

CHARTER TOWNSHIP OF MERIDIAN  
PLANNING COMMISSION  
AGENDA

REGULAR MEETING

January 27, 2014

Town Hall Room, Meridian Municipal Building  
5151 Marsh Road, Okemos, MI 48864

Regular Meeting

1. Call meeting to order at approximately 7:00 p.m.
2. Approval of agenda
3. Approval of minutes
  - A. January 13, 2014 Regular Meeting
4. Public remarks
5. Communications
  - A. Cara Yeager RE: SUP #13121 (Meridian Township)
  - B. Raymond & Kathleen Creps RE: SUP #14011 (Green)
6. Public Hearings
  - A. Mixed Use Planned Unit Development #14-05054 (DTN), request to revise the space allocation for commercial and office uses in the Hamptons of Meridian
  - B. Special Use Permit #14011 (Green), request to expand an institution for human care at 2077 Haslett Road
7. Unfinished Business
  - A. Commission Review #12053 (Planning Commission), 2005 Master Plan amendment
8. Other Business
9. Township Board, Planning Commission officer, committee chair, and staff comment or reports
10. New Applications
  - A. Rezoning # 14020 (Hagan), request to rezone 3698 Okemos Road from RR (Rural Residential) to PO (Professional and Office)

**Planning Commission Agenda**

**January 27, 2014**

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- B. Special Use Permit #14-13111 (Meridian Township), request to construct a pedestrian-bicycle pathway across the Red Cedar River on the west side of Okemos Road
11. Site Plans received
- A. Site Plan Review #14-01 (Meridian Mall Limited Partnership), request to construct a 19,000 square foot addition onto the Meridian Mall building addressed as 1982 Grand River Avenue
12. Site Plans approved
- A. Site Plan Review #13-99-26 (Mercer), request to remove the outdoor pool and re-landscape at the Marriott Towne Place Suites Hotel addressed as 2855 Hannah Blvd.
13. Public Remarks
14. Adjournment

**Post Script: Tom Deits**

The Planning Commission's Bylaws state agenda items shall not be introduced for discussion or public hearing that is opened after 10:00 p.m. The chair may approve exceptions when this rule would cause substantial backlog in Commission business (Rule 5.14 Limit on Introduction of Agenda Items).

Persons wishing to appeal a decision of the Planning Commission to the Township Board in the granting of a Special Use Permit must do so within ten (10) days of the decision of the Planning Commission (Sub-section 86-189 of the Zoning Ordinance)

**TENTATIVE  
PLANNING COMMISSION AGENDA**

**February 10, 2014  
Regular Meeting 7:00 p.m.**

**Regular Meeting**

1. Public Hearings
  - A. Rezoning # (Hagan), request to rezone 3698 Okemos Road from RR (Rural Residential) to PO (Professional and Office)
  - B. Special Use Permit #14-13111 (Meridian Township), request to construct a pedestrian-bicycle pathway across the Red Cedar River on the west side of Okemos Road
  - C. Zoning Amendment #14010 (Meridian Township), request to amend the zoning ordinance to establish definitions and standards for the medical use of marihuana
  
2. Unfinished Business
  - A. Mixed Use Planned Unit Development #14-05054 (DTN), request to revise the space allocation for commercial and office uses in the Hamptons of Meridian
  - B. Special Use Permit #14011 (Green), request to expand an institution for human care at 2077 Haslett Road
  - C. Commission Review #12053 (Planning Commission), 2005 Master Plan amendment
  
3. Other Business

**CHARTER TOWNSHIP OF MERIDIAN  
PLANNING COMMISSION  
REGULAR MEETING MINUTES  
January 13, 2014**

**DRAFT**

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

**PRESENT:** Commissioners Cordill, Deits, DeLind, Hildebrandt, Honicky, Ianni, Jackson, Salehi,  
Scott-Craig  
**ABSENT:** None  
**STAFF:** Principal Planner Gail Oranchak

**1. Call meeting to order**

Chair Jackson called the regular meeting to order at 7:00 P.M.

**2. Approval of agenda**

Commissioner Scott-Craig moved to approve the agenda. Seconded by Commissioner Cordill.

VOICE VOTE: Motion carried unanimously.

**3. Approval of Minutes**

Commissioner Ianni moved to approve the Regular Meeting Minutes of December 16, 2013.  
Seconded by Commissioner Scott-Craig.

VOICE VOTE: Motion carried unanimously.

**4. Election of the Chair, Vice-Chair and Secretary for 2014**

Chair Jackson opened the nominations for 2014 Vice-Chair of the Planning Commission.

Commissioner Honicky nominated John Scott-Craig as 2014 Vice-Chair of the Planning Commission.

Commissioner Scott-Craig nominated Tom Deits as 2014 Vice-Chair of the Planning Commission.

Chair Jackson closed the nominations for 2014 Vice-Chair of the Planning Commission.

Chair Jackson opened the nominations for 2014 Chair of the Planning Commission.

Commissioner Scott-Craig nominated Patricia Jackson as 2014 Chair of the Planning Commission.

Chair Jackson closed the nominations for 2014 Chair of the Planning Commission.

Chair Jackson opened the nominations for 2014 Secretary of the Planning Commission.

Commissioner Scott-Craig nominated Holly Cordill as 2014 Secretary of the Planning Commission.

Chair Jackson closed the nominations for 2014 Secretary of the Planning Commission.

**Commissioner Scott-Craig moved to elect Holly Cordill as 2014 Secretary of the Planning Commission. Seconded by Commissioner Honicky.**

VOICE VOTE: Motion carried unanimously.

**Commissioner Scott-Craig withdrew his name as nominated for 2014 Vice-Chair and moved to elect Commissioner Deits as 2014 Vice-Chair of the Planning Commission. Seconded by Commissioner Hildebrandt.**

VOICE VOTE: Motion carried unanimously.

**Commissioner Ianni moved to elect Patricia Jackson as 2014 Chair of the Planning Commission. Seconded by Commissioner Hildebrandt.**

VOICE VOTE: Motion carried unanimously.

## **5. Public Remarks**

Chair Jackson opened the floor for public remarks.

Rob Szczygiel, President of Autumn Park Condominium Association, 2038 Central Park Drive, spoke in opposition to Special Use Permit (SUP) #13121. He indicated the address of the location should not have been placed on the ballot in 2012, adding to do so was inappropriate and against the condominium owners' rights. While acknowledging the need for a replacement central fire station, he noted he did not "deserve" to have a 15,000 square foot mega complex in his front yard.

David Strobl, 1320 Cove Court, Okemos, spoke to the legality of the process used, noting that the citizens approved the millage prior to commencement of that process. He used National Institutes of Health (NIH) data which indicate the number of decibels generated by a fire truck is too loud. He spoke in opposition to SUP #13121 at the proposed location, addressing the level of noise and traffic which would be generated from the new fire station at the proposed location. He requested the Planning Commission use the Township's SUP review criteria when making its decision.

Susan Simkin, 2032 Central Park Drive, Okemos, spoke to the flawed SUP process used for the proposed new central fire station, believing time was not taken to look at the best location for that new station. She expressed opposition to the placement of the new central fire station at the proposed Central Park Drive location.

Barbara Strobl, 1320 Cove Court, Okemos, spoke to the unsuitability of the location proposed for the new central fire station. She believed this location does not meet SUP review criteria #3 and urged the Planning Commission to use good judgment when deliberating this issue.

Leonard Provencher, 5824 Buena Parkway, Haslett, spoke to posting the complete Planning Commission's agenda for tonight's meeting.

Lawrence Nolan, 4765 Nakoma Drive, Okemos, and attorney for the Autumn Park Condominium Association, voiced his continued opposition to the proposed location for the new central fire station on Central Park Drive. He requested that Planning Commissioners "do the right thing."

Steven Lamb, 2026 Central Park Drive, Okemos, spoke to the impact excessive noise from the proposed central fire station will have on residents of Autumn Park Condominiums. He addressed the improper handling of the process for this special use permit request.

Jack Brandenburg, 2058 Central Park Drive, Okemos, expressed concern the quality of life experienced by the Autumn Park Condominium owners would be affected if SUP #13121 is approved.

Mike Anderson, 2020 Central Park Drive, Okemos, recited a portion of the Township's mission statement which states "...the most effective use of available resources that achieve the highest quality of life." He stated that Autumn Park condominium owners trust Planning Commissioners will follow the mission statement and do their very best to ensure the highest quality of life for residents of Autumn Park. He spoke in total opposition to SUP #13121.

Betsy Strobl, 2056 Central Park Drive, Okemos, addressed the current residential nature of the property designated for the proposed central fire station. She noted she was promised a tranquil nearby atmosphere when she chose to locate within the Autumn Park Condominiums. Ms. Strobl read a statement from a friend indicating she was unaware of the exact location of the proposed central fire station when she voted on the millage proposal during the November, 2012 election.

Neil Bowlby, 6020 Beechwood Drive, Haslett, spoke to the potential decrease in property values, number of emergency vehicle runs, trees and footage requirement from the property line for the proposed central fire station. He believed the Township authorized construction of the new central fire station when it approved the sale of bonds on February 19, 2013, a direct violation of Section 61.

Vance Kincaid, 4530 Nakoma Drive, Okemos, addressed several concerns with the "flawed" process surrounding SUP #13121.

Greg McKenzie, 2080 South State Street, Ann Arbor, spoke in support of Special Use Permit #13161 (MSU Federal Credit Union).

Brian Brandenburg, 2058 Central Park Drive, Okemos, spoke to the decrease in property values which will be experienced by Autumn Park Condominium owners if SUP #13121 is approved. He requested the proposed fire station be placed in a different location.

Chris Grzenkiewicz, Desine, Inc., 2183 Pless Drive, Brighton, stated several changes proposed have been proposed by the developer for the Aldi project based on Planning Commission input during the public hearing. He availed himself for a more in-depth explanation when the Planning Commission takes the matter up later in the meeting.

Chair Jackson closed the floor for public remarks.

**6. Communications**

- A. Susan Simkin, 2032 Central Park Drive, Okemos; RE: SUP #13121 (Meridian Township)
- B. Susan Simkin, 2032 Central Park Drive, Okemos; RE: SUP #13121 (Meridian Township)
- C. Carla Westwood, 6232 Birch Row Drive, East Lansing; RE: MUPUD 13054/SUP #13171 (Aldi/Eyde)

**7. Public hearings (None)**

**8. Unfinished Business**

- A. Special Use Permit #13161 (MSU Federal Credit Union), request to construct a credit union branch with two drive-through ATM lanes and four drive-through teller lanes on the northeast corner of Jolly Road and Jolly Oak Road

Principal Planner Oranchak summarized the change made to the site plan as outlined in staff memorandum dated January 9, 2014.

**Commissioner Scott-Craig moved [and read into the record] NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby approves Special Use Permit #13161 subject to the following conditions:**

- 1. Approval of the Michigan State University Federal Credit Union branch with four drive-through teller lanes and two drive-through ATM lanes is based on the submitted application materials including a revised site plan dated December 27, 2013, a conceptual landscape plan, and exterior elevations dated November 22, 2013, prepared by Daniels and Zermack, LLC, subject to revisions as required.**
- 2. The applicant shall obtain all applicable permits, licenses, and approvals from the Ingham County Road Department, Ingham County Drain Commissioner and the Township prior to any work taking place on the site. Copies of all permits, licenses, and approvals shall be submitted to the Department of Community Planning and Development.**
- 3. The applicant shall seek and receive variances from the Meridian Township Zoning Board of Appeals to exceed the maximum number of motor vehicle parking spaces and exceed the maximum number of drive-through lanes for a C-2 zoned financial institution or redesign the site plan as necessary.**
- 4. Final utility plans for the site are subject to approval of the Director of Public Works and Engineering and shall be in accordance with the Township Engineering Design and Construction Standards.**
- 5. Site accessories such as exterior lighting fixtures for streets and buildings, and bicycle racks shall be of commercial quality, and complement the building design and style. Final design and location shall be subject to the approval of the Director of Community Planning and Development.**
- 6. Buried construction or other materials and debris found anywhere on the 3.15 acre site, and debris resulting from clearing, grading, or construction activities related to the proposed project shall be removed from the site and be properly disposed.**
- 7. A seven (7) foot wide concrete pedestrian-bicycle pathway shall be constructed along the site's Jolly Oak Road frontage. The construction and installation of the pathway shall be in accordance with the Township's Engineering Design and Construction Standards.**
- 8. A concrete sidewalk a minimum of five (5) feet in width shall be constructed along the site's Meridian Crossing Drive frontage. The construction and installation of the sidewalk shall be in accordance with the Township's Engineering Design and Construction Standards.**
- 9. Any future additions or expansions to the building will require modification to Special Use Permit #13161.**
- 10. A copy of information that exists on computer for the project and construction plans shall be provided to the Director of Public Works and Engineering in an Auto Cad compatible format.**

**Seconded by Commissioner Cordill.**

ROLL CALL VOTE: YEAS: Commissioners Cordill, Deits, DeLind, Hildebrandt, Honicky, Ianni, Salehi, Scott-Craig, Chair Jackson

NAYS: None

Motion carried unanimously.

- B. Mixed Use Planned Unit Development #13054 (Aldi/Eyde), request for a mixed use planned unit development with one commercial building and 24 apartments at 5155 Marsh Road

Principal Planner Oranchak summarized the proposed changes to the mixed use planned unit development (MUPUD) site plan as outlined in staff memorandum dated January 10, 2014.

**Commissioner Ianni moved [and read into the record] NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of Mixed Use Planned Unit Development (MUPUD) #13054, subject to the following conditions:**

1. The recommendation for approval is based on the revised site plan, amenities plan, and signage/detail plan, prepared by Desine, Inc., dated January 6, 2014 and dated received by the Township January 8, 2014; the revised landscape plan prepared by The Peabody Group, dated December 10, 2013 and dated received by the Township January 8, 2014; and revised building elevations prepared by APD Engineering, PPLC, dated November 18, 2013 and dated received by the Township January 8, 2014, subject to revisions as required.
2. MUPUD #13054 (Aldi Inc./Eyde Company) to construct one 1-story commercial building and two 3-story apartment buildings with a total of 24 apartment units, shall be contingent on the approval of Special Use Permit (SUP) #13171 (Aldi Inc./Eyde Company).
3. Approval is subject to one or more amenities. The applicant proposes the following amenities as identified on the Amenities Plan (Sheet AM): covered bicycle parking, balconies, outdoor gathering/seating areas, LED site lighting, connection to Township pathways, canopies, underground utilities, traffic signal, off-site water main extension, lowering of existing natural gas main, white roof on commercial building, additional green space, and recyclable material collection center.
4. The character and quality of the building materials and general architectural design of the buildings should be consistent on all four sides of each building.
5. Brick, stone or masonry products should cover no less than 60 percent of building facades that are either visible from a public street or provide the main entrance to the building. Other materials, such as vinyl, aluminum or other metal sidings should be avoided.
6. Site accessories such as railings, benches, trash compactors, trash and recycling receptacles, exterior lighting fixtures for parking areas and buildings, covered bicycle structures, and bicycle racks should be considered for commercial quality, and being complementary with the building design and style.
7. Shopping carts should be stored inside the building or in an enclosed area.

8. Buried construction or other materials and debris found on the subject site, and debris resulting from clearing, grading, or construction activities related to the proposed project should be removed from the site and be properly disposed.
9. Site and building lighting should comply with Article VII in Chapter 38 of the Code of Ordinances and are subject to the approval of the Director of Community Planning and Development. LED lighting should be used where feasible. Light poles should be no taller than 15 feet in height, including the pole and pole base.
10. All mechanical, heating, ventilation, air conditioning, and similar systems should be screened from view by an opaque structure or landscape material selected to complement the building. Such screening is subject to approval by the Director of Community Planning and Development.
11. The applicant should obtain all necessary permits, licenses, and approvals from the Ingham County Road Department, the Ingham County Drain Commissioner's office, and the Township. Copies of all permits and approval letters should be submitted to the Department of Community Planning and Development.
12. The utility, grading, and storm drainage plans for the site are subject to the approval of the Director of Public Works and Engineering and should be completed in accordance with the Township Engineering Design and Construction Standards.
13. The applicant should apply to the Township for a land division; once approved, documents should be recorded with the Ingham County Register of Deeds and proof of recording submitted to the Township prior to the issuance of an occupancy permit.
14. Copies of the site plan information and construction plans for the project that exist in an AutoCAD compatible format should be provided to the Township Engineering staff.
15. Any future building additions or expansions should require modification to the Mixed Use Planned Unit Development #13054 and Special Use Permit #13171.

