



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
ZONING BOARD OF APPEALS MEETING  
November 19, 2025 6:30 pm

---

1. CALL MEETING TO ORDER
2. APPROVAL OF THE AGENDA
3. CORRECTIONS, APPROVAL AND RATIFICATION OF MINUTES
4. COMMUNICATIONS
  - A. Jonathan Burt, 6074 Columbia, RE: ZBA #25-10
5. UNFINISHED BUSINESS
6. NEW BUSINESS
  - A. **ZBA CASE NO.: 25-10 (6080 Columbia), 6080 Columbia Street, Haslett, MI 48840**  
LOCATION: 6080 Columbia Street  
PARCEL ID: 10-279-004  
ZONING DISTRICT: RB (Single Family), Lake Lansing Residential Overlay  
The variance requested is to construct a building addition and second story addition to the existing nonconforming single-family dwelling at 6080 Columbia Street.
  - B. **ZBA CASE NO.:25-11 (4650 Moore), 4650 Moore Street, Okemos, MI 48864**  
DESCRIPTION: 4650 Moore Street  
TAX PARCEL: 21-429-003  
ZONING DISTRICT: PO (Professional Office)  
The variance requested is to install a 16 square foot, 5.6-foot-tall freestanding sign at 4650 Moore Street.
  - C. **ZBA CASE NO.:25-12 (4990 Marsh), Bill Carr Signs, 719 W. Twelfth St., Flint, MI 48503**  
DESCRIPTION: 4990 Marsh Road  
TAX PARCEL: 22-126-007  
ZONING DISTRICT: C-2 (Commercial)  
The variance requested is to install a second wall sign at 4990 Marsh Road.
7. OTHER BUSINESS
  - A. 2026 Meeting Calendar
8. PUBLIC REMARKS
9. BOARD MEMBER COMMENTS
10. ADJOURNMENT

---

Variance requests may be subject to change or alteration upon review of request during preparation of the staff memorandum. Therefore, Sections of the Code of Ordinances are subject to change. Changes will be noted during public hearing meeting.

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting: Assistant Planner Keith Chapman, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4580 - Ten Day Notice is Required.  
Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall

## Keith Chapman

---

**From:** Jonathan Burt <jdburt321@gmail.com>  
**Sent:** Tuesday, November 4, 2025 11:02 AM  
**To:** Keith Chapman  
**Subject:** 6080 Columbia variance request

You don't often get email from jdburt321@gmail.com. [Learn why this is important](#)

Mr. Chapman,

As the owner of the house at 6074 Columbia, thru my ownership of 1673 Pine Ridge Road LLC, I received your letter of October 28, 2025, regarding the variance request of the owner of the house at 6080 Columbia.

My position on the request is that the house lots are very small and the side yard setback are very tight as is, so unless the change is absolutely necessary, (i.e. a larger handicap entrance to a door way, etc. ), I am opposed to the granting of the variance.

Please let me answer any questions you have with this email.

Yours truly,

Jonathan David Burt

## VARIANCE APPLICATION SUPPLEMENT

**A variance will be granted, if the following Review Criteria are met:**

- (1) Unique circumstances exist that are peculiar to the land or structure, that are not applicable to other land or structures in the same zoning district and these unique circumstances are not self-created.
- (2) Strict interpretation and enforcement of the literal terms and provisions of this chapter would result in practical difficulties that would prevent the owner from using the property for a permitted purpose.
- (3) Granting the variance is the minimum action necessary which would carry out the spirit of this zoning ordinance, secure public safety, and provide substantial justice.
- (4) Granting the variance will not adversely affect adjacent land or the essential character in the vicinity of the property.
- (5) Granting the variance will be generally consistent with public interest and the purposes and intent of this chapter.



**To: Zoning Board of Appeals**  
**From: Keith Chapman, Associate Planner**  
**Date: November 13, 2025**  
**Re: ZBA Case No. #25-10 (6080 Columbia)**

---

**ZBA CASE NO.:** 25-10 (6080 Columbia), 6080 Columbia Street, Haslett, MI 48840  
**LOCATION:** 6080 Columbia Street  
**PARCEL ID:** 10-279-004  
**ZONING DISTRICT:** RB (Single Family), Lake Lansing Residential Overlay

The applicant is requesting variances from the following sections of the Code of Ordinances:

- Section 86-442(5)(b) - Side yards. The side yard setback shall be consistent with the requirements of the underlying zoning district, except lots that were created and recorded prior to October 5, 1960, the side yard setback shall not be less than five feet for any building, accessory building, deck or porch, provided any portion of a residential dwelling setback less than seven feet from a side lot line shall be built with noncombustible materials or treated with an approved fire retardant with a minimum one-hour fire rating.
- Section 86-442(4) – Maximum lot coverage. All buildings including accessory buildings shall not cover more than 40% of the total lot area.

The applicant intends to construct a building addition and second story addition to the existing nonconforming single-family dwelling at 6080 Columbia Street. The existing dwelling is nonconforming because at its closest point 1.2' feet from the south side property line and 2.1' from the north side property line. According to Township Assessing Department records the single family home was built in 1936. In 1992, a variance was granted to add a second story addition to the nonconforming house (ZBA #92-8-12-3). In 1999, additional variances were granted to add a 400 square foot garage and addition to the nonconforming structure as well as a lot coverage of 42%.

A new approximate 322 square-foot building addition for a swim spa with a deck on top is proposed to be added to the east side of the home. The second story roof is also proposed to be raised to even out the roofline. The resulting increase in the area, bulk, and extent of the dwelling requires a variance to expand a nonconforming single-family structure pursuant to Section 86-618(1).

The Lake Lansing Overlay zoning district requires a minimum side yard setback of five feet. At its closest point the proposed swim spa addition and second story addition encroach 2 feet and 2.1 feet respectively into the side yard setback. A variance of 2 feet and 2.1 feet is requested.

**ZBA Case No. 25-10 (6080 Columbia)**  
**Zoning Board of Appeals (November 19, 2025)**  
**Page 2**

Section 86-442(4) allows for 40% maximum lot coverage. A variance was granted to allow 42% lot coverage. However, the previous variance only ended up covering 40.4% of the lot. The proposed additions would cover 43.7% of the lot. The applicant is requesting a variance to exceed the maximum allowed lot coverage by 1.7 percent.

**Attachments**

1. Variance application
2. Location map



CHARTER TOWNSHIP OF MERIDIAN  
PLANNING DIVISION  
5151 MARSH ROAD, OKEMOS, MI 48864  
(517) 853-4560

VARIANCE APPLICATION

- A. Applicant Teresa Wilborn  
Address of Applicant 6080 Columbia Drive, Haslett MI 48840  
Telephone (Work) 773-580-7164 Telephone (Home) same as work \_\_\_\_\_  
Fax \_\_\_\_\_ Email address: wilbornteresa@gmail.com  
Interest in property (circle one):  Owner  Tenant  Option  Other
- B. Site address/location 6080 Columbia Drive, Haslett MI 48840  
Zoning district RB Parcel number 33-02-02-03-477-002
- C. Nature of request (Please check all that apply):  
 Request for variance(s)  
 Request for interpretation of provision(s) of the "Zoning Ordinance" of the Code of Ordinances  
 Review an order, requirements, decision, or a determination of a Township official charged with interpreting or enforcing the provisions of the "Zoning Ordinance" of the Code of Ordinances

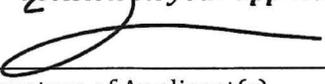
Zoning Ordinance section(s) Lot Coverage §86-374(d)(4), Side Yard §86-374(d)(5) b. and 86-442 (f)(5)(b) (1

- D. Required Supporting Material                      Supporting Material if Applicable  
-Property survey    -Architectural sketches  
-Legal description    -Other  
-Proof of property ownership or approval letter from owner  
-Site plan to scale  
-Written statement, which demonstrates how all the review criteria will be met (See next page)

  
Signature of Applicant                      Teresa Wilborn                      10/17/25  
Print Name    Date

Fee: \$350.00                      Received by/Date: \_\_\_\_\_

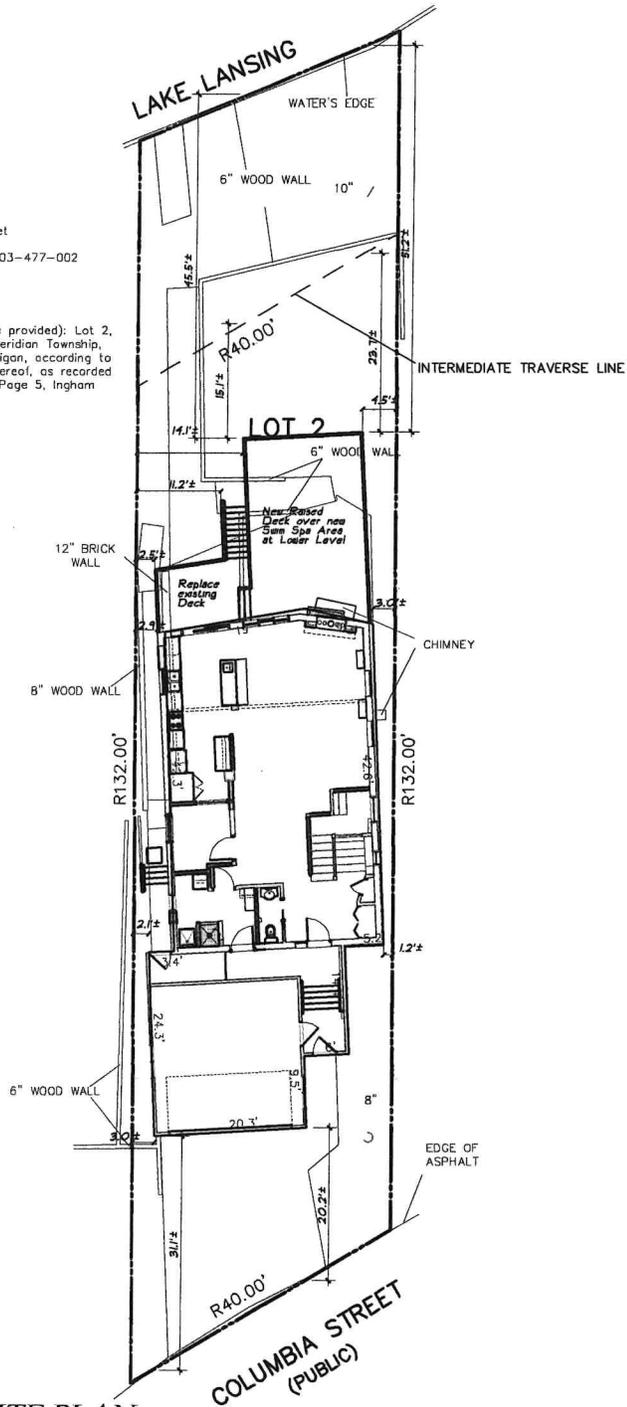
*I (we) hereby grant permission for members of the Charter Township of Meridian Zoning Board of Appeals, Township staff members and the Township's representatives or experts the right to enter onto the above described property (or as described in the attached information) in my (our) absence for the purposes 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)                      10/17/25  
Date

Signature of Applicant(s)                      Date

Survey Address:  
 6080 Columbia Street  
 Haslett, MI 48840  
 Tax ID: 33-02-02-03-477-002

Legal Description (as provided): Lot 2,  
 Block 2, Lakeview, Meridian Township,  
 Ingham County, Michigan, according to  
 the recorded plat thereof, as recorded  
 in Liber 2 of Plats, Page 5, Ingham  
 County Records.



**SITE PLAN**  
 Scale: 1/16"

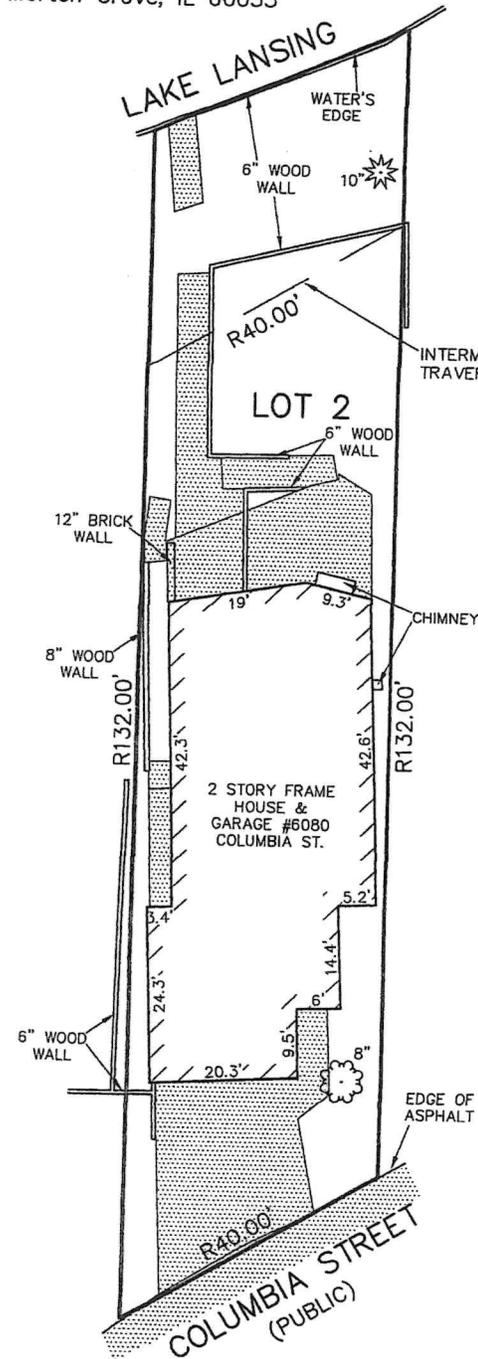


For:  
 Teresa Wilborn  
 8712 Central Avenue  
 Morton Grove, IL 60053

# MORTGAGE REPORT

Survey Address:  
 6080 Columbia Street  
 Haslett, MI 48840  
 Tax ID: 33-02-02-03-477-002

Legal Description (as provided): Lot 2, Block 2, Lakeview, Meridian Township, Ingham County, Michigan, according to the recorded plat thereof, as recorded in Liber 2 of Plats, Page 5, Ingham County Records.



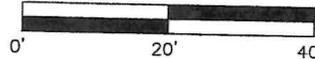
NOTES:  
 1. A LOT SURVEY IS REQUIRED FOR THE EXACT LOCATION OF FENCE AND PROPERTY LINES.  
 2. EASEMENTS, IF ANY, NOT SHOWN.

## LEGEND

- R = Recorded Distance
- M = Measured Distance
- = Distance Not to Scale
- = Deed Line
- [Hatched Box] = Deck, Porch, Sidewalk, & Patio Areas
- [Flower Symbol] = Deciduous Tree
- [Star Symbol] = Coniferous Tree



SCALE 1" = 20'



This report is intended solely for mortgage purposes and no property lines were monumented. No dimensions hereon are to be used to establish property lines or in the building of structures or fences. I hereby certify that we have inspected the above described parcel of land and that all visible encroachments of a permanent nature upon said parcel are as shown on this report. Said parcel and or lot subject to all easements and restrictions if any.

