keerthi RE: PUD 22-014
  7. PUBLIC HEARINGS
    - A. Planned Unit Development #22-014 – 3560 Hulett Road
    - B. Text Amendment 2022-11 – Municipal Signage
    - C. Text Amendment 2022-12 – Refuse/Storage Container Regulations
  8. UNFINISHED BUSINESS
    - A. None
  9. OTHER BUSINESS
    - A. Special Use Permit #22-061 – Meridian Township Changing Message Signs
    - B. Planning Commission By-laws – Discussion
  10. REPORTS AND ANNOUNCEMENTS
    - A. Township Board update.
    - B. Liaison reports.
  11. PROJECT UPDATES
    - A. New Applications
      - a. SUP #22-071 – Butterflies Group Daycare
    - B. Site Plans Received
      - a. SPR #22-04 – Commons Church Parking Lot Expansion
      - b. SPR #22-07 – Presbyterian Church Solar Panels
    - C. Site Plans Approved
      - a. SPR #22-05 – Bharatiya Temple Parking Lights
  12. PUBLIC REMARKS
  13. ADJOURNMENT
- 

Individuals with disabilities requiring auxiliary aids or services should contact: Director of Community Planning and Development  
Timothy R. Schmitt, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4506 - Ten Day Notice is Required.  
Meeting Location: 5151 Marsh Road, Okemos, MI 48864



**TENTATIVE PLANNING COMMISSION AGENDA**  
**June 27, 2022**

1. PUBLIC HEARINGS
  - A. None
  
2. UNFINISHED BUSINESS
  - A. Planned Unit Development #22-014 – 3560 Hulett Road
  - B. Text Amendment 2022-11 – Municipal Signage
  - C. Text Amendment 2022-12 – Refuse/Storage Container Regulations
  
3. OTHER BUSINESS
  - A. None

---

Individuals with disabilities requiring auxiliary aids or services should contact: Director of Community Planning and Development  
Timothy R. Schmitt, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4506 - Ten Day Notice is Required.  
Meeting Location: 5151 Marsh Road, Okemos, MI 48864

Providing a safe and welcoming, sustainable, prime community.



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

**DRAFT**

**May 23, 2022**

**5151 Marsh Road, Okemos, MI 48864-1198  
853-4000, Town Hall Room, 7:00 P.M.**

**PRESENT: Chair Blumer, Vice-Chair Trezise, Commissioners McConnell, Premoe, Richards, Shrewsbury, Snyder**

**ABSENT: Commissioner Cordill**

**STAFF: Director of Community Planning & Development Timothy Schmitt, Senior Planner Brian Shorkey, Multimedia Producer Samantha Diehl**

**1. CALL MEETING TO ORDER**

Chair Blumer called the regular meeting to order at 7:03 pm.

**2. ROLL CALL**

Chair Blumer called the roll of the Planning Commission, all are present except Commissioner Cordill.

**3. PUBLIC REMARKS**

Chair Blumer opened public remarks at 7:03 pm.

NONE

Chair Blumer closed public remarks at 7:03 pm.

**4. APPROVAL OF AGENDA**

**Vice-Chair Trezise moved to approve the agenda.  
Seconded by Commissioner Richards.**

VOICE VOTE: Motion approved unanimously.

**5. APPROVAL OF MINUTES**

A. May 9, 2022 Regular Meeting

**Vice-Chair Trezise moved to approve the Minutes of the May 9<sup>th</sup>, 2022 Planning Commission Regular Meeting. Seconded by Commissioner Shrewsbury.**

Commissioner McConnell noted under item 8.E Bath Township Master Plan – Discussion, “Commissioner McConnell stated if the Planning Commission has plans to write a letter to Bath Township they should complement the wetland Ordinance to protect priority wetlands” should add after, “especially in the context of climate change.”

VOICE VOTE: Motion approved unanimously.

## **6. COMMUNICATIONS**

- A. Bath Township Master Plan Response Letter

## **7. PUBLIC HEARINGS**

- A. Special Use Permit #22-061 – Meridian Township Changing Message Signs

Chair Blumer opened the Public Hearing at 7:06 pm.

Director Schmitt outlined Meridian Township Changing Message Signs for Public Hearing.

Chair Blumer asked if these would be flashing messages.

Director Schmitt replied they would not.

Commissioner McConnell asked if there would be emergency messaging on the board.

Director Schmitt replied it's possible.

Commissioner McConnell asked if there is an existing changing message sign to look at to get a rough idea of this sign.

Director Schmitt replied Culvers, Walgreens and the Okemos High School have changing message signs.

Chair Blumer asked why there is a limit on the amount of times the signs can be changed during the day.

Director Schmitt it's at the Planning Commissions discretion to make that decision and staff is being consistent with previous changing message signs that have been recommended for approval in the township.

Vice-Chair Trezise noted if the Planning Commission excludes all township signs from Zoning Laws then this won't be necessary.

Director Schmitt stated even with that the special land use will still be in place for the sign, so the conditions will still be in place unless the sign is substantially modified.

Commissioner Snyder asked what the township is trying to communicate if the sign is only changing twice a day.

Director Schmitt replied the sign is mostly for special events and special messages.

Commissioner Snyder asked why limit the sign to only two changes a day.



Mr. Corby stated there isn't any land set aside for additional parking, however parallel parking could be changed to angled parking to increase parking density however he doesn't believe it will be necessary.

Vice-Chair Trezise asked when Commercial Building H1 is planned for building as it's not listed in the schedule.

Mr. Corby stated building H1 will be marketed immediately, and hopes it's part of the initial building phase.

Vice-Chair Trezise stated H1 is a significant part of the mixed use of this project and would like to see it in the construction plans.

Mr. Corby stated it could be included in plans, no later than the last phase.

Commissioner Snyder asked if previous development that have used 1.5 parking spaces per unit were mixed-use or primarily residential.

Mr. Corby replied they have been primarily residential.

Commissioner Snyder asked if potential food truck staging area parking spaces are included in the parking count.

Mr. Corby replied they are.

Commissioner McConnell asked about connecting the side walk on the west side at the Pine Village corner.

Mr. Corby stated they are fine with making the connection and making a cross walk.

Commissioner McConnell asked about the west most inner urban connection may need a different shape so it's not so steep.

Mr. Corby replied there is some berming that will be taken down with a small inlet though the berming.

Commissioner McConnell asked about the trailhead restrooms area.

Mr. Corby replied there will be drinking fountains, restrooms, a bike kiosk for bicycle maintenance, benches and a fenced in dog park, all of which will be available to the general public.

Chair Blumer asked if there has been a demographic projection.

Applicant Representative, Chad Koster, 940 Floral Ave., Grand Rapids, MI stated there has been a market study and one of the reasons the project was taken down to 290 is because they want more two bedroom units. They project residents who are younger professionals and older people who are looking for an easier way of life.

Commissioner Richards noted the plans show less than one parking lot per bedroom, and would like to see a comparable project to be sure planned parking will be sufficient.

Commissioner Premoe noted the applicant has stated a contingency plan for parking if it's not sufficient.

Commissioner Richards stated he would like to see how many parking spaces could be added if the current number isn't enough.

Mr. Corby stated he could show how many parking spaces could be added.

Commissioner McConnell stated the development is 8 minutes from the Meridian mall by CATA bus, and 24 minutes to MSU campus. He further stated CATA operates a shopping bus that circulates shopping centers.

Chair Blumer asked what the drive through is for.

Mr. Corby stated the one on the corner could be a pharmacy but wasn't certain, while the other is planned for a coffee shop.

Commissioner Snyder asked where the playground will be located.

Mr. Corby replied the playground is likely to be close to building I.

**Vice Chair Trezise moved to approve Mixed-Use Planned Unit Development #22014. Seconded by Commissioner Premoe.**

ROLL CALL VOTE: YEAS: Commissioners McConnell, Premoe, Shrewsbury, Vice-Chair Trezise, Commissioner Snyder, Chair Blumer

NAYS: Commissioner Richards

Motion carried: 6-1

B. Text Amendment 2022-10 – PUD Decks

Director Schmitt outlined Text Amendment 2022 -10 –PUD Decks for discussion.

**Commissioner Trezise moved to approve Text Amendment 2022-10 – PUD Decks. Seconded by Commissioner Snyder.**

ROLL CALL VOTE: YEAS: Commissioners Richards, Shrewsbury, Premoe, McConnell, Snyder, Vice-Chair Trezise, Chair Blumer

NAYS: Commissioner

Motion carried: 7-0

**9. OTHER BUSINESS - NONE**

## **10. REPORTS AND ANNOUNCEMENTS**

### A. Township Board update

Director Schmitt reported the Township Board has adopted the series of text amendments the Planning Commission has worked on in the beginning of the year. The Township board has also had the initial review of the Bickford House addition, and it has approved \$1.25 million dollars for the infrastructure costs as it relates to the village of Okemos project and is considering the adoption of a Commercial Rehabilitation District for the support of the Haslett Village Project.

### B. Liaison reports - NONE

## **11. PROJECT UPDATES**

### A. New Applications

- a. 3560 Hulett Road – Planned Unit Development

### B. Site Plans Received

- a. 4720 Marsh Road – Parking Lot Expansion

### C. Site Plans Approved

NONE

## **12. PUBLIC REMARKS**

Chair Blumer opened Public Remarks at 8:06 PM.

NONE

Chair Blumer closed Public Remarks at 8:06 PM.

## **13. ADJOURNMENT**

**Commissioner Premoe moved to Adjourn. Seconded by Chair Blumer.**

VOICE VOTE: Motion approved unanimously.

Chair Blumer adjourned the regular meeting at 8:07 pm.

## Keith Chapman

---

**From:** shiva <shivaparupalli@gmail.com>  
**Sent:** Thursday, June 9, 2022 11:40 AM  
**To:** Keith Chapman; Planning Commision (DG); keerthi17 cherukuri  
**Subject:** Conditional support to PUD #22-014(3560 Hulett)

Hello Keith,

Thank you for sharing the plan information.

### **Privacy Concerns:**

Privacy is the main concern for me. I live at 2746 coreopsis ct, Okemos, MI-48864 in Meadows, next to PUD #22-014. While I was buying my house in 2019, I gave a lot of thought to the privacy of my property. At the time I was not informed of any plans for development or rezoning of the said property. Doing so, will result in a loss of privacy, impact on the environment and ultimately diminish the value of my property and also my lot shares maximum portion with the upcoming new (PUD #22-014) community. Any such construction will DIRECTLY JEOPARDIZE the Privacy and the FUTURE VALUE/WORTH of our property. If the construction happens, I will have to deal with any disputes outside of my HOA. I'm requesting Meridian Township to Strictly Enforce the Standard Guidelines for this Upcoming Construction to avoid future disputes between the communities.

### **Construction Concerns:**

In order to start construction, I would like to know about construction hours and guidelines regarding dust and debris control on my property, since I have toddlers at home and I am concerned about their safety.

Please keep me posted on the hearing's outcome.

Sincerely,  
Siva Parupalli & Keerthi  
248-633-5489  
517-515-9693

On Tue, Jun 7, 2022 at 8:23 AM Keith Chapman <[chapman@meridian.mi.us](mailto:chapman@meridian.mi.us)> wrote:

Hi Siva,

Attached is the proposed plan. The meeting will begin at 7 pm. You can also write an email expressing any concerns and I can forward it on to the Commission members.

Sincerely,

Keith Chapman

---

**From:** shiva <[shivaparupalli@gmail.com](mailto:shivaparupalli@gmail.com)>  
**Sent:** Monday, June 6, 2022 1:19 PM  
**To:** Keith Chapman <[chapman@meridian.mi.us](mailto:chapman@meridian.mi.us)>  
**Cc:** keerthi17 cherukuri <[keerthi.1217@gmail.com](mailto:keerthi.1217@gmail.com)>  
**Subject:** Regards PUD #22-014(3560 Hulett)

Hello Keith,

My name is Siva Parupalli, and I live at 2746 coreopsis ct, Okemos, MI-48864, next to PUD #22-014. Today I received a notice from Meridian Township on the new development. I'm interested in learning more about the development plan and have some concerns as a result. How can I find out more about this development?. I would appreciate any further information. I'm not sure if I can attend the in-person public hearing. If I were to attend, what is the time since it didn't say on the notice.

Thank You!

Siva Parupalli

248-633-5489

--  
shiva



**To:** Planning Commission

**From:** Brian Shorkey, *AICP*, Senior Planner

**Date:** June 9, 2022

**Re:** Planned Unit Development #22-014 (3560 Hulett), develop PUD consisting of 6 single family residential lots on approximately 5 acres located on Hulett Road, north of Jolly Road.

---

Giguerre Homes has submitted a planned unit development (PUD) proposal at the property at 3560 Hulett Road. The PUD proposal includes the construction of 6 detached single-family homes on approximately 5 acres located on Hulett Road. Access to the 6 properties is from a proposed cul-de-sac. A water feature, called Paxton Pond, is included in the permanently preserved open space.

The intent of the PUD ordinance is to permit greater flexibility and more creative design of residential developments than is possible under conventional zoning regulations. A minimum of 50% of the project area, excluding wetlands and floodplains, must be preserved as open space.

### **Zoning**

The subject property is located in the RA (Single Family-Medium Density) zoning district. A PUD is allowed in any residential zoning district on any sized property. Detached single family homes are proposed. The properties to the north, east, and south are also zoned RA while the property to the west, Okemos High School, is zoned Rural Residential.

### **Master Plan**

The property is designated on the Future Land Use Map from the 2017 Master Plan as R-2 Residential, 0.5-3.5 dwelling units per acre (du/a). The density of the proposed development is 1.20 du/a and falls within the R-2 Master Plan designation. The same future land use designation applied to the properties to the north, east, and south. The property to the west is Okemos High School and is designated as Institutional.

### **Physical Features**

The site contains the historical farmhouse and associated out buildings, as well as Paxton Pond. The Township GIS data shows the presence of a wetland on the property, associated with the pond. The wetland is 1.04 acres in size and was delineated in April 2022. The entire wetland lies within the protected open space and all development is outside of the required 40-foot setback. The Flood Insurance Rate Map (FIRM) for Meridian Township indicates there are no floodplains on the property.

### **Streets and Traffic**

The subject site is located on the east side of Hulett Road. Hulett Road is a two-lane road designated as a Collector Street on the Street Setbacks and Service Drives Map in the zoning ordinance. The 2017 Master Plan shows a proposed seven-foot pathway and paved shoulders on Hulett Road. The applicant will be required to construct sidewalks on the proposed cul-de-sac on the subject property if the PUD is approved. Those sidewalks will be required to connect to the Hulett Road pathway.

### **Utilities**

Municipal water is available in the vicinity of the subject site. Municipal sewer is located across Hulett Road and would have to be extended to serve the proposed development. The location and capacity of utilities for any proposed development will be reviewed in detail by the Department of Public Works and Engineering during the Site Plan Review process.

### **Planned Unit Development Standards**

Planning Staff is providing the minimum PUD performance objectives for planned unit developments for the Planning Commission's review, as found in Sec. 86-439 in the zoning ordinance. Staff will provide a more thorough review at a future meeting.

1. All applications shall provide for buffering between any conflicting feature of the design and adjacent residential land use.
2. All applications shall ensure good internal and external pedestrian accessibility with a minimum of conflicting points with the vehicular circulation system.
3. All applications shall minimize the cost of street construction and associated maintenance costs while adhering to official Township construction standards.
4. All applications shall consider convenient access to public transportation.
5. All applications shall minimize the cost of utility construction and associated maintenance costs while adhering to construction standards.
6. All applications shall take advantage of natural vegetation and topographic characteristics to promote natural air conditioning and enhancement of air quality.
7. All applications should enhance and preserve wildlife habitat, with special attention to wetlands and other unique habitats.
8. Except in unusual circumstances, stormwater runoff induced by the proposed development shall be detained for storage and infiltration on the site.
9. All applications shall provide for active and/or passive recreation on the site in harmony with the character of the open space.
10. A minimum of 50% of the project area allowed for density determination, excluding wetlands and floodplains, shall be provided as open space. Deliberate efforts must be made to preserve important landscape features and amenities of long term value and use these features as key components of design.
11. All applications shall contain a housing type or types sufficient in number to maintain a harmonious relationship with important site features, structures and adjacent land uses and represent quality in design.
12. All applications shall demonstrate that there is adequate capacity of public streets, sewer and water facilities to serve the development.

### **Planning Commission Options**

The Planning Commission may recommend approval as written, recommend approval of a revised version, or recommend denial of the proposed zoning amendment. Staff will provide a resolution at a future meeting after collecting the Planning Commission and the public comments and fully reviewing the application.

**Attachments**

1. Application and attachments.
2. Site plan prepared by Enger Engineering, dated June 6, 2022 and received by the Township June 6, 2022.