**Seconded by Commissioner Scott-Craig.**

Planning Commission, staff and applicant discussion:

- Recognition of the applicant's attempt to separate the development from the Township's greenspaces through additional screening while still connecting to parks and public pathways
- MUPUD increases the walkability of the community
- Proposed MUPUD stays out of the wetland and avoids water issues in the back portion of the project
- Appreciation for the amenities (LED lighting, pathways, bicycle racks, etc.)
- Additional greenspace for parking
- Relocation of the pathway to tie together with the central path as a result of the applicant meeting with Parks personnel
- Addition of seating area on the far west end which provides a termination point for the pathway
- Crosswalk striping at four locations where the sidewalks cross the parking lot
- Addition of the proposed monument sign
- Addition of 50% glass on the front façade per the Township's ordinance
- Concern with the following components contained in condition #5

- 60% requirement for brick, stone or masonry on building facades visible from a public street or provide the main entrance to the building when there is also a requirement for 50% glass on the front façade
- Front façade has some aluminum trim material above the clear story windows, above the windows at the tower and along the edge of the canopy
- Brick façade on the residential building will match the Aldi building
- Taller light poles necessary as there is not as much light spread with LED lighting
- Necessity of adding more light poles and fixtures if 15-foot pole height is required precludes the intended energy conservation with the use of LED lighting
- Reduction from 28 to 25-foot pole height for commercial and 20 to 18-foot pole height for residential would require five (5) additional fixtures but no additional light poles
- Covered bicycle parking provides a total of 20 covered bicycle parking spaces

**Commissioner Deits offered the following friendly amendment:**

- Amend condition #6 by deleting “considered for” and inserting “of”
- Amend condition #6 by deleting “being” after “quality, and”

**The amendment was accepted by the maker of the motion.**

**Commissioner Hildebrandt offered the following friendly amendment:**

- Amend all references contained in the conditions from “should” to “shall”

Continued Planning Commission, staff and applicant discussion:

- Belief by the maker of the motion that much of the language is guidelines
- Use of the word should provides for flexibility and allows for changes to the plan during site plan review
- Planning Commissioner belief that the proposed conditions should be requirements
- Other approvals use the word “shall”
- Reminder that the Planning Commission is making a recommendation to the Board

**The friendly amendment was not accepted by the maker of the motion.**

**Commissioner Hildebrandt moved to amend all references contained in the conditions from “should” to “shall”.**

**Seconded by Commissioner Cordill.**

Continued Planning Commission discussion:

- Since the Planning Commission is the recommending body, the Board has the authority to make the verbiage either “should” or “shall”

**Commissioner Hildebrandt withdrew her motion.**

**The previous friendly amendment was accepted by the maker of the motion.**

Continued Planning Commission and applicant discussion:

- Carts to be stored in an enclosed area inside the building to the right of the entrance doors
- No cart corrals in the parking lot as Aldi employs a 25-cent cart rental system which ensures that carts are returned to the enclosed area
- All parking spaces are oriented to be close to the front entrance

**Commissioner Deits offered the following friendly amendment:**

- Amend condition #5 by deleting the existing language and inserting: “5. Materials on building facades should be consistent with those on the revised building elevations prepared by APD Engineering PPLC dated November 18, 2013 and dated received by the Township January 8, 2014 subject to revisions as required.”

The friendly amendment was accepted by the maker of the motion.

Continued Planning Commission and applicant discussion:

- Proposed base of Building B is eight (8) feet from the 100 year flood boundary
- Floodplain elevation is 842.5 feet above mean sea level
- Lowest opening of the concrete foundation wall will be approximately 2-½ feet above floodplain elevation
- Building grade will be between one (1) and one and one-half (1-½) feet above the floodplain elevation where the soil is backfilled around the foundation
- Seam between the foundation and the footing will be at least 3-½ feet below the frost line
- Water run-off from the roofs will travel down the side of the building through an aluminum pipe and then be collected in an underground stormwater system, taken over to the detention basin and then flow out to Mud Creek at a reduced rate
- Gutters to be external to Building B
- Small sumps located in the greenspaces in front of the sidewalks which will also collect drainage
- Appreciation to the Parks Commission and Parks Department staff for their work on the changes

The maker offered the following friendly amendment:

- Amend condition #9 after “no taller than” by deleting the remainder of the sentence and inserting “25 feet for the commercial space and 18 feet for residential.”

Without objection, the friendly amendment was accepted.

Continued Planning Commission and applicant discussion:

- Inquiry as to how far into Central Park the light will fall
- LED lighting is a very direct light source
- LED fixtures are designed with light reflectors inside to force the light to disperse
- Minimal lighting near the western edge which would affect Nokomis Center
- New landscaping will prevent visibility from the cabin in the Historical Village

ROLL CALL VOTE: YEAS: Commissioners Cordill, Deits, DeLind, Honicky, Ianni, Salehi,  
Scott-Craig, Chair Jackson

NAYS: Commissioner Hildebrandt

Motion carried 8-1.

- C. Special Use Permit #13171 (Aldi/Eyde), request to construct a group of buildings greater than 25,000 square feet in gross floor area at 5155 Marsh Road

Commissioner Ianni moved [and read into the record] **NOW THEREFORE BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of Special Use Permit #13171 (Aldi Inc./Eyde Company) to construct three buildings totaling more than 25,000 square feet in gross floor area subject to the following conditions:**

1. Approval of the special use permit is recommended in accordance with the revised site plan prepared by Desine, Inc. dated January 6, 2014, and dated received by the Township January 8, 2014, subject to revisions as required.
2. Special Use Permit #13171 is subject to all conditions placed on Mixed Use Planned Unit Development #13054 (Aldi Inc./Eyde Company) by the Township.

Seconded by Commissioner Scott-Craig.

Planning Commission discussion:

- Concern with the SUP is the impact on the roads
- Additional traffic light and street capacity should greatly reduce road impact
- Building materials are harmonious with the surrounding neighborhood
- Adequate screening from the surrounding parks and their uses
- Size should not be an issue for the surrounding users
- This SUP is a recommendation to the Township Board

ROLL CALL VOTE: YEAS: Commissioners Cordill, Deits, DeLind, Honicky, Ianni, Salehi, Scott-Craig, Chair Jackson

NAYS: Commissioner Hildebrandt

Motion carried 8-1.

- D. Special Use Permit #13121 (Meridian Township), request to construct an approximate 15,000 square foot fire station on the south side of Central Park Drive, east of Okemos Road and west of the Okemos Post Office

Principal Planner Oranchak summarized the proposed special use permit as outlined in staff memorandum dated January 9, 2014.

Commissioner Ianni moved [and read into the record] **NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN** hereby recommends approval of Special Use Permit #13121 subject to the following conditions:

1. Approval of the special use permit is granted in accordance with the site plans prepared by DLZ, dated October 4, 2013, subject to revisions as required.
2. The character and quality of the building materials and general architectural design of the building shall be consistent on all four sides. Building materials shall be substantially consistent with the elevation plans prepared by DLZ and dated August 2, 2013, subject to approval by the Director of Community Planning and Development.
3. The applicant shall obtain all necessary permits, licenses, and approvals from the Ingham County Road Department and the Township. Copies of all permits and approval letters shall be submitted to the Department of Community Planning and Development.
4. The parking lot shall be designed in accordance with the requirements of Section 86-756 Design and Construction Requirements of the Code of Ordinances.
5. Bicycle parking shall be provided in accordance with the requirements of Section 86-760 of the Code of Ordinances.

6. **The Township shall work with the Ingham County Road Department (ICRD) to explore and implement, if feasible, measures (including traffic controls) that would minimize the use of sirens on the western end of Central Park Drive.**
7. **Prior to issuance of a permit for construction activity or grading, any wellhead(s) located on the site shall be properly closed and abandoned pursuant to the requirements of the Ingham County Health Department and the Township.**
8. **The location, species and size of street trees to be installed on street frontages shall be subject to the approval of the Director of Community Planning and Development and the Ingham County Road Department.**
9. **Landscaping shall generally comply with all applicable provisions of the Code of Ordinances.**
10. **Site and building lighting shall comply with Article VII in Section 38 of the Code of Ordinances and shall be subject to the approval of the Director of Community Planning and Development. Parking lot lighting shall not exceed 15 feet in height. LED lighting shall be used where feasible.**
11. **All mechanical, heating, ventilation, air conditioning, and similar systems shall be screened from view by an opaque structure or landscape material (if at street level) selected to complement the building. Such screening is subject to approval by the Director of Community Planning and Development.**
12. **The utility, grading and storm drainage plans shall be subject to the approval of the Director of Public Works and Engineering and shall be completed in accordance with the Township's Engineering Design and Construction Standards.**
13. **A copy of the site plan information that exists in a computer format for the development project and construction plans shall be provided to the Township Engineering staff in an Auto Cad compatible format.**
14. **Any future modifications to the building or site shall require an amendment to the special use permit.**

**Seconded by Commissioner Deits.**

Planning Commission discussion:

- Part of the rationale for the way this issue was structured was a need for the Board to determine sufficient funds would be available prior to moving forward with the process
- Specific location was chosen in order to reduce response times and serve the fire and emergency needs of the Township
- Topography of the site is well suited to the needs of the building
- Other locations considered had topography within wetlands, the building would have been too small to serve the needs of the fire station or the train tracks would have interfered with the operations of the fire station and emergency calls
- A fire station needs to be located where people live in order to serve their fire and emergency needs
- Fire stations need to be located near commercial buildings as well as residences
- Insufficient evidence to determine the fire station will be hazardous to citizens

- Fire Chief has indicated fire and emergency personnel will do whatever they can to minimize noise
- Conflicting evidence to determine there would be a negative impact to property values
- Planning Commission is caught within a process in which most of the policy decisions were made by other entities
- Township Board made a policy decision that the proposed site was the appropriate location to house the fire station when it created the bond issue
- The bond issue was then brought before the electorate and the electorate agreed with the Board
- Difficult to justify the Planning Commission voting to overturn the results of an election
- Final decision will not be made by the Planning Commission
- Planning Commissioner belief that this Commission's actions are largely moot
- Planning Commission focus is whether this location is appropriate for the placement of a new central fire station
- Proposed location does not have appropriate barriers to block noise from neighborhoods
- Belief the proposed locations does not meet SUP request standards #3, #4, #8
- Concern with the request involving two parcels
- Planning Commissioner belief standards must be higher when the applicant is the Township
- The Planning Commission is no longer involved in Capital Improvement Projects
- Preference to receive data regarding the economic welfare of the surrounding properties
- Township has not received complaints from residents who live near the other fire stations
- Train tracks directly to the north produce significant noise
- A variety of sites were considered and the one proposed was selected based upon response times
- Fire station is an allowed use in a residential district
- Fire station is designed in such a way that it would mitigate the type of impacts which would occur regardless of location
- Acknowledgment there is a nuisance value associated with this location for some residents, but that nuisance is shared township wide wherever located
- Autumn Park Condominiums are on residential property on the edge of commercial property
- Post office is located across the street from the condominiums
- One Planning Commissioner lives within walking distance of a current fire station and purchased his home with full knowledge of its proximity to that fire station
- Above referenced Commissioner has not had his sleep patterns or daily interactions affected by the noise or traffic generated by the nearby fire station

ROLL CALL VOTE: YEAS: Commissioners Deits, DeLind, Ianni, Chair Jackson

NAYS: Commissioners Cordill, Hildebrandt, Honicky, Salehi, Scott-Craig

Motion failed 4-5.

- E. Commission Review #13053 (Meridian Township), request for Section 61 review to construct a fire station on Central Park Drive, east of Okemos Road  
**Commissioner Ianni moved [and read into the record] NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN approves the location, character and extent of the proposed Central Fire Station located on a 28.5 acre site east of Okemos Road and south of Central Park Drive.**

**Seconded by Commissioner DeLind.**

Planning Commission discussion:

- Location is between the railroad tracks so it minimizes disruption from railroad traffic

- Locations is adjacent to commercial areas to the east and south
- Location will reduce response times to the more heavily populated areas of the Township
- Purpose of a Section 61 Review
- No concrete definition of location, character and extent
- Planning Commissioner belief the review is restricted to an appropriate description
- Planning Commissioner interpretation that the location is appropriate as described
- Planning Commissioner interpretation the character can be described as its distinguishing features
- Planning Commissioner interpretation the extent is the size and position on the site
- Planning Commissioner interpretation the character is how the fire station would function
- Planning Commissioner interpretation that the extent is the scope of the project
- Planning Commissioner interpretation that the location is where it is located in the Township
- Planning Commissioner interpretation that the extent is the amount of land coverage and the size of the project
- Planning Commissioner understanding that a Section 61 Review is to determine if the site, function and structure as described is appropriate in this location
- Planning Commissioner belief a Section 61 Review (required by state statute) is largely formal and technical
- Planning Commission is advising the Township on whether to spend money on this public improvement

ROLL CALL VOTE: YEAS: Commissioners Deits, DeLind, Ianni, Chair Jackson

NAYS: Commissioners Cordill, Hildebrandt, Honicky, Salehi, Scott-Craig

Motion failed 4-5.

## 9. Other Business

### A. Resolution of Appreciation – Ody Norkin

**Commissioner Cordill moved [and read into the record] NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN as follows:**

**The Planning Commission of the Charter Township of Meridian, by means of resolution, extends to Ody Norkin grateful thanks for his voluntary effort on behalf of all residents of the community during this period of dedicated service on the Planning Commission.**

**Seconded by Commissioner Honicky.**

Planning Commission discussion:

- Appreciation for Commissioner Norkin's expertise in the transportation field
- Appreciation for Commissioner Norkin's business perspective on issues which came before the Planning Commission
- Commissioner Norkin balanced his business perspective with community interest

ROLL CALL VOTE: YEAS: Commissioners Cordill, Deits, DeLind, Hildebrandt, Honicky, Ianni, Salehi, Scott-Craig, Chair Jackson

NAYS: None

Motion carried unanimously.

## 10. Township Board, Planning Commission officer, committee chair, and staff comment or reports

Chair Jackson introduced the newest member of the Planning Commission, David DeLind.

Commissioner Hildebrandt expressed appreciation for the line workers who worked diligently to restore power during the recent ice storm.

**11. New applications**

- A. Mixed Use Planned Unit Development #14-05054 (DTN), request to revise the space allocation for commercial and office uses in the Hamptons of Meridian
  
- B. Special Use Permit #14011 (Green), request to expand an institution for human care at 2077 Haslett Road

**12. Site plans received**

- A. Site Plan Review #13-99-26 (Mercer), request to remove the outdoor pool and re-landscape at the Marriott Towne Place Suites Hotel addressed as 2855 Hannah Blvd.

**13. Site plans approved (None)**

**14. Public remarks**

Chair Jackson opened public remarks.

Susan Simkin, 2023 Central Park Drive, Okemos, contradicted Planning Commissioner comments regarding better response times for the proposed new central fire station. She stated it is a matter of public record that better response times can be obtained if the new fire station is located closer to Marsh Road.

Vance Kincaid, 4530 Nakoma Drive, Okemos, offered several corrections to Planning Commissioner comments regarding the proposed new central fire station. He noted the Planning Commission would not have had to face this issue tonight if proper procedure was followed. Mr. Kincaid spoke to government superiority over its residents.

Lawrence Nolan, 4765 Nakoma Drive, Okemos, expressed appreciation to the Planning Commission for its time, deliberation and decision on the proposed new central fire station.

Neil Bowlby, 6020 Beechwood Drive, Haslett, stated if the proposed central fire station was placed facing Okemos Road it would impact fewer people than the proposed location. He spoke to language in a WHEREAS clause which stated the buildings are at least 50 feet from the property line, believing that verbiage to be inaccurate.

David Strobl, 1320 Cove Court, Okemos, expressed appreciation for all the deliberation exercised by Planning Commission members on SUP #13121 and Commission Review #13053.

Chair Jackson closed public remarks

**15. Adjournment**

Chair Jackson adjourned the regular meeting at 9:53 P.M.

Respectfully Submitted,

Sandra K. Otto  
Recording Secretary

Cara Yeager  
1355 Cove Ct.  
Okemos, MI 48864

January 3, 2014

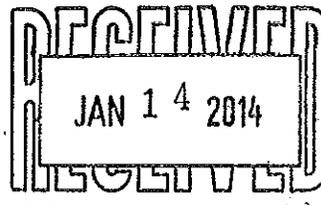
Dear Planning Commission:

I voted and I'm in favor of a replacement fire station in Meridian Township; however, I had no idea when I voted that it would be across the street from a residential location, let alone my best friend's condo. Please take into consideration that other members of the community may not have recognized the residential nature of this location when they voted.