*[Signature]* 03-06-2025

ERICK R. FRIESTROM  
 PROFESSIONAL SURVEYOR  
 DATE No. 53497

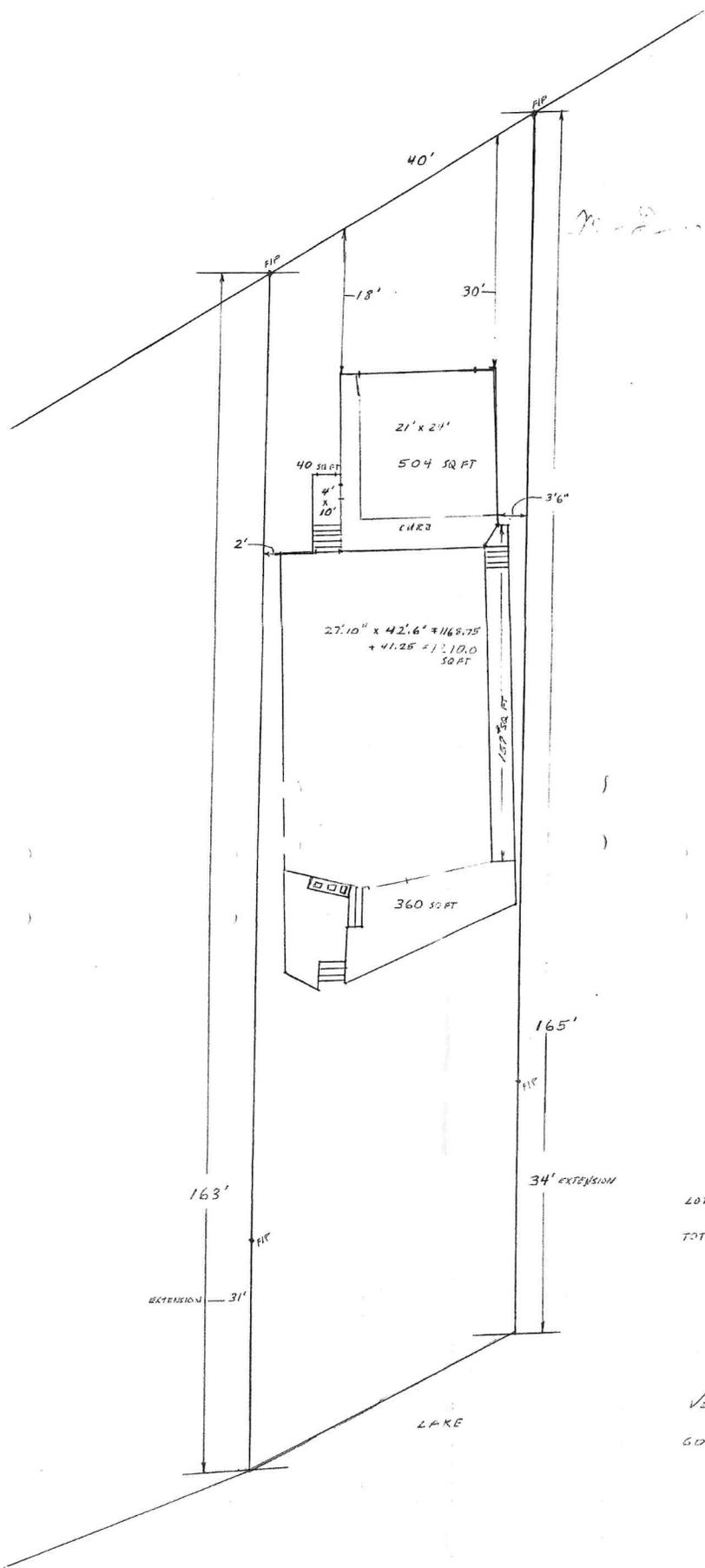
 <b>KEBS, INC.</b> KYES ENGINEERING BRYAN LAND SURVEYS 2116 HASLETT ROAD, HASLETT, MI 48840 PH. 517-339-1014 FAX. 517-339-8047 13432 PRESTON DRIVE, MARSHALL, MI 49068 PH. 269-781-9800 FAX. 269-781-9805	
DRAWN BY AN	SECTION 3, T4N, R1W
FIELD WORK BY NW/HS	JOB NUMBER:
SHEET 1 OF 1	103796.MTG

## VARIANCE APPLICATION SUPPLEMENT

1. **Unique Circumstance:** Unique circumstance is that the current backyard has a mound of dirt as the backyard. The roof structure in the back does not allow for full use of the square footage within. The purpose of the variance requests is to complete required updates to the home to make it livable and safe for me and my family. I immediately loved this home on the lake despite knowing several upgrades were required. I purchased this house back in January 2025 with the hopes of completing all proposed designs to make this my home forever.
2. **Practical difficulties:** This house was originally built back in 1936; several changes have been made but due to age of the home and the present conditions, construction revisions are required to make this a livable home for me and my family.
3. **Minimum action required:** I am requesting lot coverage variance to extend up to 43.7%, a previous variance to 42% was approved, this is to allow for an extended back deck to cover the basement extension planned. I am also requesting a side yard variance of 5'. The side yard extending north wall is to allow for the new primary bedroom wall which requires a setback of 5'. The basement wall down on the north wall will also be extended and will be within the 5' setback.
4. **No adverse effects:** The basement extension will allow for the removal of existing dirt that was placed there by a previous owner. Home inspection reported issues with the present foundation of the basement outdoor deck wall, repair is required soon. Present conditions of the primary bedroom require an update to fit with overall aesthetics of the proposed design, the existing primary conditions are poor, there is plywood in the window of the bathroom. Updates will improve the overall character of the home, inside and outside. Updates will result in my house matching other homes' appearance in same neighborhood.
5. **Consistency of Public interest:** Granting variances will have no negative impact on the property nor on the neighboring property. Impact is minimal and is only on said property. Public impact is positive. The planned improvements will result in an improved appearance which results in the potential of improved property value for the whole neighborhood.

Thanks for considering this request. Please see attachments and other information on this request. Please let me know if additional information is needed.

Teresa Wilborn (property owner)  
Email: [Wilbornteresa@gmail.com](mailto:Wilbornteresa@gmail.com)  
Telephone: 773-580-7164



*Handwritten notes or signature*

LOT SQ FT 6,560.0

TOTAL LOT COV. OF BLDGS 2271.0 SQ FT

VERNON L. FRAYER

6080 COLUMBIA

1972

## SITE AREAS

Site Size: 0.13 Acres  
5,580.8 square feet

Existing

House, Garage, Chimneys	1,796.7 square feet
North walkway	135.0 square feet
Lake Side Deck & Stairs down	323.7 square feet
Total Existing Coverage	<u><b>2,255.4 square feet</b></u>
Coverage %	<b>40.4%</b>

New

House, Garage, Chimneys	1,796.7 square feet
North walkway	135.0 square feet
Lake Side Deck, Stairs & Swim Spa	506.4 square feet
Total New Coverage	<u><b>2,438.1 square feet</b></u>
Coverage %	<b>43.7%</b>

ZBA Variance case 99-11-10-1 allows up to 42% coverage,  
Base Zoning allows only 35% maximum

# CHARTER TOWNSHIP OF MERIDIAN

Steven L. Thomas      Supervisor  
Virginia L. White      Clerk  
Thomas L. Minter      Treasurer  
  
Jeffrey H. Minor      Superintendent



Ted Black      Trustee  
Louise Kelley      Trustee  
Lynn J. Ochberg      Trustee  
Stephen J. Peter      Trustee

September 1, 1992

Vernon L. Frayer  
6080 Columbia St.  
Haslett, MI 48840

RE: ZBA Case No. 92-8-12-3

Dear Mr. Frayer:

At its meeting of August 26, 1992 the Zoning Board of Appeals voted to grant your request to add a second story addition to the existing one story portion of your home. The Board did not vote to grant any other portion of your request.

The granting of the variance was based on the information and site plan submitted. Any modification that would affect the intent of the variance would require the approval of the Board.

Please note that by Ordinance the construction authorized by the variance must begin within one (1) year and be completed within eighteen months from the date of granting.

Additionally, please be advised that it is necessary to obtain a building permit prior to the commencement of construction.

If you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Rich Morrison".

Rich Morrison  
Associate Planner

cc: Building Division

RM/frayer.ltr/hld

# CHARTER TOWNSHIP OF MERIDIAN

Bruce A. Little            Supervisor  
Mary M.G. Helmbrecht   Clerk  
Thomas E. Klunzinger    Treasurer  
Gerald J. Richards      Manager



Bill McCullough        Trustee  
Susan McGillicuddy    Trustee  
Kirk K. Squiers        Trustee  
Andrew J. Such         Trustee

November 12, 1999

Vernon & Barbara Frayer  
6080 Columbia Drive  
Haslett, MI 48840

**RE:    ZBA Case No. 99-11-10-1  
       (6080 Columbia Drive)**

Dear Mr. & Mrs. Frayer:

At its regular meeting on November 10, 1999, the Zoning Board of Appeals voted to **approve** your variance request from Section 84-6.3(a), which permits the addition of an attached garage, which measures twenty (20) feet by twenty (20) feet in area. The variance also allows the enclosure of a front walkway area, which measures five (5) feet by twenty-six (26) feet in area. The proposed addition is permitted to be located approximately eighteen (18) feet from the Columbia Drive right-of-way, and approximately 1.5 feet from the northern side property line. Approval of the variance also permits the house, including additions, and the rear deck to occupy approximately forty-two percent (42%) of the lot area.

The Zoning Board of Appeals approved the variance subject to the condition that no storage, fencing, or plant materials should be located in the side yard areas that may impede access to the rear of the house.

The granting of the variance was based on the site plan and information as submitted. Any modification that would affect the intent of the variance would require the approval of the Zoning Board of Appeals.

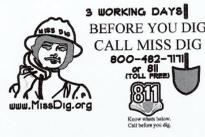
Please note that the construction authorized by the variance must begin within one (1) year and be completed within eighteen (18) months from the date of granting.

If you have any questions, please feel free to contact me at (517) 349-1200, ext. 362.

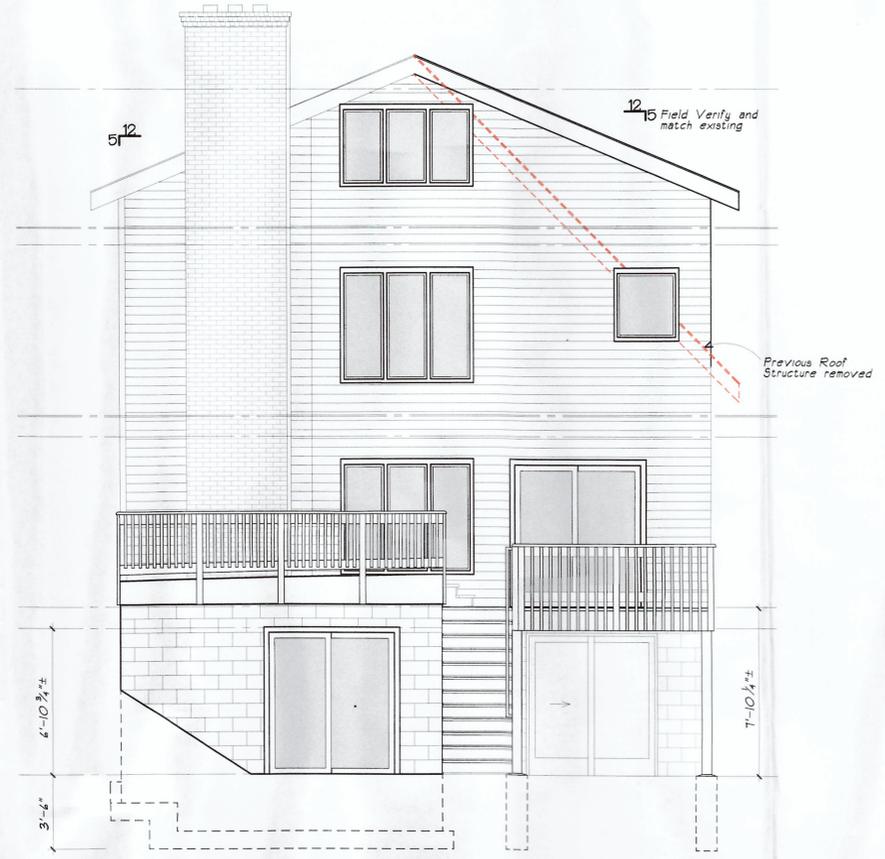
Sincerely,

Troy D. Langer  
Associate Planner

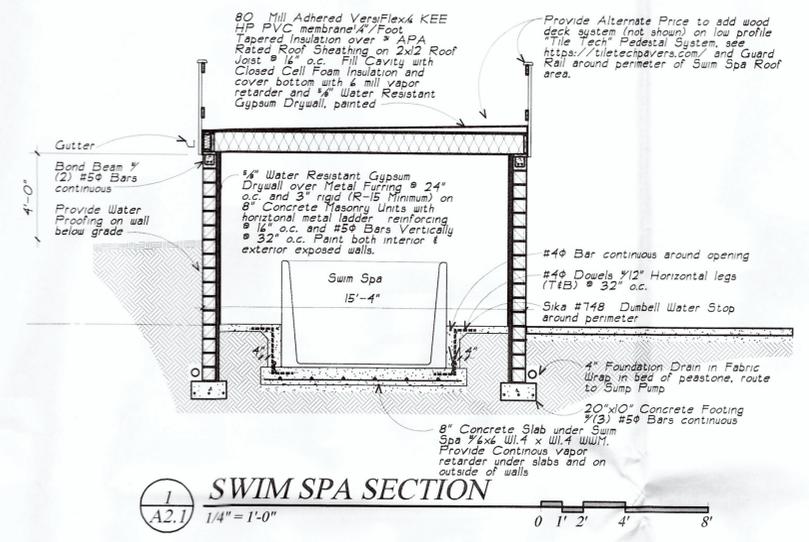
cc:    Building Division



**UTILITY WARNING**  
**PROTECTION OF UNDERGROUND FACILITIES**  
**PUBLIC ACT 53 OF 1974**  
 Underground and/or aboveground utility locations, as may be indicated on the plan, were obtained from utility owners or other documents and were not field located.  
 A minimum of 10 hours (3 working days) prior to beginning construction, the contractor shall notify "MISS DIG" and have all underground utilities marked before any work may begin. (Excluding Saturdays, Sundays, or holidays)  
 The contractor shall be responsible for the protection of all utilities that may interfere with construction. Protection of utilities shall be required as part of construction.

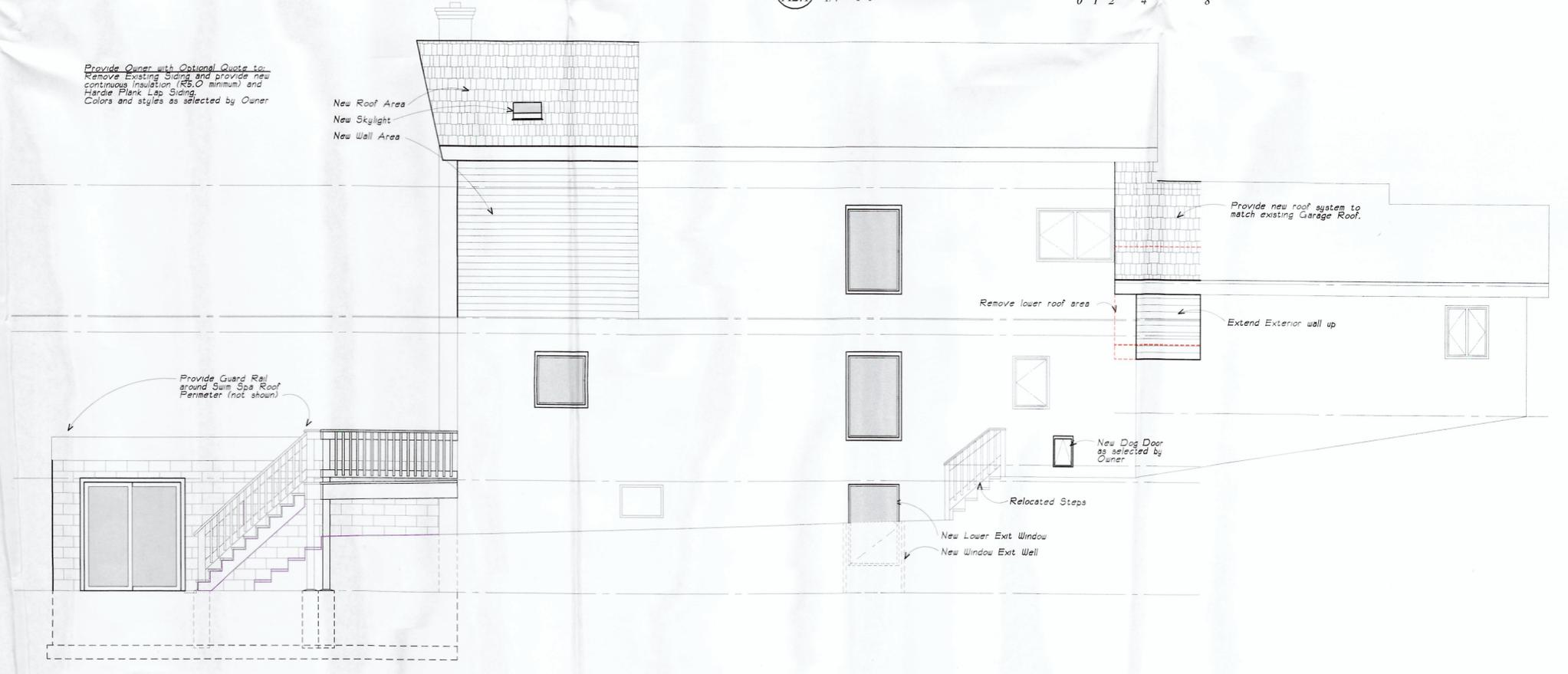


**EAST ELEVATION**  
 Scale: 1/4" = 1'-0"  
 0 1' 2' 4' 8'



**SWIM SPA SECTION**  
 1/4" = 1'-0"  
 0 1' 2' 4' 8'

Provide Owner with Optional Quote to Remove Existing Siding and provide new continuous insulation (R-5.0 minimum) and Hardie Plank Lap Siding. Colors and styles as selected by Owner