**CHARTER TOWNSHIP OF MERIDIAN  
PLANNING DIVISION  
5151 MARSH ROAD, OKEMOS, MI 48864  
PHONE: (517) 853-4560  
FAX: (517) 853-4095**

**Planned Unit Development Permit Application**

A. ~~Owner~~/Applicant JIM GIGVERE  
Address of applicant 6200 Pine Hollow Drive STE 100 East Lansing MI 48823  
Telephone: Work 517-339-3600 Home CELL 517-204-0818  
Fax 517-339-7201 Email jjgigvere@gigverehomes.com

B. Applicant's Representative, Architect, Engineer or Planner responsible for request:  
Name / Contact Person Ron Enger PE Enger Surveying and Engineering  
Address 805 N Cedar Rd PO Box 87 Mason MI 48854-0087  
Telephone: Work 517-676-6565 Home \_\_\_\_\_  
Fax 517-676-6675 Email engersurveying@yahoo.com

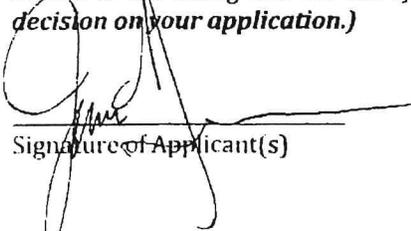
C. Site address/location 3560 Hulett Road Okemos Michigan  
Legal description (Attach additional sheets if necessary) ATTACHED  
Parcel number 33-02-02-32-400-012 Site acreage 5.0 ACRES

D. Date of preapplication conference with Director of Community Planning and Development \_\_\_\_\_  
Total acres of property 5.00 ACRES  
Acres in floodplain 0.0 ACRES Percent of total 0%  
Acres in wetland not in floodplain 0.55 (SEE NOTE) Percent of total 11%  
Total dwelling units 6  
Total units/acre 1.2

Dwelling unit mix  
Number single family detached 6 for Rent Condo  
Number duplex 0 for Rent Condo  
Number townhouse 0 for Rent Condo  
Number garden apt. style 0 for Rent Condo  
Number other 0 for Rent Condo  
Will commercial be included? (circle one) yes no acres \_\_\_\_\_  
Will all or part of property be platted? (circle one) yes no  
Percent open space provide exclusive of wetland/floodplain 8%

NOTE:  
WETLAND AREA  
APPROXIMATED  
FROM FILM  
MAP ON EGLE  
WEBSITE, NOT  
YET DELINEATED  
OR DETERMINED  
BY CONSULTANT,  
MARX WETLAND

*I (we) hereby grant permission for member of the Charter Township of Meridian Planning Commission, Township staff members and the Township's representatives or experts the right to enter onto the above described property (or as described in the attached information) in my (our) absence for the purpose of gathering information including but not limited to the taking and the use of photographs. (Note to Applicant(s): This is optional and will not affect any decision on your application.)*

  
\_\_\_\_\_  
Signature of Applicant(s)

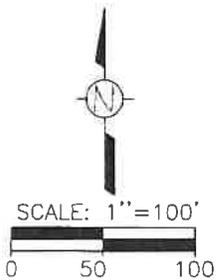
3/10/2022  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant(s)

\_\_\_\_\_  
Date

1 214

# 3560 HULETT ROAD SITE PLAN



SCHOOL DRIVEWAY

LUPINE DRIVE

GROSS AREA	5.00 AC	217,796 SFT
AREA IN 45' FOR HULETT ROAD	0.48 AC	21,014 SFT
AREA IN NEW STREET	0.55 AC	24,119 SFT
PROJECT AREA ALLOWED FOR DENSITY DETERMINATION		172,663 SFT
AREA IN WETLAND AND PAXTON POND	0.51 AC	22,359 SFT
		150,304 SFT

AREA IN PARCELS A THRU F	1.59 AC	69,466 SFT
AREA IN OPEN SPACE SHOWN	2.37 AC	103,198 SFT



85' SET BACK

THE COMMON OPEN SPACE WILL HAVE TO BE RECORDED IN THE COUNTY REGISTER OF DEEDS AS RESERVED OR DEDICATED BY MEANS OF A RESTRICTIVE CONVENANT AFTER THE FINAL SITE PLAN IS APPROVED



OPEN SPACE

WETLAND LIMIT DETERMINED BY MARX WETLAND LLC APRIL 2022



PUD PLAN  
APPLICANT: JIM GIGUERE

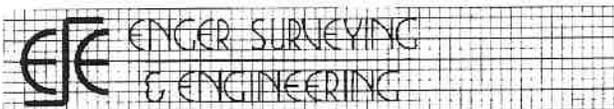
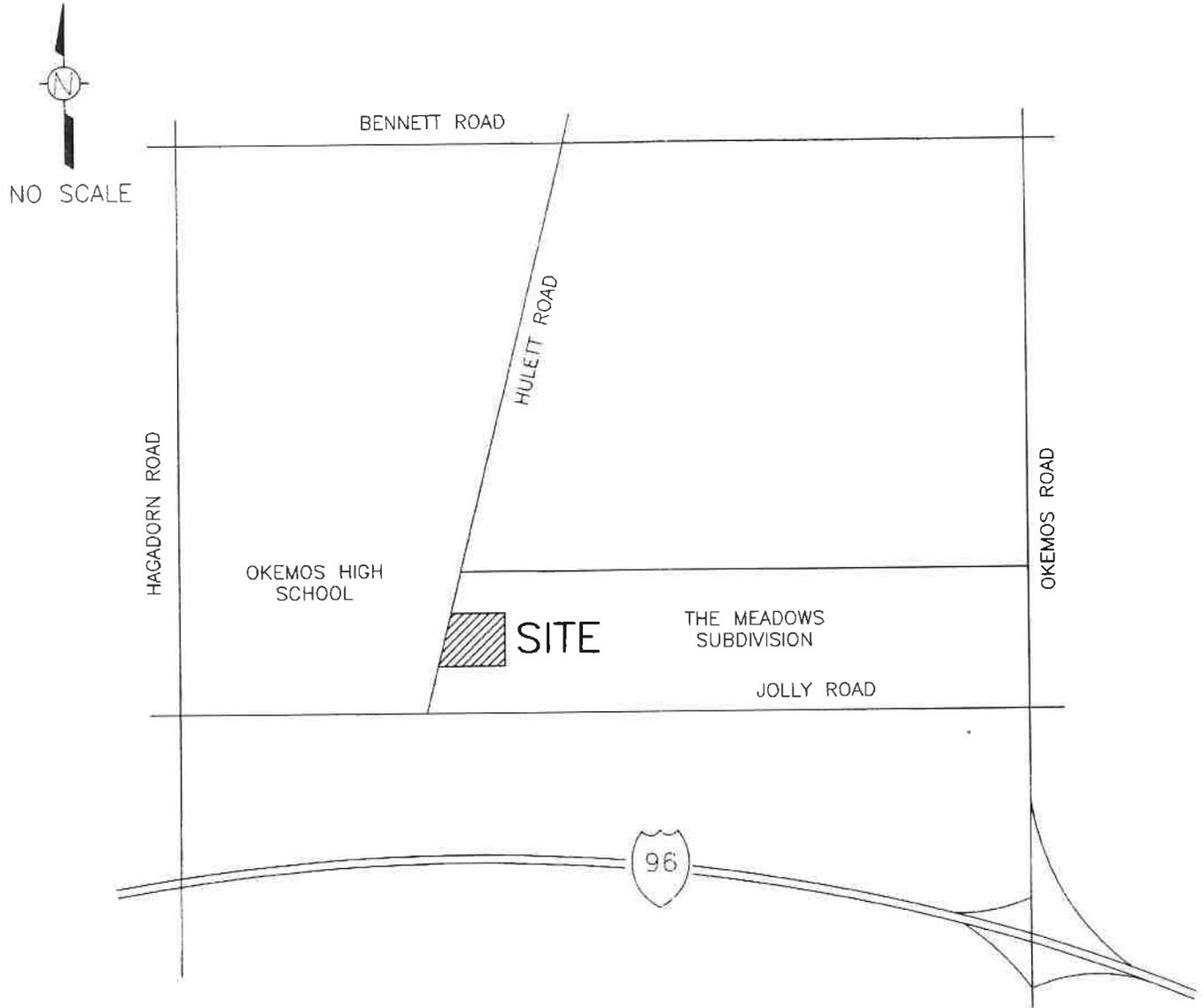
SHEET 3 OF 9

805 N. CEDAR PO BOX 87  
MASON, MICHIGAN 48854-0087  
517-676-6565

REVISED 6 JUNE 2022  
ESE JOB 33-3442

2

# 3560 HULETT ROAD SITE VICINITY MAP



805 N. CEDAR PO BOX 87  
MASON, MICHIGAN 48854-0087  
517-676-6565

PUD PLAN  
APPLICANT: JIM GIGUERE  
3560 HULETT ROAD  
SITE VICINITY MAP  
REVISED JUNE 6, 2022

SHEET 1 OF 9

2

# 3560 HULETT ROAD LEGAL DESCRIPTION

AccessMyGov.com is now bsaonline.com. Please change your bookmarks and website links.

**3560 HULETT RD** OKEMOS, MI 48864 (Property Address)

Parcel Number: 33-02-02-32-400-012



Item 1 of 22 14 Images / 8 Sketches

**Property Owner:** NETZLOFF, RICHARD & LINDA TRUST

**Summary Information**

> Residential Building Summary

- Year Built: 1870
- Full Baths: 2
- Sq. Feet: 2,220
- Bedrooms: 4
- Half Bath: 0
- Acres: 5.000

- > Assessed Value: \$137,000 | Taxable Value: \$106,185
- > Property Tax information found

Access additional record information for a small convenience fee. \*

- > Additional areas of information include: *Delinquent Tax Information*

Show Purchase Options

Additional record information is free for all homeowners. Click the 'Show Purchase Options' button for more information.

### Owner and Taxpayer Information

<b>Owner</b>	NETZLOFF, RICHARD & LINDA TRUST 3560 HULETT RD OKEMOS, MI 48864	<b>Taxpayer</b>	SEE OWNER INFORMATION
--------------	---	-----------------	-----------------------

### Land Information

<b>Zoning Code</b>	RA	<b>Total Acres</b>	5.000
<b>Land Value</b>	\$105,600	<b>Land Improvements</b>	\$0
<b>Renaissance Zone</b>	No	<b>Renaissance Zone Expiration Date</b>	No Data to Display
<b>ECF Neighborhood</b>	4000 RESIDENTIAL U	<b>Mortgage Code</b>	No Data to Display
<b>Lot Dimensions/Comments</b>	No Data to Display	<b>Neighborhood Enterprise Zone</b>	No

Lot(s)	Frontage	Depth
No lots found.		
<b>Total Frontage: 0.00 ft</b>		<b>Average Depth: 0.00 ft</b>

### Legal Description

COM @ THE S 1/4 CORNER OF SEC 32 -TH S89 DEG 35'11"W ALONG S LINE OF SEC 32 179.64 FT TO C/L HULETT RD -N 14 DEG 17'10"E ALONG SD C/L 463.69 FT TO THE P.O.B. -N 14 DEG 17'10"E 467 FT -N89 DEG 35'11"E 422.91 FT -S 00 DEG 24'49"E 457.71 FT -S 89 DEG 35'11"W 541.41 FT TO THE P.O.B. SEC 32 T4N,R1W 5 AC M/L

**\*\*Disclaimer:** BS&A Software provides BS&A Online as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.



805 N. CEDAR PO BOX 87  
MASON, MICHIGAN 48854-0087  
517-676-6565

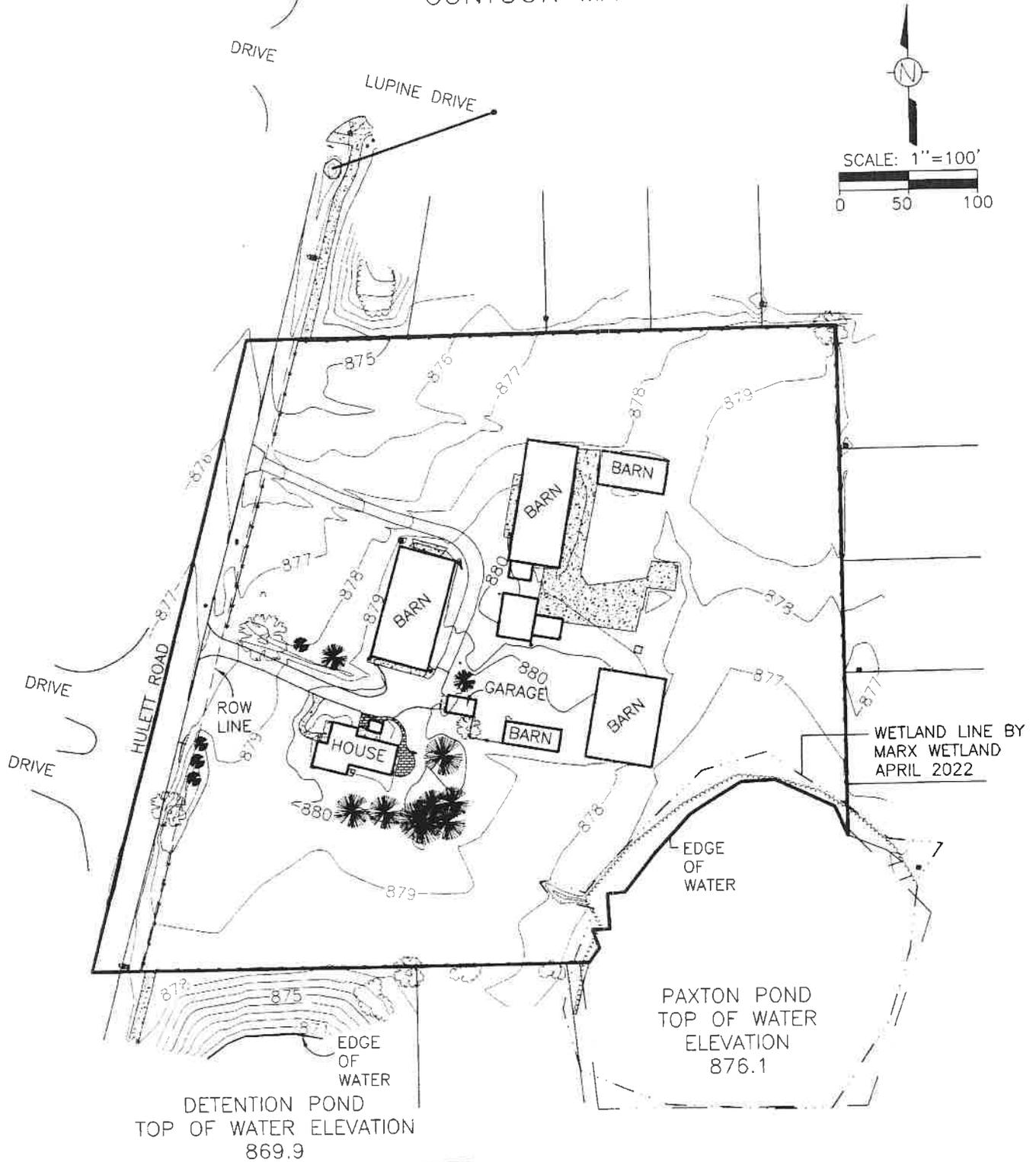
PUD PLAN  
APPLICANT: JIM GIGUERE

SHEET 2 OF 9

6 JUNE 2022  
ESE 33-3442

3 A

# 3560 HULETT ROAD CONTOUR MAP



PUD PLAN  
APPLICANT: JIM GIGUERE

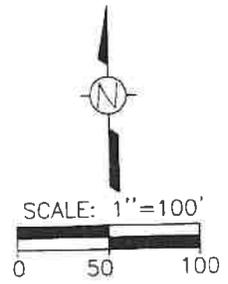
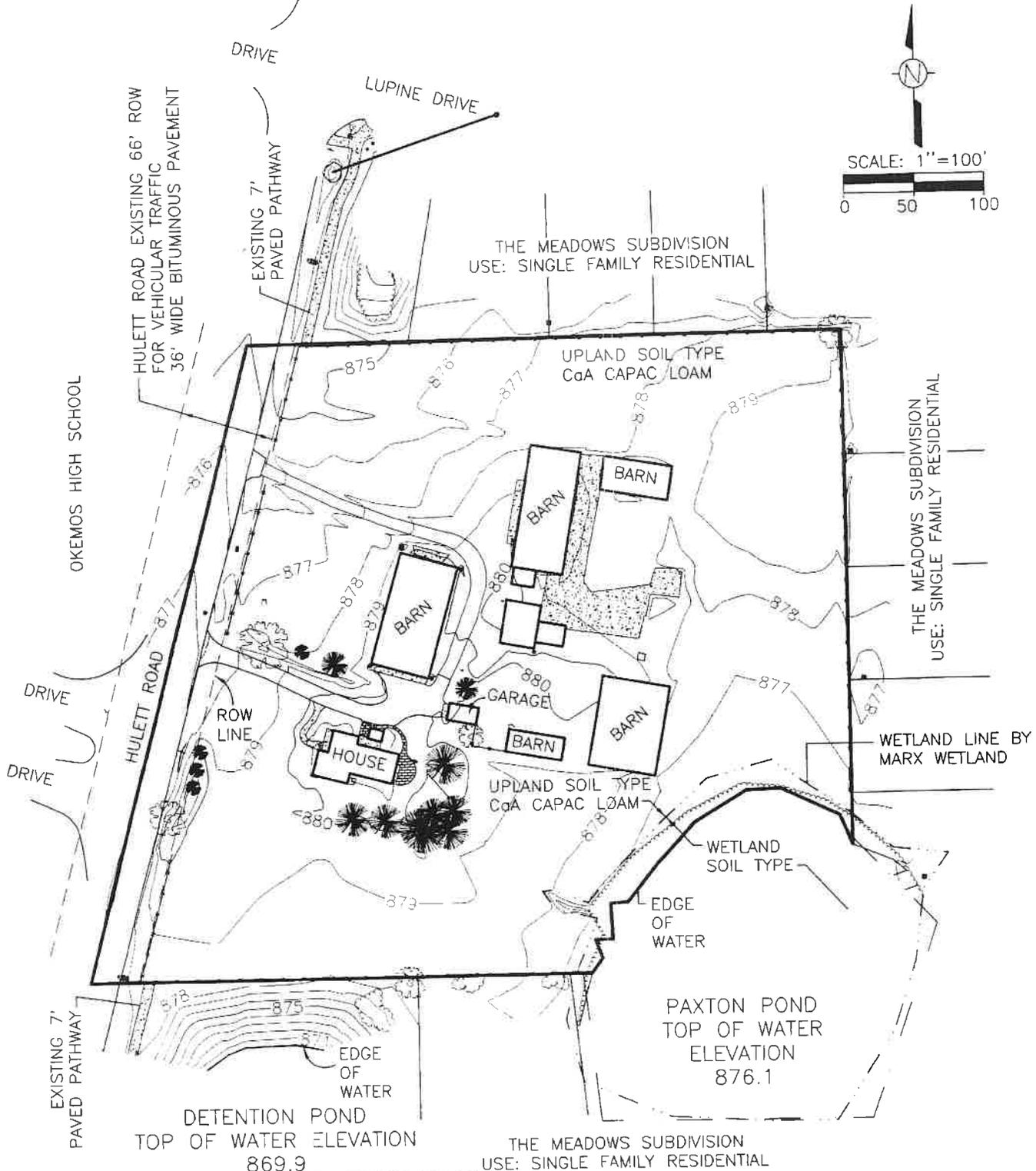
SHEET 4 OF 9