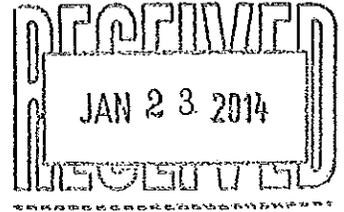
Sincerely,



Cara Yeager



Gail Oranchak  
Principal Planner  
5151 Marsh Rd.  
Okemos, Michigan 48864



In Re: special use permit # 14011 Green)

Our property at 2099 Haslett Rd. is next door to 2077 Haslett Rd. We have no objections to the request to expand the existing foster adult care home to care for more residents.

Sincerely Yours,

*Raymond Creps*

*Kathleen Creps*  
Raymond and Kathleen Creps

2099 Haslett Rd.  
Haslett, Mi. 48840

1/21/14

**Mixed Use Planned Unit Development #14-05054  
(DTN Management)  
January 23, 2014**

**APPLICANT:** DTN Management  
2502 Lake Lansing Road  
Lansing, MI 48912

**STATUS OF APPLICANT:** Property Owner

**REQUEST:** Reconfigure commercial floor space within the PO (Professional and Office) zoned MUPUD to accommodate an expanded restaurant use

**CURRENT ZONING:** PO (Professional and Office)

**LOCATION:** Southeast corner of Mt. Hope Road and Hagadorn Road

**AREA OF SUBJECT SITE:** 3.13 acres

**EXISTING LAND USE:** The Hamptons of Meridian MUPUD

**EXISTING LAND USES IN AREA:**  
North: Office  
South: Office/CSX Railroad  
East: Berrytree Apartments  
West: MSU/Hagadorn Road

**CURRENT ZONING IN AREA:**  
North: PO (Professional and Office)  
South: RP (Research Park)  
East: RC (Multiple Family-Medium Density)  
West: RR (Rural Residential)

**FUTURE LAND USE DESIGNATION:** Office

**FUTURE LAND USE MAP:**  
North: Office  
South: Research Park  
East: Residential 8.0-14.0 du/a  
West: Agriculture/Educational

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

TO: Planning Commission

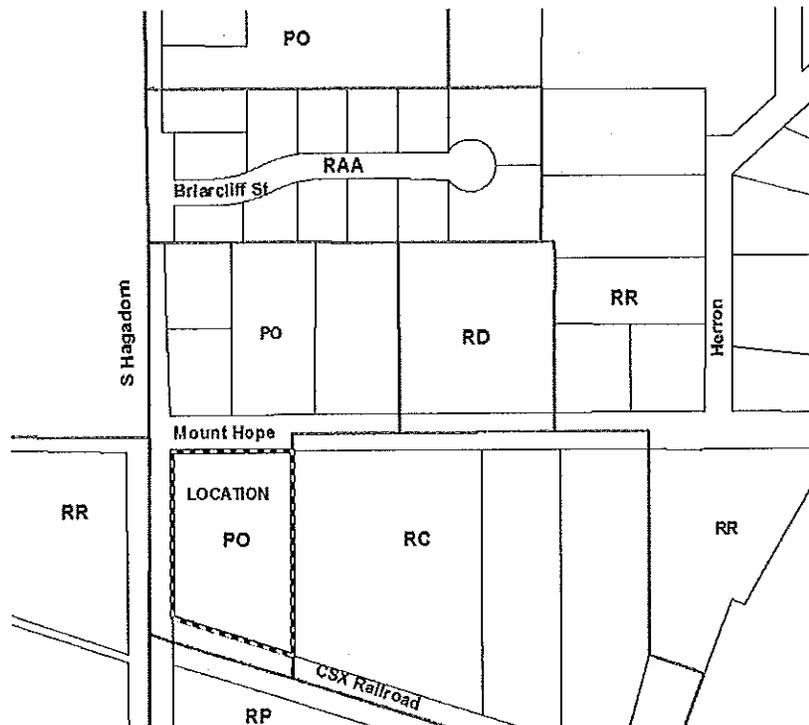
FROM: Gail Oranchak  
Gail Oranchak, AICP  
Principal Planner

DATE: January 23, 2014

RE: MUPUD #12-05054 (DTN Management), request for a major amendment to MUPUD #05054

DTN Management Company has requested an amendment to MUPUD #05054 commonly known as the Hamptons of Meridian Mixed Use Planned Unit Development. The applicant proposes to reconfigure the first floor non-residential space within the PO (Professional and Office) zoned MUPUD to increase the amount of space available for neighborhood commercial uses. At this time, the first floor of the Hamptons consists of 13,317 square feet with 7,489 square feet (56.2 percent) used for neighborhood commercial establishments and 5,828 square feet (43.8 percent) available for uses permitted by the underlying PO zoning district. The applicant has requested to increase the amount of commercial space to 8,371 square feet (62.9 percent) thus decreasing the amount of office space to 4,948 square feet (37.1 percent).

ZONING MAP



## **Background**

The Hamptons of Meridian MUPUD was approved by the Township Board in 2006 (MUPUD #05054). The site features two, three-story buildings addressed as 4480 Hagadorn Road and 2985 Mt. Hope Road. The buildings consist of non-residential space on the first floor of each building and 24 residential units on the second and third floors. The total size of the development is 50,178 gross square feet. All uses permitted by right or by special use permit in the underlying PO (Professional and Office) zoning district were eligible to occupy first-floor space in the Hamptons. At the time of approval commercial uses required special use permit approval and were limited to barber or beauty shops, restaurants without drive-in or drive-through services, and child care centers.

In April, 2008, the Township Board approved Zoning Amendment #07170, which amended Section 86-440 (c)(2) of the Code of Ordinances to allow specifically listed neighborhood-oriented commercial uses in a PO (Professional and Office) zoned MUPUD. Subject to the Township Board's approval of the location and general amount of commercial uses in the MUPUD, The following uses are permitted: personal service establishments, restaurants and cafes, grocery stores, financial institutions, retail merchandise establishments and outdoor seating for cafes and restaurants.

In accordance with the newly adopted ordinance, the applicant applied for and was granted approval (MUPUD #08-05054) to allocate 7,311 square feet (54.9 percent) of the total 13,317 square feet of first-floor non-residential space for neighborhood-oriented commercial uses. The breakdown of commercial space between buildings resulted in the entire first floor (4,839 square feet) of 2985 Mt. Hope and 2,472 square feet of 4480 Hagadorn Road being used for neighborhood-commercial uses. The remaining 6,006 square feet (45.1 percent), all located in the 4480 Hagadorn Road building was reserved for uses typically permitted in the underlying PO district

In 2012, the applicant applied to revise the breakdown of neighborhood commercial to professional offices uses in the Hamptons MUPUD by increasing and decreasing the totals by 178 square feet to accommodate a new restaurant (Red Haven) resulting in 7,489 square feet of neighborhood commercial (56.2 percent) and 5,828 square feet (43.8 percent) of professional office uses. The request was deemed a minor amendment, a redistribution of 1.3 percent of the first floor space, and was approved by the Director of Community Planning and Development. The 7,489/5,828 square feet split is represented by the applicant's "Existing Floor Areas" plan dated received December 16, 2013.

## **Staff Analysis**

The applicant is now requesting the amount of commercial space be increased from 7,489 square feet to 8,371 (62.9 percent) to accommodate a new expansion of the Red Haven restaurant. The resulting decrease leaves 4,946 square feet (37.1 percent) for uses permitted by the underlying PO district. If approved, the square foot breakdown of neighborhood commercial and PO district uses will be permanent and is not dependent upon a specific occupant.

Increasing the commercial space allocation to above 60 percent was deemed to be a major amendment to MUPUD #05054. Major amendments are reviewed in the same manner as a new mixed use planned unit development request. The following chart depicts the changes in first floor uses over time.

<b>DISTRIBUTION OF USES</b>		
<b>CASEFILE</b>	<b>NEIGHBORHOOD COMMERCIAL (SQ. FT/%)</b>	<b>PROFESSIONAL AND OFFICE (SQ. FT/%)</b>
MUPUD #05054	By SUP	By Right
MUPUD #08-05054	7,311/54.9	6,006/45.1
MUPUD #12-05054	7,489/56.2	5,823/43.8
MUPUD #14-05054	8,371/62.9	4,948/37.1

The MUPUD ordinance states parking areas shall comply with Section 86-755 of the Code of Ordinances but the number of spaces can be established by the Township Board based on characteristics of the property. Standard parking requirements for office, commercial and multiple family uses are as follows:

General Office	3-4 spaces/1000 square feet of gross floor area
Commercial	5 - 5.5 spaces/1000 square feet of gross floor area
Multiple Family	2 spaces/unit plus 25 percent expansion

Based on the above standards, between 105 and 117 parking spaces and a location identified for 12 expansion spaces would be typical. The original plan approved by the Township Board in 2006 shows 128 parking spaces on the site.

Traffic resulting from the proposed commercial uses on the site has already been accounted for in the applicant's original traffic study. During MUPUD review in 2005, the applicant's traffic consultant prepared a Traffic Impact Study that estimated the number of vehicle trips resulting from the proposed mixed-use project. The traffic study anticipated approximately 50% of the non-residential uses to be commercial. The study was conducted using 8,295 square feet of commercial space and 8,295 square feet of office space totaling 16,590 square feet, a larger size estimate than the actual 13,317 square feet. The Ingham County Road Commission (ICRC) approved the plan in 2005.

**Planning Commission Options**

The Planning Commission may recommend approval, approval with conditions, or denial of the requested mixed use planned unit development amendment to the Township Board. A resolution will be provided for a decision at a future meeting.

**Attachments**

1. Application and supporting materials
2. Existing floor areas, Proposed floor areas and Site Plan dated received December 16, 2013

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

**MIXED USE PLANNED UNIT DEVELOPMENT APPLICATION**

Before submitting this application for review, an applicant shall participate in the pre-application conference with the Director of Community Planning and Development to discuss the requirements for a Mixed Use Planned Unit Development.

**Part I**

A. Applicant DVN MANAGEMENT  
 Address of Applicant 2502 Lake Lansing  
 Telephone - Work 371-5366 E-Mail arusselle@dvnmgt.com Fax 371-5356  
 Interest in property (circle one): Owner Tenant Option <sup>com</sup> Other \_\_\_\_\_  
 (Please attach a list of all persons with an ownership interest in the property.)

B. Site address / location / parcel number 33-02-02-29-101-001  
 Legal description (please attach if necessary) \_\_\_\_\_  
 Current zoning MUPUD  
 Project name HAMPTONS OF MERIDIAN

C. Developer (if different than applicant) \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone: Work \_\_\_\_\_ E-Mail \_\_\_\_\_ Fax \_\_\_\_\_

D. Architect Engineer Planner or Surveyor responsible for design of project if different from applicant:  
 Name RUSS PEARBODY  
 Address \_\_\_\_\_  
 Telephone(s) 349-0902 E-Mail \_\_\_\_\_ Fax \_\_\_\_\_

E. Acreage of all parcels in the project: Gross \_\_\_\_\_ Net \_\_\_\_\_

F Proposed Uses and Site Amenities:

1. Non-residential uses:
  - a. Type COMMERCIAL 8,371 s/f ; OFFICE 4,946 s/f
  - b. Percent of project area \_\_\_\_\_
  - c. Total square feet for non-residential uses 13,317 s/f
  - d. Usable floor area \_\_\_\_\_
  - e. Number of employees \_\_\_\_\_
  - f. Hours of operation \_\_\_\_\_

2. Residential Uses:
  - a. Percent of project area \_\_\_\_\_
  - b. Total dwelling units \_\_\_\_\_
  - c. Dwelling unit mix:
    - i. Number of single family detached: for Rent \_\_\_\_\_ Condo \_\_\_\_\_
    - ii. Number of duplexes: for Rent \_\_\_\_\_ Condo \_\_\_\_\_
    - iii. Number of townhouses: for Rent \_\_\_\_\_ Condo \_\_\_\_\_
    - iv. Number of garden style apartments: for Rent 24 Condo \_\_\_\_\_
    - v. Number of other dwellings: for Rent \_\_\_\_\_ Condo \_\_\_\_\_

3. Parking:
  - a. Non-residential uses \_\_\_\_\_
  - b. Residential uses \_\_\_\_\_
  
4. Proposed Amenities: Type \_\_\_\_\_  
 (General) Type \_\_\_\_\_  
 Type \_\_\_\_\_  
 Type \_\_\_\_\_
  
- Proposed Amenities: Type \_\_\_\_\_  
 (Density Bonus) Type \_\_\_\_\_  
 Type \_\_\_\_\_  
 Type \_\_\_\_\_

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

1. Nonrefundable fee.
2. Legal Description of the property. (A sealed survey may be required)
3. Evidence of fee or other ownership of the property or a letter from the owner authorizing the request including the owner's proof of ownership.
4. A written description of the project including, but not limited to: a site analysis; the principal factors which influenced the site plan and architectural elements; and, the proposed phasing program for non-residential and residential uses, installation and/or construction of amenities.
5. Fourteen copies (Thirteen (13) 24"x36" and one 8½" x11") of a Site Plan drawn to a readable scale containing the following (may be a set of plans for readability):
  - Total property, its location in the Township, its relationship to adjacent properties
  - Boundaries of subject property
  - Location and dimensions of all existing and proposed structures
  - Approximate location and distance of all structures within 100 feet of the subject property
  - Proposed means of vehicular and pedestrian ingress and egress to the subject property
  - Public and private roads and streets, rights-of-way and easements indicating names and widths of streets which abut or cross the site
  - Existing and proposed parking spaces and vehicular and pedestrian circulation patterns
  - Dimensions of setbacks from streets, property lines and between buildings on the site
  - Location of proposed amenities
  - Location and size of existing utilities including power lines and towers, both above and below ground
  - Amount and location and calculation of all impervious surfaces
  - Verified boundaries of all natural water features and required setback lines
6. A reproducible two foot contour topographic map based on United States Geological Survey (USGS) drawn at the same scale as the site plan and showing existing relief features on the site.
7. A schematic layout of the proposed storm sewer system.
8. Architectural sketches of all elevations of proposed buildings or structures, including the project entrances, 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.
9. Floor plans of proposed residential units.

10. A Traffic Study (if the project will exceed 100 vehicle trips during the peak hours of the roadway(s), 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.
  11. Natural Features Study for previously undeveloped properties which includes a written description of natural features proposed to be retained, removed, or modified. Natural features shall include, but are not limited to, wetlands, floodways, floodway fringe, waterbodies, significant stands of trees or individual trees greater than 12 inches dbh, identified groundwater vulnerable areas, slopes greater than 20 percent.
  12. Preliminary engineering reports in accordance with the adopted Township water and sewer standards, together with a letter of review from the Township Engineer.
  13. A sign program illustrating size and location of each proposed sign type.
  14. A lighting plan (see Chapter 38, Article VII).
  15. Copies of comments from reviewing agencies such as, but not limited to, the following:
    - Ingham County Road Commission
    - Ingham County Drain Commission
    - Michigan Department of Transportation (if applicable)
    - Michigan Department of Environmental Quality (if applicable)
    - The appropriate school board (as applicable)
- H. Any other information specified by the Director of Community Planning and Development which is deemed necessary to evaluate the application.

**Part II**

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

*Allen R. Russell*  
Signature of Applicant

12/16/13  
Date

Allen R. Russell  
Type/Print Name

Fee: \$ 500

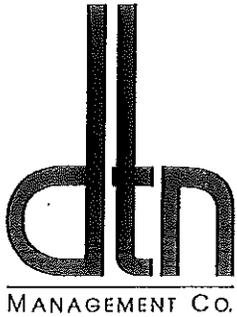
Received by: *Gail Orndorff*

Date: 12/16/13

Pre-Application Meeting Held: \_\_\_\_\_ Date

Application Complete: \_\_\_\_\_ Date

By: *Gail Orndorff* Staff.