**NORTH ELEVATION**  
 Scale: 1/4" = 1'-0"  
 0 1' 2' 4' 8'

**ROGER L. DONALDSON, AIA P.L.L.C.**  
**ARCHITECT**  
 4787 Tenth Lane  
 Haslett, Michigan 48820  
 517.694.0011  
 517.694.0055  
 Email: Roger@rldonaldson.com

These plans are prepared and are subject to change. Protection as an Architectural Work under Sec. 103 of the Copyright Act, 17 U.S.C. is hereby claimed. The contractor and composition of subcontractors are not to be used in the construction of this project. The contractor shall be responsible for the design, labor and production, maintenance and use of these elements of the design. The contractor shall be responsible for the construction of buildings being erected and/or existing construction to Roger L. Donaldson, AIA P.L.L.C. These documents are not suitable for use as a basis for construction. Reproduction is prohibited. 01/24/2025

**Teresa Wilborn**  
**Residential Remodeling**  
 6080 Columbia St.  
 Meridian Township, Ingham County  
 Haslett, Michigan 48820  
**PROJECT #25-09**

CD	DATE	DESCRIPTION
01/24/2025	01/24/2025	Permit Building
01/25/2025	01/25/2025	Owner Review
01/26/2025	01/26/2025	Owner Review
01/27/2025	01/27/2025	Owner Review
01/28/2025	01/28/2025	Owner Review
01/29/2025	01/29/2025	Owner Review
01/30/2025	01/30/2025	Owner Review
01/31/2025	01/31/2025	Owner Review
02/01/2025	02/01/2025	Owner Review
02/02/2025	02/02/2025	Owner Review
02/03/2025	02/03/2025	Owner Review
02/04/2025	02/04/2025	Owner Review
02/05/2025	02/05/2025	Owner Review
02/06/2025	02/06/2025	Owner Review
02/07/2025	02/07/2025	Owner Review
02/08/2025	02/08/2025	Owner Review
02/09/2025	02/09/2025	Owner Review
02/10/2025	02/10/2025	Owner Review
02/11/2025	02/11/2025	Owner Review
02/12/2025	02/12/2025	Owner Review
02/13/2025	02/13/2025	Owner Review
02/14/2025	02/14/2025	Owner Review
02/15/2025	02/15/2025	Owner Review
02/16/2025	02/16/2025	Owner Review
02/17/2025	02/17/2025	Owner Review
02/18/2025	02/18/2025	Owner Review
02/19/2025	02/19/2025	Owner Review
02/20/2025	02/20/2025	Owner Review
02/21/2025	02/21/2025	Owner Review
02/22/2025	02/22/2025	Owner Review
02/23/2025	02/23/2025	Owner Review
02/24/2025	02/24/2025	Owner Review
02/25/2025	02/25/2025	Owner Review
02/26/2025	02/26/2025	Owner Review
02/27/2025	02/27/2025	Owner Review
02/28/2025	02/28/2025	Owner Review
02/29/2025	02/29/2025	Owner Review
02/30/2025	02/30/2025	Owner Review

**EXTERIOR ELEVATIONS**  
**SHEET TITLE**

**A2.1**  
**SHEET NUMBER**  
 FILE NO. 25-09 A200

PLOT DATE: 01/24/2025 11:47 AM  
 PLOT SCALE: 1/4" = 1'-0"  
 USER: RLDONALDSON  
 PLOTTER: HP DesignJet T1100PS  
 PLOT DIR: C:\Users\rl\OneDrive\Desktop\25-09 A200\



0

6102

6103

6100

1617

6101

Columbia St

6094

1619

6090

1608

1604

1614

6088

1618

0

Perch St

6082

1615

1609

1605

6083

6080

6076

RB

6074

1608

1606

1602

1600

1596

6070

6068

Bass St

0

6064

RD

0

1605

1597

1593

6060

1617

Lakeview St

1586

6056

6075

1600

1598

1592

1590

6054

6052



**To:** Zoning Board of Appeals  
**From:** Keith Chapman, Associate Planner  
**Date:** November 12, 2025  
**Re:** ZBA Case No. 25-11 (4650 Moore)

---

**ZBA CASE NO.:** 25-11 (4650 Moore), 4650 Moore Street, Okemos, MI 48864  
**DESCRIPTION:** 4650 Moore Street  
**TAX PARCEL:** 21-429-003  
**ZONING DISTRICT:** PO (Professional Office)

The applicant is requesting variances from the following sections of the Code of Ordinances:

- Section 86-686(2)(a), A freestanding sign shall be permitted in the front yard, located at least 10 feet from the front and side property lines.

The applicant is requesting to install a 16 square foot, 5.6-foot-tall freestanding sign at 4650 Moore Street. The approximately 0.3-acre parcel is zoned PO (Professional Office).

On the site is an existing 3,088 square foot office building built in 1973. The sign will be for the business Equanimity Wealth Management. Section 86-686(2)(a) states a freestanding sign shall be permitted in the front yard, located at least 10 feet from the front and side property lines. The applicant is requesting to install the freestanding sign approximately 1 foot from the street right-of-way. Therefore a 9-foot variance is requested.

#### **Attachments**

1. Application materials
2. Site location map

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

**VARIANCE APPLICATION**

A. Applicant \_\_\_\_\_  
Address of Applicant \_\_\_\_\_  
\_\_\_\_\_  
Telephone (Work) \_\_\_\_\_ Telephone (Home) \_\_\_\_\_  
Fax \_\_\_\_\_ Email address: \_\_\_\_\_  
Interest in property (circle one):      Owner      Tenant      Option      Other

B. Site address/location \_\_\_\_\_  
Zoning district \_\_\_\_\_ Parcel number \_\_\_\_\_

C. Nature of request (Please check all that apply):  
 Request for variance(s)  
 Request for interpretation of provision(s) of the "Zoning Ordinance" of the Code of Ordinances  
 Review an order, requirements, decision, or a determination of a Township official charged with interpreting or enforcing the provisions of the "Zoning Ordinance" of the Code of Ordinances

Zoning Ordinance section(s) \_\_\_\_\_

D.      Required Supporting Material                      Supporting Material if Applicable  
-Property survey    -Architectural sketches  
-Legal description    -Other  
-Proof of property ownership or  
    approval letter from owner  
-Site plan to scale  
-Written statement, which demonstrates how all the review criteria will be met (See next page)

Ron Holsworth                      \_\_\_\_\_                      \_\_\_\_\_  
Signature of Applicant                      Print Name                      Date

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

*I (we) hereby grant permission for members of the Charter Township of Meridian Zoning Board of Appeals, 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 purposes 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.)*

Ron Holsworth                      \_\_\_\_\_  
Signature of Applicant(s)                      Date

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

## VARIANCE APPLICATION SUPPLEMENT

### **A variance will be granted, if the following Review Criteria are met:**

1. Unique circumstances exist that are peculiar to the land or structure, that are not applicable to other land or structures in the same zoning district and these unique circumstances are not self-created.
2. Strict interpretation and enforcement of the literal terms and provisions of this chapter would result in practical difficulties that would prevent the owner from using the property for a permitted purpose.
3. Granting the variance is the minimum action necessary which would carry out the spirit of this zoning ordinance, secure public safety, and provide substantial justice.
4. Granting the variance will not adversely affect adjacent land or the essential character in the vicinity of the property.
5. Granting the variance will be generally consistent with public interest and the purposes and intent of this chapter.

### **Effect of Variance Approval:**

1. Granting a variance shall authorize only the purpose for which it was granted.
2. The effective date of a variance shall be the date of the Zoning Board of Appeals approves such variance.
3. A building permit must be applied for within 24 months of the date of the approval of the variance, and a Certificate of occupancy must be issued within 18 months of the date the building permit was issued, otherwise the variance shall be null and void.

### **Reapplication:**

1. No application for a variance, which has been denied wholly or in part by the Zoning Board of Appeals, shall be resubmitted until the expiration of one (1) year or more from the date of such denial, except on grounds of newly discovered evidence or proof of changed conditions found by the Zoning Board of Appeals to be sufficient to justify consideration.



517.485.5700

[www.foresightgroup.net](http://www.foresightgroup.net)

1200 MARQUETTE ST

LANSING, MI 48906

## Variance application supplement

**A variance will be granted, if the following Review Criteria are met:**

**1. Unique circumstances exist that are peculiar to the land or structure, that are not applicable to other land or structures in the same zoning district and these unique circumstances are not self-created.**

*The combination of the street corner orientation of this lot combined with the size of 66' ROW would force a code-compliant placed freestanding sign to either be located directly within the concrete driveway or fully behind the concrete pad and at 6' max height would be blocked from view by parked vehicles.*

**2. Strict interpretation and enforcement of the literal terms and provisions of this chapter would result in practical difficulties that would prevent the owner from using the property for a permitted purpose.**

*In order to hit the required 10' setback and also maintain a reasonably visible sign the entire concrete driveway on this site that has been in place for a number of years would need to be reconfigured to make room for the sign.*

**3. Granting the variance is the minimum action necessary which would carry out the spirit of this zoning ordinance, secure public safety, and provide substantial justice.**

*In reducing the required sign setback from 10' to 1' back of the ROW it is believed that this would be the minimum action necessary to achieve the stated goals as compared to requesting an increase in the height allowance or square footage allowance.*

**4. Granting the variance will not adversely affect adjacent land or the essential character in the vicinity of the property.**

*Since the neighboring property to the south which is nearest to the sign is woodland no adverse effects are expected.*

Ron Holsworth

Sales

Foresight SuperSign

Cell - 517-775-4376

1200 Marquette Street

Lansing, MI 48906

**JOB #36077  
EQUANIMITY WEALTH  
MGT.**

DATE: 10/16/25

Non-lighted freestanding sign  
2-sided triangle configuration

Specs from bottom to top of rendering

Base - faux brick base from synthetic  
stucco

Main cabinet - aluminum construction -  
painted white/blue/yellow gold satin finish

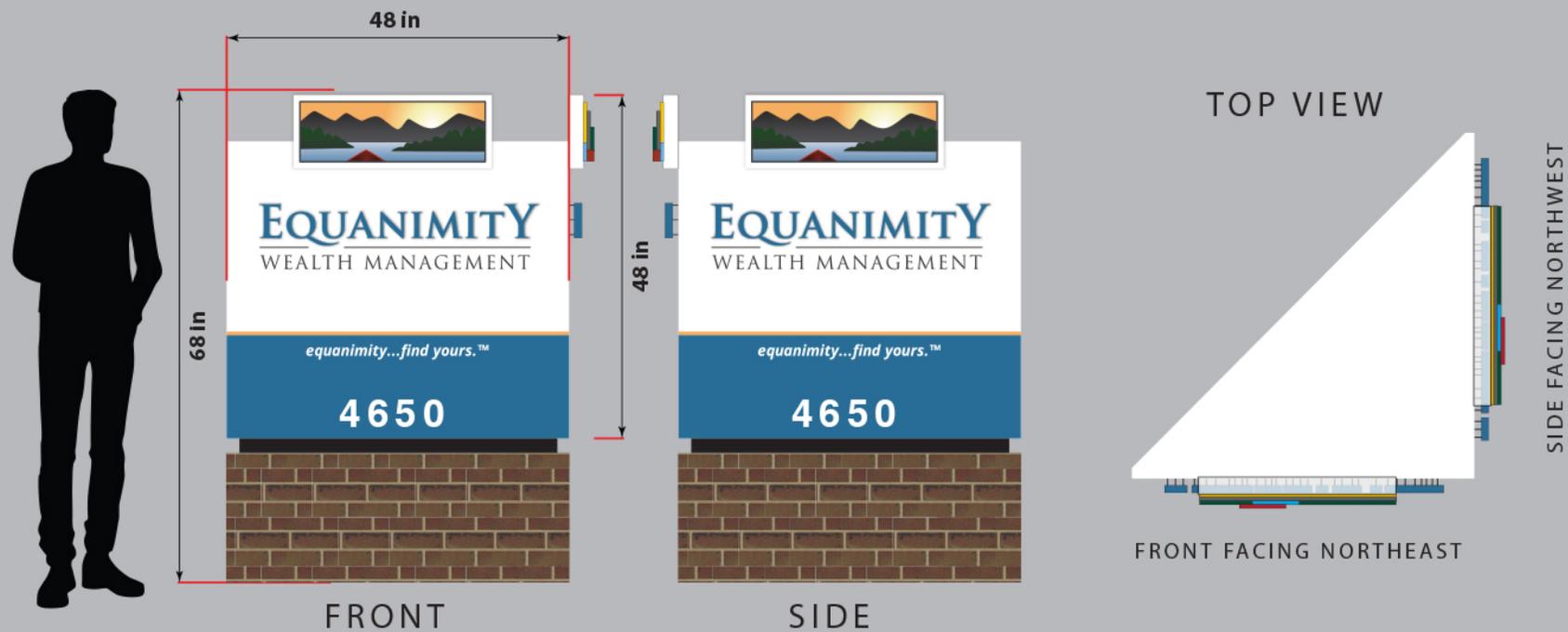
"---WEALTH MANAGEMENT" + "equanimi-  
ty...find yours.TM" + "4650"  
applied vinyl lettering

"Equanimity" - 1" thick laser cut acrylic  
painted blue satin finish - 1" standoff stud  
mount to cabinet

Topper (Nature scenery)- aluminum  
construction - painted white satin finish  
- (6) 1/2" thick pieces of laser cut acrylic  
- painted sides - faces UV colorlast print  
satin finish - flush stud mounted to topper  
- applied vinyl for black border

Installation and necessary footings for 2  
posts in ground  
Includes (2) post mount for faux brick  
base with (1) thru post for cabinet

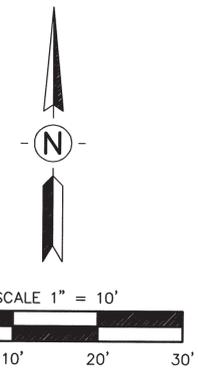
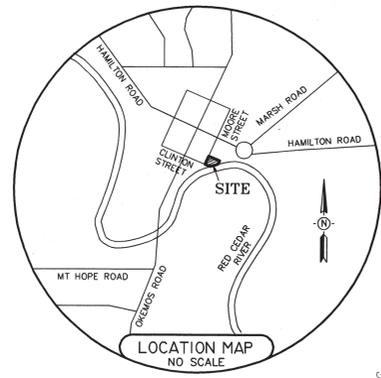
MISS DIG by Supersign required



MAGENTA LINE INDICATES CUTPATHS OR MEASUREMENTS - WILL NOT PRINT

# ALTA/ACSM LAND TITLE SURVEY

## "4650 MOORE STREET"



- SURVEYOR'S NOTES:**
- This plan was made at the direction of the parties named hereon and is intended solely for their immediate use. Survey prepared from fieldwork performed in September 2012.
  - All bearings and distances on the survey are record and measured unless otherwise noted.
  - All dimensions are in feet and decimals thereof.
  - No building tie dimensions are to be used for establishing the property lines.
  - There are no observable encroachments onto the subject property from adjoining lands, or from the subject property onto adjoining lands, except as noted hereon:
    - \* Building encroaches into sideyard setback
    - \* Fence at the Southwest corner of property
  - There is no observable evidence of cemeteries on this site.