805 N. CEDAR PO BOX 87  
MASON, MICHIGAN 48854-0087  
517-676-6565

1 JUNE 2022

3b

# 3560 HULETT ROAD SITE ANALYSIS



**EJE** ENGER SURVEYING & ENGINEERING

805 N. CEDAR PO BOX 87  
MASON, MICHIGAN 48854-0087  
517-676-6565

THE MEADOWS SUBDIVISION  
USE: SINGLE FAMILY RESIDENTIAL

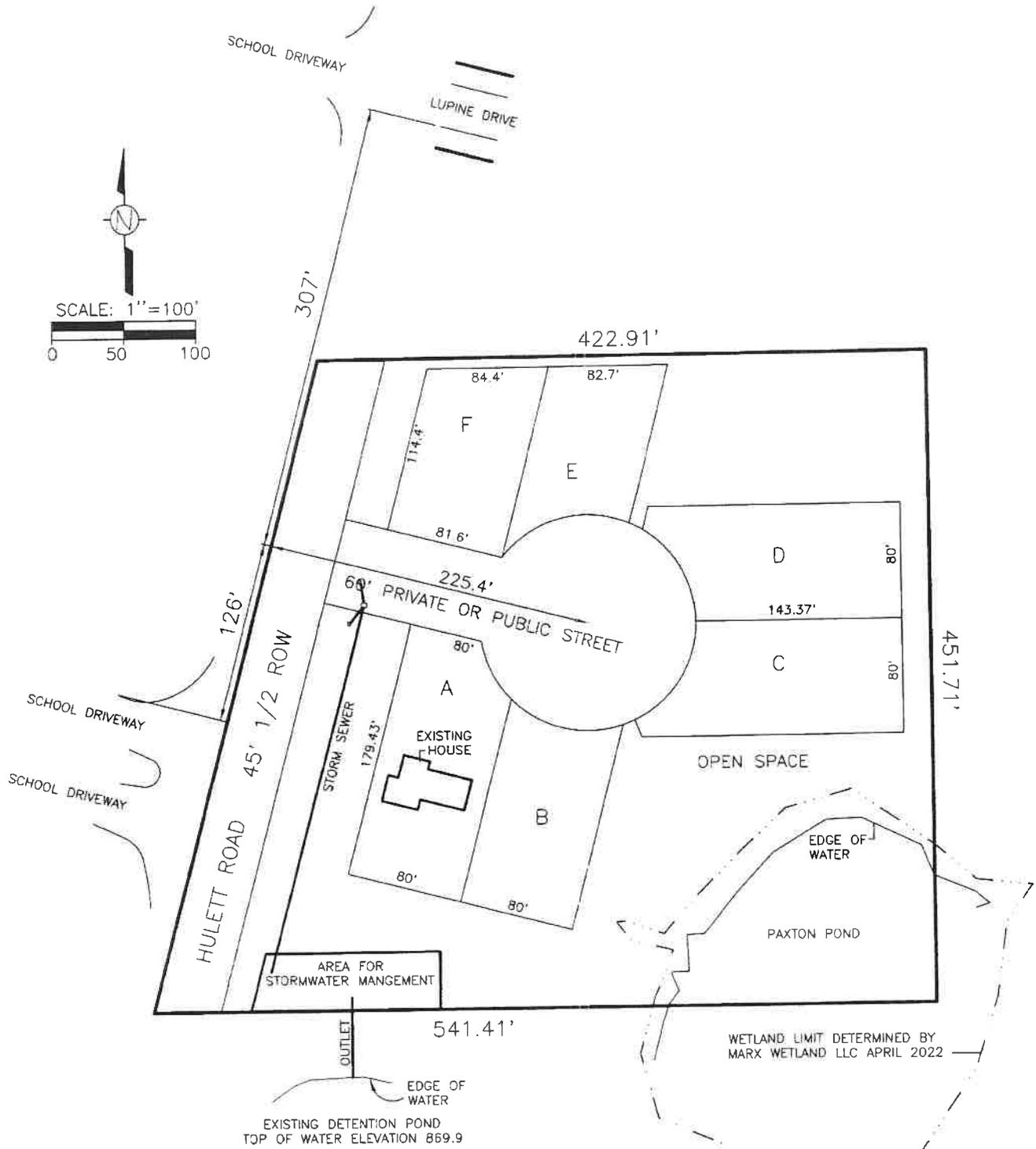
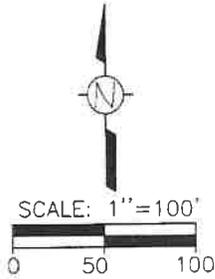
PUD PLAN  
APPLICANT: JIM GIGUERE

1 JUNE 2022

SHEET 5 OF 9

3c

# 3560 HULETT ROAD SCHEMATIC STORM SEWER LAYOUT



805 N. CEDAR PO BOX 87  
MASON, MICHIGAN 48854-0087  
517-676-6565

PUD PLAN  
APPLICANT: JIM GIGUERE

6 JUNE 2022  
ESE 33-3442

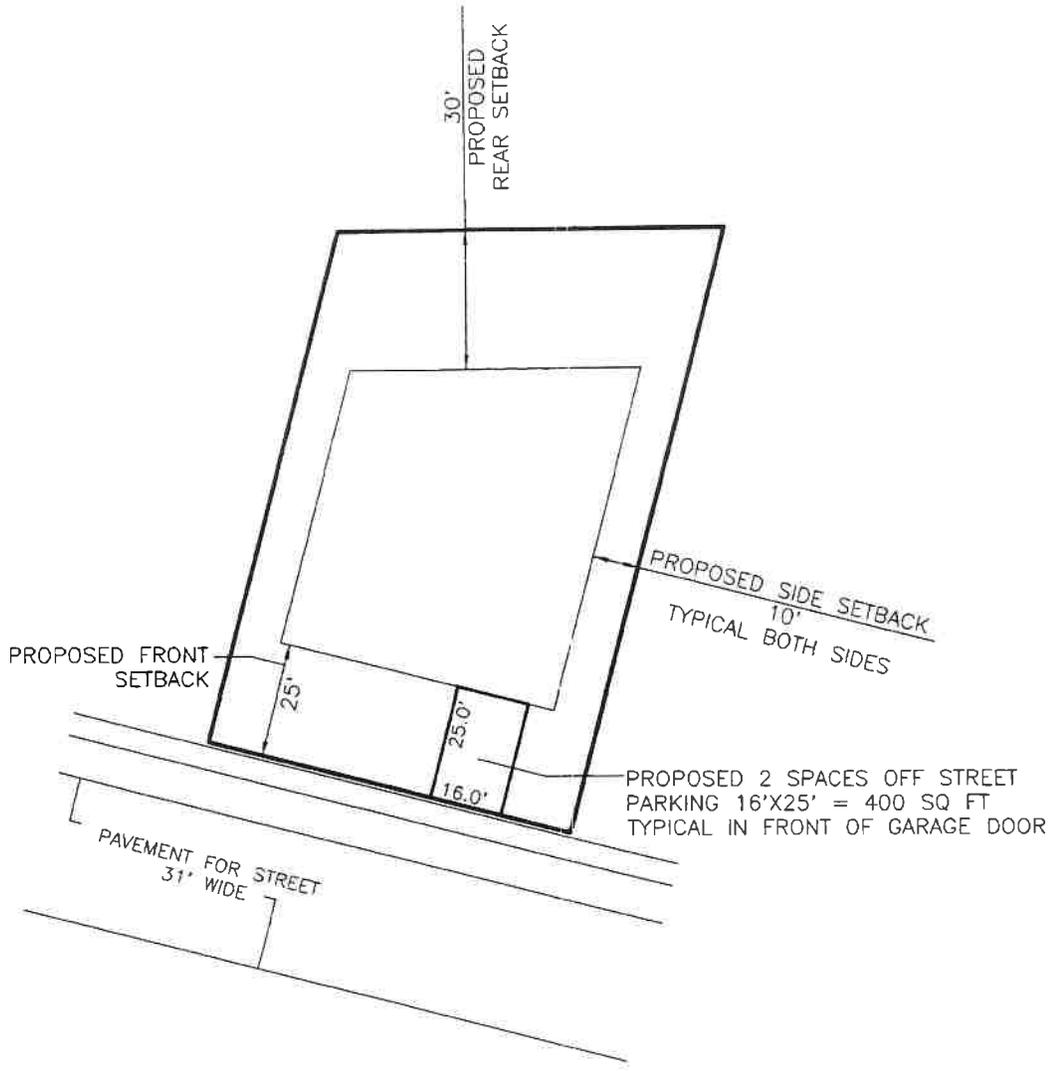
SHEET 6 OF 9

3 (d)



(4) (5)

# 3560 HULETT ROAD TYPICAL SETBACKS AND OFFSTREET PARKING PLAN



805 N. CEDAR PO BOX 87  
MASON, MICHIGAN 48854-0087  
517-676-6565

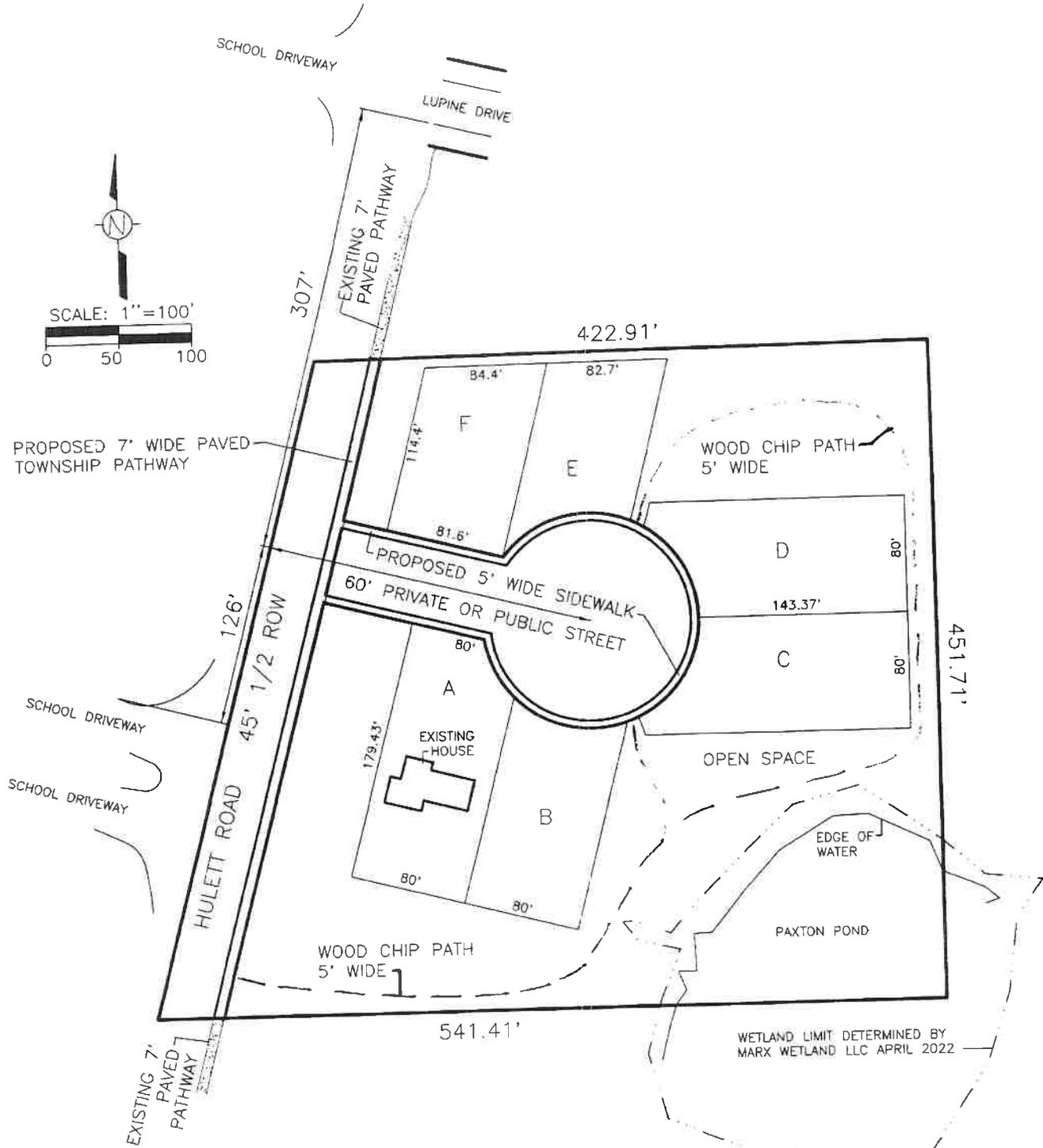
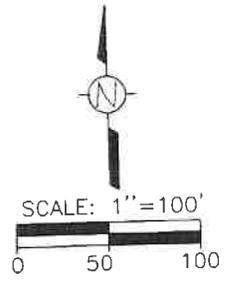
PUD PLAN  
APPLICANT: JIM GIGUERE

6 JUNE 2022  
ESE 33-3442

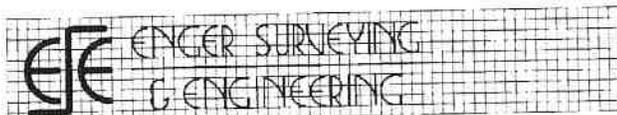
SHEET 7 OF 9

6

# 3560 HULETT ROAD WALK AND PATH PLAN



WETLAND LIMIT DETERMINED BY  
MARX WETLAND LLC APRIL 2022



805 N. CEDAR PO BOX 87  
 MASON, MICHIGAN 48854-0087  
 517-676-6565

PUD PLAN  
 APPLICANT: JIM GIGUERE

REVISED 6 JUNE 2022  
 ESE JOB 33-3442

SHEET 8 OF 9

7

**RE: Giguere's PUD Proposed at 3560 Hulett Road - Capacity for sanitary sewer and water to serve**

engersurveying@.../Inbox

**Y** Younes Ishraidi <ishraidi@meridian.mi.us>  
To: 'Ron Enger' <engersurveying@yahoo.com>

Jun 7 at 1:39 PM

Ron,

Both the existing water and sanitary systems in the vicinity of the subject location have adequate capacity to properly service the proposed development consisting of 5 single family homes.

Let me know if you need other information regarding this matter.

Sincerely,

Younes Ishraidi, PE  
Chief Engineer  
[ishraidi@meridian.mi.us](mailto:ishraidi@meridian.mi.us)  
W 517.853.4460 | F 517.853.4095  
5151 Marsh Road | Okemos, MI 48864  
meridian.mi.us

-----Original Message-----

From: Ron Enger <[engersurveying@yahoo.com](mailto:engersurveying@yahoo.com)>  
Sent: Tuesday, June 7, 2022 10:58 AM  
To: Younes Ishraidi <[ishraidi@meridian.mi.us](mailto:ishraidi@meridian.mi.us)>  
Subject: Giguere's PUD Proposed at 3560 Hulett Road - Capacity for sanitary sewer and water to serve

Younes

I need to demonstrate to the township Planning Department that adequate capacity for Sanitary Sewer and Water exists for Jim's proposed 5 new single family houses and the one existing single family house, so 6 total single family homes.

Do you agree that the existing Water Main that crosses the property along its Hulett Road frontage has capacity to serve the proposed development?

Do you agree that the existing Sanitary Sewer the terminates at a Manhole at the intersection of Lupine Drive and Hulett Road, about 175 feet north of the PUD site, has capacity to serve the proposed development? The sewer pipe is 11.7 feet deep in that manhole.

If you reply to this email that you agree to the statements above, we will have addressed the relevant requirement in the PUD part of the Ordinance.

Thanks alot.

Ron Enger



## Jim Giguere

---

**From:** Angelica Cosman <ACosman@ingham.org>  
**Sent:** Tuesday, June 7, 2022 1:13 PM  
**To:** Tim Schmitt  
**Cc:** Carla Clos; Jim Giguere; Ron Enger  
**Subject:** [External]3560 Hulett Road  
**Attachments:** Screen Shot 2022-06-07 at 9.01.54 AM.png

Good Afternoon Mr. Schmitt,

Our office has been contacted by Mr. Jim Giguere and Mr. Ron Enger requesting us to provide Meridian Township information on potential storm water outlet(s) for 3650 Hulett Rd, Parcel # 33-02-02-32-400-012, a parcel that Mr. Giguere is proposing for a Planned Unit Development. While this proposed Planned Unit Development has not yet been submitted to this Office for review, we are happy to offer this information as a courtesy to Meridian Township. It should not be construed by the project owner, developer or others as formal submission to the Ingham County Drain Commissioner for site plan or drainage review, or for representing these potential storm water outlets have been reviewed for adequate capacity or the legal authorization for discharge.

Attached is a screen shot from our GIS showing the parcel and a number of storm water facilities that are operated by public entities, potentially meeting ICDC's requirement for a positive public outlet for storm water discharge. Within the Hulett Rd right-of-way, the Ingham County Road Department operates a storm sewer that connects to Herron Creek Drain through the Jolly Road storm sewer (shown as the pink dashed line on the attachment).

In addition, there are multiple potential outlets available discharging to the Meadows Drain (shown as purple and blue dashed line on the attachment). The Meadows Drain is a county drain under the jurisdiction of Ingham County Drain Commissioner. The Meadows Drain outlets to the same Jolly Road storm sewer referenced above (shown as the pink dashed line on the attachment) and discharges to the Herron Creek Drain, also a county drain.