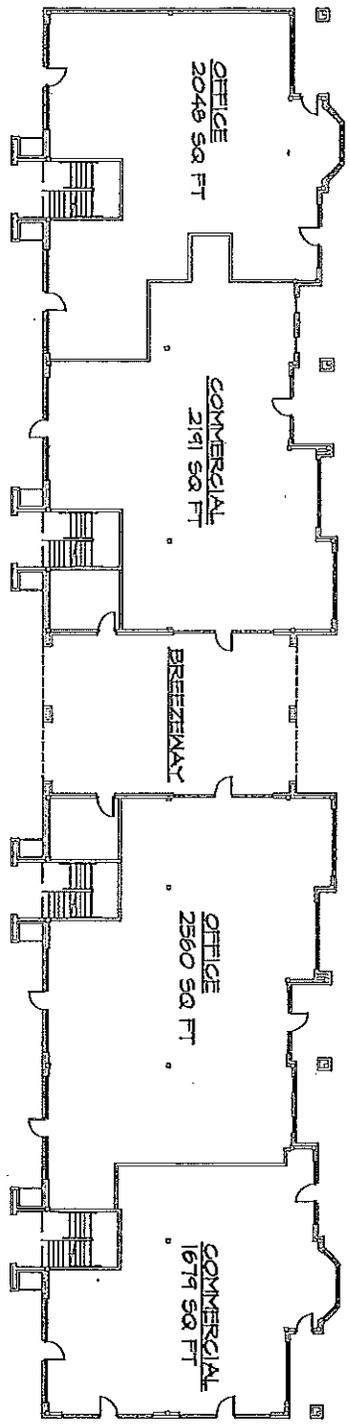


THE HAMPTONS OF MERIDIAN  
AMENEDMENT TO MIXED-USE PUD

The Hamptons of Meridian is an established mixed-use PUD containing a mix of both Commercial and Professional Office tenants. To accommodate the proposed expansion of one of the current commercial clients, Red Haven Restaurant, we are applying to revise the space use allocation currently in place (see allocation schedule attached).

The proposed expansion of the restaurant is largely for the purpose of adding a catering kitchen and a small private dining room (see floor plans attached). There will be no alteration to the footprint or facade of the building. There are no changes to the site plan.

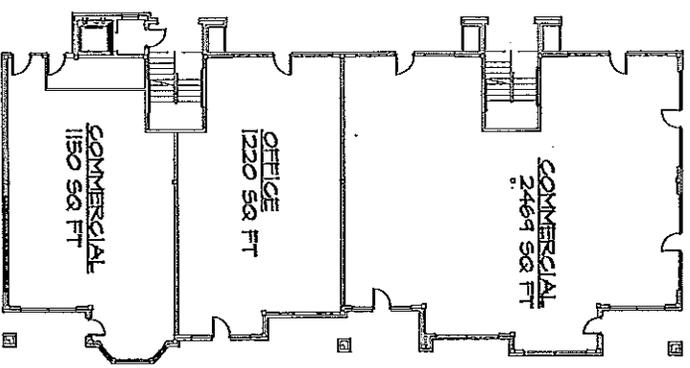
As we went through the original approval process, it was obvious the Planning Commission and Board were both in favor of a restaurant that served a wide demographic, and not just another establishment aimed at "the college crowd". Red Haven has fit the bill nicely with an eclectic menu of "small plate" items with a Michigan produced emphasis. While alcohol is certainly on the menu, this is anything but a "bar". Red Haven has been a harmonious tenant and neighbor, and this small expansion will not change that.



# EXISTING FLOOR AREAS

AREA SUMMARY

COMMERCIAL SPACE	7409 SQ FT
OFFICE SPACE	5828 SQ FT
VACANT SPACE	0 SQ FT
TOTAL	13237 SQ FT



**RFPTWTFP**  
DEC. 1 6 2013

AI.1

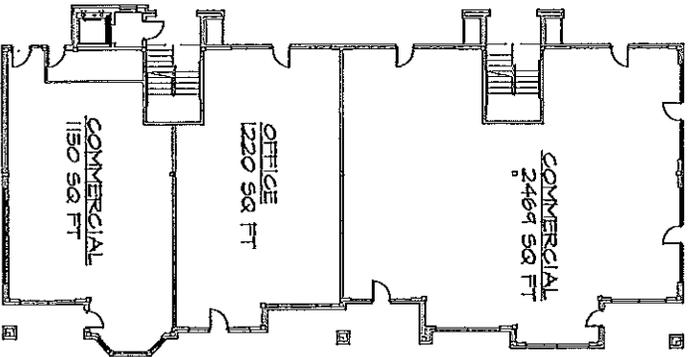
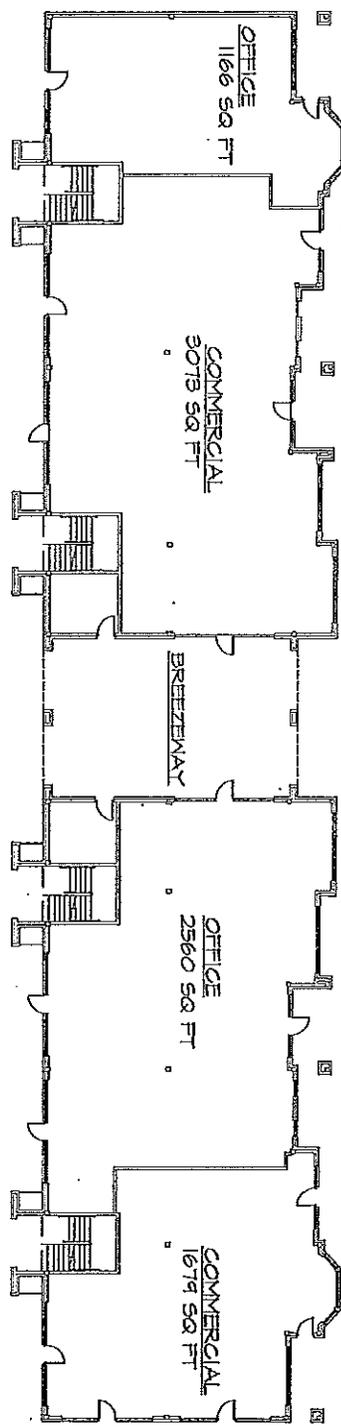
12.011

PROJECT AREAS  
**HAMPTON'S OF MERIDIAN**  
MACDONALD SQUARE  
EAST LANSING, MICHIGAN

PROJECT MANAGER  
DANIEL J. JONES  
12/11/13

**the peabody group**  
ARCHITECTS & ENGINEERS  
6140 South Rd.  
Olmsted, Michigan 48864  
Phone: (517) 543-5200  
Fax: (517) 543-5988  
www.peabody.com  
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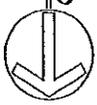
CONTRACT NO.



AREA SUMMARY

COMMERCIAL SPACE	8371 SQ FT
OFFICE SPACE	4946 SQ FT
VACANT SPACE	0 SQ FT
<b>TOTAL</b>	<b>13317 SQ FT</b>

**PROPOSED FLOOR AREAS**



**A1.3B**

12.011

**HAMPTON'S OF MERIDIAN**  
 10000 WILSON BLVD  
 SUITE 1000  
 MERIDIAN, MD 21202

PROJECT MANAGER  
 DRAWING



4740 Marsh Rd  
 Olney, Md 20845  
 Phone: (301) 545-2912  
 Fax: (301) 545-5983  
 www.peabody.com  
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CONSTRUCTION  
 MARKING  
 11/20/2013

Hampton's of Meridian Area Summaries

	App'd 2008	Existing	Proposed
Commercial Area	7311	7489	8371
Office Area	6006	5828	4946
Vacant Area	0	0	0
Total	13317	13317	13317

**Special Use Permit #14011  
(Green)  
January 23, 2014**

**APPLICANT:** Howard and Brenda Green  
6622 White Clover  
East Lansing, MI 48823

**STATUS OF APPLICANT:** Option to purchase

**REQUEST:** Expand an adult foster care facility from 12 to 20 residents,  
construct a 3,580 square foot addition for 14 new bedrooms

**ZONING:** RR (Rural Residential)

**LOCATION:** 2077 Haslett Road

**AREA OF SUBJECT SITE:** Approximately .96 acres

**EXISTING LAND USE:** Adult Foster Care Home

**MASTER PLAN DESIGNATION:** Residential 1.25 – 3.5 du/a

**EXISTING LAND USES  
IN SURROUNDING AREA:** North: Haslett Road  
South: Residential  
East: Residential  
West: Residential

**CURRENT ZONING  
IN SURROUNDING AREA:** North: RR (Rural Residential)  
South: RR (Rural Residential)  
East: RR (Rural Residential)  
West: RR (Rural Residential)

**COMP PLAN DESIGNATION  
IN SURROUNDING AREA:** North: Residential 1.25 – 3.5 du/a  
South: Residential 1.25 – 3.5 du/a  
East: Residential 1.25 – 3.5 du/a  
West: Residential 1.25 – 3.5 du/a, Office

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

TO: Planning Commission

FROM:   
Gail Oranchak, AICP  
Principal Planner

DATE: January 23, 2014

RE: Special Use Permit #14011 (Green), request to expand an adult foster care facility at 2077 Haslett Road

Howard and Brenda Green have requested a special use permit to expand an adult foster care facility from 12 to 20 residents aged 55 and above at 2077 Haslett Road. The applicant also plans to construct an approximate 3,580 square foot addition onto the rear of the existing 2,783 square foot structure for a total building size of 6,363 square feet. The addition will consist of 14 bedrooms--8 private and 6 semi-private rooms to accommodate the 20 residents. The existing structure will be renovated for living room(s), dining room(s), kitchen, office, hair salon, laundry and utilities. The .96 acre site is zoned RR (Rural Residential).

The proposed facility will operate 24 hours per day, 365 days per year. The applicant has stated at least two staff members will be on-site at all times. During peak hours in the morning and around dinner time one additional staff member will be present. Staff will work five overlapping full-time shifts.

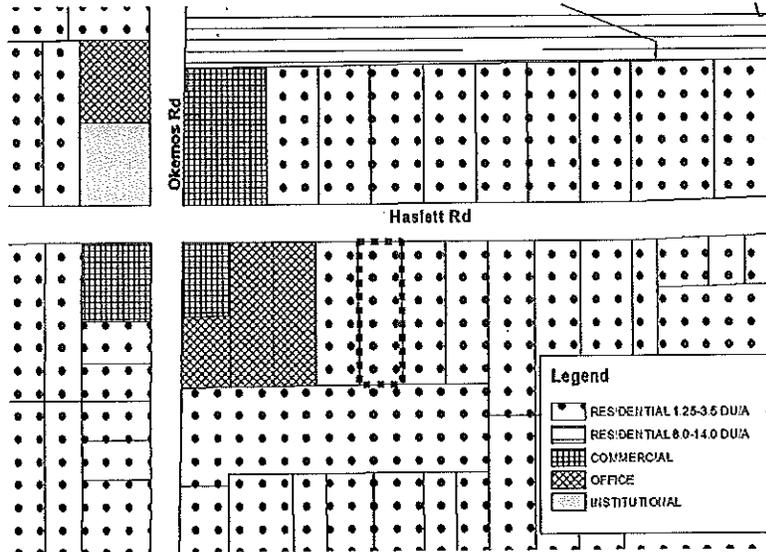
Adult foster care facilities are similar in scope and activities with other Institutions for Human Care listed in Section 86-654 (c)(1) of the Meridian Township Code of Ordinances and evaluated as a non-residential use permitted by special use permit in a residential district. In 1986, the Planning Commission approved Special Use Permit #86241 to operate an adult foster care facility for up to nine adults at this site. Approximately one year later, the Planning Commission approved an amendment to the special use permit and the number of residents increased from nine to twelve. Both the original and amended special use permits were conditioned on occupancy by "senior citizens." In 1989, the Planning Commission approved a request to amend the special use permit to expand the facility to 20 residents and construct an addition to the building. The applicant did not act on the approval and the special use permit expired.

The State of Michigan licenses assisted living facilities serving up to 20 residents as "Adult Foster Care Facilities." A State of Michigan license has been in effect to operate an adult foster care facility on this site for up to 12 adults but it will expire on February 12, 2014. The facility is currently closed.

**Master Plan**

The 2005 Master Plan designates the subject site in the Residential 1.25-3.5 du/acre category.

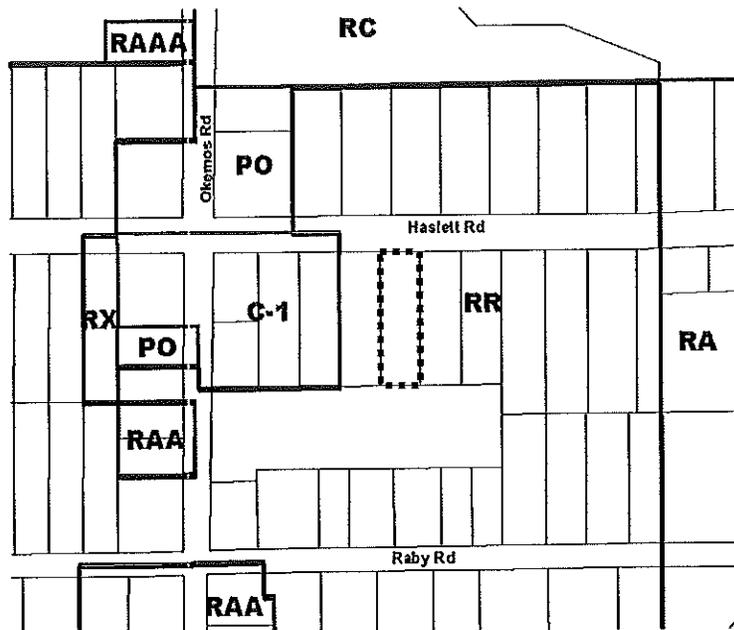
**FUTURE LAND USE MAP**



**Zoning**

The .96-acre (41,819 square feet) site is zoned RR (Rural Residential). Although the site's lot area exceeds the RR district's minimum requirement of 40,000 square feet, it is not consistent with the minimum two-acre (87,120 square feet) lot area standard for a non-residential use in a residential district. The applicant must seek a variance to operate the expanded use on the site. The site's lot width is approximately 115 feet, 200 feet is the minimum width required in the RR district. The zoning ordinance does not state a specific lot width standard for non-residential uses in residential districts.

**ZONING MAP**



**Physical Features**

The site is located on the south side of Haslett Road east of Okemos Road and is developed with an existing 2,783 square foot principal structure, access drive and parking area. Site topography is generally flat ranging in elevation from a high of 856 feet above mean sea level at the southeast corner of the site to a low of 853 feet above mean sea level near the west property line.

A Natural Features assessment was submitted with the special use permit application. Fifty-four trees six inches or greater in diameter were located and numbered. According to the Landscaping and Existing Tree Plan, 15 of the 54 trees will be removed to accommodate construction of the parking lot and building addition. Eight of those being greater than 12 inches in diameter, the standard the Township uses for monitoring tree removal. Remaining vegetation consists of lawn and ornamental plantings. Staff has referred to both the Township Wetland Map and the Flood Insurance Rate Map determining neither wetland nor floodplain are present on or near the site. The site has no special designation on the Township's Greenspace Plan.

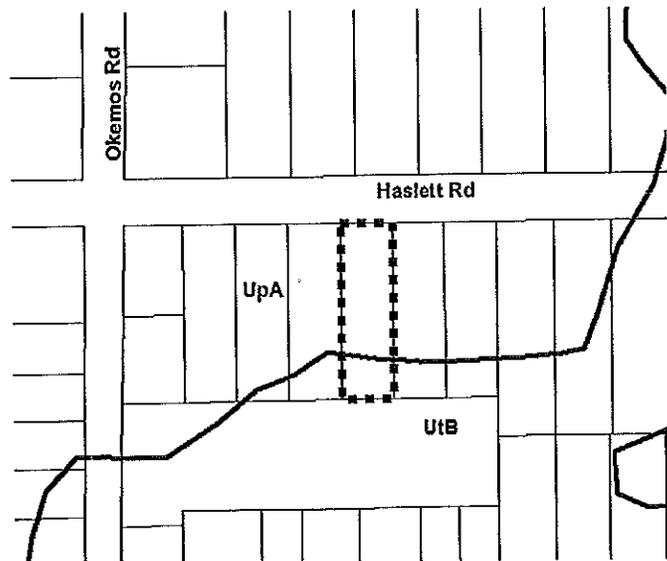
**Soils**

The following predominant soil types are found at the subject site:

SOIL ASSOCIATION	SEVERE LIMITATIONS
UpB (Urban land-Capac-Colwood complex)	Wetness/Ponding
UtA (Urban Land-Marlette complex)	None

Source: Soil Survey of Ingham County, Michigan, 1992.