- ALTA/ACSM LAND TITLE SURVEY -- TABLE "A" REQUIREMENTS:**
- Item 1: Shown on the survey map.
- Item 2: Address(es) of the surveyed property: 4650 Moore Street, Okemos, MI 48864
- Item 3: By scaled map location and graphic plotting only, a portion of this property lies within Flood Zone "AE", areas subject to flooding by the 1% annual chance flood, according to the National Flood Insurance Program, Flood Insurance Rate Map for the Charter Township of Meridian, Ingham County, Michigan, Community Panel No. 260093 015B D, dated August 16, 2011.
- Item 4: 0.31 Acre (13,566 square feet)
- Item 6a: Zoned: PO - Professional and Office District (Per Meridian Township Zoning Map):  
Zoning information was not provided by the insurer as required, therefore the information listed hereon must be verified by the local governing agency.
- Item 6b: Current building Setback requirements (Per Meridian Township on-line Zoning Ordinance):  
Front Setback: 25'  
Side yard Setback: 15'  
Rear yard Setback: 15'  
Maximum Building Height: 35'  
Setback information was not provided by the insurer as required, therefore the information listed hereon must be verified by the local governing agency.
- Item 7a: Shown on the survey map.
- Item 7b1: Shown on the survey map.
- Item 7c: Shown on the survey map.
- Item 8: Shown on the survey map.
- Item 9: There are no striped parking spaces on the site.
- Item 10(a) & (b): There are no division or party walls on site.
- Item 11b: Utility information as shown was obtained from available public records and from supporting field observations, where possible, and is subject to verification in the field by the appropriate authorities prior to use for construction.
- Item 13: Shown on the survey map.
- Item 14: Site is on the Northeast corner of the intersection of Moore & Clinton Streets.
- Item 16: There is no observable evidence of earth moving work, building construction, or building additions within recent months.
- Item 17: There is no observable evidence of proposed changes in street right of way lines, or recent street or sidewalk construction or repairs.
- Item 18: There is no observable evidence of site used as a solid waste dump, sump, or sanitary landfill.
- Item 19: There are no delineated wetland areas on site at the time of this survey. There may be wetlands near the river.
- Item 20a: There are no easements or restrictions of record for this parcel. No offsite easement or servitudes that benefit the subject property were provided to this surveyor or observed in the process of conducting this survey.
- Item 21: KEBS, Inc. carries \$1 million in professional liability insurance.

**LEGEND**

● = SET 1/2" BAR WITH CAP	⊙ = SANITARY MANHOLE
□ = FOUND IRON AS NOTED	⊕ = DRAINAGE MANHOLE
— = DEED LINE	⊖ = ELECTRIC MANHOLE
— = DISTANCE NOT TO SCALE	⊗ = TELEPHONE MANHOLE
— = FENCE	⊘ = CATCHBASIN
— = ASPHALT	⊙ = SANITARY CLEANOUT
— = CONCRETE	⊕ = FIRE HYDRANT
— = GRAVEL	⊖ = VALVE
— = SANITARY SEWER	⊗ = UTILITY POLE
— = STORM SEWER	⊘ = LIGHT POLE
— = WATER LINE	⊙ = GUY WIRE
— = GAS LINE	⊖ = UTILITY PEDESTAL
— = UNDERGROUND TELEPHONE	⊗ = TRANSFORMER
— = UNDERGROUND TELEVISION	⊘ = ELECTRIC METER
— = UNDERGROUND ELECTRIC	⊙ = GAS METER
— = OVERHEAD WIRES	⊖ = WATER METER
— = EDGE OF WOODS	⊗ = SIGN
	⊘ = POST

**LEGAL DESCRIPTION:**  
(As provided by Transnation Title Agency of Michigan, Commitment No. 94392LANS, dated August 31, 2012):  
Lots 5 and 6, Block 8, Village of Okemos, Meridian Township, Ingham County, Michigan, as recorded in Liber 11 of Plots, Page 2.

**SCHEDULE B, SECTION II, EXCEPTIONS:**  
(As provided by Transnation Title Agency of Michigan, Commitment No. 94392LANS, dated August 31, 2012):  
Item 9: Parcel is subject to the rights, if any, of the United States Government, the State of Michigan, any other governmental entity, riparian owners, the public or private persons existing in or with respect to the present and past bed, banks and bottomland and waters of The Red Cedar River.

**CERTIFICATION:**  
To: Michigan Harness Horsemen's Association and Transnation Title Agency of Michigan;

This is to certify that this map or plot and the survey on which it is based were made in accordance with the 2011 "Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys," jointly established and adopted by ALTA and NSPS, and includes Items 1, 2, 3, 4, 6a, 6b, 7(a), 7(b)(1), 7(c), 8, 9, 10(a), 10(b), 11(b), 13, 14, 16, 17, 18, 19, 20(a) and 21 of Table A thereof. The field work was completed on September 28, 2012.

*Dane Pascoe* 10/3/12  
Dane B. Pascoe Date of Plat or Map:  
Professional Surveyor No. 54434

REVISIONS	COMMENTS	KEBS, INC. ENGINEERING AND LAND SURVEYING	
10/3/12	ORIGINAL	2116 HASLETT ROAD, HASLETT, MI 48840 PH. 517-339-1014 FAX. 517-339-8047	
		Marshall Office Ph. 269-781-9800	
		DRAWN BY: KDB	SECTION 21, T4N, R1W
		FIELD WORK BY: NAW	JOB NUMBER:
		SHEET 1 OF 1	86023.ALT



2119

4659

0

C-2

2109

2099

4646

0

2120

2122

2124

2126

2095

C-1\*

4650

PO

Clinton St

RB

2123

RA

0



**To:** Zoning Board of Appeals  
**From:** Keith Chapman, Associate Planner  
**Date:** November 12, 2025  
**Re:** ZBA Case No. 25-12 (4990 Marsh)

---

**ZBA CASE NO.:** 25-12 (4990 Marsh), Bill Carr Signs, 719 W. Twelfth St., Flint, MI 48503  
**DESCRIPTION:** 4990 Marsh Road  
**TAX PARCEL:** 22-126-007  
**ZONING DISTRICT:** C-2 (Commercial)

The applicant is requesting a variance from the following section of the Code of Ordinances:

- Section 86-687(1)(a), Wall signs. One wall sign shall be permitted on each building facade with frontage on a public street.

Bill Carr Signs, the applicant, is requesting a variance to install a second wall sign at 4990 Marsh Road. The 2.197 acre subject property is zoned C-2 (Commercial). The current building (previously Wheat Jewelers) will be demolished, and a new 2,700 square foot Panda Express (SPR#25011) will be built.

Businesses are allowed one wall sign shall be permitted on each building facade with frontage on a public street. Wall signs are allowed up to a size equivalent of one square foot for each one linear foot of building frontage where there is an individual means of public access. The subject site is located on the east side of Marsh Road. The west elevation of the building has frontage on a public street (Marsh Road).

The applicant is requesting to install two wall signs, one on the west and one on the south facades of the building. The one sign on the west facade is proposed to be 34 square feet, which contains 42.5 linear feet of frontage on Marsh Road. A second sign, which is 36 square feet, is proposed on the south facade, which contains 65.66 linear feet with no road frontage. A variance to install an additional wall sign on the south façade is requested.

#### **Attachments**

1. Application materials
2. Site location map

CHARTER TOWNSHIP OF MERIDIAN  
PLANNING DIVISION  
5151 MARSH ROAD, OKEMOS, MI 48864  
(517) 853-4560

VARIANCE APPLICATION

A. Applicant Bill Carr Signs  
Address of Applicant 719 W. Twelfth Street  
Flint MI 48503  
Telephone (Work) 810-232-1569 Telephone (Home) —  
Fax \_\_\_\_\_ Email address: Tya@billcarrsigns.com  
Interest in property (circle one):  Owner  Tenant  Option  Other

B. Site address/location Panda Express 4990 Marsh Rd  
Zoning district C-2 Parcel number \_\_\_\_\_

- C. Nature of request (Please check all that apply):
- Request for variance(s)  
 Request for interpretation of provision(s) of the "Zoning Ordinance" of the Code of Ordinances  
 Review an order, requirements, decision, or a determination of a Township official charged with interpreting or enforcing the provisions of the "Zoning Ordinance" of the Code of Ordinances

Zoning Ordinance section(s) \_\_\_\_\_

- D. Required Supporting Material                      Supporting Material if Applicable
- Property survey    -Architectural sketches
  - Legal description    -Other
  - Proof of property ownership or approval letter from owner
  - Site plan to scale
  - Written statement, which demonstrates how all the review criteria will be met (See next page)

[Signature]  
Signature of Applicant

James Kuhl  
Print Name

10-8-25  
Date

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

*I (we) hereby grant permission for members of the Charter Township of Meridian Zoning Board of Appeals, 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 purposes 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)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

1. No. The customer would like to have a sign on both street views of the building to maintain brand guidelines for Panda Express.
2. No.
3. Approving this variance will allow the customer to maintain brand guidelines.
4. No.
5. Yes. Granting this variance will allow this business to advertise more efficiently and accurately to their brand.

#### VARIANCE APPLICATION SUPPLEMENT

**A variance will be granted, if the following Review Criteria are met:**

1. Unique circumstances exist that are peculiar to the land or structure, that are not applicable to other land or structures in the same zoning district and these unique circumstances are not self-created.
2. Strict interpretation and enforcement of the literal terms and provisions of this chapter would result in practical difficulties that would prevent the owner from using the property for a permitted purpose.
3. Granting the variance is the minimum action necessary which would carry out the spirit of this zoning ordinance, secure public safety, and provide substantial justice.
4. Granting the variance will not adversely affect adjacent land or the essential character in the vicinity of the property.
5. Granting the variance will be generally consistent with public interest and the purposes and intent of this chapter.



Proposed Sign Package  
Okemos, MI  
4990 Marsh Drive

03.01.24

Revisions:

08.12.24 | Updated site, elevations added second directional, renumbered other signs

08.13.24 | Added context images to elevations 1 and 2

10.01.24 | Updated pylon placement on site plan

11.21.24 | Updated site plan

11.27.24 | Used previous site plan to zoom in on pylon placement; Used new site plan for general placements

12.4.24 | Updated D4 to new layout

12.6.24 | Updated S10 post type

12.10.24 | Updated DT signage to new standards

06.03.25 | Updated S10 placement on site plan

08.13.25 | Updated part number for S9 & S10

C81717

## Code Summary

SIGN	LOCATION	TYPE	HEIGHT	WIDTH	ALLOWED	PROPOSED	BALANCE
S1	SHORT STOREFRONT	STACKED RED LETTERSET	3'-1 7/8"	10'-9 1/4"	42.5	34	8.5
S2	LONG STOREFRONT	LOCKUP LOGO	6'-0"	6'-0"	Variance Required	36	TBD
S8	STREET	PYLON	16'-0"	5'-6"	38	37.8	0.2

### Code Allowance

Wall: 1sf per ft of street facing building frontage  
F/S: 38sf / 16 ft height

### Elevation

Short Storefront  
Long Storefront

### Allowed

42'-7" x 1 = 42.5  
Variance Required

### Elevation

Drive Thru  
Rear

### Allowed

N/A  
N/A

#### Revisions:

updated code per survey - JAS - 8.12.24	X
X	X
X	X

File Location:  
Drive/Clients/

STND \_\_\_  
CSTM \_\_\_

AS  CR  EN

Date: 3/1/2024

Designer: DM PM: SN

City/State: Okemos, MI

Address: 4990 Marsh Drive

Drawing #

C81717

OE #

169994

Site Plan

# PANDA EXPRESS



**S1** 2'-0" stacked red letterset

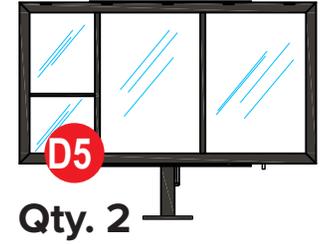
**S2** 6' Lockup Logo



**D3**

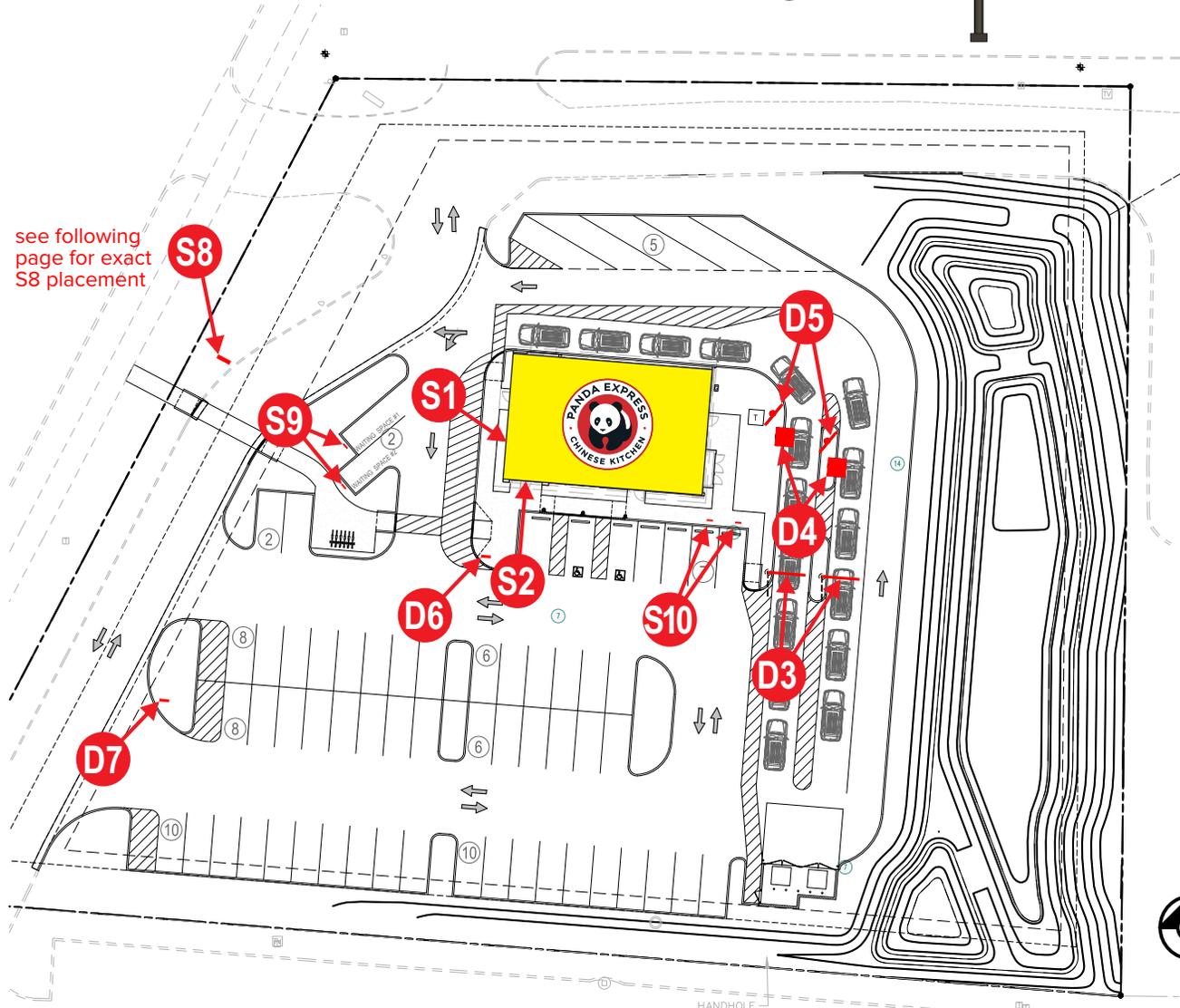


**D4**  
Qty. 2



**D5**  
Qty. 2

see following page for exact S8 placement



**D6**

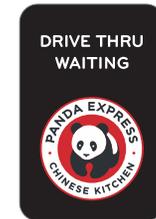


**D7**



**S8**

Pylon w/  
5'-6" cabinet



**S9** Qty. 2



**S10** Qty. 2



**Revisions:**

updated site & call out locations-JAS - 8.12.24  
updated pylon placement - KB - 10.1.24  
new sp & pylon setback - KB - 11.21.24