None of the potential outlets are located on Mr. Giguere property, but with proper agency approvals and/or landowner easements could meet the ICDC requirement for positive public outlet for stormwater discharge, assuming engineering review shows adequate capacity and design.

If I can be any further assistance to Meridian Township in this review or any other , please do not hesitate to contact me.

Respectfully yours,

**ANGIE COSMAN**

Drain Engineer  
Ingham County Drain Commissioner's Office



Ph: 517-676-8317



9

**Jim Giguere**

---

**From:** Kelly Jones <KJones2@ingham.org>  
**Sent:** Tuesday, March 8, 2022 3:21 PM  
**To:** Jim Giguere  
**Cc:** Ron Enger; Mark Swanson; Kellie Knauff  
**Subject:** [External]RE: [External]Netzloff Property - Land Division Concept C - Drive Spacing ..  
Drive Detail  
**Attachments:** Hulett Rd Driveway Detail.pdf; Hulett Rd Concept C.pdf

Jim,

The parcel in question, outlined in red below, is directly across from Okemos High School. There is an existing traffic issue on Hulett Rd before and after school, for which we have worked with the school to try to minimize, but it remains an issue. Based on this condition, we will not allow multiple driveways from this parcel onto Hulett Road. We would be willing to consider a single driveway entrance located approximately halfway between the southern school driveway and Lupine Drive. Potential access may be obtained from the Astilbe Dr & Hyacinth St intersection inside the Meadows Subdivision, but that may be difficult to achieve.

If your intent is to subdivide this parcel, you would only be granted a single entrance, which would then require a private road to access the individual properties, terminating in a cul-de-sac.

Details related to the cul-de-sac sizing, sight distance, offsets, and various other ICRD requirements are available at the following links:

<https://docs.ingham.org/Department/Road%20Dpt/permits/Rules,%20Standards%20and%20Procedures%20for%20Driveways,%20Banners%20and%20Parades.pdf>

<https://docs.ingham.org/Department/Road%20Dpt/permits/Procedures%20and%20Guidelines%20for%20Developing%20Public%20Roads.pdf>

9

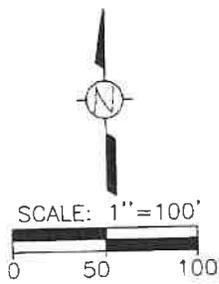


Thanks,  
Kelly R. Jones, PE

Managing Director  
Director of Engineering & County Highway Engineer  
Ingham County Road Department  
301 Bush Street, PO Box 38  
Mason, MI 48854  
kjones2@ingham.org  
(517) 676-9722 x 2336  
Website: roads.ingham.org

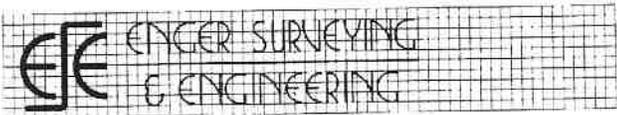
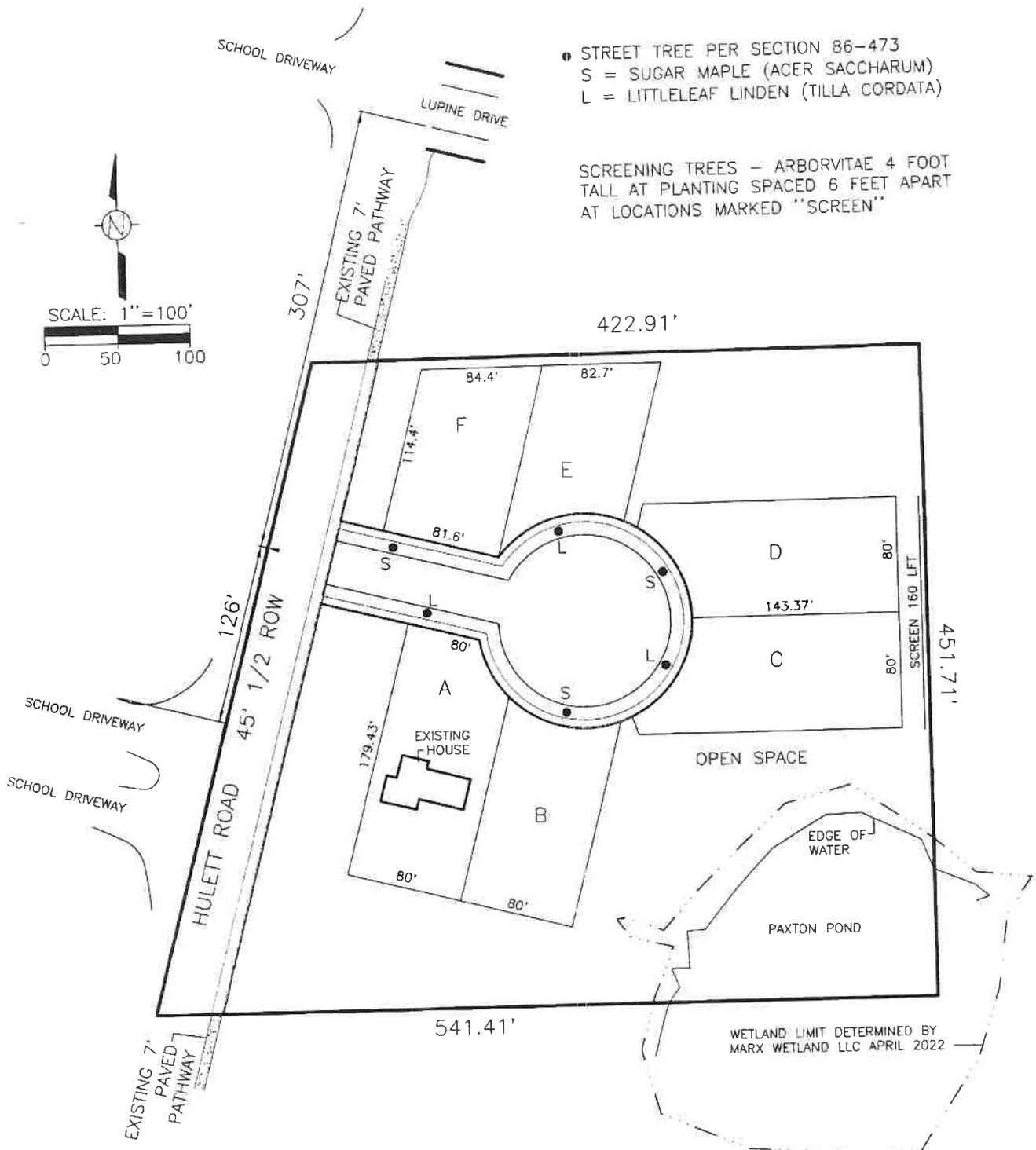
10 & 11 (12) 13

# 3560 HULETT ROAD STREET TREE AND SCREENING PLAN



- STREET TREE PER SECTION 86-473
- S = SUGAR MAPLE (ACER SACCHARUM)
- L = LITTLELEAF LINDEN (TILLA CORDATA)

SCREENING TREES - ARBORVITAE 4 FOOT TALL AT PLANTING SPACED 6 FEET APART AT LOCATIONS MARKED "SCREEN"



805 N. CEDAR PO BOX 87  
MASON, MICHIGAN 48854-0087  
517-676-6565

PUD PLAN  
APPLICANT: JIM GIGUERE

REVISED 6 JUNE 2022  
ESE JOB 33-3442

SHEET 9 OF 9



**To: Members of the Planning Commission**

**From: Timothy R. Schmitt, AICP, Community Planning and Development Director**

**Date: June 8, 2022**

**Re: Text Amendment 2022-11 – Municipal Signage**

---

At the April 25<sup>th</sup>, 2022 Planning Commission meeting, Staff introduced a proposed ordinance change to exempt municipal signage from the ordinance requirements in the underlying zoning district where the municipal property is located. This was an item that was being recommended as part of the overall sign ordinance update. However, with the Township sign refresh project moving forward rapidly, Staff is bringing this change forward separately from the overall sign ordinance update, as a stand-alone ordinance.

The subcommittee reviewing the sign ordinance had no concern with this proposed change when presented as part of the overall sign ordinance update. We believe moving this forward more rapidly will aid the Township in completing the overall sign refresh project in a timely fashion. Staff would **recommend approval** of the proposed change as outlined in the attached ordinance.

After the public hearing on this matter, the Planning Commission will be asked to make a recommendation to the Township Board on the proposed ordinance. The Township Board will take final action on the ordinance after this recommendation is received. A draft resolution for this recommendation is attached.

#### **Attachments**

1. Draft Resolution recommending approval to the Township Board
2. Clean version of Ordinance 2022-11 – Municipal Signage
3. Redlined version of Ordinance 2022-11 – Municipal Signage

**RESOLUTION TO RECOMMEND APPROVAL**

**Zoning Amendment #2022-11  
Municipal Signage**

**RESOLUTION**

At the regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 13<sup>th</sup> day of June, 2022 at 7:00 p.m., Local Time.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

WHEREAS, the current zoning ordinance contains substantial limitations on Township sponsored signage, including entryway signs into the community; and

WHEREAS, the Township is working towards a major overhaul of municipal signage throughout the community, with the new Township brand standards; and

WHEREAS, municipal signage serves a different purpose than traditional commercial or advertising signage, acting as large scale wayfinding and messaging for important public health and safety functions; and

WHEREAS, removing the standards for municipal signage will allow the Township to refresh signage, while having signs that are still an appropriate size for the overall Township.

NOW THEREFORE BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of Zoning Amendment #2022-11, to exempt municipal signage from the sign ordinance.

ADOPTED: YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

STATE OF MICHIGAN )

) ss

COUNTY OF INGHAM )

I, the undersigned, the duly qualified and acting Chair of the Planning Commission 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 Planning Commission on the 13<sup>th</sup> day of June, 2022.

\_\_\_\_\_  
Mark Blumer  
Planning Commission Chair

ORDINANCE NO. 2022-11

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF THE CHARTER TOWNSHIP OF MERIDIAN TO EXEMPT TOWNSHIP SIGNAGE FROM THE SIGN ORDINANCE

THE CHARTER TOWNSHIP OF MERIDIAN ORDAINS:

Section 1. Section 86-696 is hereby renamed Township Signage, is hereby amended to read as follows:

The provisions of this Article shall not apply to any sign installed by the Charter Township of Meridian on premises owned, occupied, or under the control or management of the Charter Township of Meridian.

Section 2. Validity and Severability. The provisions of this Ordinance are severable and the invalidity of any phrase, clause or part of this Ordinance shall not affect the validity or effectiveness of the remainder of the Ordinance.

Section 3. Repealer Clause. All ordinances or parts of ordinances in conflict therewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 4. Savings Clause. This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

Section 5. Effective Date. This Ordinance shall be effective seven (7) days after its publication or upon such later date as may be required under Section 402 of the Michigan Zoning Enabling Act (MCL 125.3402) after filing of a notice of intent to file a petition for a referendum.

ADOPTED by the Charter Township of Meridian Board at its regular meeting this XXth day of XXXXXXX, 2022.

Patricia Herring Jackson, Township Supervisor

Deborah Guthrie, Township Clerk

ORDINANCE NO. 2022-11

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF THE CHARTER TOWNSHIP OF MERIDIAN TO EXEMPT TOWNSHIP SIGNAGE FROM THE SIGN ORDINANCE

THE CHARTER TOWNSHIP OF MERIDIAN ORDAINS:

Section 1. Section 86-696 is hereby renamed Township Signage, is hereby amended to read as follows:

~~Township-sponsored signage shall be permitted subject to the following regulations:~~

- ~~(1) Community entrance signs caused to be installed by the Township are permitted in all zoning districts. Such signs shall be no larger than 25 square feet in surface display area on each side.~~
- ~~(2) Signs announcing, identifying or directing the public to Township-owned or operated public facilities or parks shall be allowed in all zoning districts. Such signs shall be no larger than 25 square feet in surface display area on each side nor exceed 20 feet in height and may be located at each entrance to the public facility or park or at other locations as determined necessary to direct the public to Township facilities, parks, or services, provided that any sign shall be placed at least 10 feet back of the street right-of-way line.~~
- ~~(3) Vertical banners affixed to streetlight poles used for purposes such as, but not limited to, advertising upcoming Township-sponsored events, identifying a business district, or a seasonal display shall be allowed in all zoning districts.~~

~~The provisions of this Article shall not apply to any sign installed by the Charter Township of Meridian on premises owned, occupied, or under the control or management of the Charter Township of Meridian.~~

Section 2. Validity and Severability. The provisions of this Ordinance are severable and the invalidity of any phrase, clause or part of this Ordinance shall not affect the validity or effectiveness of the remainder of the Ordinance.

Section 3. Repealer Clause. All ordinances or parts of ordinances in conflict therewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 4. Savings Clause. This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

Section 5. Effective Date. This Ordinance shall be effective seven (7) days after its publication or upon such later date as may be required under Section 402 of the Michigan Zoning Enabling Act (MCL 125.3402) after filing of a notice of intent to file a petition for a referendum.

ADOPTED by the Charter Township of Meridian Board at its regular meeting this XXth day of XXXXXXXX, 2022.

\_\_\_\_\_  
Patricia Herring Jackson, Township Supervisor

\_\_\_\_\_  
Deborah Guthrie, Township Clerk



**To: Members of the Planning Commission**

**From: Brian Shorkey, AICP, Senior Planner**

**Date: June 9, 2022**

**Re: Text Amendment – Temporary Container Unit Regulations**

---

Planning Staff has received several concerns about storage containers around the township. Some of these containers are anecdotally known as PODS. This has prompted Staff to research this issue and create language to regulate temporary container units.

Planning Staff introduced a draft ordinance update to the Planning Commission at their April 11<sup>th</sup> meeting and discussed it again at their May 9<sup>th</sup> meeting.

The draft ordinance defines temporary container units and Portable On-Site Deliverable Storage Units (PODS) by adding two new definitions to Sec. 86-2 – Definitions. It also creates language in Sec. 86-476 to regulate the temporary container units and PODS in the Township. A redline and clean versions of the draft ordinance are attached.

### **Planning Commission Options**

The Planning Commission may recommend approval as written, recommend approval of a revised version, or recommend denial of the proposed zoning amendment. A resolution to recommend approval of the proposed zoning amendment is provided.

**Motion to adopt the resolution recommending approval of Zoning Amendment 2022-12 in accordance with the revised draft ordinance language dated June 13, 2022.**

### **Attachments**

1. Resolution to recommend approval of Ordinance 2022-12
2. Draft temporary container unit ordinance – redlined.
3. Draft temporary container unit ordinance – clean.

**RESOLUTION TO RECOMMEND APPROVAL**

**Zoning Amendment #2022-12  
POD & Container Regulation**

**RESOLUTION**

At the regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 13th day of June, 2022 at 7:00 p.m., Local Time.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

WHEREAS, Planning Staff has received questions from the public about the legality of Portable On-Site Deliverable Storage Units (PODS); and

WHEREAS, PODS are not regulated nor defined in the zoning ordinance; and

WHEREAS, refuse containers are also not regulated nor defined in the zoning ordinance; and

WHEREAS, the regulation of PODS and refuse containers will help to beautify the township.

NOW THEREFORE BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of Zoning Amendment #2022-12, to add two new definitions to Sec. 86-2 – Definitions and to regulate PODS and containers in the township.

ADOPTED: YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

STATE OF MICHIGAN )

) ss

COUNTY OF INGHAM )

I, the undersigned, the duly qualified and acting Chair of the Planning Commission 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 Planning Commission on the 13th day of June, 2022.

\_\_\_\_\_  
Mark Blumer  
Planning Commission Chair

ORDINANCE NO. 2022-XX

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF THE CHARTER TOWNSHIP OF MERIDIAN TO REGULATE STORAGE PODS IN THE ZONING ORDINANCE

THE CHARTER TOWNSHIP OF MERIDIAN ORDAINS:

Section 1. Sec. 86-2, Definitions, is hereby amended to add the following definitions:

Portable On-Site Deliverable Storage Units – Also known as PODS. A container, transportable or portable structure or unit designed and used primarily for storage of building materials, household goods, personal items and other materials outside an enclosed building, other than an accessory building or shed.

**Temporary container unit** – A portable and transportable structure designed and used for storage or disposal of building materials, household goods, personal items, or other materials outside an enclosed building, other than an accessory building.

Section 2. Sec. 86-476, is hereby amended to read as follows:

(a) Purpose – The purpose of this section is to regulate the use of temporary container units and PODS in the township.

(b) No temporary container units or PODS are permitted without written approval of the Community Development Director. In any case, all temporary container units and PODS are required to comply with this ordinance.

(c) Temporary container units and PODS are permitted to be on a property for a period of not to exceed 30 days. The use of such units shall be limited to no more than twice during any twelve-month period, ~~except that a~~

~~(e)~~(d) A temporary container unit or POD used in conjunction with a permitted home improvement or construction project are permitted for the duration of an active building permit.

~~(d)~~(e) No more than two temporary container units or PODS shall be permitted on a property at any time.

~~(e)~~(f) ~~Any temporary container unit~~ A POD in the front yard must be placed on a driveway or other hard surfaced area. The Community Development Director may waive this requirement.

(g) A temporary container unit may be placed anywhere in the front yard outside of a road right-of-way with the approval of the Community Development Director.

~~(f)~~(h) A temporary container unit or POD may not be placed in a road right-of-way without written permission from the Ingham County Road Department.

~~(g)~~(i) Any temporary container unit or POD in the side or rear yard must comply with the accessory building setbacks as regulated in Sec. 86-565.

Section 3. Validity and Severability. The provisions of this Ordinance are severable and the invalidity of any phrase, clause or part of this Ordinance shall not affect the validity or effectiveness of the remainder of the Ordinance.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23

**Section 4.** Repealer Clause. All ordinances or parts of ordinances in conflict therewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

**Section 5.** Savings Clause. This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

**Section 6.** Effective Date. This Ordinance shall be effective seven (7) days after its publication or upon such later date as may be required under Section 402 of the Michigan Zoning Enabling Act (MCL 125.3402) after filing of a notice of intent to file a petition for a referendum.