**SOILS MAP**



## Streets & Traffic

The site is approximately 550 feet east of the intersection of Haslett Road and Okemos Roads. Haslett Road provides direct access to the site. Section 86-367 of the zoning ordinance is a map titled Street Setbacks and Service Drives. Haslett Road is designated on the map as a Principal Arterial street. The roadway is four lanes wide at the subject site and widens west of the site to provide a left turn lane at the intersection of Haslett and Okemos Roads. The most recent Ingham County Road Department traffic counts taken in 2008 show an average of 6,701 westbound and 6,949 eastbound vehicle trips in a 24-hour period, a total of 13,650 vehicle trips.

Adult foster care facilities are similar to assisted living complexes in scope. The Institute of Transportation Engineers Trip Generation Manual describes "assisted living" complexes as providing "routine general protective oversight or assistance with activities necessary for independent living to mentally or physically limited persons." The State of Michigan Department of Human Services describes adult foster care facilities as "providing personal care, supervision and protection in addition to room and board." Using the Assisted Living land use category in Volume 7 of the Institute of Transportation Engineers Trip Generation Manual, staff estimates 32 vehicle trips are generated daily by a 12-resident facility. Vehicle trips will increase to 53 per day with eight additional residents. During the peak hours of the adjacent roadway (7:00 a.m. – 9:00 a.m. and 4:00 p.m. – 6:00 p.m.) a 12-resident facility generates 1.2 trips during the a.m. peak and 2.64 during the p.m. peak. If increased to 20 residents, the peak hour trips will increase to 2.8 during the a.m. peak hour and 4.4 during the p.m. peak hour. Based on the current and expected trips, a traffic study was not warranted.

CATA Bus Route 22/23 travels eastbound and westbound on Haslett Road to the Meridian Mall and Michigan State University. The stops nearest the subject site are at the intersection of Haslett Road and Okemos Road.

The Township's Pedestrian-Bicycle pathway plan shows a 2,400 foot gap in the pathway between the commercial strip center at the corner of Haslett and Okemos Roads east to Bayonne Avenue. The subject site is located along this gap. Engineering staff has indicated the applicant will be required to install the pathway along the site's frontage if the proposed expansion is constructed. The Township will construct the remainder of the gap possibly as early as this year.

## Utilities

The site is connected to the Township's public water and sanitary sewer systems.

The applicant's engineer has explained storm water currently drains overland to a ditch in Haslett Road. A low impact stormwater management system, such as a rain garden, is being designed for installation west of the proposed parking lot. Stormwater will be detained and released at the current rate to the ditch in Haslett Road. Examples of the possible design provided by the engineer are attached. At the request of the applicant, the Director of Community Planning and Development may waive required curb and gutter in parking lots to facilitate the low impact system. During site plan review, engineering staff will conduct a more thorough evaluation of the final plan.

### Staff Analysis

The applicant is requesting a special use permit to continue a non-residential use in a residential district, increase the number of residents from 12 to 20 senior citizens aged 55 and older and construct a 3,580 square foot addition to the south side of the existing structure to accommodate all resident bedrooms and bathrooms.

Nonresidential structures and uses permitted in residential districts such as the 20-resident adult foster care facility are evaluated using the nine general special use permit criteria listed in Section 86-126 of the zoning ordinance as well as the specific standards found in Sections 86-654 (e), and (f) and summarized as follows:

1. Preferable location at the edge of a residential district, abutting a business or industrial district, or a public open space.

*Land used and zoned for single-family residential use abuts the site on the east, west and south. One residential lot to the west separates the subject site from abutting a C-1 zoned commercial strip center.*

2. All means shall be utilized to face any permitted non-residential use on a major street.

*The adult foster care facility faces Haslett Road designated as a principal arterial.*

3. Motor vehicle entrance and exit should be made from a major street.

*Ingress and egress will be from Haslett Road.*

4. Site locations are preferred that offer natural or manmade barriers that would lessen the effect of intrusion into residential areas.

*Wooded areas border the site on the east, west, and south and the site abuts Haslett Road on the north.*

5. Will not require costly or uneconomic extension of utility service.

*The existing structure is connected to the public water and sanitary sewer systems.*

6. The parcel size shall be at least two acres in size.

*The parcel size is .96 acres. The applicant must seek a variance from the Zoning Board of Appeals.*

7. No more than 25 percent of the gross site shall be covered by buildings.

*At approximately 6,363 square feet, the proposed adult foster care facility will cover approximately 15.2 percent of the .96 acre site. Submitted plans show impervious surface coverage will be 39.31 percent.*

8. No building shall be taller than that permitted in the underlying zoning district.

*The height of the building is approximately 16 feet as measured to the mean of the peaked roof, buildings up to 35 feet are permitted.*

9. The building's appearance shall be harmonious and blend appropriately with the surrounding residential area.

*From the street side, the building's mass will remain the same. The 119-foot linear extension from the rear of the existing building to the south may require improved screening to reduce impacts to residential properties to the east and west. Vinyl siding is proposed for the body of the building and the elevation plan indicates the existing structure will be re-sided to be consistent with the new addition.*

10. All signs shall be in accordance with sign regulations for non-residential uses in residential districts.

*Signage has not been proposed. If a free-standing sign is to be installed on the site, it may be no larger than 25 square feet in size. One wall sign no larger than 20 square feet is also permitted.*

11. Off-street parking spaces shall be provided as required by the zoning ordinance.

*Homes for the Aged are required to provide one parking space for every two beds. With 20 beds/residents, ten parking spaces are required. One handicapped parking space and nine regular parking spaces are shown on the site plan. Bicycle parking is not shown, two bicycle parking spaces are required. A variance of five feet will be required to locate a non-residential parking lot 15 feet from the west property line.*

12. Any building housing a nonresidential use in a residential district may be no closer than 50 feet to any property line or street line except that all buildings and structures shall be located in accordance with the setback requirements of Section 86-367 for the type of street upon which any yard abuts.

*The existing structure is setback from property lines as follows: 79 feet from the front (north) property line and more than 120 feet from the centerline of Haslett Road, 48.4 feet from the west side property line, 9.8 feet from east side property line and 230 feet from the south (rear) property line. In 1985, the Zoning Board of Appeals granted a variance (ZBA #85-08-14-1) permitting the structure to be located 10 feet from the east property line. The proposed addition will be 65 feet from the west property line, 20 feet from the east property line and 110 feet from the south property line. A variance is required to locate the addition closer than 50 feet from the east property line.*

The Planning Commission should take into consideration issues related to the use of an adult day care center for 20 residents, including hours of operation, number of employees, lighting, and noise. The Commission may place appropriate conditions on an approval to address these topics.

### **Planning Commission Options**

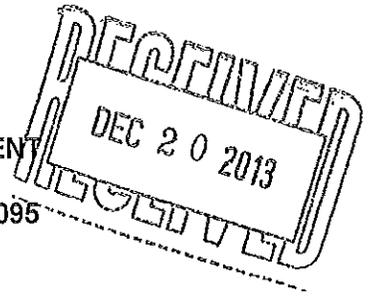
The Planning Commission may approve, approve with conditions or deny the special use permit. A resolution will be provided for a decision at a future meeting.

**Attachments**

1. Special Use Permit Application and supporting documents
2. Special Use Permit Criteria
3. Rain garden examples dated received January 23, 2014
4. Site Plan, Open Space Plan and Landscaping and Existing Tree plan dated November 25, 2013
5. Elevation plan dated December 20, 2013

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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 HOWARD GREEN AND BRENDA GREEN  
 Address of Applicant 6622 WHITE CLOVER, EAST LANSING, MI 48823  
 Telephone - Work (517) 282-0556 Home SAME Fax (517) 339-0051 Email GUNSHITH1234@aol.com  
 Interest in property (circle one): Owner Tenant Option Other SEE ATTACHED  
 (Please attach a list of all persons with an ownership interest in the property.)
- B. Site address / location / parcel number 2077 HASLETT ROAD / TAX ID # 33-02-02-09-427-006  
 Legal description (please attach if necessary) SEE PLANS  
 Current zoning RR  
 Use for which permit is requested / project name INSTITUTIONS FOR HUMAN CARE / NEW LIFE III  
 Corresponding ordinance number 86-368 (c)(8)
- C. Developer (if different than applicant) SAME  
 Address \_\_\_\_\_  
 Telephone - Work \_\_\_\_\_ Home \_\_\_\_\_ Fax \_\_\_\_\_
- D. Architect, Engineer Planner or Surveyor responsible for design of project if different from applicant:  
 Name GREG PETRU - KEBS INC.  
 Address 2116 HASLETT ROAD, HASLETT, MI 48840  
 Telephone - Work (517) 339-1014 Home (517) 819-5338 Fax (517) 339-8047
- E. Acreage of all parcels in the project: Gross 0.96 Net 0.96 acres
- F. Explain the project and development phases: SEE ATTACHED
- G. Total number of:  
 Existing: structures 1 bedrooms 7 offices 1 parking spaces 5 carports 0  
 garages 0 Proposed: structures 1 bedrooms 14 offices 1 parking spaces 10 carports  
0 garages 0
- H. Square footage: existing buildings <sup>2783</sup> ^ proposed buildings 3580  
 Usable Floor area: existing buildings 2440 proposed buildings 3040
- 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: SEE ATTACHED
- J. Existing Recreation: Type N/A Acreage \_\_\_\_\_  
 Proposed Recreation: Type N/A Acreage \_\_\_\_\_

Existing Open Space: Type YARD, GRASS, TREES Acreage 0.82 acres  
 Proposed Open Space: Type SAME Acreage \_\_\_\_\_

K.

If Multiple Housing:  
 Total acres of property N/A  
 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. SEE PLAN
- ③ Evidence of fee or other ownership of the property. — ATTACHED
- 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: USE WOULD GENERATE LESS THAN 50
    - 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.

S.

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.

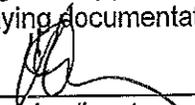
- (1) The project is consistent with the intent and purposes of this chapter.
- (2) The project is consistent with applicable land use policies contained in the Township's comprehensive development plan of current adoption.
- (3) The project is designed, constructed, operated, and maintained so as to 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

12/13/13  
Date

HOWARD K. GREEN  
Type/Print Name

Fee: \$ 500<sup>00</sup>

Received by/Date: 

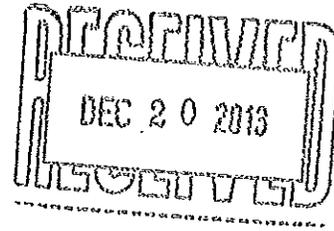
12/20/13

Date: December 13, 2013

To: Meridian Township

From: Brenda and Howard Green

Re: New Life Assisted Living Center  
2077 Haslett Road  
Building Addition



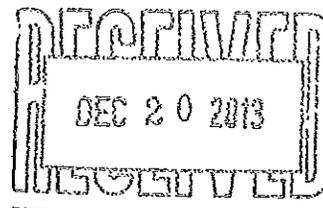
Our proposed plan is to obtain a license from the State of Michigan to house 20 elderly residents aged 55 years and up. We currently hold two licenses for adult foster care, one on Turner Street in DeWitt for 11 residents and one on Edson Street in Haslett for 16 residents. We will be caring for residents who are unable to live on their own as well as those with dementia and Alzheimers.

Our care will include activities of daily living, such as dressing and undressing, bathing, personal grooming, cueing, transferring, medication passing, and help with eating if required. We also give residents 3 meals a day plus snacks. We do their laundry every day, as well as clean their rooms and change their bedding. We do end of life care with the help of multiple hospice agencies in the area. We provide recreational activities, such as games, arts and crafts, exercise, outdoor spaces to walk and enjoy with patio furniture, benches, and swings. We have a large open area in the rear of the property where residents will be able to sit and view the wildlife. We let residents take care of plants outdoors. We have pets that come to visit. We have a massage therapist who gives the residents a hand and arm, foot and leg, or back and shoulder massage once a month. We have various musical groups who come and perform for the residents. We also have a visiting podiatrist and two visiting physicians to help care for our residents.

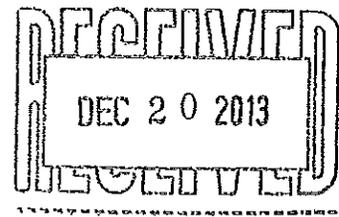
Our facility is a 24 hour 365 days a year facility. When our facility is full we will have 3 staff members from 6am to 10pm and 2 staff members from 10pm to 6am. We will have five full time shifts, 8am to 4pm, 4pm to midnight, midnight to 8am, 6am to 2pm, and 2pm to 10pm.

Our building will have 4 private rooms with private baths, 4 private rooms without baths and 6 shared rooms. There will be 8 handicap bathrooms. There will be a large living room and dining room as well has a state of the art kitchen with a large storage area. We also plan to have a couple of smaller community rooms for exercise and quiet activities. There will be an office and also a salon for residents to get their hair done. Our current facility has a professional hairdresser who comes once a week. We will provide adequate parking to accommodate this facility. Our building will have a state of the art sprinkler and fire monitoring system.

SUP RESPONSES  
New Life Assisted Living Center



1. The project is consistent with the intent and purposes of the Township Ordinance. Section 86-368 (c)(8) allows for development of an assisted living/human care facility within the RR zoning district by special use permit. The RR district does require a 20' building setback on the side setbacks. The ex. building is currently located within the 20' setback. A variance would need to be received to allow the existing building to remain within the setback.
2. The project is consistent with current land use policies in the Township's comprehensive development plan. This property is located along Haslett Road and is currently zoned RR. Although it is also zoned RR on each side of this parcel, this parcel is approximately 150' East of a large commercial retail center, that includes a fitness facility, a 7-11 (formerly) and some other retail stores. The proposed use would be consistent with the comprehensive development plan.
3. The project is to be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing and intended character of the area and will not change the essential character of the area. The existing building on-site is currently used in a similar fashion to provide adult foster care and would remain harmonious with the area. The proposed addition would allow the applicant to upgrade the current facility and provide care to additional adults.
4. The project will not adversely affect or be hazardous to existing neighboring uses. The proposed project will provide a building addition and additional parking spaces, but will not be hazardous to existing neighboring uses.
5. The project will not be detrimental to the economic welfare of surrounding properties. The existing properties should not see any economic effect from the proposed project. The parcels in question are already located at the edge of a commercial corner at Haslett and Okemos Road. The daily traffic, noise and everyday activities will essentially remain the same in this immediate area.
6. The project is adequately served by public facilities. Public facilities and services are available in the area. The site is located and has access to Haslett Road, which is in very close proximity to the heart of Meridian Township. The Fire and Police departments are close if their services are ever needed. There is public water and sewer available for this project.
7. The project is adequately served by public sanitation facilities. Public sanitary and water mains are located near the property and were constructed with sufficient capacity to support development of this property.
8. The project will not be detrimental to persons, property, or general welfare from excessive traffic, noise, smoke, fumes, glare, or odors. The proposed project will have a maximum of 20 residents and 2 or 3 staff members. The traffic that is generated consists of employees coming to and leaving work, and family members that come to visit. The traffic that is generated will be minimal and not detrimental to adjacent residents and properties. The project cares for individuals over the age of 55, mostly who will remain quiet and indoors. The applicant does plan to build a deck for his residents to sit outside and observe the existing nature in the rear of the property. The noise that is generated will be minimal and not detrimental to adjacent residents and properties. The project will not generate any smoke, fumes, glare or odors that could be detrimental to adjacent residents or properties.
9. The project will not directly or indirectly create adverse impacts on natural resources of the Township. The existing perimeter screens and adjacent vegetation will not be effected during construction and the applicant plans on saving as many trees as possible on-site.



**Natural Features Assessment  
For New Life Assisted Living Center**

Located at 2077 Haslett Road, Haslett, MI 48840  
East ½ of Section 9, T4N, R1W, Meridian Township, MI

Prepared for: Howard Green

Prepared by: KEBS INC.

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## APPENDIX

- Figure 1 – Site location map (aerial showing parcel)
- Figure 2 – Enlarged aerial
- Figure 3 – Township wetland map
- Figure 4 – County quadrangle map (enlarged in site area)
- Figure 5 – Township floodplain map
- Figure 6 – USDA soil map showing parcel
- Figure 7 – USDA soil classification
- Figure 8 – Township groundwater vulnerability map

## A. Introduction, Site Location and Project Description

KEBS INC. is working on a Special Use Permit application for New Life Assisted Living Center. The Charter Township of Meridian requires that a Natural Features Assessment be provided with the application. The Natural Features study includes a description of the anticipated impacts on the natural features 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 project is located at 2077 Haslett Road within Meridian Township and Ingham County. It is located just East of Okemos Road on the South side of Haslett Road. The site is zoned RR and is adjacent to properties zoned RR to the East, West and South. Approximately 150' to the West is the large commercial retail center located at Haslett and Okemos Road. There are some aeriels attached in the appendix that show the property location in more detail.

