

CHARTER TOWNSHIP OF MERIDIAN  
PLANNING COMMISSION  
AGENDA

REGULAR MEETING

June 10, 2013

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
4.
  - A. May 13, 2013 Regular Meeting
  - B. May 20, 2013 Regular Meeting
5. Public remarks
6. Communications
  - A. Neil Bowlby Re: Non-conforming uses
7. Public Hearings
  - A. Special Use Permit #13071 (AT & T), request to install utility cabinets in the easement at 2258 Bennett Road (Presbyterian Church of Okemos)
8. Unfinished Business
  - A. Special Use Permit #13061 (Caring Hand), request to establish an adult day care center in the International New Life Church addressed as 2630 Bennett Road
  - B. Commission Review #12053 (Planning Commission), 2005 Master Plan amendment
9. Other Business
10. Township Board, Planning Commission officer, committee chair, and staff comment or reports
11. New Applications
  - A. Mixed Use Planned Unit Development 13014 (Capstone), request to develop Hannah Lofts, a mixed use planned unit development consisting of 22,545 square feet of retail space and 282 multiple family residential units in four buildings.

CHARTER TOWNSHIP OF MERIDIAN  
PLANNING COMMISSION  
REGULAR MEETING MINUTES  
May 13, 2013

**DRAFT**

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

PRESENT: Commissioners Cordill (7:02 PM), Deits, Hildebrandt, Honicky, Ianni, Jackson, Norkin  
(7:02 PM), 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 Hildebrandt moved to approve the agenda. Seconded by Commissioner Scott-Craig.

VOICE VOTE: Motion carried 7-0.

**3. Approval of Minutes**

Commissioner Deits moved to approve the Regular Meeting Minutes of April 8, 2013. Seconded by Commissioner Hildebrandt.

Commissioner Salehi offered the following amendment:

- Add bullet #4 under Agenda Item #8A: Mixed Use Planned Unit Development Concept Plan Review: 2099 Hamilton Road and 2095 Hamilton Road to read: Concern over the height of the building in the back being greater than the 35 foot limit

Seconded by Commissioner Honicky

VOICE VOTE ON THE AMENDMENT: Motion carried unanimously.

VOICE VOTE: Motion carried unanimously.

**4. Public Remarks**

Chair Jackson opened and closed the floor for public remarks.

**5. Communications**

- A. Matt Brinkley, Senior Planner, Charter Township of Lansing, 3209 W. Michigan Avenue, Lansing; RE: Notice of Intent to Amend Lansing Township's Master Plan
- B. Patty McPhee, 5275 Thames Drive, Haslett; RE: Support for Special Use Permit #13-88231 (St. Martha)
- C. Joseph Guzman, 4084 Hulett Road, Okemos; RE: Concerns with Special Use Permit #13061 (Caring Hand)
- D. Jane Greenway & James Farrell, 2726 Morning Glory Drive, Okemos; RE: Concerns with Special Use Permit #13061 (Caring Hand)

**6. Public hearings**

A. Special Use Permit #13061 (Caring Hand), request to establish an adult day care center in the International New Life Church addressed as 2630 Bennett Road

Chair Jackson opened the public hearing at 7:04 P.M.

- Introduction by the Chair (announcement of procedures, time limits and protocols for public participation and applicants)
- Summary of subject matter  
Principal Planner Oranchak summarized the special use permit (SUP) request as outlined in staff memorandum dated May 9, 2013.

- Applicant  
Pastor Phillip Moore, 2630 Bennett Road, Okemos, availed himself for questions from Planning Commissioners.

Danelle Lofton, 5130 Wexford Road, Lansing, added the elderly is a growing population and this service is meant to be an outreach ministry to the community.

- Public  
Joseph Guzman, 4084 Hulett Road, Okemos, expressed concerns with the proposed use, given its proximity to Bennett Woods Elementary School. He believed that since this use will affect the entire community, notice should have been given beyond 300 feet. Mr. Guzman indicated there are no state regulations of adult day care facilities and was unsure of the exact services to be provided. He noted adult day care implies elder care, although it is not limited to the elderly since it is not regulated. Mr. Guzman also expressed concern with additional traffic being brought to the area, specifically into a roundabout which contains four (4) crosswalks.
- Planning Commission discussion:

Commissioner Cordill asked for the maximum number of clients to be served on the site at any one time.

Pastor Moore responded up to a maximum of twenty (20). He clarified there are state regulations for adult day care facilities. Pastor Moore added the previous use as a day care, which handled at least 25 children, did not substantially increase traffic in the area.

Commissioner Cordill indicated the staff report noted if the provider seeks state or federal reimbursement, there are standards which must be adhered to. She inquired if the applicant would be seeking reimbursement.

Ms. Lofton responded and clarified earlier comment that they would follow Operating Standards for the Aging (OSA) whether or not Caring Hand seeks government reimbursement.

Commissioner Cordill asked what the applicant viewed as its staff to client ratio.

Ms. Lofton responded one (1) full time employee, with volunteers for constant supervision, to ten (10) clients.

Pastor Moore added state regulations designate a one (1) to ten (10) ratio, but believed the ratio at Caring Hand would be approximately one (1) to four (4).

Commissioner Cordill asked the applicant if Caring Hand was looking at a minimum age requirement for clientele served.

Ms. Lofton responded the goal would be 70 years of age and older.

Commissioner Honicky inquired if anyone at the facility could have a criminal record.

Ms. Lofton answered criminal background checks and reference checks will be conducted for employees.

Commissioner Honicky asked where the applicant would obtain its clientele.

Ms. Lofton responded for skilled nursing facilities, physicians' offices, adult foster care homes, private homes, etc.

Commissioner Honicky asked if any of the clients would be demented.

Ms. Lofton stated tools to properly screen for dementia would be used, as standards for dementia or cognitive deficits have more structured rules.

Commissioner Honicky asked what tool would be used.

Ms. Lofton responded it would be screening tools from the respective client's physician.

Commissioner Honicky asked if any of the clients would be on medication.

Ms. Lofton answered a client could be on medication and staff would provide oversight by prompting clients to take medication.

Pastor Moore added Caring Hand is in the process of teaming with doctors and registered nurses to assist the facility.

Commissioner Honicky asked where the clients medications will be stored.

Ms. Lofton responded medications will be stored in a locked cabinet with each client's name fully visible.

Pastor Moore added it is not the goal to take clients who are very ill or require supervision with many medications. He indicated the focus will be on providing the functioning elderly population with an alternative so they will not need to be placed in a home for the aged as early in their life.

Commissioner Honicky inquired how will the applicant exercise clientele.

Ms. Lofton responded a structured wellness program, including exercise, will be provided to clients.

Commissioner Honicky inquired if ambulation is part of the exercise program and, if so, where would it take place.