ADOPTED by the Charter Township of Meridian Board at its regular meeting this XXth day of XXXXXXXX, 2022.

\_\_\_\_\_  
Patricia Herring Jackson, Township Supervisor

\_\_\_\_\_  
Deborah Guthrie, Township Clerk

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46

ORDINANCE NO. 2022-XX

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF THE CHARTER TOWNSHIP OF  
MERIDIAN TO REGULATE STORAGE PODS AND TEMPORARY CONTAINER UNITS IN THE ZONING  
ORDINANCE

**THE CHARTER TOWNSHIP OF MERIDIAN ORDAINS:**

**Section 1.** Sec. 86-2, Definitions, is hereby amended to add the following definitions:

**Portable On-Site Deliverable Storage Units** – Also known as PODS. A container, transportable or portable structure or unit designed and used primarily for storage of building materials, household goods, personal items and other materials outside an enclosed building, other than an accessory building or shed.

**Temporary container unit** – A portable and transportable structure designed and used for storage or disposal of building materials, household goods, personal items, or other materials outside an enclosed building, other than an accessory building.

**Section 2.** Sec. 86-476, is hereby amended to read as follows:

- (a) Purpose – The purpose of this section is to regulate the use of temporary container units and PODS in the township.
- (b) No temporary container units or PODS are permitted without written approval of the Community Development Director. In any case, all temporary container units and PODS are required to comply with this ordinance.
- (c) Temporary container units and PODS are permitted to be on a property for a period of not to exceed 30 days. The use of such units shall be limited to no more than twice during any twelve-month period.
- (d) A temporary container unit or POD used in conjunction with a permitted home improvement or construction project are permitted for the duration of an active building permit.
- (e) No more than two temporary container units or PODS shall be permitted on a property at any time.
- (f) A POD in the front yard must be placed on a driveway or other hard surfaced area. The Community Planning and Development Director may waive this requirement.
- (g) A temporary container unit may be placed anywhere in the front yard outside of a road right-of-way with the approval of the Community Planning and Development Director.
- (h) A temporary container unit or POD may not be placed in a road right-of-way without written permission from the Ingham County Road Department.
- (i) Any temporary container unit or POD in the side or rear yard must comply with the accessory building setbacks as regulated in Sec. 86-565.

**Section 3.** Validity and Severability. The provisions of this Ordinance are severable and the invalidity of any phrase, clause or part of this Ordinance shall not affect the validity or effectiveness of the remainder of the Ordinance.

1 **Section 4.** Repealer Clause. All ordinances or parts of ordinances in conflict therewith are  
2 hereby repealed only to the extent necessary to give this Ordinance full force and  
3 effect.  
4

5 **Section 5.** Savings Clause. This Ordinance does not affect rights and duties matured, penalties  
6 that were incurred, and proceedings that were begun, before its effective date.  
7

8 **Section 6.** Effective Date. This Ordinance shall be effective seven (7) days after its publication or  
9 upon such later date as may be required under Section 402 of the Michigan Zoning  
10 Enabling Act (MCL 125.3402) after filing of a notice of intent to file a petition for a  
11 referendum.  
12

13 ADOPTED by the Charter Township of Meridian Board at its regular meeting this XXth day of  
14 XXXXXXXX, 2022.  
15  
16  
17

18 \_\_\_\_\_  
19 Patricia Herring Jackson, Township Supervisor  
20

21 \_\_\_\_\_  
22 Deborah Guthrie, Township Clerk



**To:** Planning Commission

**From:** Timothy R. Schmitt, *AICP*  
Community Planning and Development Director

**Date:** June 8, 2022

**Re:** Special Use Permit #22-061 – Meridian Township – Install changing message signs on Municipal properties

---

The Planning Commission held the public hearing for Special Use Permit #22-061 at its meeting on May 23, 2022. At the meeting the Planning Commission discussed several items, most notably the timing on the changing message for the potential signage. Staff has discussed the item internally and we agree that there should be some limitation on the change of message, but also agree that there should be flexibility to make changes as the Township needs to.

Based on that discussion, we've updated the resolution for approval to include language that limits the number of messages per day, rather than the timing on such changes. That way, Staff has the flexibility to change the message in an appropriate way, while limiting the number of messages. We expect that the Marketplace on the Green site will have messages regarding events going on at that location, such as the farmer's market and summer concert series. The Municipal building will have messages covering the broader Township, such as Celebrate Meridian, meeting times, tax bills, etc. In times where no specific message is being used, we expect that the Township's logo or other such 'on brand' materials will be displayed.

### **Planning Commission Options**

The Planning Commission may approve, approve with conditions, or deny the special use permit. Staff **recommends approval** of the Special Use Permit to allow changing message signs to be installed at the Municipal Building property at 5151 Marsh Road and the Marketplace on the Green property at 1995 Central Park Drive, with the conditions listed in the attached resolution.

**Move to adopt the resolution approving Special Use Permit #22-061, a request to install one changing message sign to be installed at the Municipal Building property at 5151 Marsh Road and another changing message sign to be installed at the Marketplace on the Green property at 1995 Central Park Drive. Both changing message signs shall not exceed 20 square feet in size.**

### **Attachment**

1. Resolution for approval
2. Planning Commission packet from May 23, 2022 Meeting

**RESOLUTION TO APPROVE**

**Special Use Permit #22-061  
Municipal Signage – Changing Message**

**RESOLUTION**

At the regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 13<sup>th</sup> day of June, 2022, at 7:00 p.m., Local Time.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

WHEREAS, Township Staff have been working on a sign refresh for the Township’s signage for seven years; and

WHEREAS, the Township’s brand standards have changed substantially in the past several years; and

WHEREAS, the Township’s sign design consultant has recommended approximately 25% of the sign area at the Municipal Building and the Marketplace on the Green be a changing message sign, to convey additional information to the general public; and

WHEREAS, the Planning Commission held a public hearing for Special Use Permit #22-061 at its meeting on May 23, 2022 and has reviewed the staff material forwarded under cover memorandum dated May 19, 2022; and

WHEREAS, the requested amendment is consistent with the general standards for granting a special use permit found in Section 86-126 of the Code of Ordinances; and

NOW, THEREFORE BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby approves Special Use Permit #22-061 subject to the following conditions:

1. The changing message portion of the final design of the sign shall not exceed 25% of the total sign area.
2. There shall be no more than five messages per day on a sign, with transitions being limited to one per minute.
3. The applicant shall obtain any and all other applicable permits, licenses, and approvals necessary to install the signs. Copies of all permits, licenses, and approvals shall be submitted to the Department of Community Planning and Development.
4. Neither sign shall flash, travel, or move in any way.

5. The Special Use Permit shall be void is the Township’s sign ordinance is not updated to allow a changing message sign at both locations, prior to installation.
6. Any changes to the signs that modify the changing message portion of the sign shall require Planning Commission review and approval, regardless of future ordinance changes.

ADOPTED: YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

STATE OF MICHIGAN )

) ss

COUNTY OF INGHAM )

I, the undersigned, the duly qualified and acting Chairperson of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Planning Commission on the 13<sup>th</sup> day of June, 2022.

\_\_\_\_\_  
Mark Blumer, Chair  
Meridian Township Planning Commission



**To:** Planning Commission

**From:** Timothy R. Schmitt, *AICP*, Community Planning and Development Director

**Date:** May 19, 2022

**Re:** Special Use Permit #22-061 – Meridian Township – Install changing message signs on Municipal properties

---

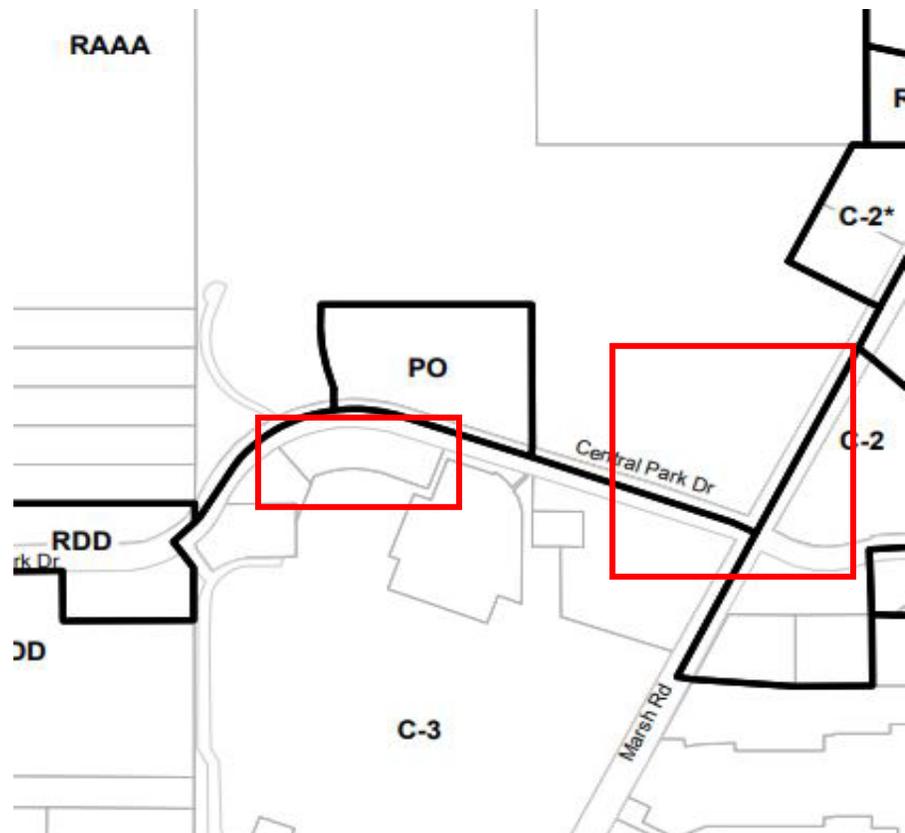
Meridian Township is in the process of refreshing our signs throughout the Township to modernize them and match the new brand standards. Part of the proposed refresh are two changing message signs, to be located on the Municipal Building property at 5151 Marsh Road and the Marketplace on the Green property at 1995 Central Park Drive. Under the current sign ordinance, changing message signs require Planning Commission review and approval of a Special Use Permit.

The existing signs, both permanent and temporary, would be removed with the installation of the new Township signs. The sign at the Municipal Building is proposed to be approximately 92 square feet, with only 20 square feet of that sign constituting a changing message sign. The sign proposed for the Marketplace on the Green would be approximately 82 square feet (smaller due to one less line of text), with a changing message sign of 20 square feet as well.

### Zoning

The Municipal Building property is zoned RAAA, single-family low density, and the Marketplace property is zoned C-3, Commercial. Although there are previous approvals for both sites, neither is related to changing message signs, so this request is being treated as an entirely new application.

Current Zoning of properties->



## Physical Features

The location of both signs is in an already developed portion of the overall property. The Marketplace on the Green sign will be located just to the north of the existing pavilion, along the public sidewalk, between the two small stormwater management areas. The sign at the Municipal Building will be located just to the south of the entrance to the complex off of Marsh Road, near the Police Department building. No natural features will be harmed as a result of this installation.

## Staff Analysis

Special use permit review is limited to the changing message portion of the sign, rather than the overall sign, which is subject to the requirements of the Zoning Ordinance, and if necessary, Zoning Board of Appeals review. The special use permit review criteria found in Section 86-126 of the Code of Ordinances should be used when evaluating the proposed special use permit. These criteria are listed below, along with Staff's analysis of each one. There are no specific Special Use Permit requirements for changing message signs in the ordinance currently.

1. *The project is consistent with the intent and purposes of this Chapter.*

The use of this type of sign is consistent with the intent of the sign ordinance. The ordinance explicitly allows changing message signs in commercial districts. The Marketplace property is a commercial zoned property and the Municipal Building is in a commercial area and functions as a non-residential use. Additionally, Staff is proposing changes to the ordinance that would allow the Municipal Building sign by right, as outlined later in this report.

2. *The project is consistent with applicable land use policies contained in the Township's comprehensive development plan of current adoption.*

The project is consistent with the fifth goal of the Master Plan 'Maintain Essential Public Services' in that it allows the Township clear and reliable communication with the general public.

3. *The project is designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the same area.*

The sign refresh around the township will be appropriate in appearance and will be in keeping with the general character of the area. Specific to the changing message signs under review in this request, the changing message portion of the sign is less than 25% of the size of the overall sign, which is a reasonable request and not out of character with the signage that would be found in a commercial district.

4. *The project will not adversely affect or be hazardous to existing neighboring uses.*

The signage will not adversely affect or be hazardous to the surrounding uses.

5. *The project will not be detrimental to the economic welfare of surrounding properties or the community.*

The signage will not have a negative economic impact on the surrounding properties, as they are commercial in nature and could potentially ask for signage similar to the changing message sign under review.

6. *The project is adequately served by public facilities, such as existing roads, schools, stormwater drainage, public safety, public transportation, and public recreation, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide any such service.*

No utilities other than electricity are needed for the request and that is availability at each site.

7. *The project is adequately served by public sanitation facilities if so designed. If on-site sanitation facilities for sewage disposal, potable water supply, and stormwater are proposed, they shall be properly designed and capable of handling the long-term needs of the proposed project.*

Sanitary facilities are not needed for the proposed activity.

8. *The project will not involve uses, activities, processes, materials, and equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.*

The use of the sign as a changing message sign will not create any traffic, noise, smoke, fumes, glare, or odors.

9. *The project will not directly or indirectly have a substantial adverse impact on the natural resources of the Township, including, but not limited to, prime agricultural soils, water recharge areas, lakes, rivers, streams, major forests, wetlands, and wildlife areas.*

The signs will not have any impact on the natural resources of the Township.

### **Sign Ordinance Changes**

As part of the forthcoming sign ordinance update, Staff is recommending that the standards for changing message signs be modified. Additionally, we are recommending an exemption for any municipal signage. As can be seen with this application, the needs of municipal signage are much different than the needs from a traditional commercial tenant. Additionally, the majority of Township owned facilities are actually zoned residential, despite their use, which will cause issues with the sign refresh project and severely limit the Township's ability to communicate with the public.

The proposed ordinance to exempt municipal signage will be presented to the Planning Commission at the next meeting. For the purposes of the current review, there are no specific standards for changing message signs in the ordinance, other than "Such signs shall no flash, travel, or move in any way." Staff would recommend this as a condition of any approval for a changing message sign at this

time. In the specific case at hand, Staff will also recommend that a condition of approval be included that requires an ordinance change to allow a changing message sign on a residentially zoned property that is used for non-residential purposes. Lastly, in the past, the Township has severely limited the number of times the sign's message is permitted to change on a daily basis. Staff would also recommend a condition of approval to restrict the message change, consistent with past practice in the community.

### **Planning Commission Options**

The Planning Commission may approve, approve with conditions, or deny the proposed special use permit. A draft resolution to approve the request with conditions is attached for the Planning Commission's review. Staff will bring this matter back to the Planning Commission at the next regularly scheduled meeting with any additional information/clarifications that are needed.

### **Attachments**

1. Draft resolution to approve with conditions
2. Special Use Permit application and supporting documents

**RESOLUTION TO APPROVE**

**Special Use Permit #22-061  
Municipal Signage – Changing Message**

**RESOLUTION**

At the regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 23<sup>rd</sup> day of May, 2022, at 7:00 p.m., Local Time.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

WHEREAS, Township Staff have been working on a sign refresh for the Township’s signage for seven years; and

WHEREAS, the Township’s brand standards have changed substantially in the past several years; and

WHEREAS, the Township’s sign design consultant has recommended approximately 25% of the sign area at the Municipal Building and the Marketplace on the Green be a changing message sign, to convey additional information to the general public; and

WHEREAS, the Planning Commission held a public hearing for Special Use Permit #22-061 at its meeting on May 23, 2022 and has reviewed the staff material forwarded under cover memorandum dated May 19, 2022; and

WHEREAS, the requested amendment is consistent with the general standards for granting a special use permit found in Section 86-126 of the Code of Ordinances; and

NOW, THEREFORE BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby approves Special Use Permit #22-061 subject to the following conditions:

1. The changing message portion of the final design of the sign shall not exceed 25% of the total sign area.
2. The message on the sign shall change no more than twice a day.
3. The applicant shall obtain any and all other applicable permits, licenses, and approvals necessary to install the signs. Copies of all permits, licenses, and approvals shall be submitted to the Department of Community Planning and Development.
4. Neither sign shall flash, travel, or move in any way.

5. Due to the zoning of the Municipal Building property and a desire to not rezone the property, the Township’s sign ordinance shall be updated to allow a changing message sign at that location, prior to installation.
  
6. Any changes to the signs that modify the changing message portion of the sign shall require Planning Commission review and approval, regardless of future ordinance changes.

ADOPTED:    YEAS: \_\_\_\_\_

                  NAYS: \_\_\_\_\_

STATE OF MICHIGAN    )

                                  ) ss

COUNTY OF INGHAM    )

I, the undersigned, the duly qualified and acting Chairperson of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Planning Commission on the 23<sup>rd</sup> day of May, 2022.

\_\_\_\_\_  
Mark Blumer, Chair  
Meridian Township Planning Commission

**CHARTER TOWNSHIP OF MERIDIAN  
DEPARTMENT OF COMMUNITY PLANNING AND DEVELOPMENT  
5151 MARSH ROAD, OKEMOS, MI 48864  
PLANNING DIVISION PHONE: (517) 853-4560, FAX: (517) 853-4095**

**SPECIAL USE PERMIT APPLICATION**

Before submitting this application for review, an applicant may meet with the Director of Community Planning and Development to discuss the requirements for a special use permit and/or submit a conceptual plan for review to have preliminary technical deficiencies addressed prior to submittal of the application. If the property or land use is located in the following zoning districts RD, RC, RCC, RN then the applicant must meet with the Planning Director to discuss technical difficulties before filing a formal application.