The existing parcel is 0.96 acres and has an existing residence and driveway/parking area. The residence is currently being used as an assisted living center. The applicant of the project has a purchase option on the property and would like to expand the facility to include 20 beds and would include a complete remodeling of the existing building. In addition to the building expansion, a new parking lot would be constructed to meet the minimum parking requirements for Meridian Township (minimum = as few spaces as are required). With the construction of the building addition and the parking lot, some of the natural resources on-site will have to be removed. Included in the appendix is a complete tree inventory that shows all the trees onsite, and which trees are proposed to remain.

## B. Natural Features Inventory

The site was evaluated using a number of different materials and methods. A field survey and walkthrough was completed on the site in November of 2013 and several maps and pertinent data were also studied for the site. In the following paragraphs we will review the items listed in the SUP application (Items B1-B8).

### 1. *Wetlands*

During the site visit, no existing wetlands were noticeably present on the site. Further review was done looking at the Township wetland inventory map and an Ingham County quadrangle map. Both the Township wetland inventory map and the Ingham County quadrangle map are included for your review in the appendix.

### 2. *Significant Trees*

A topographical survey was provided for the site in November and all the trees were located and numbered. Generally, we would only locate the larger trees (8" and up), but this survey includes all trees 6" and larger. There were a few trees that were difficult to identify with all or most of their foliage gone. The site was identified to have at least 16 different species of trees, with many of them concentrated in the front and the rear of the parcel. A tree survey and tree inventory has been included as part of the appendix and as a part of the SUP plan set.

The proposed building and parking lot appear to affect about 12 trees on the site. Many of these trees are not considered high quality, including Box Elder, Cottonwood, Crabapple and Ash. There are a few nice trees that will have to be removed due to their location, but the site will be retaining quite a few quality trees, especially along the entire perimeter of the site. These are trees that will need to be removed.



Photo 1: Willow and Beech



Photo 2: Crabapple



Photo 3: Birch, Ash and Sycamore

### **3. Floodplains - Floodways**

A survey was done for the property and it was determined that the entire parcel lies outside of any floodplains or floodways. The Township floodplain map and the Firm panel are included for reference in the appendix. It appears the nearest floodplain area is approximately 450'-550' to the Southeast from the Southeast property corner.

### **4. Waterbodies – Streams, Creeks, Drains, Lakes**

The site does not include any permanent water bodies such as ponds, lakes or streams. The site generally slopes from Southeast to Northwest and enters a ditch system on the South side of Haslett Road. It appears the Road Commission has culverts installed under each of the driveways coming off the South side of Haslett Road. The ditch is sloped from East to West and eventually enters a drainage system further to the West.

### **5. Groundwater Vulnerability**

The parcel was reviewed to determine if it is located in an area of groundwater vulnerability. The Meridian Township Groundwater Vulnerability map was reviewed to determine if the parcel was in a vulnerable area. From the map it appears this parcel does not lie within a groundwater vulnerable area.

### **6. Site Topography, Existing Soils and Slopes**

The existing parcel could be considered gently sloped from the Southeast corner to the Northwest corner. There is approximately 3.5' of elevation difference from the South of the parcel to the North. On-site construction should not require large cuts or fills due to severe slopes. This should make construction of the building and the parking manageable and allow more of the natural state of the parcel to remain as it is. The rear 1/3 of the property should be able to stay untouched for the most part.

The existing soils on-site consist of UpA (north 2/3 of parcel) and UtB (south 1/3 of parcel). UpA is defined as: (Urban land – Capac-Colwood complex 0-4% slopes). UtB is defined as: (Urban land – Marlette Complex, 2-12% slopes).

### **7. Vegetative Cover**

The existing parcel is located in a residential-rural area that is bordered on the North by Haslett Road, which is a four lane road at this location. The immediate front of the residential yard is clustered with Spruce trees. The Spruce trees provide the residence

a buffer between Haslett Road and the yard. These trees appear to be a non-native species that were planted. Along the neighboring property to the West another buffer of spruce exists to help delineate the property line and provide a screen between properties. This row of trees appear to be a non-native species that were probably placed to provide a delineation of the property line and to provide a natural fenced in feel for the property. The rear of the residence has been partially cleared and a lawn has been established throughout the majority of the yard. In the rear 1/3 of the property towards the South there appears to be several native species that have remained. In this area there are several willow, elm and box elder that have remained and abut to the larger buffer area that exists between residential locations on Raby and Haslett Road. These trees that exist in the rear of the property will remain untouched according to the site plan.

## 8. *Wildlife*

Evidence of wildlife was observed throughout the site by various tracks in the snow and a few holes that were recently dug. Although the site is relatively small (approximately 1 acre), it does share a common natural habitat at the South end of the property that extends to a greater extent East-West between residential developments. Evidence of white tail deer, eastern cottontail rabbit and gray squirrels were seen in the form of tracks. It appears the white tail deer migrate through the forested buffer between the residential developments and wander onto this parcel at certain times of the day. There were a few fresh holes that were dug to either look for food, or for a small animal den, such as a raccoon or squirrel.

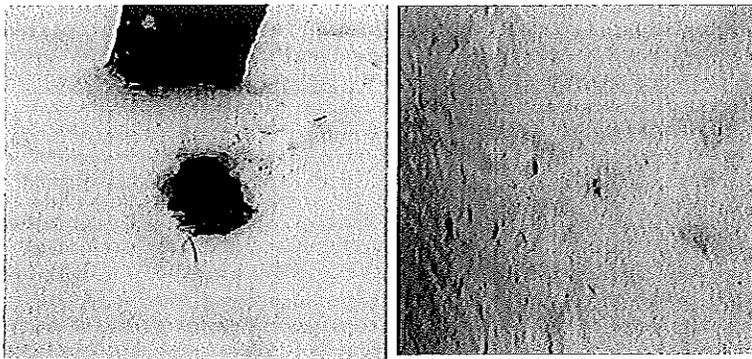


Photo 1: Small animal den

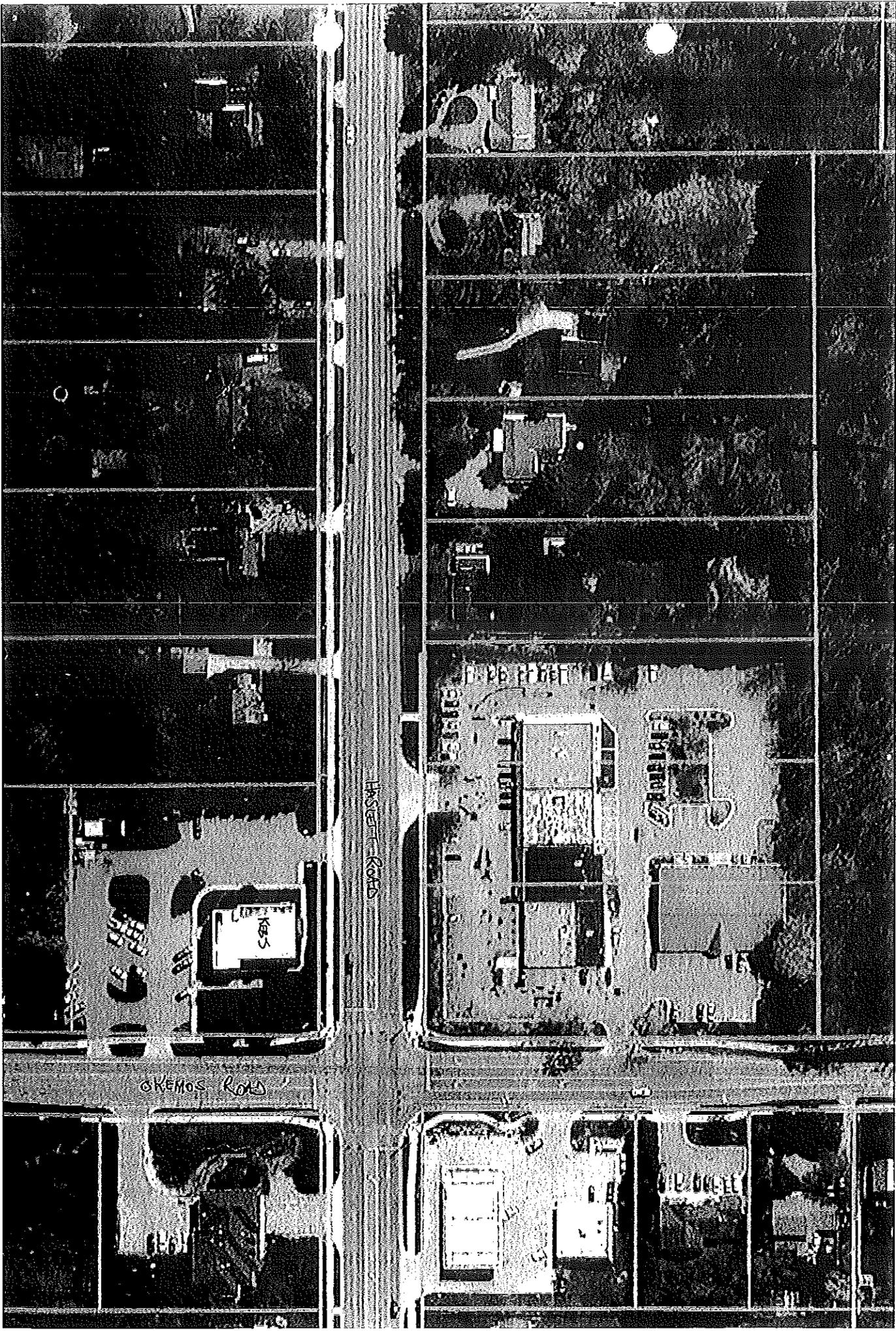
Photo 2: Animal tracks

It is also highly likely that the site and adjacent buffer is used by other common species that were not seen or evidenced, such as insects (e.g. honeybees, wasps, mosquitos, ants), birds (e.g. robins, blue jays, chickadees), chipmunks, opossum and others native

to the area. These species are considered common and have a wide tolerance when it comes to diet and habitat. It is unlikely that the existing habitat will be displaced much – if any due to the construction of the addition and parking area. The majority of the site activity was found in the rear 1/3 of the parcel, and this area will all remain as-is.

### **C. Conclusions and Recommendations**

The selected parcel was reviewed to determine the existing vegetation and trees, existing wildlife, existing soils, existing waterbodies that may be present (wetlands, floodplains, etc.) and other pertinent features. It was determined that there were no waterbodies present on the site, including wetlands, floodplains, floodways, streams, ponds or lakes. The site is gently sloped from Southeast to Northwest and consists of loamy to loamy sand soils. There are spruce and pine buffers along the North, East and West property lines of the property. These tree lines have more than likely been planted as buffers and property line delineation, and would not be considered native. They do provide healthy buffers to the surrounding area and will all remain intact with this development. At the South end of the property the parcel abuts a natural buffer that exists between two residential areas between Raby Road and Haslett Road. This area between the parcels on both sides provide habitat for numerous wildlife that migrate through the area as a corridor East and West. The proposed plan will retain the existing vegetation and trees in the rear 1/3 of the parcel that act as an extension of this corridor. As a recommendation, the developer should incorporate screening into the site plan along the South side of the proposed parking lot to help shield lighting, and also add screening along the East and West property lines where gaps exist.



SITE

FIGURE 1



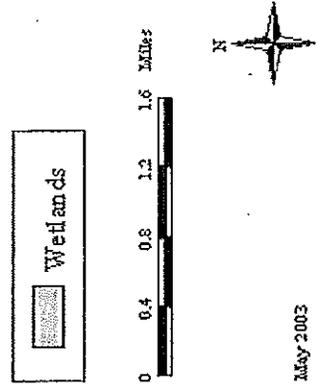
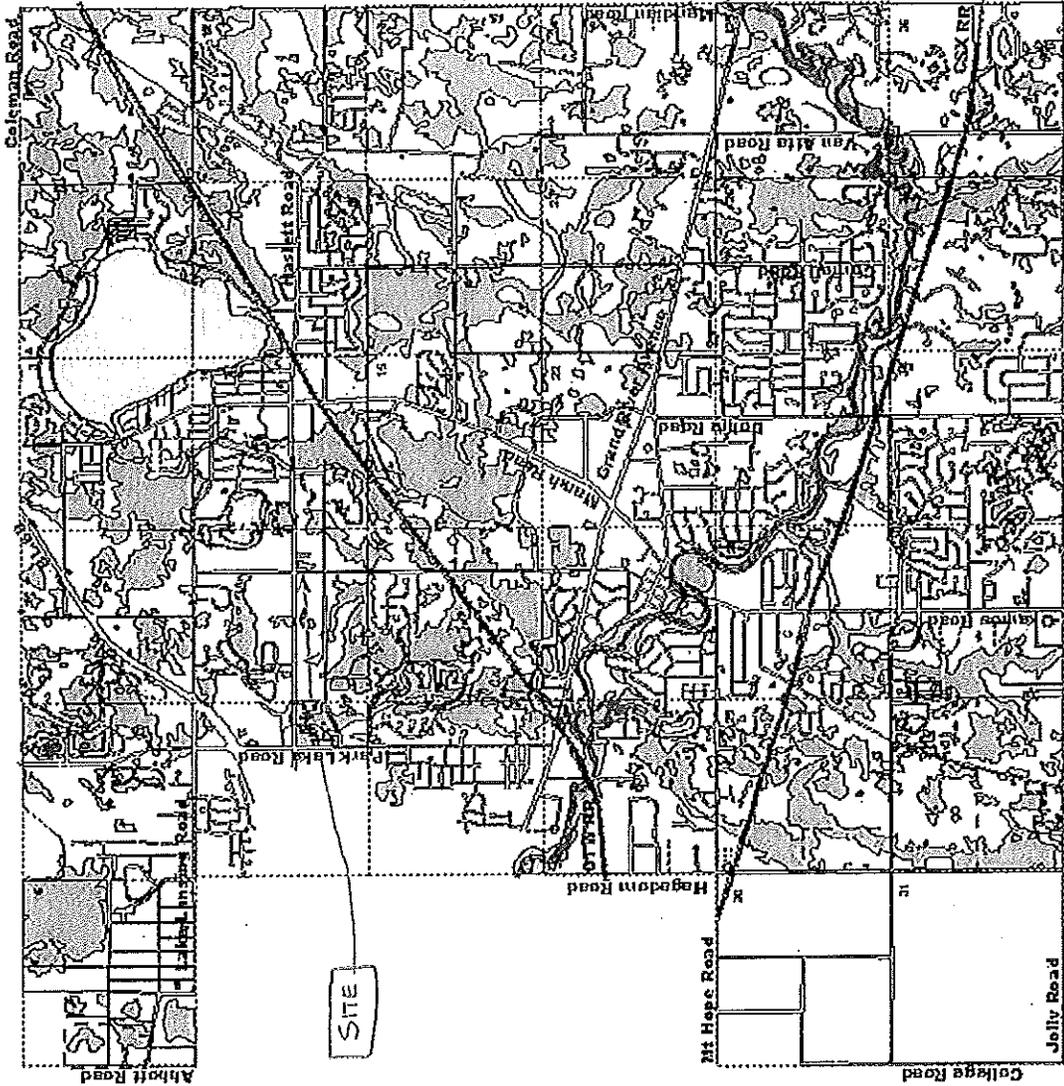
© 2013 Microsoft Corporation. All rights reserved.