Ms. Lofton responded clients would walk either indoors in a gymnasium setting or outdoors with staff assistance.

Commissioner Honicky asked how staff would determine if it is no longer appropriate for the client to attend the facility.

Ms. Lofton responded through close communication with the client's physician and staff observation there has been a functional decline. She added if the client's health deteriorates to the point that there needs can no longer be met by the facility, staff would request a care conference with family members and the physician.

Commissioner Honicky inquired if regularly scheduled evaluations would be part of the process.

Ms. Lofton responded it its intended to hold 30 day care conferences with family members.

Commissioner Honicky inquired as to the cost for providing this service.

Ms. Lofton stated there would be a daily set rate or \$12/13 per hour.

Commissioner Honicky noted the hours of operation and inquired if the client could pay up to \$200 per week.

Pastor Moore responded it would depend upon the client's desire, stating the hourly rate for adult day care is an industry standard.

Commissioner Ianni inquired if the background check would include sex offender registry.

Ms. Lofton responded in the affirmative.

Commissioner Jackson asked if the background check would include both providers and clients.

Ms. Lofton responded that background checks would be conducted for both providers and clients.

Commissioners Hildebrandt asked for the parameters of services provided.

Ms. Lofton indicated the program is designed to provide activities for high functioning elderly individuals which allows family members a respite from care or an alternative to remaining home alone during the day.

Commissioner Hildebrandt inquired if the client had to be ambulatory.

Ms. Lofton responded it would not be a requirement, as some elderly people have balance deficits but can transfer themselves.

Commissioner Hildebrandt requested the applicant list provided services and the type of client to be served in writing.

Commissioner Hildebrandt expressed concern with the client to staff and volunteer ratio for the 59-½ hours per week of operation.

Pastor Moore indicated the staff to client ratio given earlier is a minimum. He added it would be difficult to provide parameters as the day care has not yet been established and the facility does not have any clients. Pastor Moore noted the hours of operation may vary dependent upon the number of clients. He reminded Commissioners that state law requires a ratio of one (1) to ten (10).

Commissioner Hildebrandt indicated the applicant alluded to consulting with other adult day care facilities and asked for whatever proactive steps have been taken.

Ms. Lofton responded she toured state funded day care facilities, shadowed personnel to see how the nutritional program ran, studied the fire safety map and plan, etc. She added each client accepted into the program will have an individualized care plan.

Commissioner Deits noted the staff analyses stated standards for this use can be determined by the Planning Commission and included in the special use permit. He asked for the applicant's opinion regarding placement of a condition which provided a maximum number of clients serviced at the facility at any one time.

Pastor Moore reminded Commissioners that he is a business owner and must look at the question from that perspective. He noted the business would operate different with five (5) clients than it would with fifteen (15). He preferred a maximum of 25 clients to ensure each applicant receive compassionate care.

Commissioner Deits inquired if the operating standards for the aging mentioned earlier were state standards.

Ms. Lofton responded those are State of Michigan operating standards for adult day care.

Commissioner Deits asked if the applicant would object to a condition placed in the SUP approval that Caring Hand follow the state's operating standards.

The applicant responded they will follow those standards whether or not they receive state funding.

Commission Deits announced there is an existing SUP for a child day care center associated with this property, and that SUPs go with the property. He asked if the applicant had any objection to the Planning Commission rescinding the SUP for the day care facility, so not both of the SUPs were concurrent.

Pastor Moore expressed no objection.

Commissioner Scott-Craig inquired if the day care would be providing transportation for clients.

Pastor Moore indicated it would depend upon the client's needs.

Commissioner Scott-Craig asked about the relationship with the skilled nurses.

Ms. Lofton responded there will initially be one nurse as an employee and several volunteers will be available once the facility is in operation.

Commissioner Scott-Craig preferred state involvement even though it does not choose to license adult day care centers. He believed the neighbors and Planning Commission members would prefer that involvement and needed to ascertain a method to guarantee that the applicant would have clients who accept state money. Commissioner Scott-Craig inquired if there was any way the applicant felt it could guarantee it would always have clients who accept state assistance.

Pastor Moore indicated he could not make that guarantee; however, there is a preference for state funds because it is guaranteed money. He added there will be some areas of care they are not equipped to handle due to a different set of standards (dementia, etc.)

Commissioner Scott-Craig questioned if the applicant anticipated renovations within the facility to accommodate the adult day care center ( security, alarmed doors, ADA compliant restrooms).

Ms. Lofton responded they will have security through alarmed doors.

Commissioner Norkin asked if the applicant would accept a restriction which stipulates hours which do not conflict with peak hours for high school and elementary school traffic.

Pastor Moore stated that issue was taken into consideration when implementing the hours of employment between 7:00-8:00 AM and 5:00-6:00 PM.

Commissioner Norkin indicated that high school rush hour traffic is between 7:45-8:00 AM and that would be the wrong time to bring clients to the facility. He requested the applicant agree to hours which did not infringe on high volume high school traffic.

Pastor Moore responded if that request is being made, it needs to be made to all businesses to offset work schedules to accommodate high school traffic. He reminded the Planning Commission this is a business and hours of operation cannot be dependent upon rush hour traffic.

Commissioner Norkin reminded fellow Commissioners this particular property opens up only to Bennett Road and there is no alternate route which can be traveled. He suggested the applicant work out a scenario which would mitigate the traffic "conflict."

Pastor Moore reminded Commissioners that a child day care previously existed on this property and did not see a difference between dropping off the children during high volume high school traffic and dropping off the elderly.

Commissioner Norkin inquired if there were any problems in the past exiting the facility's driveway onto Bennett Road during the subject time frame.

Pastor Moore was unsure and suggested looking at police reports to ascertain if there were traffic accidents.

Commissioner Cordill did not see a need to cap hours, given there were no restrictions placed on the time when a child care was in operation at that location.

Commissioner Jackson inquired if the facility was previously used as both a sanctuary and a school.

Pastor Moore responded the facility encompasses a multipurpose area, fellowship hall, and a youth area, adding everything in the facility is designed to be multipurpose.

Commissioner Jackson asked if the facility will still be used as a church.

Pastor Moore responded in the affirmative.

Commissioner Jackson asked if the entire facility will be used for the adult day care.

Pastor Moore answered 8,000 of the 11,000 square feet will be utilized.

Commissioner Jackson inquired if significant modifications to the facility will be required to accommodate the anticipated type of client for the adult day care facility.

Ms. Lofton responded there will be few modifications needed to run the adult day care program.

Commissioner Jackson asked if Ms. Lofton's response was based upon her observations of what happens and what is being used in other adult day care facilities.

Ms. Lofton responded in the affirmative.