**Part I**

- A. Applicant Meridian Township  
 Address of Applicant 5151 Marsh Rd., Okemos, MI 48864  
 Telephone - Work 517 853 4440 Home \_\_\_\_\_ Fax \_\_\_\_\_ Email opsommer@meridian.mi.gov  
 Interest in property (circle one): Owner \_\_\_\_\_ Tenant \_\_\_\_\_ Option \_\_\_\_\_ Other public/govt.  
 (Please attach a list of all persons with an ownership interest in the property.)
- B. Site address / location / parcel number 5151 Marsh Rd. 48864, 1995 Central Park Dr 48864  
 Legal description (please attach if necessary) township municipal complex (5151) farmer's market (1995)  
 Current zoning RAAA (5151), G3 (1995)  
 Use for which permit is requested / project name wayfinding & promoting of governmental service  
 Corresponding ordinance number 86-687 (ii) (a)
- C. Developer (if different than applicant) \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone - Work \_\_\_\_\_ Home \_\_\_\_\_ Fax \_\_\_\_\_
- D. Architect, Engineer Planner or Surveyor responsible for design of project if different from applicant:  
 Name Corbin Design and Meridian Township  
 Address 415 S Union, Second Floor Traverse City, MI 49684  
 Telephone - Work 231 346 2279 Home \_\_\_\_\_ Fax \_\_\_\_\_
- E. Acreage of all parcels in the project: Gross \_\_\_\_\_ Net 2.43-1995
- F. Explain the project and development phases:  
installation of wayfinding & municipal signage 71.1 - 5150
- G. Total number of:  
 Existing: structures \_\_\_\_\_ bedrooms \_\_\_\_\_ offices \_\_\_\_\_ parking spaces \_\_\_\_\_ carports \_\_\_\_\_ garages \_\_\_\_\_  
 Proposed: structures 2 bedrooms \_\_\_\_\_ offices \_\_\_\_\_ parking spaces \_\_\_\_\_ carports \_\_\_\_\_ garages \_\_\_\_\_
- H. Square footage: existing buildings \_\_\_\_\_ proposed buildings \_\_\_\_\_  
 Usable Floor area: existing buildings \_\_\_\_\_ proposed buildings \_\_\_\_\_
- I. If employees will work on the site, state the number of full time and part time employees working per shift and hours of operation:
- J. Existing Recreation: Type \_\_\_\_\_ Acreage \_\_\_\_\_  
 Proposed Recreation: Type \_\_\_\_\_ Acreage \_\_\_\_\_  
 Existing Open Space: Type \_\_\_\_\_ Acreage \_\_\_\_\_  
 Proposed Open Space: Type \_\_\_\_\_ Acreage \_\_\_\_\_

- K. If Multiple Housing:
- Total acres of property \_\_\_\_\_
- Acres in floodplain \_\_\_\_\_ Percent of total \_\_\_\_\_
- Acres in wetland (not in floodplain) \_\_\_\_\_ Percent of total \_\_\_\_\_
- Total dwelling units \_\_\_\_\_
- Dwelling unit mix:
- |                                    |                |             |
|------------------------------------|----------------|-------------|
| Number of single family detached:  | for Rent _____ | Condo _____ |
| Number of duplexes:                | for Rent _____ | Condo _____ |
| Number of townhouses:              | for Rent _____ | Condo _____ |
| Number of garden style apartments: | for Rent _____ | Condo _____ |
| Number of other dwellings:         | for Rent _____ | Condo _____ |

L. The following support materials must be submitted with the application:

1. Nonrefundable Fee.
2. Legal Description of the property.
3. Evidence of fee or other ownership of the property.
4. Site Plan containing the information listed in the attachment to this application.
5. Architectural sketches showing all sides and elevations of the proposed buildings or structures, including the project entrance, as they will appear upon completion. The sketches should be accompanied by material samples or a display board of the proposed exterior materials and colors.
6. A Traffic Study, prepared by a qualified traffic engineer, based on the most current edition of *Evaluating Traffic Impact Studies: A Recommended Practice for Michigan Communities*, published by the State Department of Transportation.
  - a. A traffic assessment will be required for the following:
    - 1) New special uses which could, or expansion or change of an existing special use where increase in intensity would, generate between 50 to 99 directional trips during a peak hour of traffic.
    - 2) All other special uses requiring a traffic assessment as specified in the Township Code of Ordinances, Chapter 86, Article IV, Division 2.
  - b. A traffic impact study will be required for the following:
    - 1) New special uses which would, or expansion or change of an existing special use where increase in intensity would, generate over 100 directional trips or more during a peak hour of traffic, or over 750 trips on an average day.
    - 2) All other special uses requiring a traffic assessment as specified in the Township Code of Ordinances, Chapter 86, Article IV, Division 2.
7. Natural features assessment which includes a written description of the anticipated impacts on the natural features at each phase and at project completion that contains the following:
  - a. An inventory of natural features proposed to be retained, removed, or modified. Natural features shall include, but are not limited to, wetlands, significant stands of trees or individual trees greater than 12 inches dbh, floodways, floodplains, waterbodies, identified groundwater vulnerable areas, slopes greater than 20 percent, ravines, and vegetative cover types with potential to sustain significant or endangered wildlife.
  - b. Description of the impacts on natural features.
  - c. Description of any proposed efforts to mitigate any negative impacts.

The natural features assessment may be waived by the Director of Community Planning and Development in certain circumstances.

- M. Any other information specified by the Director of Community Planning and Development which is deemed necessary to evaluate the application.
- N. In addition to the above requirements, for zoning districts, **RD, RC, RCC, RN, and CV** and **Group Housing Residential Developments** the following is required:
1. Existing and proposed contours of the property at two foot intervals based on United States Geological Survey (USGS) data.
  2. Preliminary engineering reports in accordance with the adopted Township water and sewer standards, together with a letter of review from the Township Engineer.
  3. Ten copies of a report on the intent and scope of the project including, but not limited to: Number, size, volume, and dimensions of buildings; number and size of living units; basis of calculations of floor area and density and required parking; number, size, and type of parking spaces; architectural sketches of proposed buildings.
  4. Seven copies of the project plans which the Township shall submit to local agencies for review and comments.
- O. In addition to the above requirements, a special use application in zoning district **RP** requires the following material as part of the site plan:
1. A description of the operations proposed in sufficient detail to indicate the effects of those operations in producing traffic congestion, noise, glare, air pollution, water pollution, fire hazards or safety hazards or the emission of any potentially harmful or obnoxious matter or radiation.
  2. Engineering and architectural plans for the treatment and disposal of sewerage and industrial waste tailings, or unusable by-products.
  3. Engineering and architectural plans for the handling of any excessive traffic congestion, noise, glare, air pollution, or the emission of any potentially harmful or obnoxious matter or radiation.
- P. In addition to the above requirements, a special use application for a use in the Floodway Fringe of zoning district **CV** requires the following:
1. A letter of approval from the State Department of Environmental Quality.
  2. A location map including existing topographic data at two-foot interval contours at a scale of one inch representing 100 feet.
  3. A map showing proposed grading and drainage plans including the location of all public drainage easements, the limits, extent, and elevations of the proposed fill, excavation, and occupation.
  4. A statement from the County Drain Commissioner, County Health Department, and Director of Public Works and Engineering indicating that they have reviewed and approved the proposal.
- Q. In addition to the above requirements, a special use application for a use in the Groundwater Recharge area or zoning district **CV** requires the following:
1. A location map including existing topographic data at two-foot interval contours.
  2. A map showing proposed grading and drainage plans including the location of all public drainage easements, the limits and extent of the proposed fill, excavation, and occupation.
  3. A statement from the County Drain Commissioner, County Health Department, and Director of Public Works and Engineering indicating that they have reviewed and approved the proposal.
- R. In addition to the above requirements, the Township Code of Ordinances, Article VI, should be reviewed for the following special uses: group housing residential developments, mobile home parks, nonresidential structures and uses in residential districts, planned community and regional shopping center developments, sand or gravel pits and quarries, sod farms, junk yards, sewage treatment and disposal installations, camps and clubs for outdoor sports and buildings greater than 25,000 square feet in gross floor area.

**Part II**

**SUP REQUEST STANDARDS  
Township Code of Ordinances, Section 86-126**

**Applications for Special Land Uses will be reviewed with the standards stated below. An application that complies with the standards stated in the Township Ordinance, conditions imposed pursuant to the Ordinance, other applicable Ordinances, and State and Federal statutes will be approved. Your responses to the questions below will assist the Planning Commission in its review of your application.**

- (1) The project is consistent with the intent and purposes of this chapter.
- (2) The project is consistent with applicable land use policies contained in the Township's Master Plan of current adoption.
- (3) The project is designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the same area.
- (4) The project will not adversely affect or be hazardous to existing neighboring uses.
- (5) The project will not be detrimental to the economic welfare of surrounding properties or the community.
- (6) The project is adequately served by public facilities, such as existing roads, schools, stormwater drainage, public safety, public transportation, and public recreation, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide any such service.
- (7) The project is adequately served by public sanitation facilities if so designed. If on-site sanitation facilities for sewage disposal, potable water supply, and storm water are proposed, they shall be properly designed and capable of handling the longterm needs of the proposed project.
- (8) The project will not involve uses, activities, processes, materials, and equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
- (9) The project will not directly or indirectly have a substantial adverse impact on the natural resources of the Township, including, but not limited to, prime agricultural soils, water recharge areas, lakes, rivers, streams, major forests, wetlands, and wildlife areas.

**Part III**

I (we) hereby grant permission for members of the Charter Township of Meridian's Boards and/or Commissions, Township staff member(s) and the Township's representatives or experts the right to enter onto the above described property (or as described in the attached information) in my (our) absence for the purpose of gathering information including but not limited to the taking and the use of photographs.

Yes     No    (Please check one)

By the signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate

  
\_\_\_\_\_  
Signature of Applicant

4/13/2022  
Date

Dan Opsommer, Assistant Township Manager  
Type/Print Name

Fee: \_\_\_\_\_

Received by/Date: \_\_\_\_\_

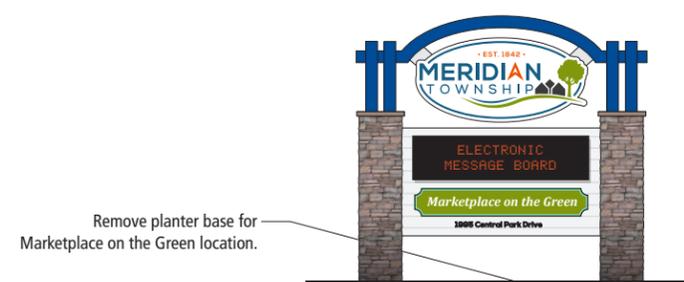
**Special Use Permit Application Attachment**  
**Site Plan Requirements Per Section 86-124(c)(4)**

A site plan, drawn to a legible scale, containing the following information where applicable:

- a. Boundaries of the subject property.
- b. Total area of the subject property.
- c. Location of all existing and proposed structures.
- d. Approximate location and distance of all structures within 100 feet of the subject property.
- e. Uses of existing and proposed buildings, on the subject site.
- f. Proposed means of vehicular and pedestrian ingress and egress to the subject property.
- g. Public and private roads and streets, rights-of-way, and easements, indicating names and widths, which abut or cross the site.
- h. Existing and proposed parking spaces, and vehicular and pedestrian circulation patterns.
- i. The buildable area of the subject property indicating all required setbacks, yards and open space.
- j. Zoning classification of the subject and adjacent properties.
- k. Existing and proposed fencing, screening, landscaping, and buffers.
- l. Location and sizes of existing utilities including power lines and towers, both above and below the ground.
- m. Amount and location of all impervious surfaces.
- n. The verified boundaries of all natural water features and required setback lines.

FABRICATOR TO PROVIDE ENGINEERED SHOP DRAWINGS FOR ENGINEER/OWNER REVIEW AND ACCEPTANCE.

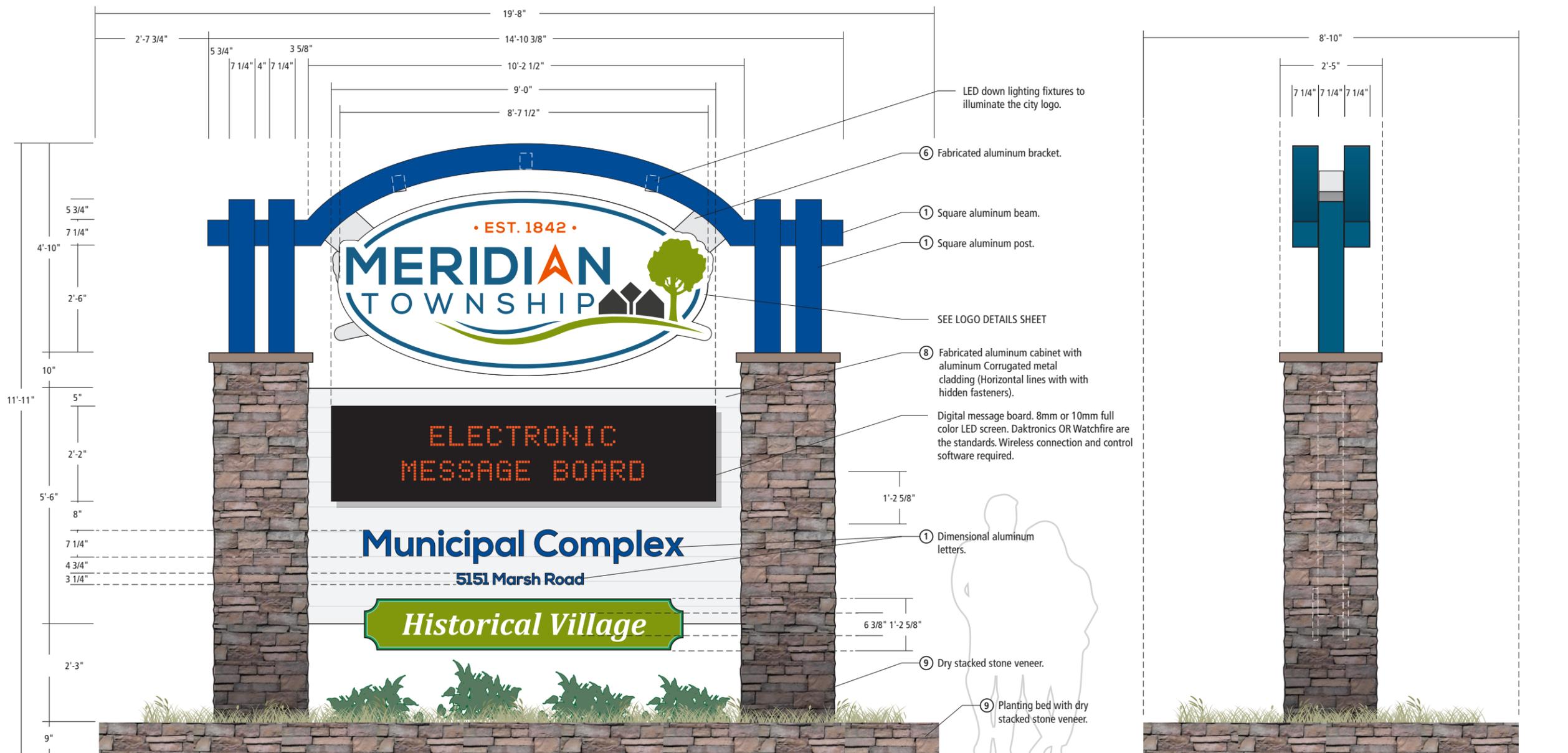
**DOUBLE-SIDED SIGN FACE**



Alternate Base Detail



Alternate Layout



Front View

Side View

Power supply.

**IX-2A MUNICIPAL CAMPUS IDENTIFICATION WITH MESSAGE BOARD**

SCALE: 3/8"-1'

**COLOR CODE**

- ① Navy
- ② Green
- ③ Orange
- ④ Black
- ⑤ White
- ⑥ Off White
- ⑦ Light Blue
- ⑧ Corrugated Metal
- ⑨ Stone

**NOTES**

This drawing is design-intent only. Fabricator is responsible for fabrication and overall level of quality. Any changes in design, materials, fabrication method or other details must be approved by Corbin Design or the Owner.