SITE



FIGURE 2

Map 7-5  
TOWNSHIP WETLANDS MAP



May 2003

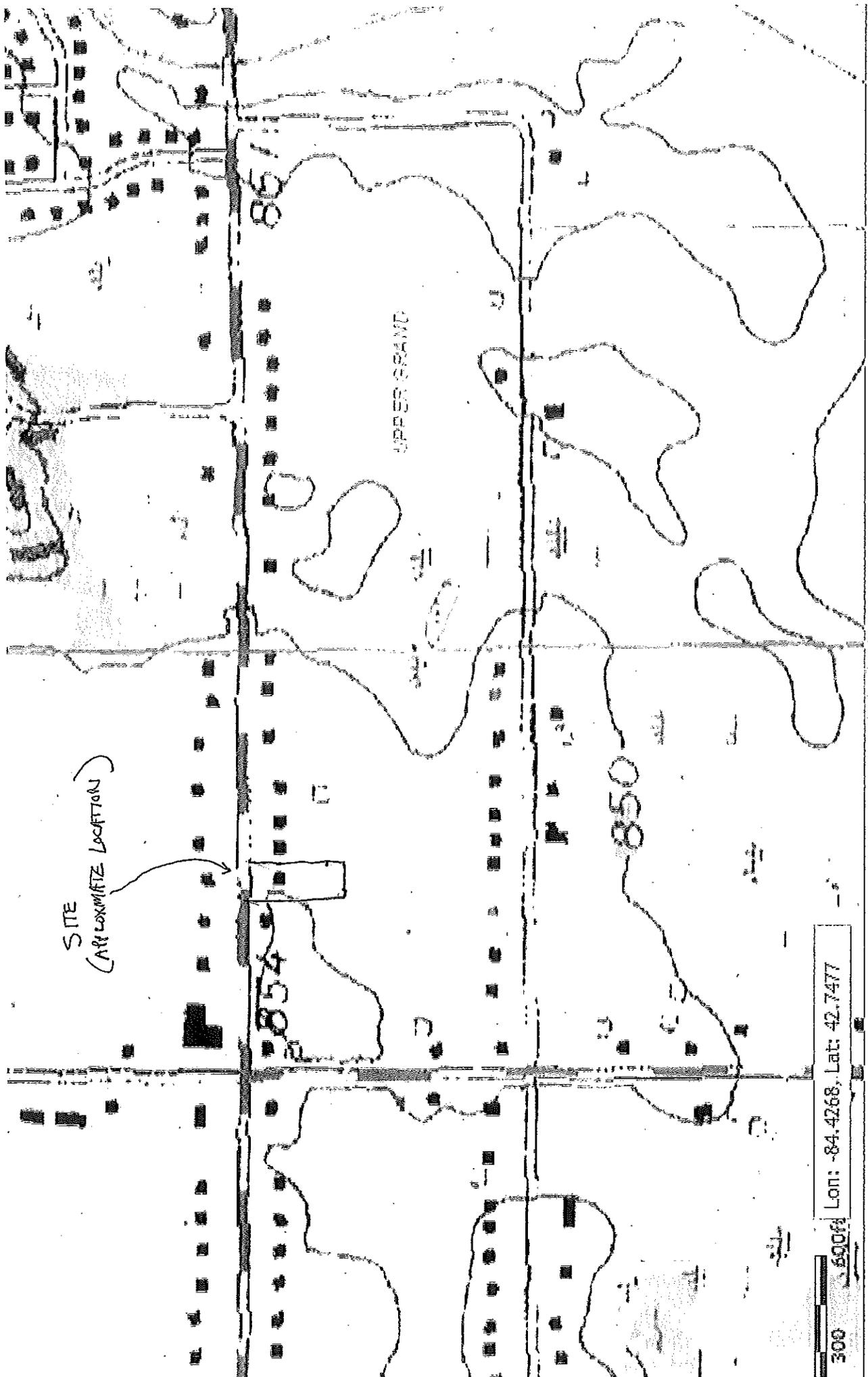
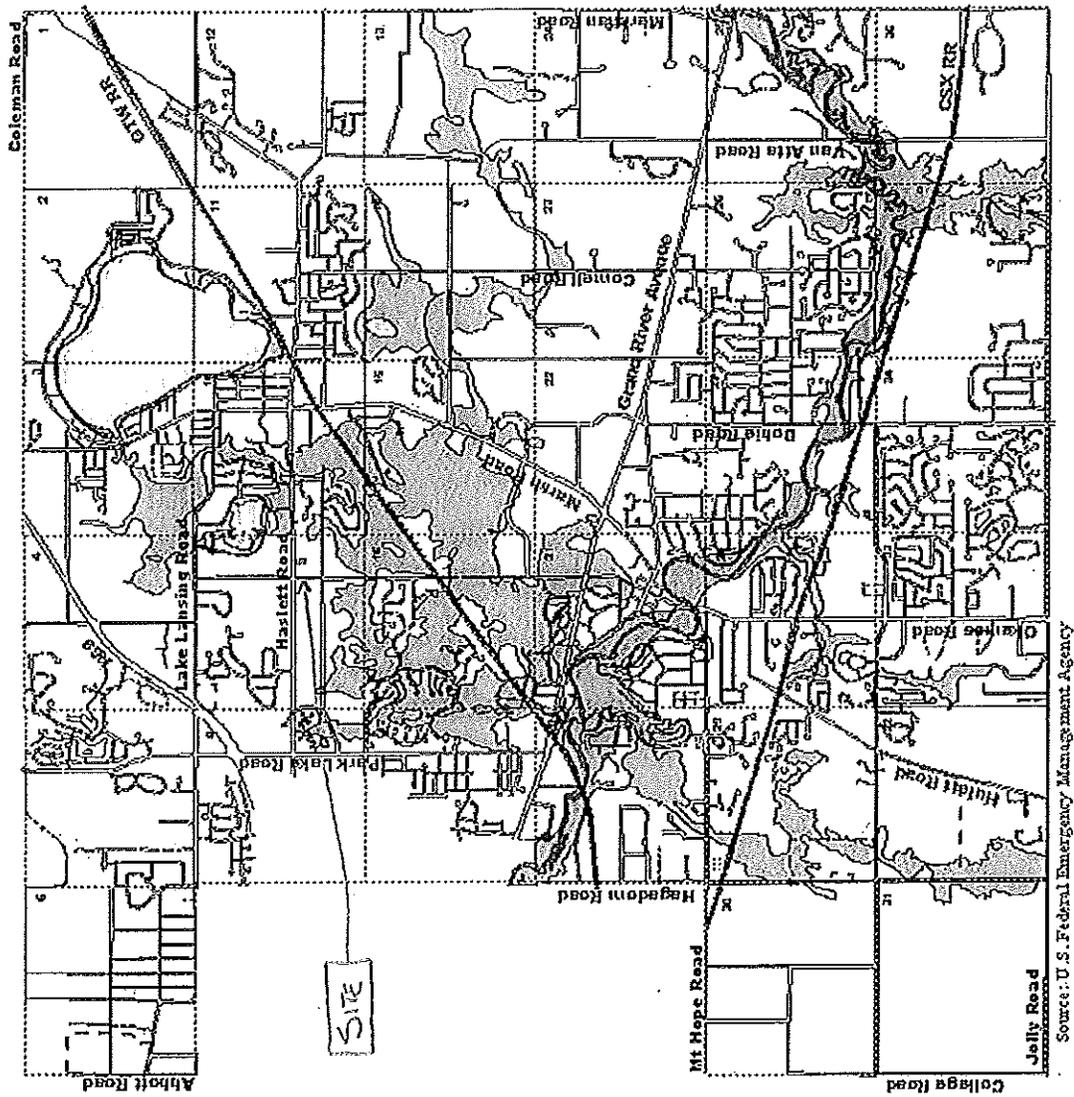


FIGURE 4

Map 7-6  
**FLOODPLAIN MAP**



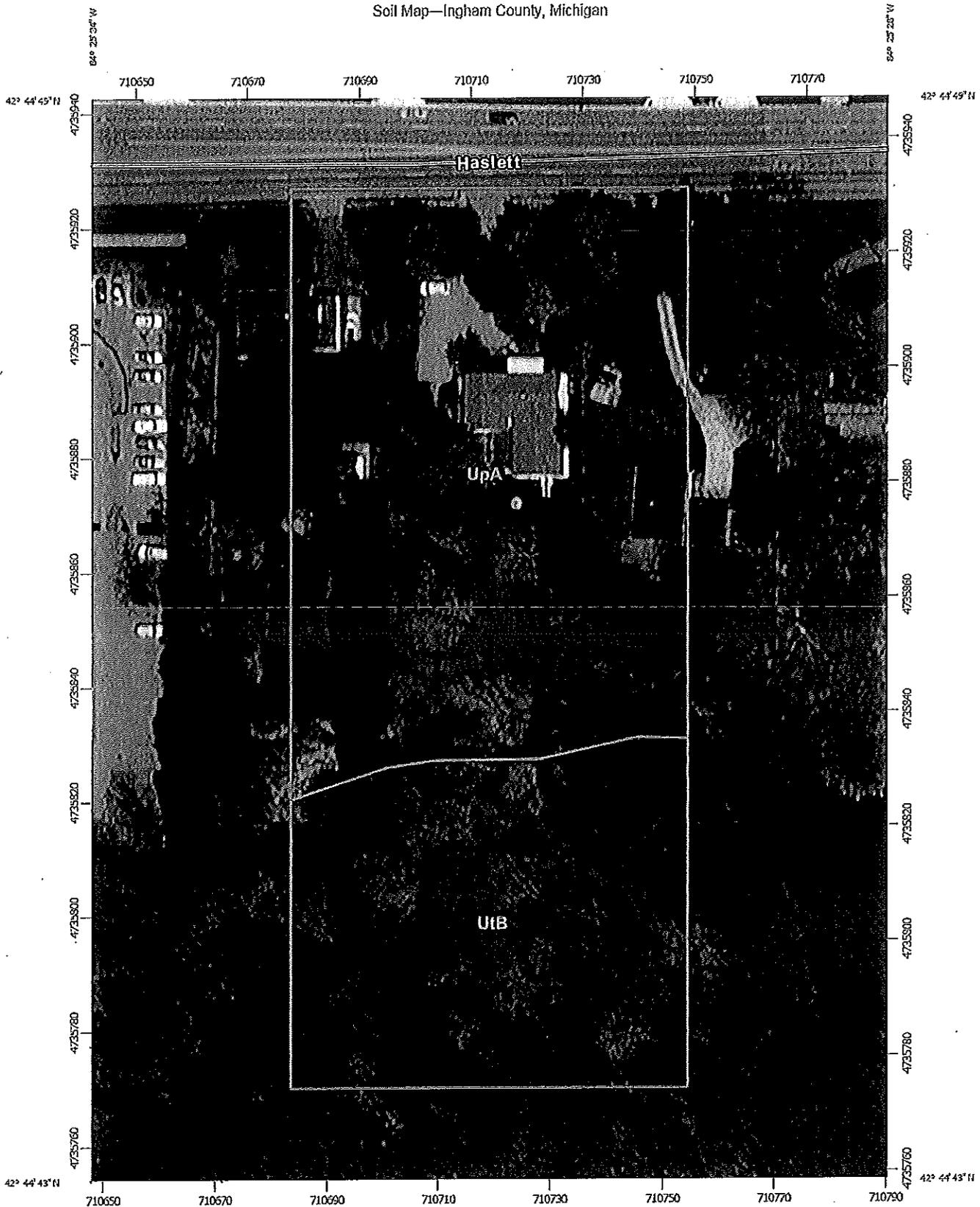
Source: U.S. Federal Emergency Management Agency

Flood Plain

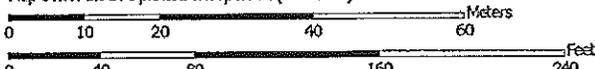


May 2003

Soil Map—Ingham County, Michigan



Map Scale: 1:918 if printed on A portrait (8.5" x 11") sheet.

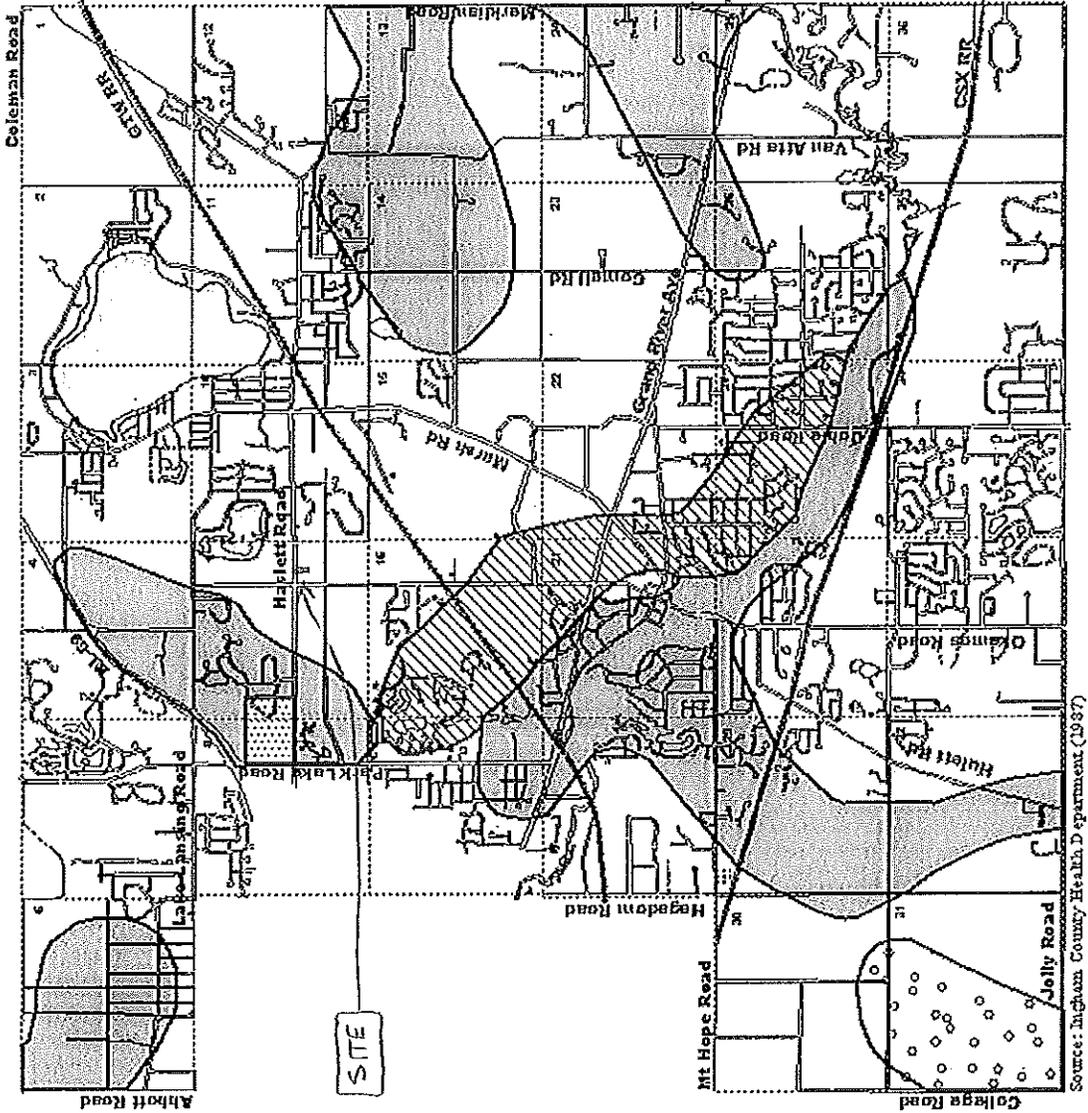


Map projection: Web Mercator Corner coordinates: WGS84 Edge ties: UTM Zone 16N WGS84

## Map Unit Legend

Ingham County, Michigan (MI066)			
Map Unit Symbol	Map Unit Name	Acres In AOI	Percent of AOI
UpA	Urban land-Capac-Colwood complex, 0 to 4 percent slopes	1.8	63.7%
UtB	Urban land-Marlette complex, 2 to 12 percent slopes	1.0	36.3%
<b>Totals for Area of Interest</b>		<b>2.8</b>	<b>100.0%</b>

Map 7-3  
**GROUNDWATER VULNERABILITY**



**Source of Groundwater Vulnerability Information**

-  Keck Consultants on Site Studies
-  Monaghan and Larson,
-  Michigan State University
-  Soil Conservation Service, USDA
-  Southwest Michigan Groundwater Survey and Monitoring Program

0 0.25 0.5 0.75 1 Miles



N



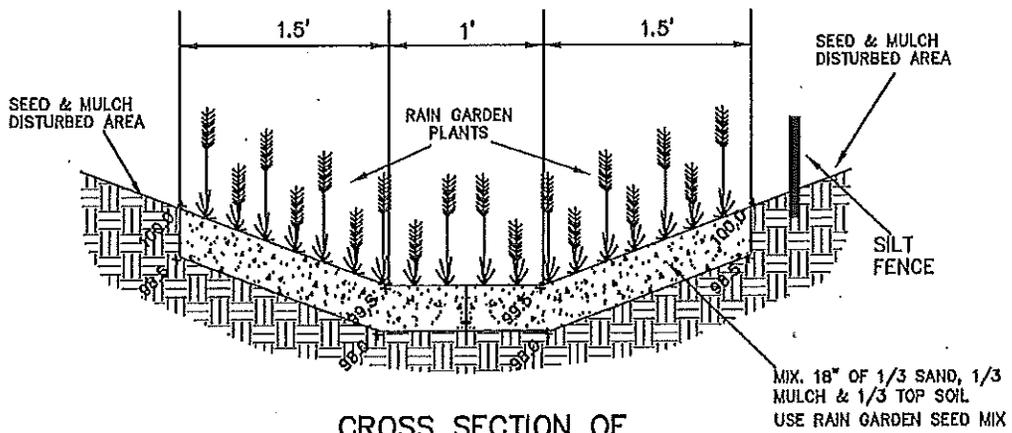
Source: Michigan County Health Department (1987)

May 2003

### **Section 86-126. Special use permit review criteria.**

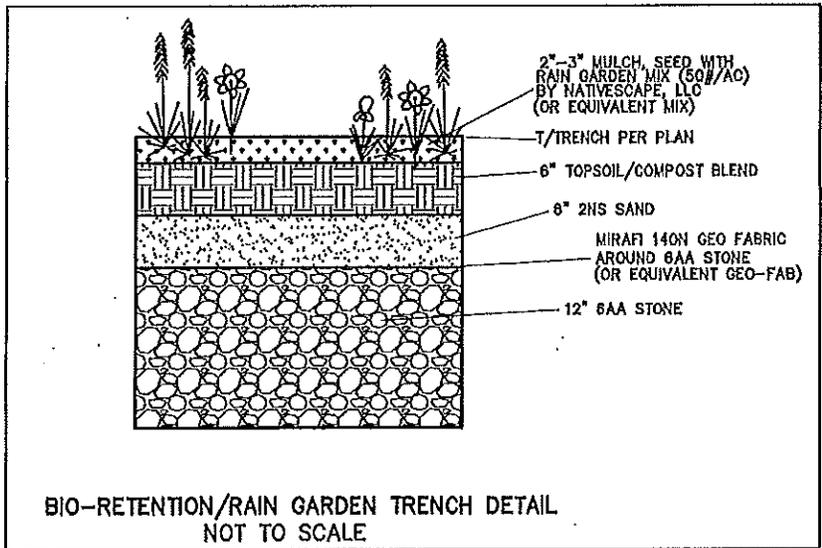
Applications for special use permits shall be reviewed for compliance with the following standards and requirements, where applicable. An application for a special use permit that complies with all the following standards and requirements in this chapter may be approved. The applicant shall assure that:

- (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 comprehensive development 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 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 stormwater 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.