Commissioner Honicky believed the applicant will need state funding due to exorbitant weekly costs (\$700). He requested the applicant meet the state's operating standards and not accept clients who have cognitive impairment. Commissioner Honicky believed the Township's demographics lend themselves to more licensed facilities and these types of day care facilities.

Pastor Moore indicated this region is affluent and some individuals will pay for this type of service, depending upon the importance they place on their loved ones quality of life.

Ms. Lofton added many residents desire to keep their loved one at home to assist in a positive quality of life and provide dignity. She noted this service would provide that quality at a much lower cost than assisted living or long-term care.

Commissioner Ianni expressed concern with the Planning Commission placing too many burdens or regulations on this particular use. He did not see a traffic issue as none was brought forth when this property was used as a child day care.

Commissioner Deits asked the applicant for a sense of balance as to the mix of clients using the facility throughout the week.

Ms. Lofton indicated that individual's activities of daily living are different and change. She offered examples of an adult child dropping off a parent to go to the grocery store, go to a hair appointment, etc. She indicated a consistent schedule of patients would certainly benefit the applicant, but cannot be counted upon.

Commissioner Deits asked the applicant to discuss his conversation with employees of Bennett Woods.

Pastor Moore explained he allows use of the parking lot for school employees and those employees were supporting of the applicant's intent.

Commissioner Cordill asked staff if there is a similar facility in Meridian Township.

Principal Planner Oranchak was not aware of one.

Commissioner Scott-Craig stated the staff memorandum indicated the need for an in-depth explanation of services and an updated floor plan.

Principal Planner Oranchak reiterated those requests and concerns contained in the staff memorandum.

Pastor Moore added he would provide whatever staff needed.

Commissioner Salehi addressed communications distributed to Planning Commissioners from Mr. Guzman and Jane Greenway. He characterized the questions posed in those communications as very serious.

Pastor Moore clarified that first, and foremost, the building is used as a church, and all people are welcome. He did not believe anything would change as to the various types of people who will be attending this facility by now having adult day care clients in attendance.

Ms. Lofton reminded Commissioners that the applicant does not want to create a hostile environment for clients and extensive screening tools will be used for each intake.

Commissioner Salehi inquired if state regulations precluded the applicant from having a sexual offender as a client in the adult day care.

Ms. Lofton responded in the affirmative, indicating she would not bring a sex offender into a population of elder adults which puts those adults at risk.

Commissioner Salehi believed, based upon letters received by concerned citizens, that residents who live in the area may not have had an opportunity to fully respond or be informed as to the applicant's plans.

Chair Jackson asked staff to speak to the notification standards.

Principal Planner Oranchak stated prior notification through a legal ad in a paper of general circulation and letters to property owners within 300 feet of the site at least 15 days prior to the public hearing are statutory requirements which have been met. She noted exceptions are not made for the type of special use permit or its location.

Commissioner Ianni added state law limits proximity of sex offenders to schools and expressed concern with the legality of excluding individuals with disabilities from this facility.

Commissioner Salehi pointed to Question #12 contained in Ms. Greenway's letter which inquired how nearby residents would know if the program is changed to other types or age groups.

Chair Jackson believed Commissioner Deits earlier suggestion regarding the character of the program and conditions for approving the special use permit addressed the aforementioned concern.

Commissioner Deits added that if the Planning Commission conditions the SUP approval upon rescission of the child care permit, then it is restricted only to adults. He noted, however, that does not preclude younger adults from receiving this service.

Commissioner Honicky requested the applicant provide client screening criteria to staff so that it may be included when this SUP next comes before the Planning Commission.

Chair Jackson closed the public hearing at 8:19 P.M.

- B. Special Use Permit #13-88231 (St. Martha Church), request to amend SUP #88231 to expand the use as a religious institution in a residential district and increase building size

Chair Jackson opened the public hearing at 8:19 P.M.

- Summary of subject matter  
Principal Planner Oranchak summarized the special use permit (SUP) request as outlined in the staff memorandum dated May 9, 2013.
- Applicant  
Todd Gute, Mayotte Group Architects, 6240 W. Mount Hope, Lansing, offered brief history on the site noting the addition was anticipated when St. Martha was originally constructed in 1989. He outlined locations of the various functions to be performed in both the lower and upper level of the addition. Mr. Gute stated the additional parking spaces are a result of the functions within the addition (kitchen, etc.) and removal of portable classroom units. He clarified the new addition has three (3) different roof elevations (one flat and two different pitched), adding it is the applicant's intent to continue using the existing materials for the new addition.
- Planning Commission discussion:  
Commissioner Ianni pointed to concerns expressed in the report with groundwater runoff from additional coverage of the land and asked the applicant if that issue had been addressed.

Principal Planner Oranchak indicated the Engineering Department's review indicated a desire to have the applicant provide stormwater calculations, since the existing detention area was built for the original proposal, an 81,000 square foot building.

Commissioner Deits inquired if the existing sewer system has capacity to handle simultaneous multiple large functions.

Father Jon Wehrle, 1100 West Grand River Avenue, Okemos, responded that as a result of concerns expressed during the approval process for the original special use permit, a 20" water line was extended to Grand River Avenue and a sewer lift pump station which could serve a residential community of 16,000 was installed.

Commissioner Deits inquired if the northerly exit from the parking lot would require a variance.

Father Wehrle responded he only became aware of this issue today, but noted the driveway to the north has no curbing for access as a fire lane around the building. He indicated when the road was constructed 24 years ago, many large trees were located nearby and required a "balance" between the temporary road and retaining the trees. Father Wehrle stated he has spoken with the architect for ideas to bring the issue back into conformance so no variance is necessary.

Commissioner Deits asked if the second driveway was installed for safety reasons.

Mr. Gute responded in the affirmative.

Commissioner Salehi asked that the location of additional parking on the north side be clearly delineated when the issue of the drive/variance is addressed.

Mr. Gute responded an additional 10-12 parking spaces may be located on the south side of the drive, perpendicular to the drive. He noted a driver will traverse through the loop, and if parking the vehicle, will not need to cross the lane to enter the building.

Commissioner Salehi inquired if Planning Commissioners would see the rework of the drive location and potential parking prior to special use permit approval.

Principal Planner Oranchak indicated it could be a possibility, noting the SUP could be approved with a condition that variance(s) must be obtained from the Zoning Board of Appeals.

Mr. Gute stated the parking spaces under discussion are not required, but more a matter of convenience.

Commissioner Hildebrandt expressed concern with increased traffic on Grand River Avenue and a change of times for additional vehicles as a result of the addition, and requested a traffic study and traffic analysis be conducted.