DATE	DESCRIPTION
06.02.21	Submission
07.12.21	Revision
04.01.22	Revision



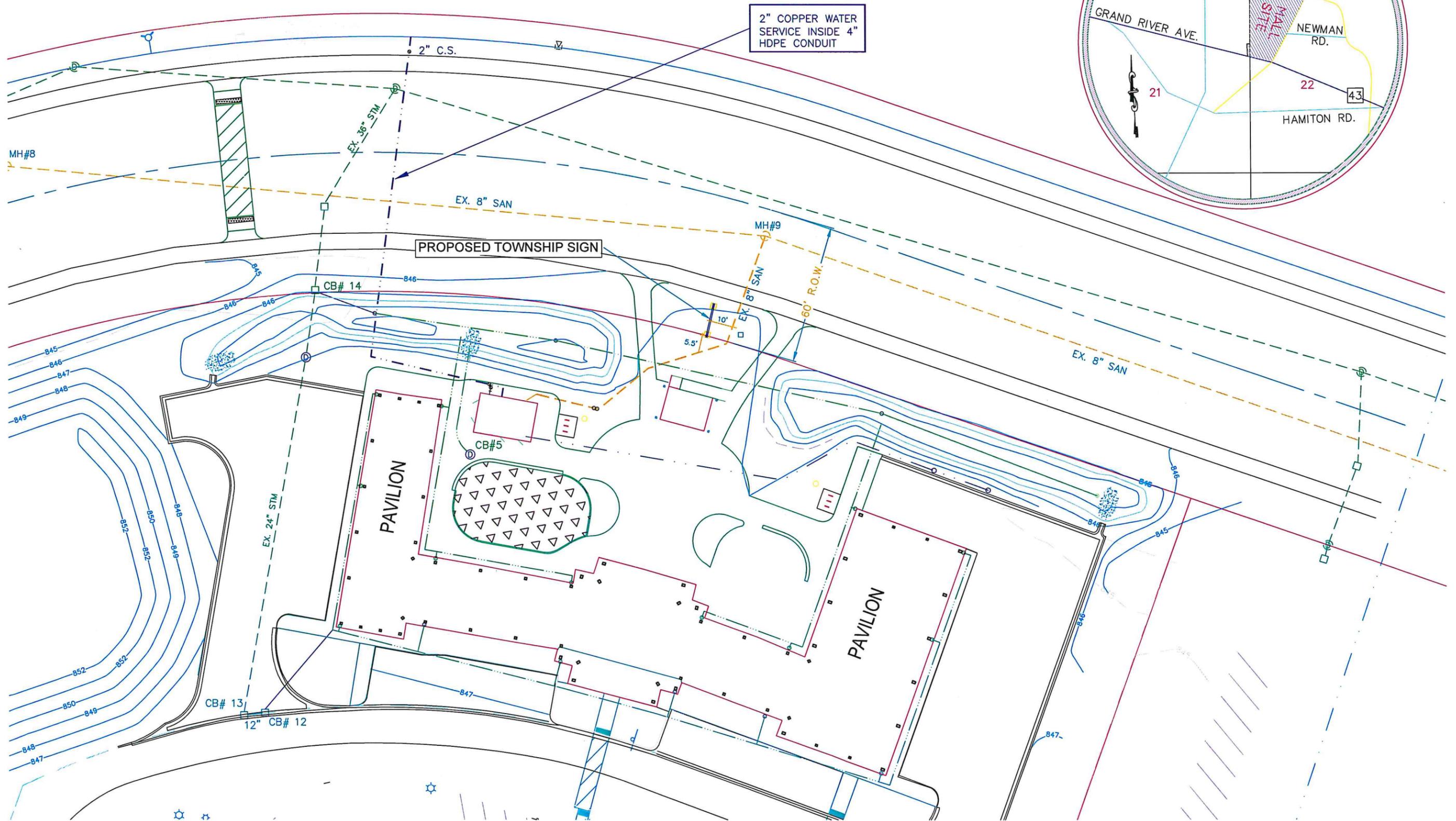
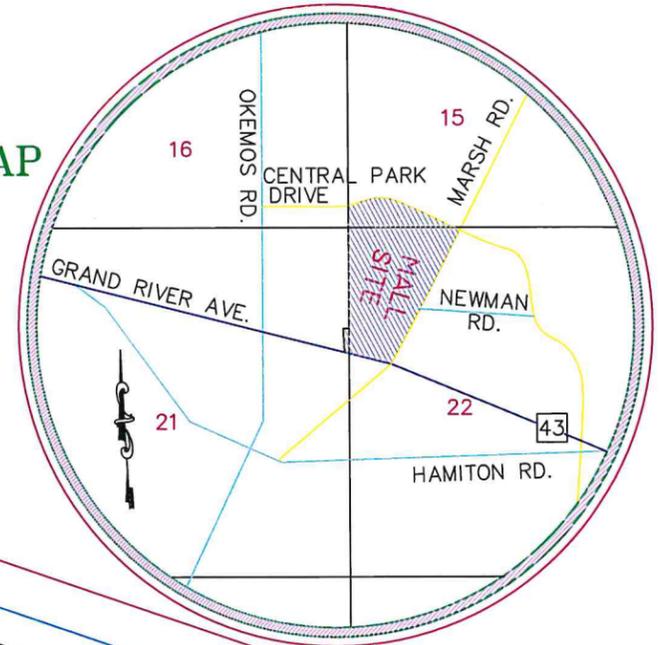
**CORBIN DESIGN**

415 S Union, Second Floor  
Traverse City, MI 49684  
(231) 947-1236

# Marketplace on the Green SPR

MERIDIAN TOWNSHIP, INGHAM COUNTY, MICHIGAN

VICINITY MAP  
NO SCALE







**To:** Planning Commission

**From:** Timothy R. Schmitt, *AICP*  
Community Planning and Development Director

**Date:** June 8, 2022

**Re:** Planning Commission Bylaws

The Planning Commission recently asked for Staff to bring forward the Planning Commission bylaws for discussion and potential amendment. This initially came up in discussion of taking action on items the same evening that they are introduced to the Planning Commission. However, Staff would point out that regular review of bylaws is important for any organization.

The currently adopted bylaws are attached for your review. The Planning Commission has complete control over their own bylaws, but in reviewing the matter, Staff would offer the following recommendations for amendments:

- Subsection 3.D. on page 3 – This should be struck from the bylaws. Neither of the items listed there are referenced in the Township’s Code of Ordinances.
- Subsection 5.8.c. on page 5 – Staff does not believe this is necessary and we have already had two meetings this year that have had more than three public hearings. This item can be struck and can be dealt with internally between the Chairperson and Staff.
- Subsection 6.4 on page 9 – Subheading a is the requirement that has to be waived by the Planning Commission in order to act upon an item the same night as the public hearing. Staff would recommend deleting this from the bylaws, as the Planning Commission should have the ability to act upon any item, if there are no questions about the proposal.
- Section 7 on page 9 – This section is recreating ordinance requirements and Staff would recommend removing them from the bylaws, to ensure that the zoning ordinance is the only document someone needs to refer to in an appeal procedure.

There are a number of other areas where we could streamline the bylaws, should the Planning Commission choose to want to make additional changes, but Staff has not included those proposals at this time.

Staff has attached a copy of the currently adopted bylaws and a redlined copy, with the Staff changes recommended above. We look forward to discussing this matter with the Planning Commission at their next meeting.

**Attachment**

1. Currently adopted Planning Commission Bylaws
2. Redlined version of the Planning Commission Bylaws

**MERIDIAN TOWNSHIP PLANNING COMMISSION**

**BYLAWS**

*June 14, 2017 UPDATE*

These bylaws of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, are adopted in accordance with the Michigan Planning Enabling Act (Act 33 of 2008 as amended), which states, "a planning commission shall adopt bylaws for the transaction of business and shall keep a public record of its resolutions, transactions, findings and determinations."

**1. AUTHORIZATION**

The Planning Commission, hereinafter called the Commission, is established pursuant to the Michigan Planning Enabling Act (Act 33 of 2008 as amended), and the Meridian Charter Township Code of Ordinances, (Chapter 2, Article VI, Division 5).

**2. OFFICERS & COMMISSIONERS**

2.1 Selection. At the first regular meeting in January, the Commission shall select from its members a chair, vice-chair, and secretary.

2.2 Terms. Term of office shall commence from the date of selection for a period of one year, or until a successor has been selected. Officers shall be eligible for re-election, but shall not serve more than two successive full terms in an office.

2.3 Duties of Officers & Commissioners.

- a. The chair shall preside at all meetings, appoint committees and liaisons to other groups with concurrence from the Commission, authorize calls for special meetings and perform such other duties as may be specified by the Commission.
- b. The vice-chair shall act in the capacity of the chair in the chair's absence.
- c. In the event the office of the chair becomes vacant, the vice-chair shall succeed to this office for the unexpired term and the Commission shall select a successor to the office of vice-chair for the unexpired term.
- d. The secretary shall perform those duties as assigned by the Michigan Planning Enabling Act (Act 33 of 2008 as amended), and such other duties as may be assigned from time to time by the Commission.

- e. Members of the Commission who are absent from more than three (3) consecutive, regularly scheduled Commission meetings and work sessions or more than thirty (30) percent of the regularly scheduled Commission meetings and work sessions in a calendar year shall be subject to review and possible recommendation for removal to the Township Board. Exceptions may be made if absences are due to the conduct of other business as authorized by the Commission.
- f. Members shall comply with the definition of “conflict of interest” found in Section 2-287(d) of the Code of Ordinances. Members who have a conflict of interest shall not vote or participate in any consideration of that matter, such action to be recorded in the meeting record. Failure of a member to disclose a potential conflict constitutes malfeasance in office.

### 3. RESPONSIBILITIES AND AUTHORITY

The Commission shall assume the following responsibilities and authority pursuant to:

- A. The Michigan Planning Enabling Act (Act 33 of 2008 as amended)
  - 1. Prepare, adopt, or amend a master plan for the Township, including recommendations for development. Examples of activities to accomplish this responsibility include:
    - a. Preparation of planning reports and plans (prior to publication).
    - b. Preparation of preliminary plans and reports for the physical development of the Township, including: a land use plan and program and the general location, character, and extent of streets, roads, highways, bicycle paths, pedestrian ways, railroads, bridges, waterways and waterfront developments; flood retention works, drainage, sanitary sewers and water supply system; works for preventing pollution and works for maintaining water levels; and public utilities and structures.
    - c. Recommendations as to the general character, extent and layout for the redevelopment or rehabilitation of blighted areas.
    - d. Evaluate and prepare recommendations related to the administration and enforcement of the subdivision of land.
  - 2. Conduct studies and surveys related to Township planning and development.
  - 3. Review for character, location, and extent and recommend approval or disapproval of public improvements, prior to construction or authorization for construction of a street, square, park, playground, public way, ground, or other open space, or public building or other building.
  - 4. Promote public education and citizen participation in the Township master plan.

- B. The Land Division Act (Act 288 of 1967 as amended)
  - 1. Recommend approval, modification or disapproval of plats in accordance with Chapter 62 of the Meridian Township Code of Ordinances.
- C. The Michigan Zoning Enabling Act (Act 110 of 2006 as amended)
  - 1. Hear and decide special use permits.
  - 2. Formulate and recommend ordinances, including their amendments or revisions.
  - 3. Evaluate and prepare recommendations related to the administration and enforcement of the zoning ordinance.
- D. The Meridian Charter Township Code Of Ordinances, Chapter 2, Article VI, Division 5
  - 1. Recommend to the Township Board a member of the Commission to serve on the Zoning Board of Appeals.
  - 2. Make recommendations for the selection of consultants and determination of basis for compensation to the Township Board.

**4. COMMITTEES**

- 4.1 Purpose. The Commission may establish committees and/or designate liaisons to other Township bodies necessary to assist it in fulfilling its responsibilities and goals.
- 4.2 Appointment. Committee members or liaison members shall be appointed by the chair, with concurrence from the Commission.
- 4.3 Assignment of Duties. The Commission shall define the purpose, functions, tenure, selection of the chair, meeting and reporting requirements for its committees. A committee may be discharged from its responsibilities by the Commission.
- 4.4 Public Participation. Committees shall meet requirements for public participation and access to records as provided for in 5.11 and 5.12 of these bylaws.

**5. MEETINGS**

- 5.1 Regular Meetings. The Commission shall hold no fewer than four regular meetings each year. In addition, work sessions may be scheduled for informal consideration of business, providing no official actions or decisions are taken at these sessions. All meetings and work sessions shall comply with the provisions of the Freedom of Information Act.

- 5.2 Special Meetings. Special meetings may be called by the chair. The chair shall call a special meeting at the written request of three or more members of the Commission. Commission members shall be notified at least 48 hours prior to the meeting. Notification may be by e-mail or telephone and shall include the purpose of the meeting. Public notice of special meetings shall be in accordance with the Open Meetings Act (Act 267 of 1976 as amended).
- 5.3 Meeting Schedule. A schedule of the Commission's regular meetings including date, time and place shall be established for each calendar year in accordance with the Open Meetings Act (Act 267 of 1976 as amended). Notice of such schedule, shall be available to the public no later than ten days after the first meeting of the Commission in each calendar year. A change in the regular meeting schedule shall be posted within three days after the meeting at which the change is made.
- 5.4 Quorum. A majority of members shall constitute a quorum for the transaction of business at meetings unless otherwise specified in these bylaws. The chairperson may postpone or reschedule a meeting in the event a quorum will not be present upon proper notification in accordance with the Open Meetings Act (Act 267 of 1976 as amended).
- 5.5 Resolutions and Motions. All resolutions and motions of a substantive nature shall be made in writing. The name of the originator and seconder, the findings of fact, and the rationale for action shall be recorded in the minutes.
- 5.6 Voting. Voting shall be by voice except that a roll call vote will be taken and recorded for all decisions made by resolution, or when requested by a member of the Commission.
- 5.7 Decisions. Providing a quorum is present, a simple majority of those present and voting shall be required for Commission action. Exceptions shall include:
- a. Adoption of the Master Plan, or any part thereof, including extensions, additions, revisions or other amendments all of which shall require the affirmative vote of at least six members.
  - b. Any other action which by law, Township ordinance or parliamentary authority requires otherwise.
- 5.8 Agenda.
- a. An agenda shall be established for each meeting of the Commission by designated Township staff and the chair, and shall be made available to Commission members and the public in advance of the meeting. The chair shall determine the order of business, unless otherwise amended by the Commission.
  - b. Agenda items to be considered at a special meeting shall be limited to those included in the call to meeting, unless all members are present and vote otherwise.

- c. No more than three public hearings may be scheduled for a regular meeting of the Commission. The chair may approve exceptions when this bylaw would cause substantial backlog in Commission business.
- d. A typical agenda may include:
  - 1. Call to order
  - 2. Public Remarks
  - 3. Approval of agenda
  - 4. Approval of Minutes
  - 5. Communications
  - 6. Public Hearings
  - 7. Unfinished Business
  - 8. Other Business (as applicable)
  - 9. Announcements
  - 10. Public Remarks
  - 11. Adjournment

5.9 Public Participation.

- a. All regular and special meetings, work sessions, and committee meetings shall be open to the public subject to the provisions of the Open Meetings Act (Act 267, 1976 as amended).
- b. Opportunity shall be provided for public comment at meetings in accordance with established Commission and Township policies and procedures, which include:
  - 1. The number of persons admitted to a meeting room will be in keeping with public safety requirements and availability of space. Efforts will be made to provide adequate room to accommodate those in attendance.
  - 2. Established protocols for public participation will be announced at the beginning of the meeting.
  - 3. Opportunity to speak will be granted either under Public Remarks, or during a public hearing, as most appropriate.
  - 4. Members of the public wishing to speak must first fill out and hand in a request form.

5. Members of the public will identify themselves by name and address prior to presenting their comments.
  6. A member of the public will be provided no less than three minutes to speak. Reasonable time limits may be imposed to insure everyone desiring to speak has an opportunity to speak.
  7. All written communications will become part of the Commission record.
  8. The chair may invite members of the public to participate in informal discussion on all or selected agenda items during Commission work sessions.
- c. The chair may call to order any person who disrupts the orderly conduct of a meeting and prohibit such person from further participation or attendance at such meeting.
- 5.10 Records. Designated Township staff shall be responsible for minutes and other official records of all Commission meetings and actions, including supporting documentation. Notice of meetings, minutes and records shall be available to the public in accordance with the Freedom of Information Act (Act 442 of 1976 as amended).
- 5.11 Reporting Requirements. The Commission shall provide for timely transmission of such reports or recommendations as are required by State law, Township ordinance or Board policy. Examples of reporting requirements include:
- a. Planning.
    1. The secretary of the Commission shall prepare and distribute a notice the Commission intends to prepare a Master Plan and requesting cooperation and comment to:
      - a. Each municipality contiguous to Meridian Township.
      - b. Tri-County Regional Planning Commission
      - c. Ingham County Board of Commissioners.
      - d. Each public utility company and railroad company owning or operating a public utility or railroad within Meridian Township that registers its name and mailing address for this purpose with the Commission.
      - e. Any government agency that registers its name and mailing address for this purpose with the Commission.
      - f. Ingham County Road Department and Michigan Department of Transportation.

2. The secretary of the Commission shall distribute the completed Master Plan draft after receiving Township Board authorization to the following:
  - a. Each municipality contiguous to Meridian Township.
  - b. Tri-County Regional Planning Commission.
  - c. Ingham County Board of Commissioners including a statement signed by the secretary of the Commission that each municipality contiguous to Meridian Township and the Tri-County Regional Planning Commission were notified of the intent to prepare a Master Plan.
  - d. Each public utility company and railroad company owning or operating a public utility or railroad within Meridian Township which has registered its name and address; and reimburses Meridian Township for copying and mailing costs.
  - e. Any government agency which has registered its name and mailing address with the secretary of the Commission and reimburses Meridian Township for copying and mailing costs.
  - f. Ingham County Road Department and Michigan Department of Transportation.
3. The secretary of the Commission shall distribute a copy of the adopted Master Plan to each entity which received a copy of the draft Master Plan.

b. Zoning. Following the hearing on a proposed Zoning Ordinance, or its amendment, the Commission shall submit any comments received at the hearing and its proposed zoning ordinance including any maps and recommendations to the Township Board for final action thereon, as specified in the Michigan Zoning Enabling Act (Act 110 of 2006 as amended) and Chapter 86 of the Township Code of Ordinances.

c. Annual Report. The Commission shall make an annual written report concerning its operations and the status of planning activities, including recommendations regarding actions by the Township Board related to planning and development; and on the administration and enforcement of the zoning ordinance and recommendations for amendments or supplements to the ordinance. The secretary of the Commission shall transmit the report to the Township Board.

5.12 Limit on Introduction of Agenda Items. Agenda items shall not be introduced for discussion or a Public hearing opened after 10:00 p.m. The chair may approve exceptions when this bylaw would cause substantial backlog in Commission business.

## 6. PUBLIC HEARINGS

### 6.1 Purpose.

- a. Public hearings shall be held:
  1. Prior to the adoption of any part of the master plan or any extension, addition, revision or other amendment thereof.
  2. Prior to making a recommendation to the Township Board of any amendment to the Township Zoning Ordinances or of other zoning requests.
  3. For consideration of special use permits.
  4. For other matters as required by statute or Township Zoning Ordinance.
- b. Public hearings may also be held for informational purposes. Reasons for holding informational hearings include but not limited to:
  1. To seek citizen input on any appropriate subject.
  2. To educate the public on selected issues or proposed actions related to planning and development and enhance public understanding or acceptance.