CROSS SECTION OF  
 DETENTION - RAIN GARDEN  
 NO SCALE

RECEIVED  
 JAN 23 2014



RECEIVED  
 JAN 23 2014  
 RECEIVED

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

DATE: January 24, 2014

TO: Planning Commission

FROM:   
Gail Oranchak, AICP  
Principal Planner

RE: Commission Review #12053 (Planning Commission), amendments to the 2005 Master Plan in support of an urban services district

On November 26, 2012, the Planning Commission approved and transmitted to the Township Board amendments to the 2005 Master Plan Goals and Objectives and Infrastructure; Future Land Use and Implementation Chapters in support of an urban service management district. On April 16, 2013, the Township Board completed its review and referred Commission Review #12053 back to the Planning Commission to consider the Township Board's changes.

The Planning Commission discussed the Board's request at its June 10 and June 24, 2013 meetings at which time, a joint meeting of the Planning Commission and Township Board (or a subcommittee) to "iron out differences between the two" was requested. A joint committee was established and met September 17, 2013.

Subsequently, Director of Community Planning and Development Kieselbach prepared a memorandum explaining the alignment of Board map changes with criteria listed in the Tri-County Regional Urban Service Management Study. A reference map was attached to the memorandum. Both documents are attached. Also attached are the list of criteria from the Tri-County Urban Service Management Study and a timeline showing the Master Plan amendment process to date.

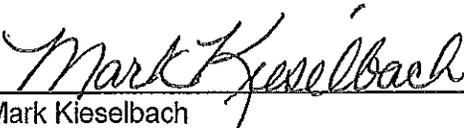
Attachments

1. Director Kieselbach's memorandum dated December 9, 2013 and reference map
2. Tri-County Urban Service Management Study criteria
3. Updated "timeline of events"

# MEMORANDUM

TO: Planning Commission

FROM:



Mark Kieselbach

Director of Community Planning and Development

DATE: December 9, 2013

RE: Urban Service Management Area

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For the Planning Commission to better understand the Township Board's rationale regarding its changes to the Urban Service Management Area (USMA), the Board appointed a subcommittee on September 17, 2013 to discuss the USMA. At the subcommittee meeting on November 5, 2013, two Board members, three Planning Commissioners, the Township Attorney, Township Manager, and Planning and Engineering Staff discussed the USMA.

Based on the discussion at the subcommittee meeting and the many Board meetings where the USMA was discussed, staff has compiled the Board's rationale for the location of the boundary line for the USMA. The boundary line is based on the criteria from the Tri-County Urban Service Management Study (USMS).

Many of the changes the Board had made to the boundary line relate to the first criterion of the USMS boundary location criteria: "Existing and **planned** sewer and water infrastructure". Areas 3, 4, 5 and 6, map attached, are locations where water and/or sewer are either in existence, were previously approved for extension or areas where the Township plans to make utilities available to protect public health.

Areas 4, 5 and 6 are also locations which relate to criterion 9 "regional benefit factors". Protection of surface and ground water, along with protection of the Red Cedar Watershed are regional, environmental benefits. The poor soil conditions, small lot sizes and age of septic systems for these areas make septic failure a serious public health threat. Preventing surface water contamination, including runoff into the Red Cedar and groundwater contamination were considered when planning to include this area for future utility service.

Mapping layers used in the Tri-County USMS include "8. Natural and working land features including **wetlands, protected areas...** and 10. Data from **health, police and fire departments.**" The Township Board looked at wetland maps when making the change to include areas 4, 5, 6, and looked at protected areas when making the change to exclude area 1. The Ingham County Health Department requested that area 6 be included and agreed that areas 4 and 5 also should be included for future utility service. In addition, The Fire department was consulted when adding area 5.

**Urban Service Management Area**  
**December 9, 2013**  
**Page 3**

- Regional benefit factors, Criterion 9 USMS.
- Natural and working lands, Mapping layers used for USMS.
- Data from County Health Department, and Township Police and Fire Departments, Mapping layers used for USMS.

- Area 6      North of Jolly Road and south of Shoals subdivision
- Ingham County Bureau of Environmental Health recommended utilities be extended to serve this area.
  - There have been septic system failures in this area.
  - Poor soil conditions and wetlands.
  - The subdivision directly to the west of the area is served by public utilities.
  - Existing and planned sewer and water infrastructure, Criterion 1 USMS.
  - Regional benefit factors, Criterion 9 USMS.
  - Natural and working lands, Mapping layers used for USMS.
  - Data from County Health Department, and Township Police and Fire Departments, Mapping layers used for USMS.

Finally, the Georgetown subdivision was approved in 2005 with the knowledge it would be served with public utilities. On August 20, 2013, the Township Board voted to approve the Sanitary Sewer Intercept Benefit Charge and Reimbursement. Phases 3 and 4 of the subdivision could not be built without the extension of sewer. It was recommended by the Township Attorney the Georgetown Sanitary Sewer Interceptor Payback District be exempt from the Urban Service Management Area, only for the sanitary sewer extensions, until July 7, 2024 or until The Eyde Company is reimbursed the amount in the August 20, 2013 Board Resolution for the Georgetown Sanitary Sewer Interceptor Benefit Charge, whichever comes first.

It is the desire of the Township Board to have an Urban Service Management Area that incorporates their changes and is consistent with the Tri-County's boundary location criteria. Per Section 45(4) of the Planning Enabling Act, if the Township Board rejects a proposed amendment to the Master Plan, the Planning Commission must consider the Board's objections and revise the proposed amendment to the Master Plan to address those objections.

**Attachment**

1. Map 8-12 Urban Services District dated November 18, 2013

cc:      Township Board

that concisely expresses the desired function of a USB policy in the Tri-County region. The purpose statement is as follows:

**The Tri-County USB Policy Purpose Statement**

The purpose of a USB is to establish a shared, long-term policy that will help communities:

1. Keep urbanized areas viable
2. Protect farmland, open space, and rural quality of life
3. Preserve priority conservation areas
4. Utilize existing infrastructure
5. Cost-save through cooperation and efficiency

**Boundary Location Criteria**

One of the most difficult aspects of developing a USB policy is determining exactly where the boundary line should be. Appropriately, at the onset of this process members of the URSD/USB Committee emphasized the need for the boundary be based on a set of criteria, rather than something arbitrarily decided. To meet this objective, LIAA staff led the group through a brainstorming session to develop a criteria list. The following criteria list is the result of that session.

*Criterion 1: Existing and planned sewer and water infrastructure*

Intense urban land uses, such as residential, commercial, and industrial developments should be directed to where existing sewer and water infrastructure exists to help limit the costly expansion of such infrastructure and the negative impact that intense urban land uses have on the rural landscape.

*Criterion 2: Improved roads and road hierarchy*

The amount and type of traffic (e.g. industrial trucks) associated with urban development have a significant impact on the condition and functioning of a road. Roads that are not already equipped to handle high volumes of traffic would require improvements that could be costly and change the character of a corridor and surrounding neighborhood.

*Criterion 3: Connections between transportation system destinations*

Transportation systems, such as transit and non-motorized facilities, play an increasingly important role in the ability of residents to access their community. Some studies have shown that people favor public transportation options as a lifestyle choice and, as fuel prices rise, more people will need to rely on public transit and non-motorized systems to access everyday destinations like work and shopping centers. Directing development toward existing transportation networks will help these types of destinations be more accessible.

*Criterion 4: Existing population densities*

Directing development toward existing population densities brings community assets to where the people are already located instead of requiring populations to move towards the development. This will help preserve rural areas and reduce wear and tear on greater lengths of the road system.

*Criterion 5: Zoning districts and master plan/future land use districts*

A considerable amount of research and public input has been invested in the development of local zoning districts and master plan/future land use districts. In several cases, the local jurisdiction has already delineated a USB policy.

*Criterion 6: Natural resources and working lands (e.g. open space, farmland, and protected lands)*

Existing natural resources and working lands provide a community with important ecological, agricultural, and aesthetic benefits. Once these lands are developed, it is unlikely that they will ever be restored to a natural state or agricultural use. Therefore, it is important to direct development in a way that helps to preserve these lands.

*Criterion 7: Distance threshold from existing support services (service radii from fire/police services) and health, police, and fire department recommendations*

Greater distances between population centers and fire and police facilities add costs to each emergency service call. The further a household or business is located from a police station or emergency services provider, the higher the cost of the response service and the longer the response time will be. Concentrating growth closer to support services will reduce costs and improve safety.

*Criterion 8: Capital Improvement Plans (CIP)*

CIPs provide a list of intended improvements by a municipality and should reflect the vision set forth by the master plan. The improvements slated to occur in the CIP and the location of an urban service boundary should be complementary.

*Criterion 9: Regional benefit factors*

Regional benefit factors can include a range of items, such as economic development projects or regional farmland preservation programs.

*Criterion 10: Existing and anticipated 425 Agreement areas*

Public Act 425 Agreement areas are lands that have been conditionally transferred from one municipality to another for a designated amount of time. Typically the land being transferred is going into a more urban area who will be extending water and sewer services. Several of the participating jurisdictions in the tri-county region have PA 425 agreements already in place.

*Sidebar B*  
**Mapping Layers Used to Draw the Proposed USB in the Lansing Area**

1. Existing and planned sewer and water infrastructure
2. Act 51 and National Functional Classification (NFC) road designations
3. Public transportation routes and stations
4. Parcels
5. Ortho photo and/or existing land use analysis
6. Zoning districts
7. Future Land Use districts
8. Natural and working lands features including wetlands, protected areas, large tracts of forestland and agriculture
9. Prime and unique farmland soils
10. Data from health, police and fire departments
11. Public Act 425 areas

The preliminary USB, shown below in **Map 1**, was developed through a series of planning exercise held at regular Committee meetings, and by the sharing of existing master plans, PA 425 area maps, zoning maps and USB maps. In some instances, TCRPC staff visited with Committee members to identify a preliminary USB, and other Committee members provided existing maps to staff for use in developing the boundary. The Preliminary Boundary is not a final boundary, but must be revisited in its current stage by each participating jurisdiction. The ten criteria listed above must be utilized when fine-tuning the location of the USB and all planning review and required local public input processes must be followed before a USB can be adopted.

## TIMELINE

### Master Plan Amendment Urban Service Management Area/ Urban Service Boundary

- May 5, 2011** The Township Board adopted a resolution committing the Township to follow recommendations in the 2011 Urban Service Management Study prepared by the Tri-County Regional Planning Commission's Urban and Rural Service District/Urban Service Boundary (URSD/USB) Committee and adopted by the full Tri-County Regional Planning Commission to adopt a USB. The Township Board tasked the Planning Commission with delineating the USB.
- May 23, 2011-  
August 18, 2011** The Planning Commission spent several work session meetings evaluating an appropriate location for the USB, using Township policies, demographic data, and the ten criteria found in the Tri-County Urban Service Management Study.
- August 22, 2011** The Planning Commission voted 6-1 to recommend an USB to the Township Board as shown in the map dated August 22, 2011. The Planning Commission continued to work on text amendments in support of the USB to be transmitted to the Township Board at a later date.
- September 6, 2011-  
October 18, 2011** The Township Board considered the Planning Commission's USB map at several meetings. It was the consensus of the Board to amend the USB location.
- November 14, 2011** The Planning Commission completed text amendments to the Master Plan in support of the USB and transmitted its recommendation to the Township Board.
- December 6, 2011** The Township Board requested the Planning Commission develop a policy for amending the USB, now called an Urban Service Management Area (USMA) to be consistent with the terminology used in the Tri-County Regional Planning Commission report.
- January 9, 2012-  
March 12, 2012** The Planning Commission spent work sessions developing an USMA Expansion Policy to insert into the Master Plan.

**March 26, 2012** The Planning Commission sent the proposed USMA Expansion Policy to be included with the previous maps and text changes for approval to distribute in accordance with the Michigan Planning Enabling Act.

**April 3, 2012** The Township Board authorized its revised USMA map and accompanying text amendments for distribution in accordance with the MPEA.

**April 27, 2012** Notice of Intent to Plan in accordance with the MPEA, was sent to surrounding municipalities and agencies.

**May 18, 2012** Letters were sent to surrounding communities and agencies in accordance with the MPEA indicating availability of a draft amendment to the Meridian Charter Township Master Plan for review and comment. Start of 63-day review period

**July 26, 2012** Letters were sent notifying surrounding communities, government agencies and utilities of the August 13, 2012 public hearing regarding Commission Review #12053, initiated by the Planning Commission, to amend the 2005 Master Plan.

**July 29, 2012** Notice of August 13, 2012 Public Hearing is published in Towne Courier.

**August 3, 2012** End of the 63-day review period for surrounding municipalities and agencies to comment on the Master Plan amendments.

**August 13, 2012** A public hearing was held in accordance with the MPEA, for the first phase (USMA) of proposed amendments to the 2005 Master Plan.

**October 8, 2012-  
November 26, 2012** The Planning Commission considered the Township Board's revised maps and an addition to the 2005 Master Plan amendment document addressing the Township's ability to apply the USMA boundary to areas where payback districts have been established for approved sanitary sewer system improvements.

- November 26, 2012** The Planning Commission adopted a resolution by a vote of 8-0 to transmit Master Plan amendments pertaining to Commission Review #12053 to the Board including a new Urban Services District Map (8-12), an amendment to the Future Land Use Map (10-1), and text amendments related to the USMA. Maps were those adopted by the Planning Commission on August 22, 2011. A policy addressing payback districts was not included in the text.
- January 3, 2013** The Township Board considered the Planning Commission's approved amendments.
- March 5, 2013** The Township Board heard from Jim Wilson and Lisa McGiveron from the Ingham County Bureau of Environmental Health regarding the issues associated with on-site septic systems such as proximity to potable water wells, poor soils, wetlands, etc. The Board discussed options.
- April 2, 2013** The Township Board continued discussion of the USMA boundary. Line adjustments were discussed and consensus was reached for several locations. Consensus to include recommended language from the Township Attorney in Chapter 11 to address the Georgetown Playback District.
- April 16, 2013** The Township Board voted 6-1 to send its recommendation for an USMA boundary and text amendment to the Planning Commission.
- June 10 and June 24, 2013** The Planning Commission discussed the Township Board's changes and requested a joint meeting of both bodies or a subcommittee meet to consider differences.
- September 17, 2013** Joint committee meeting held.