Mr. Gute indicated some additional trip generations will occur with increased use of the fellowship hall for wedding receptions, school productions, etc. He inquired of staff if it possessed a traffic study of Grand River which designated the grade of the road based on traffic levels (i.e., A, B, C, D, E, F). Mr. Gute noted the busiest time for churches is Sunday morning which is the lightest traffic of all other uses on that road.

Commissioner Cordill asked if the capacity of school enrollment would change.

Father Wehrle responded no additional classroom space was being contemplated as the classroom modules would be eliminated. He expounded on an earlier Planning Commission concern with traffic by stating there are two entrances/exits on Grand River Avenue which adequately facilitates traffic.

Commissioner Honicky inquired if the closing of Catholic schools in Lansing would result in new students for St. Martha.

Father Wehrle did not believe that would be the case.

Commissioner Honicky inquired if the addition would complete activities are a relatively stable population.

Pastor Wehrle indicated the facilities are for existing parishioners and students; adding the church is not trying to expand its number of members.

Commissioner Ianni asked the applicant to provide Grand River capacity during peak use times (Saturday afternoon and Sunday morning) as well as the grade of Grand River Avenue.

Commissioner Deits expressed concern the request for a traffic study is costly as there is no anticipation of more peak traffic during the hours where the church is currently at its peak. He did not believe a potential problem with current peak hours is a subject for this SUP, should not be a condition of this SUP and suggested the church speak with the Township's traffic engineer.

Commissioner Ianni reiterated he is only interested in the designated road grade of Grand River Avenue and the capacity based on that grade.

Chair Jackson pointed to all the recent discussions of the Michigan/Grand River Avenue Corridor and inquired if there were associated traffic studies.

Principal Planner Oranchak answered she was not aware of any, but would look into that question.

Chair Jackson inquired if the calculation used to determine the building height using an average of the grades satisfied the Township's requirements.

Principal Planner Oranchak replied that is the definition of determining building height and that staff would take it to scale in order to verify.

Chair Jackson asked what grades are offered at St. Martha.

Pastor Wehrle responded the church operates preschool through 8<sup>th</sup> grade and those grades will remain.

Chair Jackson noted the plans show moving two (2) storm sewer catch basins and asked where they would be relocated.

Mr. Gute indicated the functions of the catch basin located in the middle of the current building are "going away" and roof rainwater will be collected and run through that same piping. He believed one (1) catch basin would be relocated into the yard. He added that few of the 200 trees planted during the construction of 1989 need to be removed due to deliberate planting and planning.

Chair Jackson closed the public hearing at 9:16 P.M.

- C. \*Special Use Permit #13051 (Meridian Township), request to work in the 100-year floodplain east of the intersection of Lake Lansing Road and Shaw Street

Chair Jackson opened the public hearing at 9:16 P.M.

- Summary of subject matter  
Principal Planner Oranchak summarized the special use permit (SUP) request as outlined in staff memorandum dated May 9, 2013.
- Applicant

Younes Ishraidi, Chief Engineer for Meridian Township, indicated the project is part of the Lake Lansing Management Plan. This is an "orphan" drain, takes untreated runoff and directly discharges into Lake Lansing. He noted the staff request is to properly plug the western end of the pipe, plug the pipe at the catch basin, abandon the portion of the culvert by removing it and reroute it by creating a bioswale to treat the water. Mr. Ishraidi noted this will be maintained by both the Township and Ingham County (which owns Lake Lansing Park South). This special use permit is being requested in order to perform the aforementioned work in the floodplain. He noted the Township has obtained a variance from the Zoning Board of Appeals (ZBA) and obtained the proper permit from the Michigan Department of Environmental Quality (MDEQ).

- Planning Commission discussion:

Commissioner Honicky inquired how the bioswale will aid in treating the wetness.

Mr. Ishraidi responded the bioswale will contain plants which aid in water absorption. He stated the medium underneath will have porous organic material, adding there will be times when the ground is saturated. Mr. Ishraidi noted the idea is to improve the quality of the runoff.

Commissioner Honicky inquired if staff planned to remove the old storm sewer piping that currently crosses the beach.

Mr. Ishraidi responded in the affirmative.

Commissioner Deits indicated the bioswale design shown indicates a future bridge and pathway.

Mr. Ishraidi noted the Ingham County Lake Lansing South Parks Manager wanted to install a link or pathway as part of this project. He noted the Township did not want to thwart the project in the future and decided to show it, but will not be part of the project.

Commissioner Deits expressed concern pedestrians will be unable to cross the bioswale if there is no bridge.

Mr. Ishraidi indicated people should not walk in the bioswale and compact the soils.

Commissioner Salehi asked if there was foot traffic in that area of the beach which will now be impeded by the bioswale.

Mr. Ishraidi responded in the negative.

Commissioner Salehi inquired if this is the first bioswale built in Meridian Township.

Mr. Ishraidi responded several rain gardens (Towar Garden area) have been built which are similar to a bioswale; however, the bioswale treats direct point source which goes directly into the lake.

Commissioner Salehi asked if the storm drain in the intersection between Shaw and Lake Lansing will be closed.

Mr. Ishraidi indicated it is a catch basin and will remain as such, acknowledging that the pipe which goes into it at the western end will be capped.

Commissioner Cordill asked how long and deep is the bioswale

Mr. Ishraidi responded the bioswale widths vary from three (3) feet at the bottom to seven (7) feet at the top.

Ms. Oranchak added it is one (1) foot deep, between four (4) to nine (9) feet in width and 125 feet in length.

Commissioner Scott-Craig noted Ingham County will need some type of crossing structure at this location in order to mow the grounds.

Chair Jackson asked if it was illegal to mow in the floodplain.

Principal Planner Oranchak responded in the negative.

Chair Jackson closed the public hearing at 9:38 P.M.

#### 7. Unfinished Business

**Commissioner Ianni moved to amend the agenda as follows:**

**Add Agenda Item 7A to read: Special Use Permit #13051 (Meridian Township), request to work in the 100-year floodplain east of the intersection of Lake Lansing Road and Shaw Street Seconded by Commissioner Honicky.**

VOICE VOTE: Motion carried unanimously.

- A. Special Use Permit #13051 (Meridian Township), request to work in the 100-year floodplain east of the intersection of Lake Lansing Road and Shaw Street

**Commissioner Deits moved to suspend Bylaw 6.4a to consider Special Use Permit #13051 the same night as the public hearing.**

**Seconded by Commissioner Scott-Craig.**

VOICE VOTE: Motion carried unanimously.