Added new site plan | DM 11/24/24  
Revised S10 placement - KB - 12.6.24  
Revised S10 placement | PV | 6.03.25  
X

File Location: STND \_\_\_  
Drive/Clients/ CSTM \_\_\_  
 AS  CR  EN

Date: 3/1/2024

Designer: DM PM: SN

City/State: Okemos, MI

Address: 4990 Marsh Drive

Drawing # **C81717-6**

OE # **169994**

# Site Plan

Scale | 1/32" = 1'

**16'-0"**  
**5'-6"**

**S8**

**Pylon w/  
5'-6" cabinet**

MARSH RD. (120' WD. - PUBLIC)

ZONING: C-2

S 89°24'38" E 262'

15' LANDSCAPE SETBACK  
20' BUILDING SETBACK

100' BUILDING SET

108'-0" +/-

10'-0" +/-

26'-6" +/-

**S8**



2,700 SQ FT  
FFE: 858.10'

ZONING: C-2



Revisions:	
Added page to BB   DM 11/27/24	X
	X
	X
	X

File Location:	STND
Drive/Clients/	CSTM
<input type="checkbox"/> AS	<input type="checkbox"/> CR
<input type="checkbox"/> EN	

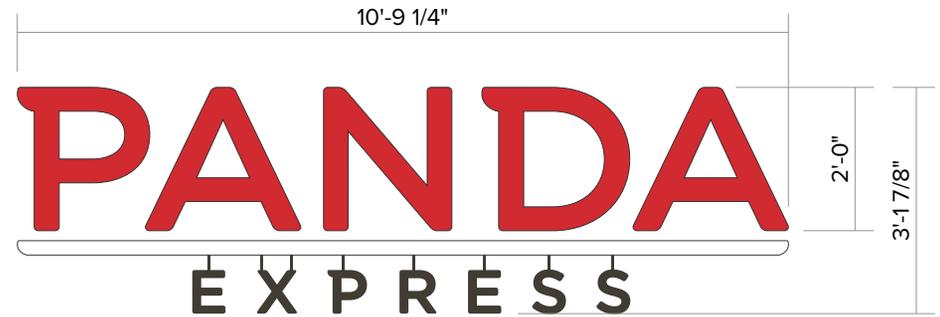
Date: 3/1/2024
Designer: DM
PM: SN

City/State: Okemos, MI
Address: 4990 Marsh Drive

Drawing #	<b>C81717-1</b>
OE #	<b>169994</b>

# Elevations

Scale | 3/32" = 1'



Scale | 3/8" = 1'-0"

SIGN	LOCATION	TYPE	HEIGHT	WIDTH	ALLOWED	PROPOSED	BALANCE
S1	SHORT STOREFRONT	STACKED RED LETTERSET	3'-1 7/8"	10'-9 1/4"	42.5	34	8.5



Revisions:	
updated elevation - JAS - 8.12.24	X
Added context image, revised SF - RF - 8/13/24	X
X	X

File Location: STND\_X  
 Drive/Clients/ CSTM

AS CR EN

Date: 3/1/2024

Designer: DM PM: SN

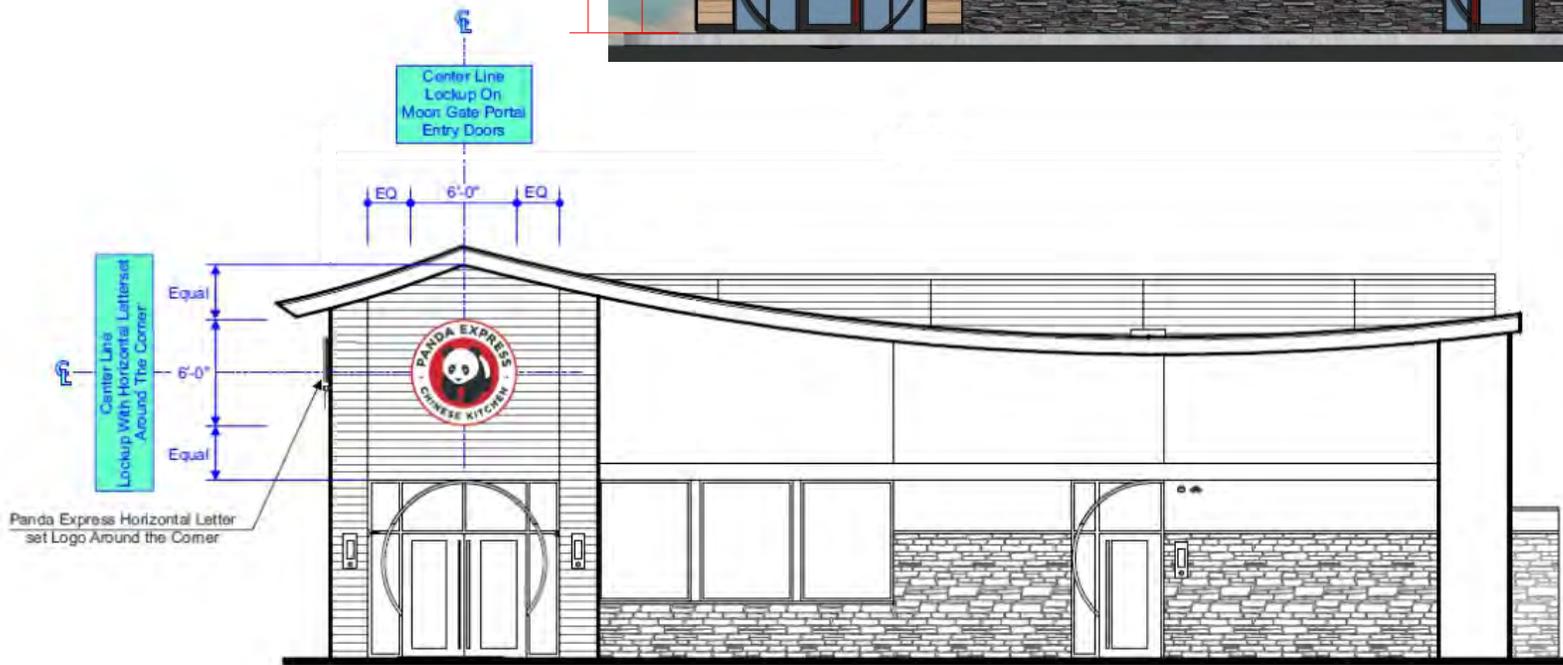
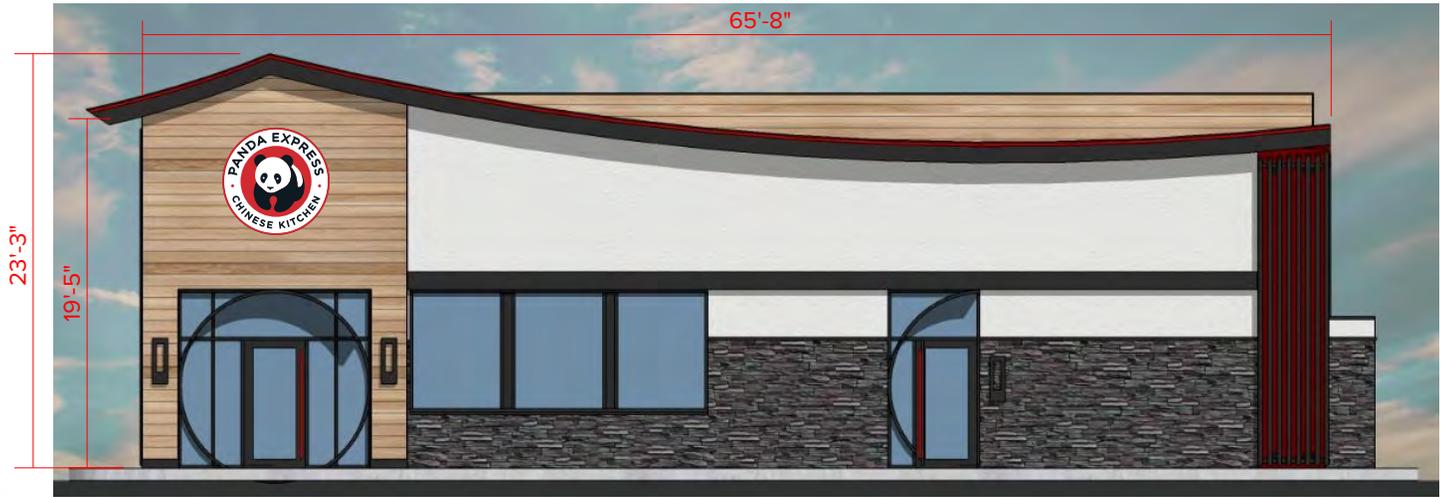
City/State: Okemos, MI

Address: 4990 Marsh Drive

Drawing # **C81717-2**  
 OE # **169994**

# Elevations

Scale | 3/32" = 1'



Scale | 1/4" = 1'-0"

SIGN	LOCATION	TYPE	HEIGHT	WIDTH	ALLOWED	PROPOSED	BALANCE
S2	LONG STOREFRONT	LOCKUP LOGO	6'-0"	6'-0"	Variance Required	36	TBD



**Revisions:**

updated elevation - JAS - 8.12.24	X
Added context image - RF - 8/13/24	X
Changed building width - KB - 11.21.24	X

File Location: Drive/Clients/ STND\_X CSTM

AS CR EN

Date: 3/1/2024

Designer: DM PM: SN

City/State: Okemos, MI

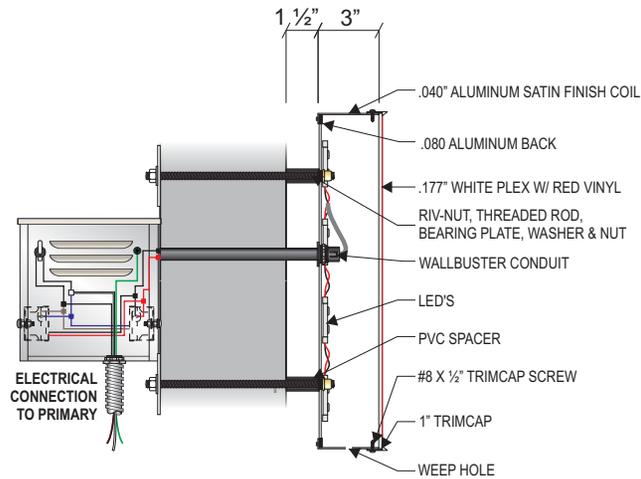
Address: 4990 Marsh Drive

Drawing #	C81717-3
OE #	169994

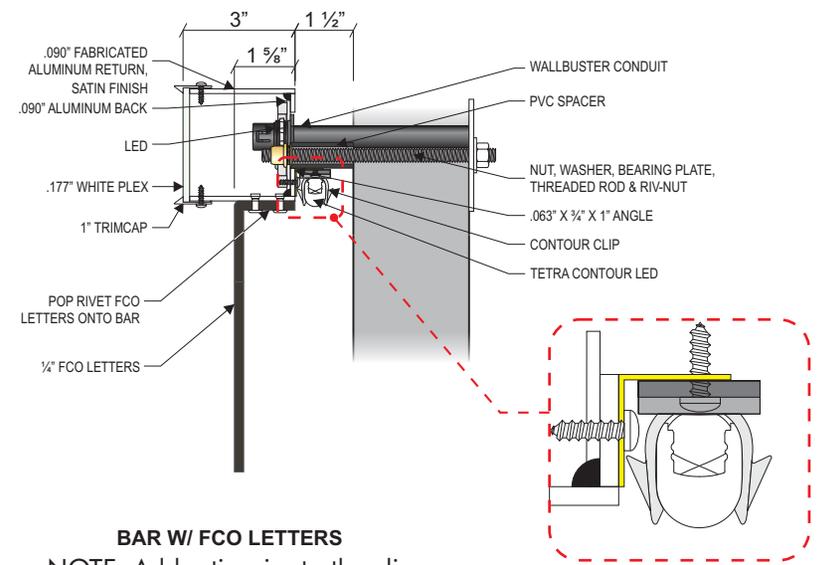
S1

**Red Face-Lit Letterset - (Qty: 1)**

Install new face-lit illuminated letterset pin-mounted to wall with aluminum FCO tagline.

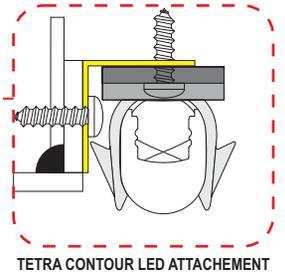


**DUAL LIT CHANNEL LETTER**



**BAR W/ FCO LETTERS**

**NOTE:** Add a tie wire to the clip that holds the LED strip in



**GENERAL SPECIFICATIONS:**

**FACE-LIT LETTERS:**

-  FACES..... .177" WHITE #7328 PLEX W/ 1ST SURFACE 3M #3630-33 RED
-  TRIMCAP.... 1" BLACK
-  RETURNS.. .040" X 3" BLACK / WHITE COIL PAINTED TO MATCH BLACK 7C, SATIN FINISH
- BACKS..... .080" ALUMINUM

**BAR W/ FCO LETTERS:**

-  FACES......177" WHITE #7328 PLEX
-  TRIMCAP.....1" WHITE
-  RETURNS......125" X 3" FABRICATED WHITE COIL RETURN, SATIN FINISH
- BACKS......090" ALUMINUM, INTERIOR PAINTED WHITE

DOWNLIGHT....063" BRAKE FORMED ALUMINUM BOX BEHIND THE BAR WITH DOWNLIGHT LENS AND WHITE LED'S

EXPRESS.....25" FCO ALUMINUM LETTER PAINTED TO MATCH BLACK 7C SATIN FINISH



	A	B	C	D	E	F	SF (F x B)
PE-CL-24R	2'-0"	10'-9 1/4"	7 1/4"	6'-1 3/8"	2 3/8"	3'-1 7/8"	34.0



<b>Revisions:</b>	X	
X	X	
X	X	
X	X	

File Location:	STND_X
Drive/Clients/	CSTM
 AS	 CR
 EN	

Date: 3/1/2024
Designer: DM
PM: SN

City/State: Okemos, MI
Address: 4990 Marsh Drive

Drawing #	C81717
OE #	169994

S2

**Face Illuminated Lockup Logo - (Qty: 1)**

Install new face-lit lockup logo as shown.