### 6.2 Notice.

- a. Notice of public hearings, including time, place, and purpose shall be made in conformance with applicable statutes and ordinances. Examples of noticing requirements include:
  1. Planning. The Michigan Planning Enabling Act (Act 33 of 2008 as amended) for adoption and amendment of a master plan.
  2. Zoning. The Michigan Zoning Enabling Act (Act 110 of 2006 as amended) and Meridian Township Code of Ordinances, Chapter 86, for zoning map amendments, zoning ordinance amendments, special use permits, planned unit developments, and planned residential developments.
  3. Plats. The Land Division Act (Act 288 of 1967 as amended) and Meridian Township Code of Ordinances, Chapter 62, for tentative preliminary, final preliminary, and final plats.
- b. Other procedures as adopted by the Planning Commission or Township Board.

6.3 Format. Public hearings shall be part of regular Commission meetings and shall be conducted according to established written procedures. An example of a typical public hearing format is:

- a. Introduction by the chair (Open public hearing, announcement of procedures, time limits, and protocols for participation by the public, applicants, and their designated representatives).
- b. Summary of subject matter.
- c. Presentation by the petitioner (applicant) or designated representative(s).
- d. Public comments.
- e. Discussion and questioning by Commission members.
- f. Close public hearing.

6.4 Decisions.

- a. A decision on a special use permit, zoning request or ordinance will not be made on the date of the public hearing considering such item.
- b. Written notice of a Commission decision will be sent to the parties directly concerned with the purpose of the hearing, including petitioners or originators of the request for the hearing.

## 7. APPEALS

7.1 Administrative Decisions. A person aggrieved by the action of the Director of Community Planning and Development related to a minor amendment to a Special Use Permit originally approved by the Commission may appeal in writing to the Commission within ten (10) days after the date of such action.

- a. The Commission shall hold a hearing on the appeal, following prior notification to the public.
- b. Parties to the complaint shall confine their participation to the issues specified in the appeal.
- c. The Commission shall notify the appellant in writing of its decision and rationale.

7.2 Commission Decisions. A person aggrieved by action of the commission related to special use permits may appeal such action in writing to the Township Board within ten (10) days after the date of such action.

## 8. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised, shall generally govern all questions of procedure not otherwise provided for in these bylaws or by state or federal law, or Township ordinance or policy; EXCEPT, the Planning Commission shall not reconsider a decision without prior authorization from the Township Board.

## 9. AMENDMENT AND SUSPENSION OF BYLAWS

- 9.1 Amendment. Bylaws not required by state or federal law or Township ordinance may be amended by a two-thirds vote of the Commission, provided fifteen days notice and an opportunity for comment is given to the public.
- 9.2 Suspension. A bylaw may be suspended by a two-thirds vote of Commission members present and voting at a meeting, provided said action is in accordance with established state or federal law, Township ordinance and parliamentary authority.

**MERIDIAN TOWNSHIP PLANNING COMMISSION**

**BYLAWS**

*June 14, 2017 UPDATE*

These bylaws of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, are adopted in accordance with the Michigan Planning Enabling Act (Act 33 of 2008 as amended), which states, "a planning commission shall adopt bylaws for the transaction of business and shall keep a public record of its resolutions, transactions, findings and determinations."

**1. AUTHORIZATION**

The Planning Commission, hereinafter called the Commission, is established pursuant to the Michigan Planning Enabling Act (Act 33 of 2008 as amended), and the Meridian Charter Township Code of Ordinances, (Chapter 2, Article VI, Division 5).

**2. OFFICERS & COMMISSIONERS**

2.1 Selection. At the first regular meeting in January, the Commission shall select from its members a chair, vice-chair, and secretary.

2.2 Terms. Term of office shall commence from the date of selection for a period of one year, or until a successor has been selected. Officers shall be eligible for re-election, but shall not serve more than two successive full terms in an office.

2.3 Duties of Officers & Commissioners.

- a. The chair shall preside at all meetings, appoint committees and liaisons to other groups with concurrence from the Commission, authorize calls for special meetings and perform such other duties as may be specified by the Commission.
- b. The vice-chair shall act in the capacity of the chair in the chair's absence.
- c. In the event the office of the chair becomes vacant, the vice-chair shall succeed to this office for the unexpired term and the Commission shall select a successor to the office of vice-chair for the unexpired term.
- d. The secretary shall perform those duties as assigned by the Michigan Planning Enabling Act (Act 33 of 2008 as amended), and such other duties as may be assigned from time to time by the Commission.

- e. Members of the Commission who are absent from more than three (3) consecutive, regularly scheduled Commission meetings and work sessions or more than thirty (30) percent of the regularly scheduled Commission meetings and work sessions in a calendar year shall be subject to review and possible recommendation for removal to the Township Board. Exceptions may be made if absences are due to the conduct of other business as authorized by the Commission.
- f. Members shall comply with the definition of “conflict of interest” found in Section 2-287(d) of the Code of Ordinances. Members who have a conflict of interest shall not vote or participate in any consideration of that matter, such action to be recorded in the meeting record. Failure of a member to disclose a potential conflict constitutes malfeasance in office.

### 3. RESPONSIBILITIES AND AUTHORITY

The Commission shall assume the following responsibilities and authority pursuant to:

- A. The Michigan Planning Enabling Act (Act 33 of 2008 as amended)
  - 1. Prepare, adopt, or amend a master plan for the Township, including recommendations for development. Examples of activities to accomplish this responsibility include:
    - a. Preparation of planning reports and plans (prior to publication).
    - b. Preparation of preliminary plans and reports for the physical development of the Township, including: a land use plan and program and the general location, character, and extent of streets, roads, highways, bicycle paths, pedestrian ways, railroads, bridges, waterways and waterfront developments; flood retention works, drainage, sanitary sewers and water supply system; works for preventing pollution and works for maintaining water levels; and public utilities and structures.
    - c. Recommendations as to the general character, extent and layout for the redevelopment or rehabilitation of blighted areas.
    - d. Evaluate and prepare recommendations related to the administration and enforcement of the subdivision of land.
  - 2. Conduct studies and surveys related to Township planning and development.
  - 3. Review for character, location, and extent and recommend approval or disapproval of public improvements, prior to construction or authorization for construction of a street, square, park, playground, public way, ground, or other open space, or public building or other building.
  - 4. Promote public education and citizen participation in the Township master plan.

- B. The Land Division Act (Act 288 of 1967 as amended)
  - 1. Recommend approval, modification or disapproval of plats in accordance with Chapter 62 of the Meridian Township Code of Ordinances.
- C. The Michigan Zoning Enabling Act (Act 110 of 2006 as amended)
  - 1. Hear and decide special use permits.
  - 2. Formulate and recommend ordinances, including their amendments or revisions.
  - 3. Evaluate and prepare recommendations related to the administration and enforcement of the zoning ordinance.
- ~~D. The Meridian Charter Township Code Of Ordinances, Chapter 2, Article VI, Division 5~~
  - ~~1. Recommend to the Township Board a member of the Commission to serve on the Zoning Board of Appeals.~~
  - ~~2. Make recommendations for the selection of consultants and determination of basis for compensation to the Township Board.~~

#### 4. COMMITTEES

- 4.1 Purpose. The Commission may establish committees and/or designate liaisons to other Township bodies necessary to assist it in fulfilling its responsibilities and goals.
- 4.2 Appointment. Committee members or liaison members shall be appointed by the chair, with concurrence from the Commission.
- 4.3 Assignment of Duties. The Commission shall define the purpose, functions, tenure, selection of the chair, meeting and reporting requirements for its committees. A committee may be discharged from its responsibilities by the Commission.
- 4.4 Public Participation. Committees shall meet requirements for public participation and access to records as provided for in 5.11 and 5.12 of these bylaws.

#### 5. MEETINGS

- 5.1 Regular Meetings. The Commission shall hold no fewer than four regular meetings each year. In addition, work sessions may be scheduled for informal consideration of business, providing no official actions or decisions are taken at these sessions. All meetings and work sessions shall comply with the provisions of the Freedom of Information Act.

- 5.2 Special Meetings. Special meetings may be called by the chair. The chair shall call a special meeting at the written request of three or more members of the Commission. Commission members shall be notified at least 48 hours prior to the meeting. Notification may be by e-mail or telephone and shall include the purpose of the meeting. Public notice of special meetings shall be in accordance with the Open Meetings Act (Act 267 of 1976 as amended).
- 5.3 Meeting Schedule. A schedule of the Commission's regular meetings including date, time and place shall be established for each calendar year in accordance with the Open Meetings Act (Act 267 of 1976 as amended). Notice of such schedule, shall be available to the public no later than ten days after the first meeting of the Commission in each calendar year. A change in the regular meeting schedule shall be posted within three days after the meeting at which the change is made.
- 5.4 Quorum. A majority of members shall constitute a quorum for the transaction of business at meetings unless otherwise specified in these bylaws. The chairperson may postpone or reschedule a meeting in the event a quorum will not be present upon proper notification in accordance with the Open Meetings Act (Act 267 of 1976 as amended).
- 5.5 Resolutions and Motions. All resolutions and motions of a substantive nature shall be made in writing. The name of the originator and seconder, the findings of fact, and the rationale for action shall be recorded in the minutes.
- 5.6 Voting. Voting shall be by voice except that a roll call vote will be taken and recorded for all decisions made by resolution, or when requested by a member of the Commission.
- 5.7 Decisions. Providing a quorum is present, a simple majority of those present and voting shall be required for Commission action. Exceptions shall include:
- a. Adoption of the Master Plan, or any part thereof, including extensions, additions, revisions or other amendments all of which shall require the affirmative vote of at least six members.
  - b. Any other action which by law, Township ordinance or parliamentary authority requires otherwise.
- 5.8 Agenda.
- a. An agenda shall be established for each meeting of the Commission by designated Township staff and the chair, and shall be made available to Commission members and the public in advance of the meeting. The chair shall determine the order of business, unless otherwise amended by the Commission.
  - b. Agenda items to be considered at a special meeting shall be limited to those included in the call to meeting, unless all members are present and vote otherwise.

- ~~c. No more than three public hearings may be scheduled for a regular meeting of the Commission. The chair may approve exceptions when this bylaw would cause substantial backlog in Commission business.~~
- d. A typical agenda may include:
  - 1. Call to order
  - 2. Public Remarks
  - 3. Approval of agenda
  - 4. Approval of Minutes
  - 5. Communications
  - 6. Public Hearings
  - 7. Unfinished Business
  - 8. Other Business (as applicable)
  - 9. Announcements
  - 10. Public Remarks
  - 11. Adjournment

5.9 Public Participation.

- a. All regular and special meetings, work sessions, and committee meetings shall be open to the public subject to the provisions of the Open Meetings Act (Act 267, 1976 as amended).
- b. Opportunity shall be provided for public comment at meetings in accordance with established Commission and Township policies and procedures, which include:
  - 1. The number of persons admitted to a meeting room will be in keeping with public safety requirements and availability of space. Efforts will be made to provide adequate room to accommodate those in attendance.
  - 2. Established protocols for public participation will be announced at the beginning of the meeting.
  - 3. Opportunity to speak will be granted either under Public Remarks, or during a public hearing, as most appropriate.
  - 4. Members of the public wishing to speak must first fill out and hand in a request form.

5. Members of the public will identify themselves by name and address prior to presenting their comments.
  6. A member of the public will be provided no less than three minutes to speak. Reasonable time limits may be imposed to insure everyone desiring to speak has an opportunity to speak.
  7. All written communications will become part of the Commission record.
  8. The chair may invite members of the public to participate in informal discussion on all or selected agenda items during Commission work sessions.
- c. The chair may call to order any person who disrupts the orderly conduct of a meeting and prohibit such person from further participation or attendance at such meeting.
- 5.10 Records. Designated Township staff shall be responsible for minutes and other official records of all Commission meetings and actions, including supporting documentation. Notice of meetings, minutes and records shall be available to the public in accordance with the Freedom of Information Act (Act 442 of 1976 as amended).
- 5.11 Reporting Requirements. The Commission shall provide for timely transmission of such reports or recommendations as are required by State law, Township ordinance or Board policy. Examples of reporting requirements include:
- a. Planning.
    1. The secretary of the Commission shall prepare and distribute a notice the Commission intends to prepare a Master Plan and requesting cooperation and comment to:
      - a. Each municipality contiguous to Meridian Township.
      - b. Tri-County Regional Planning Commission
      - c. Ingham County Board of Commissioners.
      - d. Each public utility company and railroad company owning or operating a public utility or railroad within Meridian Township that registers its name and mailing address for this purpose with the Commission.
      - e. Any government agency that registers its name and mailing address for this purpose with the Commission.
      - f. Ingham County Road Department and Michigan Department of Transportation.

2. The secretary of the Commission shall distribute the completed Master Plan draft after receiving Township Board authorization to the following:
  - a. Each municipality contiguous to Meridian Township.
  - b. Tri-County Regional Planning Commission.
  - c. Ingham County Board of Commissioners including a statement signed by the secretary of the Commission that each municipality contiguous to Meridian Township and the Tri-County Regional Planning Commission were notified of the intent to prepare a Master Plan.
  - d. Each public utility company and railroad company owning or operating a public utility or railroad within Meridian Township which has registered its name and address; and reimburses Meridian Township for copying and mailing costs.
  - e. Any government agency which has registered its name and mailing address with the secretary of the Commission and reimburses Meridian Township for copying and mailing costs.
  - f. Ingham County Road Department and Michigan Department of Transportation.
3. The secretary of the Commission shall distribute a copy of the adopted Master Plan to each entity which received a copy of the draft Master Plan.

b. Zoning. Following the hearing on a proposed Zoning Ordinance, or its amendment, the Commission shall submit any comments received at the hearing and its proposed zoning ordinance including any maps and recommendations to the Township Board for final action thereon, as specified in the Michigan Zoning Enabling Act (Act 110 of 2006 as amended) and Chapter 86 of the Township Code of Ordinances.

c. Annual Report. The Commission shall make an annual written report concerning its operations and the status of planning activities, including recommendations regarding actions by the Township Board related to planning and development; and on the administration and enforcement of the zoning ordinance and recommendations for amendments or supplements to the ordinance. The secretary of the Commission shall transmit the report to the Township Board.

5.12 Limit on Introduction of Agenda Items. Agenda items shall not be introduced for discussion or a Public hearing opened after 10:00 p.m. The chair may approve exceptions when this bylaw would cause substantial backlog in Commission business.

## 6. PUBLIC HEARINGS

### 6.1 Purpose.

- a. Public hearings shall be held:
  1. Prior to the adoption of any part of the master plan or any extension, addition, revision or other amendment thereof.
  2. Prior to making a recommendation to the Township Board of any amendment to the Township Zoning Ordinances or of other zoning requests.
  3. For consideration of special use permits.
  4. For other matters as required by statute or Township Zoning Ordinance.
- b. Public hearings may also be held for informational purposes. Reasons for holding informational hearings include but not limited to:
  1. To seek citizen input on any appropriate subject.
  2. To educate the public on selected issues or proposed actions related to planning and development and enhance public understanding or acceptance.

### 6.2 Notice.

- a. Notice of public hearings, including time, place, and purpose shall be made in conformance with applicable statutes and ordinances. Examples of noticing requirements include:
  1. Planning. The Michigan Planning Enabling Act (Act 33 of 2008 as amended) for adoption and amendment of a master plan.
  2. Zoning. The Michigan Zoning Enabling Act (Act 110 of 2006 as amended) and Meridian Township Code of Ordinances, Chapter 86, for zoning map amendments, zoning ordinance amendments, special use permits, planned unit developments, and planned residential developments.
  3. Plats. The Land Division Act (Act 288 of 1967 as amended) and Meridian Township Code of Ordinances, Chapter 62, for tentative preliminary, final preliminary, and final plats.
- b. Other procedures as adopted by the Planning Commission or Township Board.

6.3 Format. Public hearings shall be part of regular Commission meetings and shall be conducted according to established written procedures. An example of a typical public hearing format is:

- a. Introduction by the chair (Open public hearing, announcement of procedures, time limits, and protocols for participation by the public, applicants, and their designated representatives).
- b. Summary of subject matter.
- c. Presentation by the petitioner (applicant) or designated representative(s).
- d. Public comments.
- e. Discussion and questioning by Commission members.
- f. Close public hearing.

6.4 Decisions.

- ~~a. A decision on a special use permit, zoning request or ordinance will not be made on the date of the public hearing considering such item.~~
- b. Written notice of a Commission decision will be sent to the parties directly concerned with the purpose of the hearing, including petitioners or originators of the request for the hearing.

## **~~7. APPEALS~~**

~~7.1 Administrative Decisions. A person aggrieved by the action of the Director of Community Planning and Development related to a minor amendment to a Special Use Permit originally approved by the Commission may appeal in writing to the Commission within ten (10) days after the date of such action.~~

- ~~a. The Commission shall hold a hearing on the appeal, following prior notification to the public.~~
- ~~b. Parties to the complaint shall confine their participation to the issues specified in the appeal.~~
- ~~c. The Commission shall notify the appellant in writing of its decision and rationale.~~

~~7.2 Commission Decisions. A person aggrieved by action of the commission related to special use permits may appeal such action in writing to the Township Board within ten (10) days after the date of such action.~~

## 8. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised, shall generally govern all questions of procedure not otherwise provided for in these bylaws or by state or federal law, or Township ordinance or policy; EXCEPT, the Planning Commission shall not reconsider a decision without prior authorization from the Township Board.

## 9. AMENDMENT AND SUSPENSION OF BYLAWS

- 9.1 Amendment. Bylaws not required by state or federal law or Township ordinance may be amended by a two-thirds vote of the Commission, provided fifteen days notice and an opportunity for comment is given to the public.
- 9.2 Suspension. A bylaw may be suspended by a two-thirds vote of Commission members present and voting at a meeting, provided said action is in accordance with established state or federal law, Township ordinance and parliamentary authority.