**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 #13051 subject to the following conditions:**

- 1. Approval is subject to the plans prepared by Progressive/AE, dated February 2013 and received by the Department of Community Planning & Development on April 11, 2013, as well as the related materials submitted as part of Special Use Permit #13051, subject to revisions as required.**
- 2. The applicant shall obtain applicable permits, licenses, and approvals from the Township, Ingham County, and the State of Michigan 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. In no case shall the impoundment capacity of the 100-year floodplain be reduced.**

4. **Fill placed in the floodplain as part of the project shall be protected against erosion.**
5. **The applicant shall properly dispose of any excess materials from the compensating cut areas to an off-site location subject to the approval of the Director of Community Planning and Development.**
6. **The disposed excess materials at the off-site location shall be protected from erosion and re-seeded subject to the approval of the Director of Community Planning and Development.**

**Seconded by Commissioner Cordill.**

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

NAYS: None

Motion carried unanimously.

## **8. Other Business**

- A. **2005 Master Plan Goals and Objectives: Add Redevelopment Ready Objective and Strategy**  
Principal Planner Oranchak summarized the Redevelopment Readiness Objective as outlined in staff memorandum dated May 9, 2013.

Commissioner Deits provided a handout which clearly outlined changes agreed upon at the previous meeting regarding an objective titled Prepare a Redevelopment Strategy Plan

Planning Commission discussion:

- Need for inclusion to previous strategy number one and renumber the remaining five (5) strategies
- Clarification of previous strategy number five before renumbering
- Preference to make a motion to incorporate changes as delineated by Commissioner Deits

**Commissioner Scott-Craig moved to accept the language prepared by Commissioner Deits, with the addition of number one from the original draft labeled as (2) and renumbering the remaining strategies respectively and make that language Objective F in the 2005 Master Plan Goals and Objectives for timely submission to the Township Board. Seconded by Commissioner Norkin.**

VOICE VOTE: Motion carried unanimously.

9. **Township Board, Planning Commission officer, committee chair, and staff comment or reports**  
Commissioner Hildebrandt expressed appreciation for Planning Commissioner attendance at the Michigan/Grand River Avenue charette, reminding residents that the draft plan is visionary. She expressed appreciation for all public input on this issue, noting each idea is valuable.

Chair Jackson also expressed appreciation for Planning Commissioner attendance at the charette and reminded residents the concept is an ongoing process and another charette will be held October 24-30, 2013.

Commissioner Deits spoke to efforts to reach out to residents to solicit more community involvement regarding the Michigan/Grand River Avenue charette.

Commissioner Scott-Craig reported attendance at the charette included Township staff and Board members as well as Planning Commissioners for most sessions, indicating Meridian Township was well represented. He announced Commissioner Norkin was the recent recipient of the Crystal Award.

Commissioner Cordill inquired as to the status of the Cornell Road Improvement Project, noting the news article indicated both Meridian Township and Ingham County must be in favor of the project.

Commissioner Hildebrandt outlined Board action to date for the road improvement project.

Commissioner Deits announced former Planning Commissioner and current Trustee Milton Scales received the Lansing Community College Distinguished Alumni of the Year Award.

**10. New applications**

- A. Planned Unit Development #13-05044-2 (Champion Woods), request for a minor amendment to revise boundary line between lots 40 and 41.

**11. Site plans received**

- A. Site Plan Review #13-94-02 (Studio Intrigue), 1500 square foot addition to the former Boston Market building for a new user (Redi-Care), 1881 Grand River
- B. Site Plan Review #13-95-03 (EXP US Services), addition to the Speedway gas station building, 1659 Grand River

**12. Site plans approved**

- A. Site Plan Review #13-09-08 (Wolverine Building Group), addition to the Lodges of East Lansing I maintenance garage, 2700 Hannah Blvd.
- B. Site Plan Review #13-01 (HTA Companies, Inc.), landscape renovations at 2900 Place apartment, 2900 Grand River Avenue

**13. Public remarks**

Chair Jackson opened and closed public remarks.

**14. Adjournment**

Chair Jackson adjourned the regular meeting at 10:09 P.M.

Respectfully Submitted,

Sandra K. Otto  
Recording Secretary

**CHARTER TOWNSHIP OF MERIDIAN  
PLANNING COMMISSION  
REGULAR MEETING MINUTES  
May 20, 2013**

**DRAFT**

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

PRESENT: Commissioners Cordill, Deits, Ianni, Jackson, Norkin, Salehi, Scott-Craig  
ABSENT: Commissioners Hildebrandt, Honicky  
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 Ianni.

VOICE VOTE: Motion carried 7-0.

**3. Approval of Minutes (None)**

**4. Public Remarks**

Chair Jackson opened the floor for public remarks.

William J. Cleary, 1896 Danbury East, Okemos, spoke in support of Special Use Permit #13-88231 (St. Martha Church).

Leonard Provencher, 5824 Buena Parkway, Haslett, requested the standards contained in Chapter 86-760 (Bicycle Parking) be applied to the subject site of Special Use Permit #13-88231 (St. Martha Church).

Chair Jackson closed public remarks.

**5. Communications (None)**

**6. Public hearings (None)**

**7. Unfinished Business**

- A. Special Use Permit #13-88231 (St. Martha Church), request to amend SUP #88231 to expand the use as a religious institution in a residential district and increase building size

Principal Planner Oranchak summarized the special use permit as outlined in staff memorandum dated May 16, 2013.

Commissioner Norkin 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 #13-88231 (St. Martha) with the following conditions:**

1. Approval is granted based on the site plans dated received April 30, 2013 and floor plans dated received April 29, 2013 prepared by Fitzgerald Henne & Associates and Mayotte Group Architects, subject to revisions as required.
2. Approval is subject to the applicant receiving Township Board approval to construct a group of buildings greater than 25,000 square feet in gross floor area.

3. The applicant is encouraged to submit an application to combine the three parcels into one, subject to review and approval by the Director of Community Planning and Development.
4. The final site plan and landscape plan shall be subject to the approval of the Director of Community Planning and Development.
5. Dimensioned elevations of all sides of the building shall be provided with the site plan application to determine the possible need for a building height variance.
6. A plan shall be submitted clearly indicating all trees to be preserved on the subject site in the vicinity of the proposed construction. If deemed necessary by the Director of Community Planning and Development, the trees shall be properly protected prior to the commencement of grading or construction activities related to the proposed project. Tree protection shall be provided as outlined in Section 22-179 of the Code of Ordinances.
7. The applicant shall receive a variance from the Zoning Board of Appeals to allow the parking area and access drive along the north side of the building to encroach into the required 40-foot setback or redesign the parking and access drive to comply with the setback for a non-residential parking lot adjacent to undeveloped residentially zoned land.
8. Trash and recycling dumpsters installed on the site shall be enclosed on four sides; the enclosure(s) shall be constructed of materials to match the building. Solid walls or fencing shall be no more than six feet in height unless the Zoning Board of Appeals grants the necessary height variance.
9. Site and building lighting shall comply with Article VII in Chapter 38 of the Code of Ordinances and shall be subject to the approval of the Director of Community Planning and Development. Streetlights shall not exceed 15 feet in height. LED lighting shall be used where feasible.
10. Debris resulting from clearing, grading, or construction activities related to the proposed project shall be removed from the site and shall be properly disposed.
11. The landscape plan shall be in compliance with all applicable sections of the Code of Ordinances pertaining to landscaping and is subject to the approval of the Director of Community Planning and Development.
12. Final utility, grading, and storm drainage plans for the site shall be subject to the approval of the Director of Public Works and Engineering and shall be completed in accordance with the Township Engineering Design and Construction Standards.
13. The applicant shall obtain all necessary permits, licenses, and approvals from the Ingham County Drain Commissioner, and the Township. Copies of all permits, licenses, and approval letters shall be submitted to the Department of Community Planning and Development.
14. A copy of the information that exists on computer for the project and construction plans shall be provided to the Township Engineering staff in an Auto Cad compatible format.