**GENERAL SPECIFICATIONS:**

FACES:..... .177" WHITE POLYCARBONATE W/APPLIED VINYL GRAPHICS

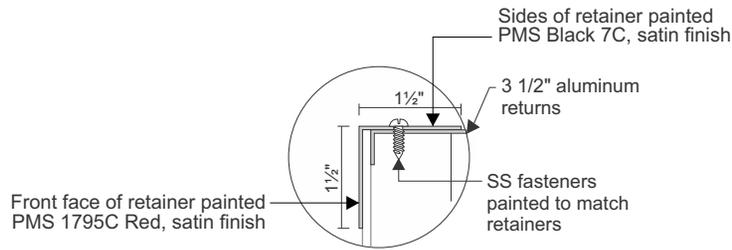
RETAINER:... 1" BLACK TRIMCAP / 1 1/2" ALUMINUM RETAINER (SEE DETAILS BELOW)

RETURNS:... .040" X 3" BLACK / WHITE COIL PAINTED TO MATCH BLACK 7C SATIN FINISH

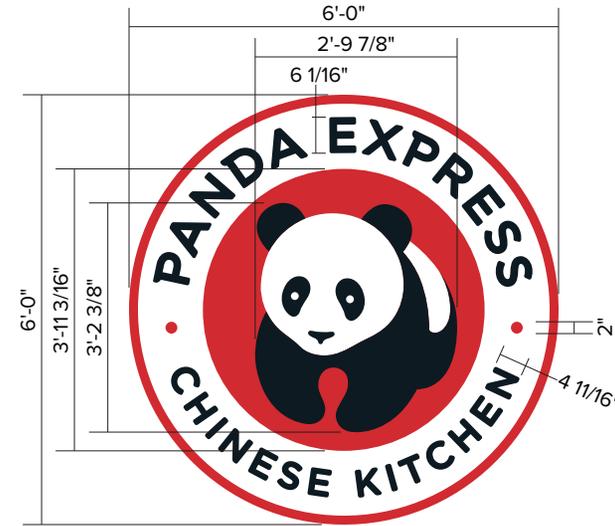
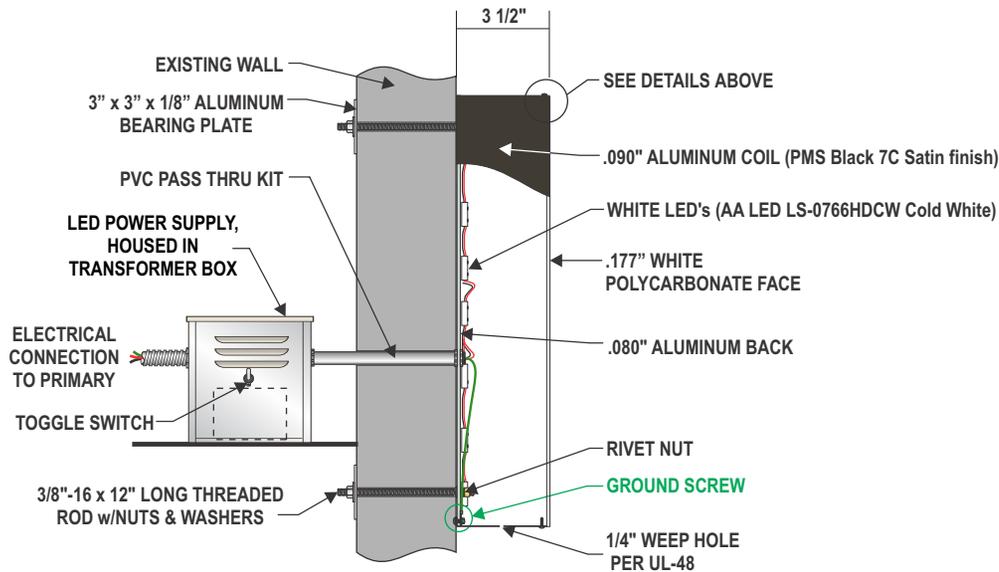
**COLOR SPECIFICATIONS FOR FACE**



- Vinyl: 3M #3630-33 Red film applied first surface
- Face: .177" #7328 White Acrylic
- Vinyl: 3M #180C-22 Black film applied first surface



**4'-0" AND OVER LOGO**



**PE-FL-72-FULL  
SCALE | 3/8" = 1  
SQ FT = 36'**



Revisions:	
removed stand-offs - JAS - 8.12.24	X
	X
	X
	X

File Location:	STND_X
Drive/Clients/	CSTM
AS	CR
EN	

Date:	3/1/2024
Designer:	DM
PM:	SN

City/State:	Okemos, MI
Address:	4990 Marsh Drive

Drawing #	C81717-1
OE #	169994



D4

**DT COD Canopy - High Snow Load - (Qty: 2)**

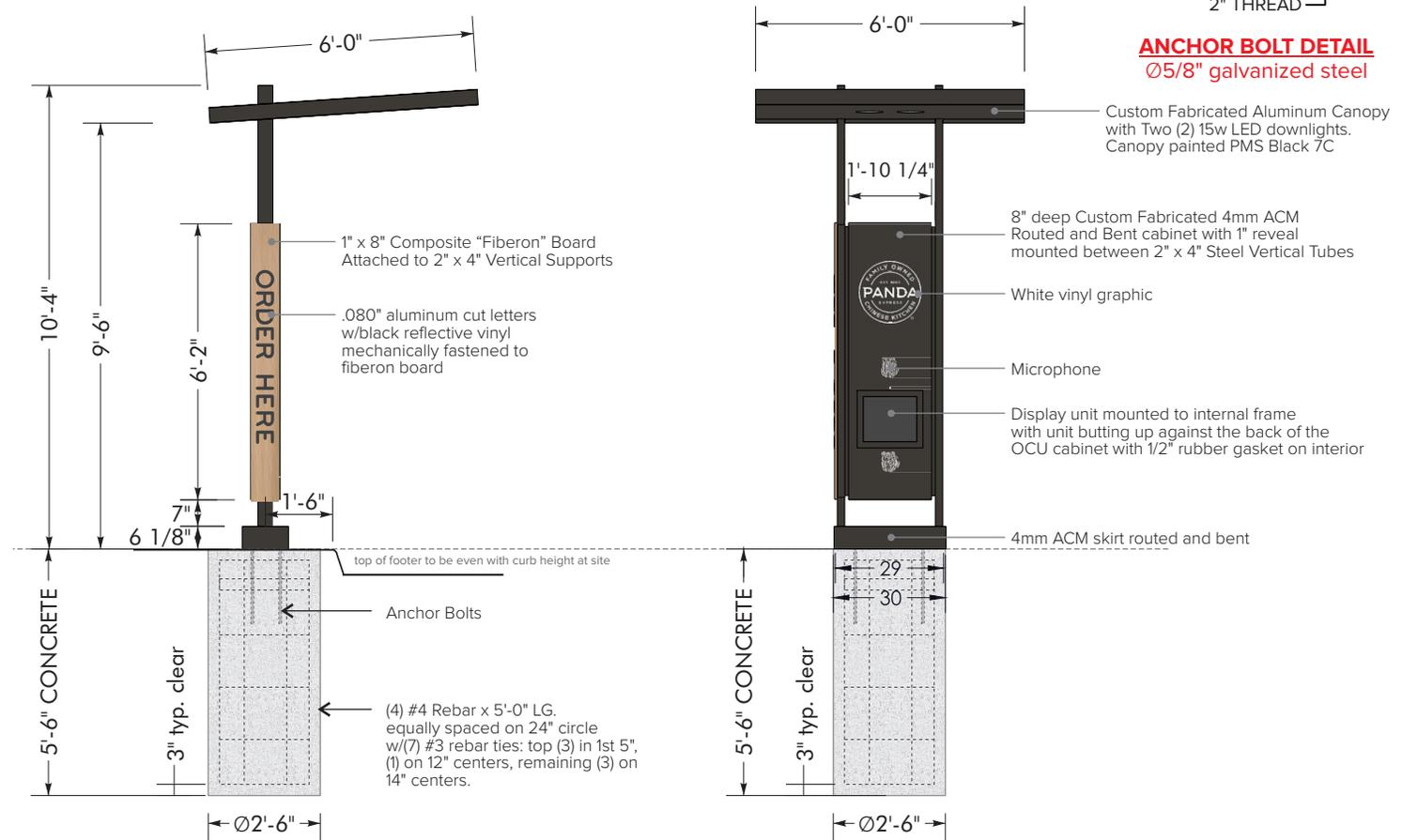
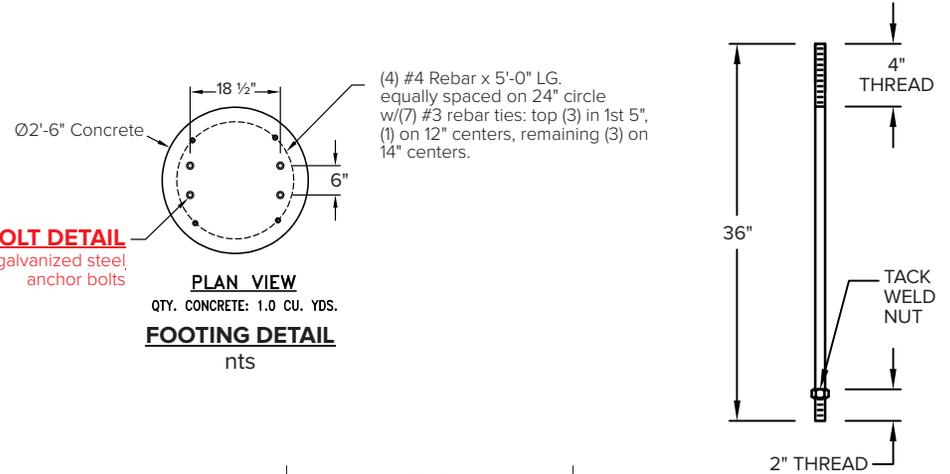
Install new DT COD Canopy per site plan for exact location.  
**NOTE:** Custom anchor bolts required from manufacturer.

**COLOR SPECIFICATIONS**

- Bamboo Trex Board
- Opaque White Vinyl
- Opaque Black Vinyl (ORDER HERE TEXT ONLY)

**CABINET CANOPY PAINT COLORS**

- Aluminum painted to match Pantone Black 7C



SCALE: 1/4" = 1'-0"



Revisions:		
Updated to new design   AD   12.4.24	X	
X	X	
X	X	

File Location:	STND_X
Drive/Clients/	CSTM
<span style="color: green;">■</span> AS	<span style="color: blue;">△</span> CR
<span style="color: grey;">⚙️</span> EN	

Date: 3/1/2024
Designer: DM
PM: SN

City/State: Okemos, MI
Address: 4990 Marsh Drive

Drawing #	C81717-1
OE #	169994

D5

**DT Menu Board - (Qty: 2)**

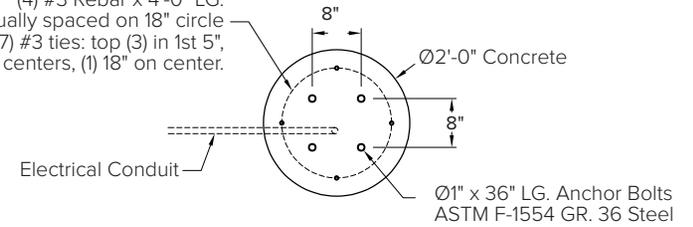
Install new DT Menu Board. Refer to site plan for exact location.  
**NOTE:** Wind Load: 115 mph wind speed

**COLOR SPECIFICATIONS**

**MAIN CABINET**

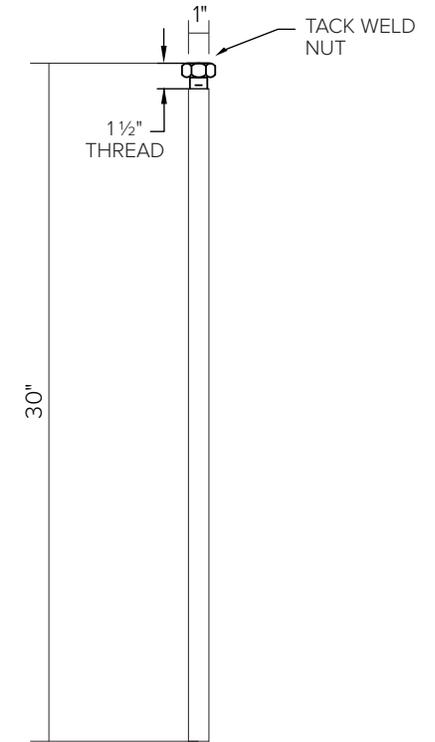
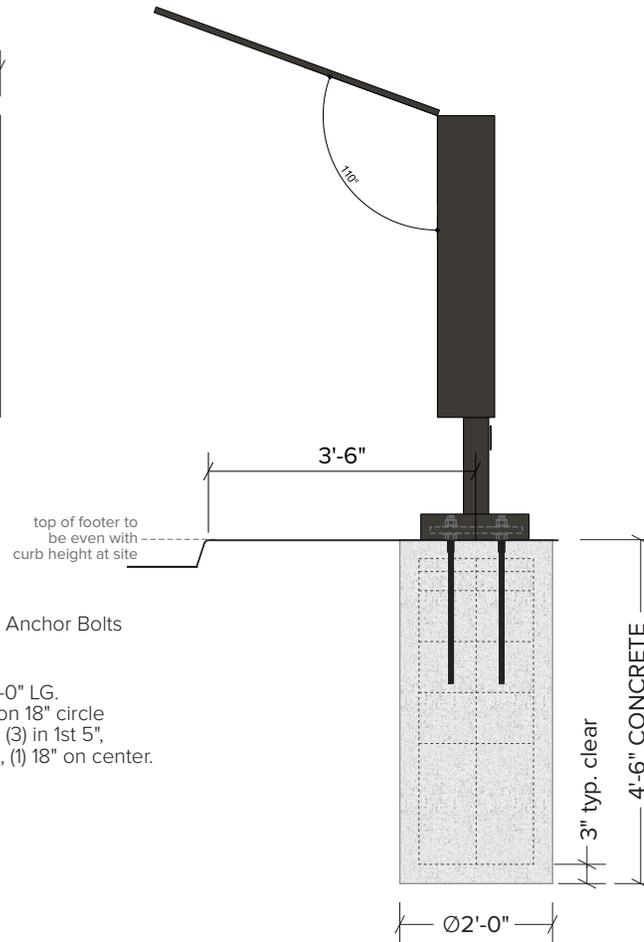
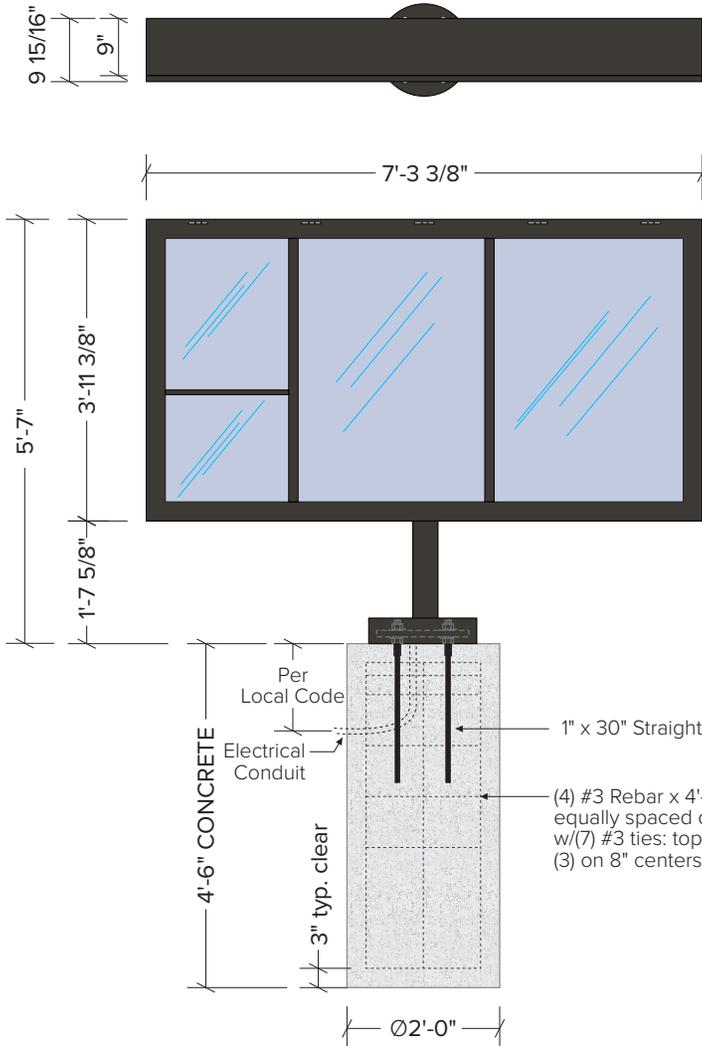
Painted to match PMS Black 7C

(4) #3 Rebar x 4'-0" LG. equally spaced on 18" circle w/(7) #3 ties: top (3) in 1st 5", (3) on 8" centers, (1) 18" on center.