Seconded by Commissioner Scott-Craig.

Planning Commission, staff and applicant discussion:

- History of police involvement in monitoring safety when religious institutions experience heavy usage and resulting traffic
- Center turn lane was installed by St. Martha in 1989 to eliminate traffic conflict on Grand River Avenue
- Suggestion for the applicant to speak with staff regarding bicycle parking
- Several children currently ride their bicycles to the school and utilize bicycle parking adjacent to the entrance
- Parking space calculation based on the number of seats in the sanctuary and number of classrooms on the site
- Inquiry as to how site coverage is calculated
- Planning Commission does not have the right to deny the applicant the right to request a variance based upon the current plan
- Percentage of impervious surface includes building footprints, paved parking areas and any other concrete

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

NAYS: None

Motion carried 7-0.

**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 #13-88231 (St. Martha) for a group of buildings greater than 25,000 square feet in gross floor area. Seconded by Commissioner Cordill.**

Planning Commission discussion:

- No traffic issues currently exist for the site

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

NAYS: None

Motion carried 7-0.

8. Other Business (None)

9. Township Board, Planning Commission officer, committee chair, and staff comment or reports (None)

10. New applications (None)

11. Site plans received (None)

12. Site plans approved (None)

13. Public remarks

Chair Jackson opened public remarks.

William J. Cleary, 1896 Danbury East, Okemos, reminded Planning Commissioners there are two (2) ingresses/egresses out of St. Martha and 400 cars do not exit onto Grand River all at one time.

Chair Jackson closed public remarks.

**14. Adjournment**

Chair Jackson adjourned the regular meeting at 7:35 P.M.

Respectfully Submitted,

Sandra K. Otto  
Recording Secretary

June 6, 2013

Dear Meridian Township Planning Commission,

At a recent Township Board meeting, Joan (Laurie) Blosser brought to the Board's attention a situation that occurred on a property she owns and revealed some potential problems with current zoning ordinances with regard to nonconforming structures/uses. Although some of the particular regulations regarding nonconforming uses and buildings are very restrictive compared to neighboring municipalities and townships, as pointed out by Ms. Blosser, there is one provision in particular that the Planning Commission should be aware of because it could apply to hundreds of property owners in Meridian Township.

Specifically, Section 86-619(6) states: "If a structure or structure and land in combination devoted to a nonconforming use is removed or destroyed the nonconforming use shall not be reestablished and the land shall be used in conformance with this chapter."

Many properties in the RR zoning districts, particularly in the Van Atta - Grand River - Meridian Road area do not meet the 200 foot frontage requirement of the RR zoning district, and therefore represent nonconforming uses/structures. The map below shows several properties which are likely to be nonconforming due to frontage of less than 200 feet; the highlighted properties are my best estimate of those with inadequate frontage and I have not verified the exact frontage of most of the lots.



As you can see, even in this small area, there are numerous nonconforming uses/buildings, which, if destroyed as a result of a tornado or other catastrophe, would not be able to be rebuilt under the current ordinance. If extended to other areas of the township, there are probably hundreds of such nonconforming uses/structures.

Other sections (86-617 & 86-617) place restrictions on the length of time that the use ceases before reuse begins, and on repairs to a structure damaged less than 50% of its replacement cost. It may be difficult, given the delays in reaching insurance settlements, for some property owners to begin repairs and use within the specified time frame.

This is being brought to your attention in the hopes that you would consider the implications of the current ordinances regarding nonconforming structures and uses, and perhaps make a recommendation to the Township Board that these ordinances be amended.

Sincerely,

Neil Bowlby  
6020 Beechwood  
Haslett 48840

**Special Use Permit #13071  
(AT&T)  
June 6, 2013**

**APPLICANT:** AT&T, Inc.  
c/o Darnell Taylor  
337 North Abbott  
East Lansing, MI 48823

**STATUS OF APPLICANT:** Holds an easement

**REQUEST:** Permit multiple utility cabinets with a total footprint exceeding 50 square feet

**CURRENT ZONING:** RA (Single Family-Medium Density Residential)

**LOCATION:** Southwest corner of 2258 Bennett Road, the site of the Presbyterian Church of Okemos

**EXISTING LAND USE:** Utility cabinets on an existing easement

**EXISTING AREA LAND USES:** North: Presbyterian Church of Okemos and offices  
South: Bennett Road and dental offices  
East: Okemos Road  
West: Single-family residential

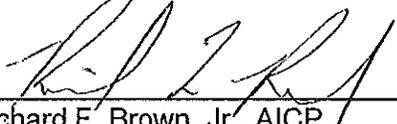
**CURRENT ZONING IN AREA:** North: RA (Single Family-Medium Density) and PO (Professional & Office)  
South: PO: (Professional & Office)  
East: RA (Single Family-Medium Density)  
West: RA (Single Family-Medium Density) and RR (Rural Residential)

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

TO: Planning Commission

FROM:   
Gail Oranchak, AICP  
Principal Planner

  
Richard F. Brown, Jr., AICP  
Associate Planner

DATE: June 6, 2013

RE: Special Use Permit #13071 (AT&T), a request to allow the installation of new utility cabinets in the easement at 2258 Bennett Road causing the total footprint of all utility cabinets to exceed 50 square feet.

AT&T is requesting a special use permit to add two utility cabinets to an existing equipment installation. The addition will increase the total area of all equipment on the site from approximately 40 square feet to approximately 60 square feet. Installations of 50 square feet or greater require a special use permit.

The existing installation is within a utility easement on land owned by the Presbyterian Church of Okemos at 2258 Bennett Road. Three pieces of equipment, two cabinets and a power pedestal are currently located on the site. AT&T plans to install one new VRAD (video-ready access device) cabinet immediately. A second VRAD cabinet may be added at a later date as demand warrants. Increased power demands require the replacement of the existing 0.75 square foot pedestal with one two square feet in area.

Each new cabinet will have a footprint of approximately nine square feet and have dimensions of 4.2 feet in width by 2.2 feet in depth by four feet in height. The following chart provides a summary of the existing and proposed cabinets located at the subject site and their purpose.

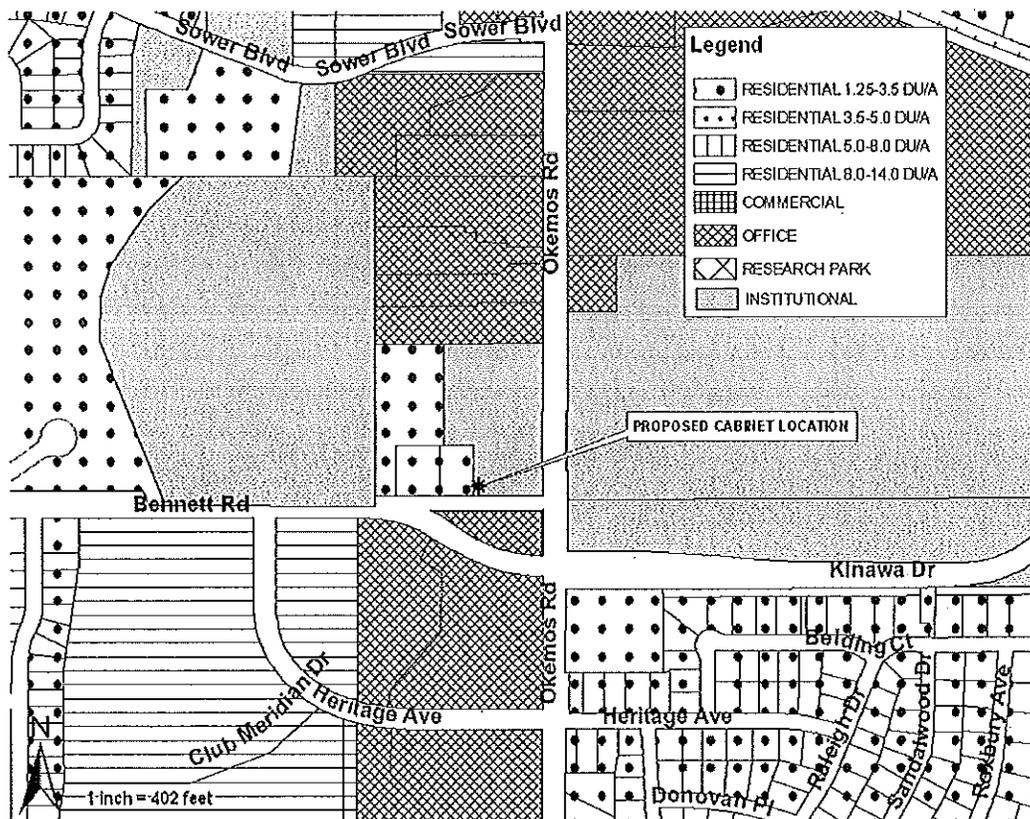
EQUIPMENT	FOOTPRINT	PURPOSE
ALP-248E VRAD (proposed)	9.02 square feet	U-verse video service (immediate)
ALP-248E VRAD (proposed)	9.02 square feet	U-verse video service (future)
Litespan Pairgain	31.90 square feet	Houses electronic equipment fed by its fiber optics cable when not located near from the exchange building on Dobie Road
Cross-Connecting	7.25 square feet	Serves as the link between the Litespan's fiber optics and the customer's copper wiring
Power Pedestal (proposed)	2.00 square feet	Provides electricity
<b>TOTAL</b>	<b>59.19 square feet</b>	

The exact same request was approved by the Planning Commission in 2010 under Special Use Permit #10041. The applicant did not initiate work on the project within the required two year time frame – the approval expired on April 22, 2012.

**2005 Master Plan**

The Future Land Use Map of the 2005 Master Plan identifies the subject site in the Institutional (Church) category.

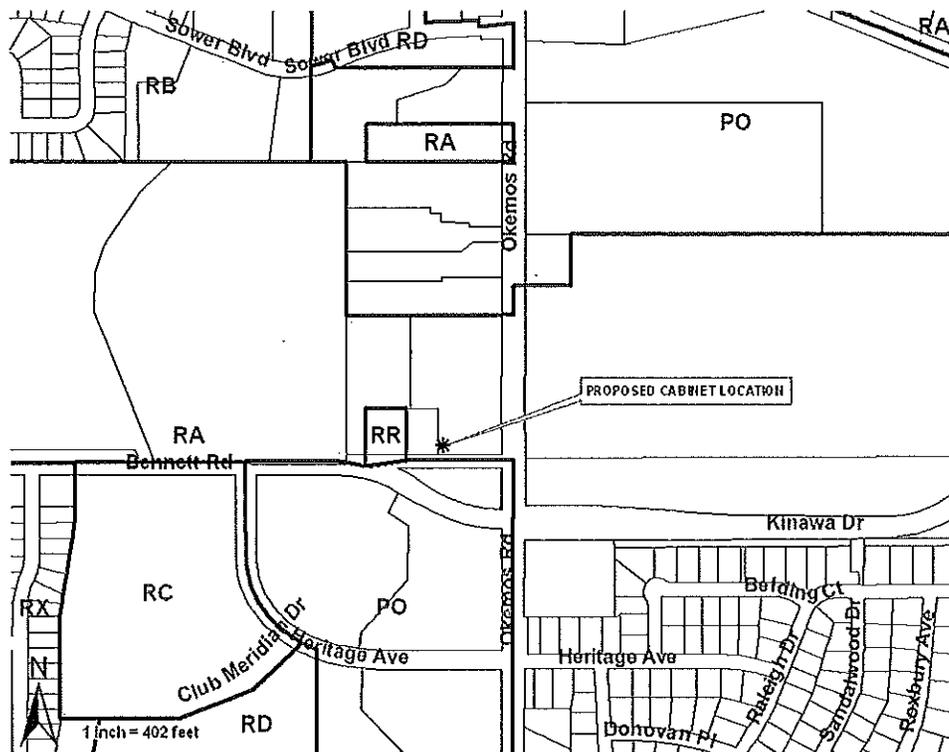
**FUTURE LAND USE MAP**



**Zoning**

The property where the easement is located is zoned RA (Single Family-Medium Density). It occupies a total area of approximately 5.30 acres and contains 285 feet of frontage on Bennett Road and 638 feet of frontage on Okemos Road. The minimum requirements of the RA (Single Family-Medium Density) district are 10,000 square feet of lot area and 80 feet of lot width.