**PLAN VIEW**  
 QTY. CONCRETE: 0.5 CU. YDS.

**FOOTING DETAIL**  
 nts



**ANCHOR BOLT DETAIL (NTS)**  
 Ø1" ASTM F-1554 GR. 36 STEEL

SCALE | 1:30



Revisions:	
Updated anchor bolts   AD   12.4.24	X
new standard - KB - 12.10.24	X
X	X

File Location:	STND_X
Drive/Clients/	CSTM
AS	CR
EN	

Date: 3/1/2024

Designer: DM PM: SN

City/State: Okemos, MI

Address: 4990 Marsh Drive

Drawing # **C81717-2**

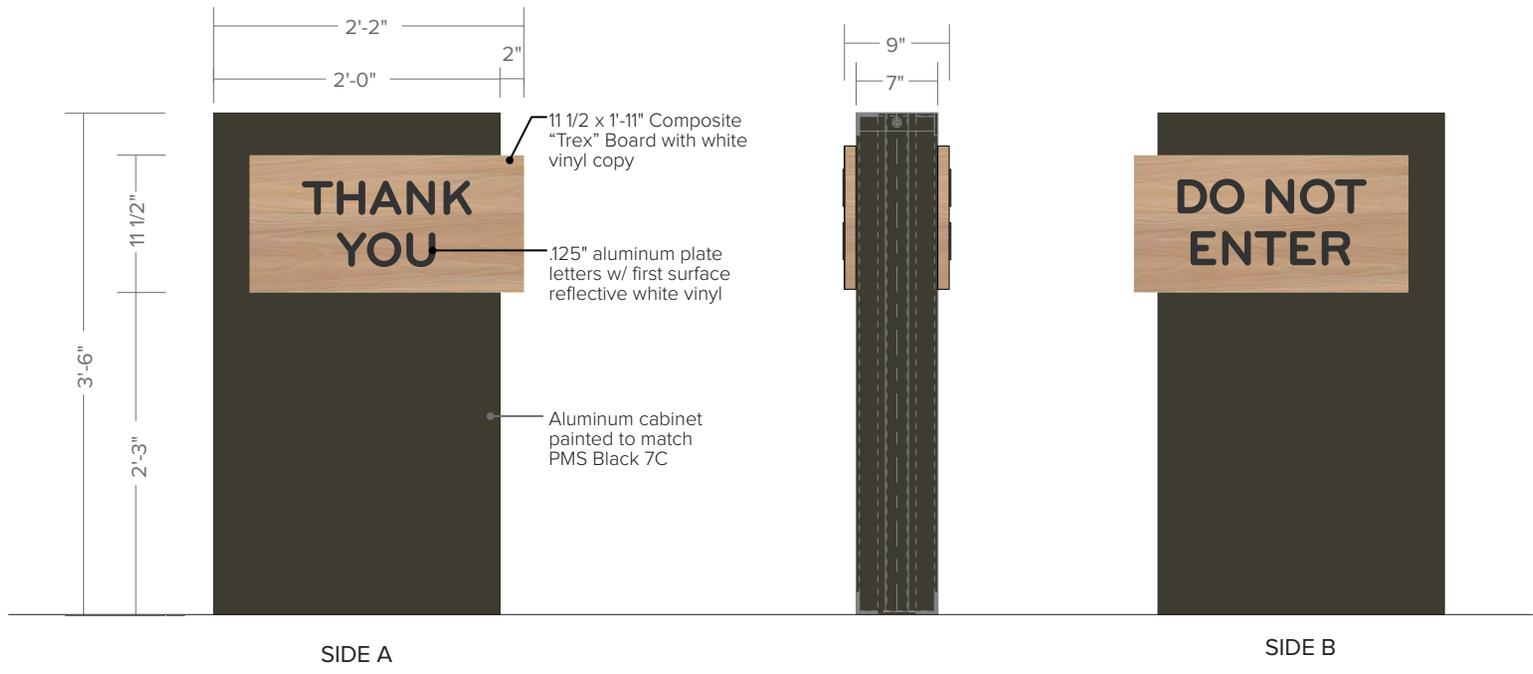
OE # **169994**

# D6.1

## Non-Illuminated Directional - (Qty: 1)

Install new non-illuminated directional. Refer to site plan for exact location.

**NOTE:** Wind Load: 115 mph wind speed  
SEE NEXT PAGE FOR MOUNTING DETAILS.



### COLOR SPECIFICATIONS

#### PAINT

 PMS Black 7C

#### VINYL

 Reflective Black Film

#### PANEL COLOR

 Bamboo

Scale | 3/4" = 1'



Revisions:	
new standard - KB - 12.10.24	X
X	X
X	X

File Location:	STND_X
Drive/Clients/	CSTM
 AS	 CR
 EN	

Date: 3/1/2024
Designer: DM
PM: SN

City/State: Okemos, MI
Address: 4990 Marsh Drive

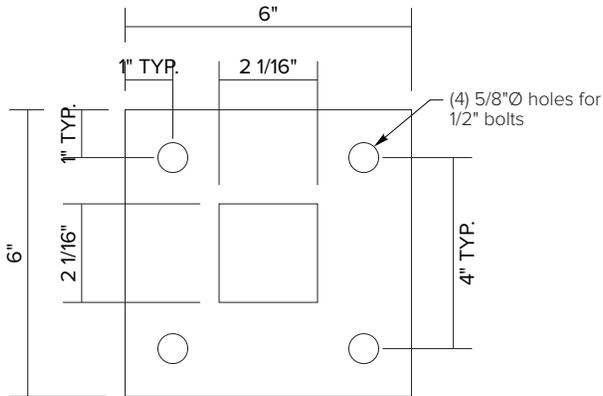
Drawing #	C81717-1
OE #	169994

# D6.2

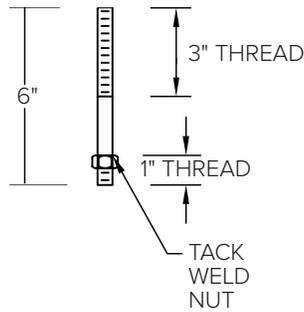
## Non-Illuminated Directional - (Qty: 1)

Existing footing/sidewalk mounting details.

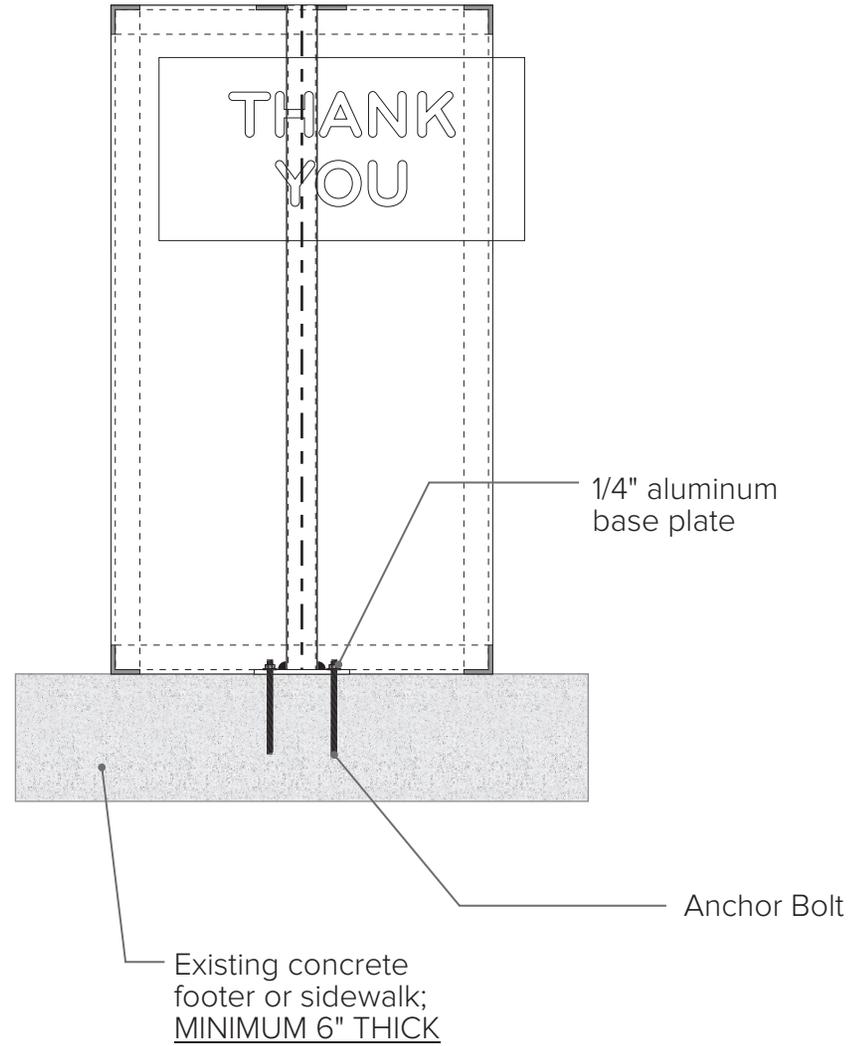
### Existing Footing/Sidewalk Mounting Detail Scale | 1" = 1'



**BASE PLATE**  
1/4" THICK ALUMINUM  
SCALE 1:4



**ANCHOR BOLT DETAIL**  
Ø1/2" GALVANIZED STEEL



Revisions:	
new standard - KB - 12.10.24	X
X	X
X	X

File Location:	STND_X
Drive/Clients/	CSTM
AS	CR
EN	

Date: 3/1/2024

City/State: Okemos, MI

Designer: DM

PM: SN

Address: 4990 Marsh Drive

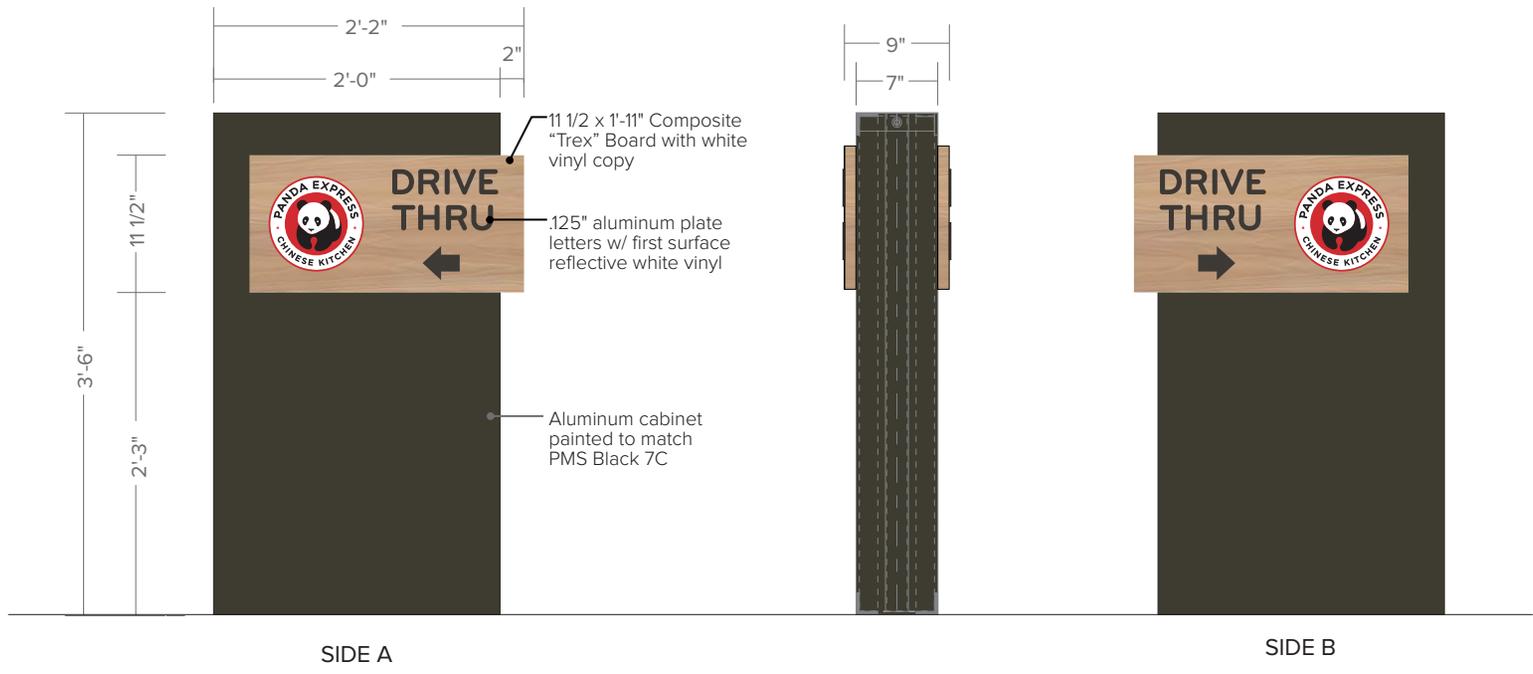
Drawing #	C81717-1
OE #	169994

# D7.1

## Non-Illuminated Directional - (Qty: 1)

Install new non-illuminated directional. Refer to site plan for exact location.

**NOTE:** Wind Load: 115 mph wind speed  
SEE NEXT PAGE FOR MOUNTING DETAILS.



### COLOR SPECIFICATIONS

#### PAINT

 PMS Black 7C

#### VINYL

 Reflective Black Film

 Reflective White Film w/ printed graphics

#### PANEL COLOR

 Bamboo

Scale | 3/4" = 1'



Revisions:	
added to brandbook - JAS - 8.12.24	X
new standard - KB - 12.10.24	X
	X

File Location:	STND	X
Drive/Clients/	CSTM	
 AS	 CR	 EN

Date:	3/1/2024
Designer:	DM
PM:	SN

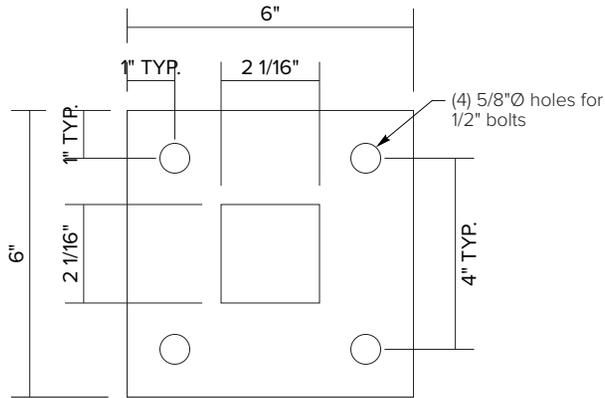
City/State:	Okemos, MI
Address:	4990 Marsh Drive

Drawing #	C81717-1
OE #	169994

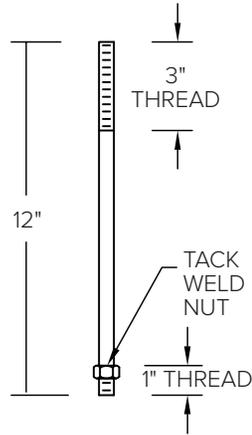
# D7.2

## Non-Illuminated Directional - (Qty: 1)

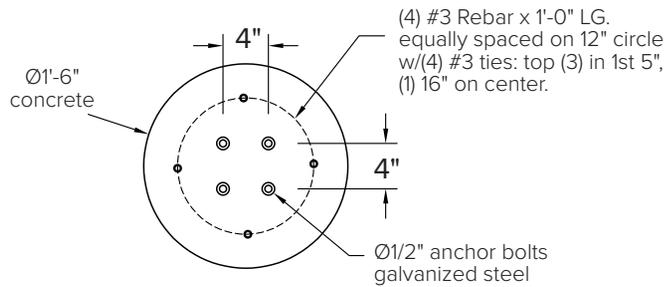
Plate mounting details.



**BASE PLATE**  
1/4" THICK ALUMINUM  
SCALE | 1:4



**ANCHOR BOLT DETAIL**  
Ø1/2" GALVANIZED STEEL

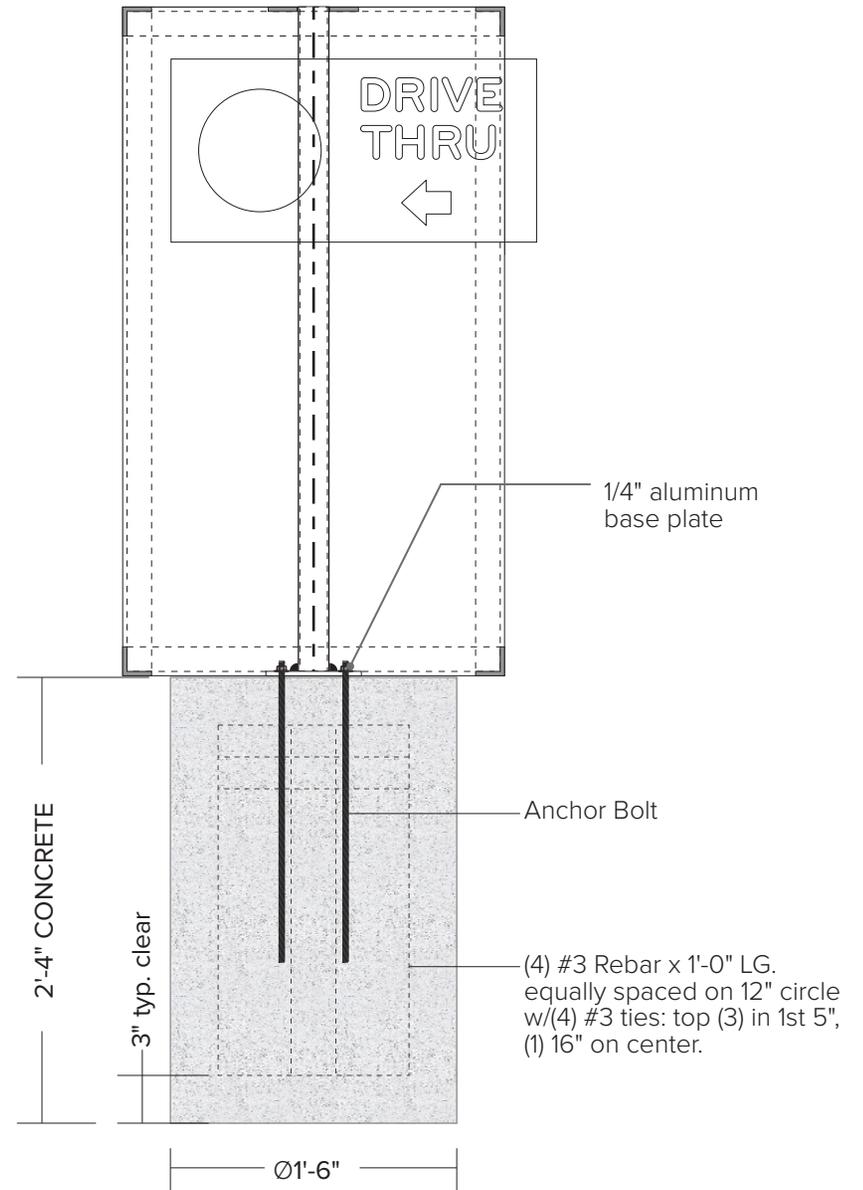


**PLAN VIEW**  
QTY. CONCRETE: 0.2 CU. YDS.

**FOOTING DETAILS**  
nts

Scale | 3/4" = 1'

## Plate Mount Detail Scale | 1" = 1'



Revisions:	
added to brandbook - JAS - 8.12.24	X
new standard - KB - 12.10.24	X
X	X

File Location:	STND_X
Drive/Clients/	CSTM
AS	CR
EN	

Date: 3/1/2024

Designer: DM PM: SN

City/State: Okemos, MI

Address: 4990 Marsh Drive

Drawing # **C81717-1**

OE # **169994**

S8

**Illuminated Pylon Sign - Qty: 1**

Install new internally illuminated double-faced pylon sign. Refer to site plan for exact location.

**REFER TO CONSTRUCTION DRAWING FOR MANUFACTURING AND INSTALLATION DETAILS**

**COLOR SPECIFICATIONS**

**MAIN CABINET**

 .080" Aluminum fabricated cabinet  
Color: to match Pantone Black 7C

 Cladding painted to match  
Pantone Black 7C

**MAIN CABINET FACE**

White Panagraphics III  
flexible face material

 3M Scotchcal #3630-33 Red  
*Note: red vinyl ring on perimeter must  
be applied after face is stretched*

 3M #180C-22 Black

**"DRIVE THRU" CABINET**

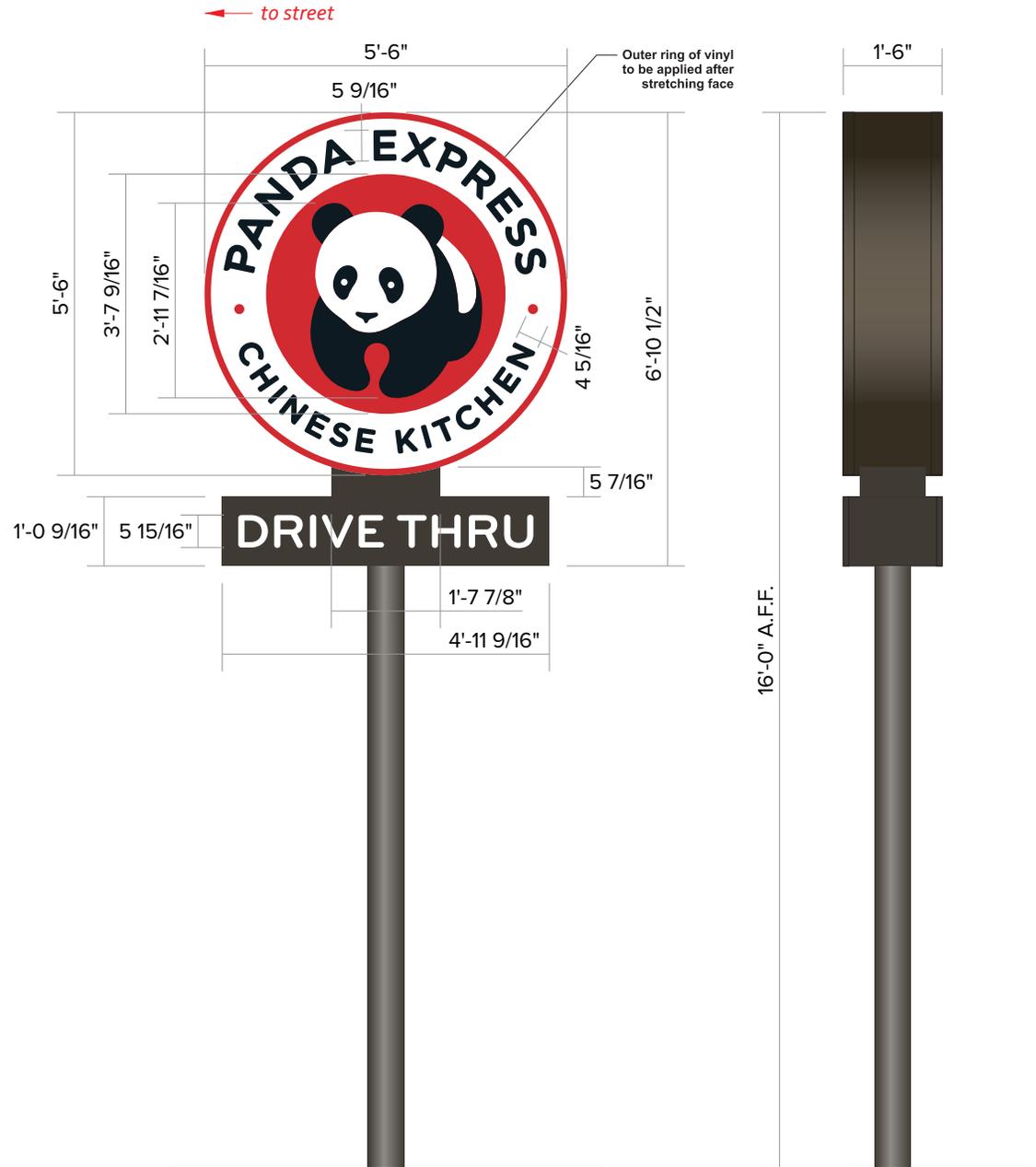
 .080" break-formed aluminum cabinet  
Routed and backed

**"DRIVE THRU" COPY**

 Bayer Makrolon .177" #7328  
White LD Polycarbonate

**POLE COVER**

 .080" Aluminum painted  
to match Pantone Black 7C



Right Elevation | Scale: 3/8" = 1"  
37.8 SF

Street Elevation

Revisions:	
Created const. drawing   EZA   06.03.24	X
changed to S8 - JAS - 8.12.24	X
X	X

File Location:	STND
Drive/Clients/	CSTM <input checked="" type="checkbox"/>
<input type="checkbox"/> AS	<input checked="" type="checkbox"/> CR
<input type="checkbox"/> EN	

Date: 3/1/2024

Designer: DM PM: SN

City/State: Okemos, MI

Address: 4990 Marsh Drive

Drawing #	C81717-1
OE #	169994

S9

**Drive Thru Parking Panel | PE-Park-DT - Qty. 2**

Manufacture a .125" aluminum panel painted with vinyls applied as shown.

**Installation:** Install the new post and panel as shown.



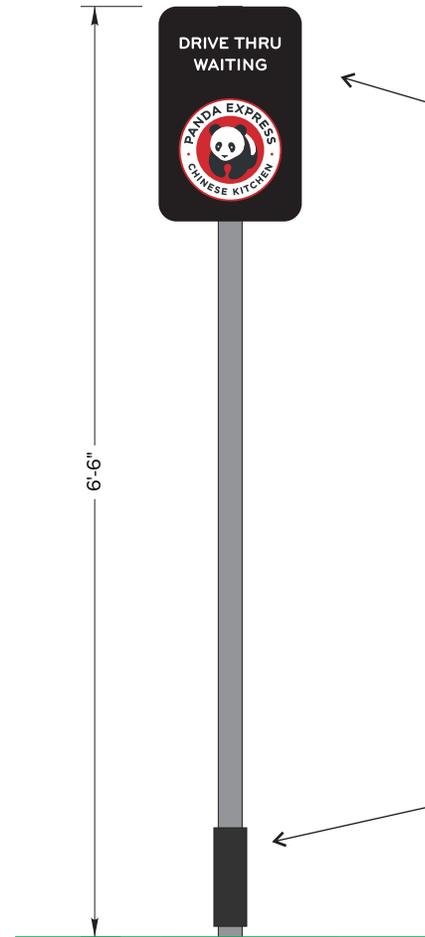
PE-Park-DT  
Scale: 1:8

**COLOR SPECIFICATIONS**

3M #680-10 White Scotchlite reflective vinyl

Background painted to match Akzo-Nobel Black, satin finish

Digitally printed graphics on 3M #680-10 White Scotchlite reflective vinyl to match Pantone 711C Red and Pantone Black C



Scale: 3/4" = 1'-0"



Existing panels mounted with sign brackets included with FlexPost order.



STD-6-G Standard FlexPost Unit, galv, 6ft POST, Ground Anchoring ASSEMBLED HEIGHT 78in

Revisions:	
changed to S9 & install - JAS - 8.12.24	X
X	X
X	X

File Location:	STND_X
Drive/Clients/	CSTM
AS	CR
EN	

Date:	3/1/2024
Designer:	DM
PM:	SN

City/State:	Okemos, MI
Address:	4990 Marsh Drive

Drawing #	C81717
OE #	169994

**S10**

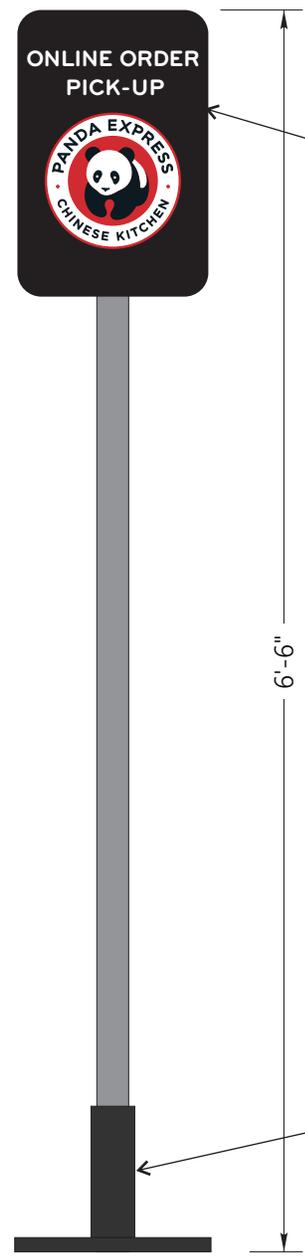
**Aluminum Parking Panel - Flexpost for Concrete Mount - (Qty: 2)**

Install new aluminum parking panel with new post, mounted as shown. Refer to site plan for exact location.



PE-Park-Online  
Scale | 1:8

PE-Park-Post-FPC  
Scale: 1" = 1'-0"



Panels mounted with sign brackets included with FlexPost order.



STD-6-C: Standard FlexPost Unit, galv., 6' POST, Concrete Anchoring ASSEMBLED HEIGHT 78"



Revisions:	
changed to S10 & install - JAS - 8.12.24	X
concrete mount - KB - 12.6.24	X
	X

File Location:	STND_X
Drive/Clients/	CSTM
AS	CR
EN	

Date: 3/1/2024
Designer: DM
PM: SN

City/State: Okemos, MI
Address: 4990 Marsh Drive

Drawing #	C81717-2
OE #	169994



C-3

0

Marsh Rd

5050

0

DRIVEWAY

C-2

4990

DRIVEWAY

5000

1982

DRIVEWAY

DRIVEWAY

4904

N



**To:               Zoning Board of Appeals**

**From:           Keith Chapman, Associate Planner**

**Date:            November 12, 2025**

**Re:              2026 Meeting Schedule**

---

Following is the list of proposed Zoning Board of Appeals meeting dates for 2026. No special or work session meetings are planned but may be added by the Zoning Board of Appeals during the year if warranted.

The Zoning Board of Appeals will meet on the third Wednesday of each month.

**2026 MEETING CALENDAR**

- January       21 - regular meeting
- February     18 - regular meeting
- March        18 - regular meeting
- April         15 - regular meeting
- May          20 - regular meeting
- June         17- regular meeting
- July          15- regular meeting
- August       19 - regular meeting
- September   16 - regular meeting
- October      21 - regular meeting
- November    18 - regular meeting
- December    16 - regular meeting

A resolution is provided to adopt the above meeting schedule.

**2026 Meeting Schedule**  
**Zoning Board of Appeals (November 19, 2025)**  
**Page 2**

- **Motion to adopt the resolution approving the 2026 Zoning Board of Appeals Meeting Schedule.**

Attachment

1. Resolution to approve 2026 Zoning Board of Appeals Meeting Schedule



**Zoning Board of Appeals Meeting Dates  
2026 Meeting Schedule**

**RESOLUTION**

At a regular meeting of the Zoning Board of Appeals of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 19th day of November, 2025 at 6:30 p.m., Local Time.

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

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

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

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

WHEREAS, Zoning Board of Appeals desires to announce the time, date, and place of all regular meetings of the Zoning Board of Appeals, pursuant to the provisions of Act 267 of the Public Act of 1976;

WHEREAS, it is the desire of the Zoning Board of Appeals to maintain a meeting schedule, which is the third Wednesday of each month.

NOW, THEREFORE, BE IT RESOLVED BY THE ZONING BOARD OF APPEALS OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN as follows:

1. The Zoning Board of Appeals will meet in regular session in the Town Hall Room, Meridian Municipal Building, 5151 Marsh Road, Okemos, MI, 48864, unless noticed or posted otherwise, at 6:30 p.m. on the third Wednesday of each month.
2. The specific dates for meetings are as follows:

January	21 - regular meeting
February	18 - regular meeting
March	18- regular meeting
April	15 - regular meeting
May	20 - regular meeting
June	17- regular meeting
July	15- regular meeting
August	19 - regular meeting
September	16 - regular meeting
October	21 - regular meeting