**ZONING MAP**



**Physical Features**

AT&T has an existing utility easement which extends along the Bennett and Okemos Road frontages. Limited vegetation exists along the west property line between the cabinets and the single-family residence. The applicant's easement contains no 100-year floodplain or regulated wetlands.

**Staff Analysis**

Pursuant to Section 86-343 and Section 86-654(f)(4), utility cabinets exceeding 50 square feet in area are permitted by special use permit as a nonresidential use in a residential zoning district. Criteria for evaluating special use permit requests are found in Section 86-126.

Both nine square foot cabinets will be placed upon a single 64 square foot (8' x 8') concrete pad. Each cabinet provides service to a maximum of 384 customers. The cabinets will serve AT&T customers in the Briarwood and Stonebrook subdivisions, Bennett Village condos, Club Meridian Apartments, as well as office parks along and near Okemos Road.

The nearest utility cabinet is approximately 75 feet southeast from the single-family residence at 2290 Bennett Road and approximately 250 feet south of the church building. The existing cabinets are not screened and the applicant is not proposing any new landscaping.

**SUP #13071 (AT&T)**  
**Planning Commission (6/6/13)**  
**Page 4**

The applicant provided sound data for the proposed VRAD cabinets. Without any screening or landscaping, one unit produces approximately 61.3 decibels when measured in front of the VRAD unit. According to information provided in 2010, at a distance of 10 feet the decibel level will be approximately 50.5 decibels for one unit and 53.5 decibels for two.

In similar cases, staff has evaluated sites during Site Plan Review for possible impacts to neighboring properties. Both landscape screening and fencing have been required as needed based on the limitations or opportunities of the easement area.

After the cabinets are installed, technicians visit the site once every three months for routine maintenance and park in the portion of the easement which is adjacent to the equipment installation in the church parking lot.

The Planning Commission may consider the potential impacts of the installation on adjacent properties and incorporate reasonable conditions it may feel will minimize the impacts. Initial approval must be granted by the Planning Commission, while future amendments to Special Use Permit #13071 for more cabinets would be reviewed by staff through the minor amendment process.

**Planning Commission Options**

The Planning Commission may approve, approve with conditions, or deny Special Use Permit #13071. A resolution will be provided for consideration at a future meeting.

**Attachments**

1. Special Use Permit application and submitted documents
2. Minutes from SUP #10041
3. Site plan

**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 ATT Project 8925054 Attn: Darnell Taylor  
 Address of Applicant \_\_\_\_\_  
337 Abbott St. Box 31 East Lansing, MI  
 Telephone - Work 517-337-3509 Home \_\_\_\_\_ Fax 517-337-3673 Email dl5439@att.com  
 Interest in property (circle one): Owner \_\_\_\_\_ Tenant \_\_\_\_\_ Option \_\_\_\_\_ Other \_\_\_\_\_  
 (Please attach a list of all persons with an ownership interest in the property.)
- B. Site address / location / parcel number 2258 Bennett Rd 33-02-02-28-376-004  
 Legal description \_\_\_\_\_ (please attach if necessary)  
 \_\_\_\_\_  
 Current zoning R/A  
 Use for which permit is requested / project name ATT place new electronics cabinet  
 Corresponding ordinance number \_\_\_\_\_
- C. Developer (if different than applicant) N/A  
 Address \_\_\_\_\_  
 Telephone - Work \_\_\_\_\_ Home \_\_\_\_\_ Fax \_\_\_\_\_
- D. Architect, Engineer Planner or Surveyor responsible for design of project if different from applicant:  
 Name N/A  
 Address \_\_\_\_\_  
 Telephone - Work \_\_\_\_\_ Home \_\_\_\_\_ Fax \_\_\_\_\_
- E. Acreage of all parcels in the project: Gross \_\_\_\_\_ Net \_\_\_\_\_
- F. Explain the project and development phases: ATT to place additional equipment (vrad cabinet) onto existing site current footprint is 425sq ft plan will raise to 57 sq ft
- G. Total number of:  
 Existing: structures 2 cab bedrooms \_\_\_\_\_ offices \_\_\_\_\_ parking spaces \_\_\_\_\_ carports \_\_\_\_\_  
 garages \_\_\_\_\_ Proposed: structures \_\_\_\_\_ bedrooms \_\_\_\_\_ offices \_\_\_\_\_ parking spaces \_\_\_\_\_ carports \_\_\_\_\_  
 garages \_\_\_\_\_
- H. Square footage: existing buildings \_\_\_\_\_ proposed buildings \_\_\_\_\_  
 Usable Floor area: existing buildings \_\_\_\_\_ proposed buildings \_\_\_\_\_  
57 sq ft limit- 42 sq ft existing proposing additional equip will be 57 sq ft
- 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:  
2-5 employees working site during construction
- J. Existing Recreation: Type N/A Acreage \_\_\_\_\_  
 Proposed Recreation: Type N/A Acreage \_\_\_\_\_

- 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.

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

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

See attached 11"x17" site sketch with equipment detail

- a. Boundaries of the subject property.  
X
- b. Total area of the subject property.  
X
- c. Location of all existing and proposed structures.  
X
- d. Approximate location and distance of all structures within 100 feet of the subject property.  
X
- e. Uses of existing and proposed buildings, on the subject site.  
All equipment cabinets
- f. Proposed means of vehicular and pedestrian ingress and egress to the subject property.  
Church Parking Lot
- g. Public and private roads and streets, rights-of-way, and easements, indicating names and widths, which abut or cross the site.  
See attached 11"x17" site plan
- h. Existing and proposed parking spaces, and vehicular and pedestrian circulation patterns.  
N/A
- i. The buildable area of the subject property indicating all required setbacks, yards and open space.
- j. Zoning classification of the subject and adjacent properties.
- k. Existing and proposed fencing, screening, landscaping, and buffers.
- l. Location and sizes of existing utilities including power lines and towers, both above and below the ground.
- m. Amount and location of all impervious surfaces.  
Asphalt Parking Surface
- n. The verified boundaries of all natural water features and required setback lines.  
N/A

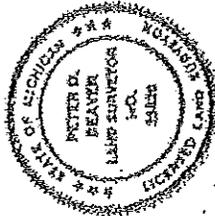
# CERTIFICATE OF SURVEY

AMERITECH EASEMENT #LS660  
 Commencing at the S 1/4 corner of section 28, T4N, R1W,  
 Ingham County, Michigan; thence N90°00'00"W 335.00  
 feet, on the south line of said section 28; thence  
 N00°16'52"E 49.50 feet to the point of beginning of this  
 easement; thence N00°16'52"E 20.00 feet; thence  
 S90°00'00"E 20.00 feet; thence S00°16'52"W 20.00 feet;  
 thence N90°00'00"W 20.00 feet, to the point of beginning.

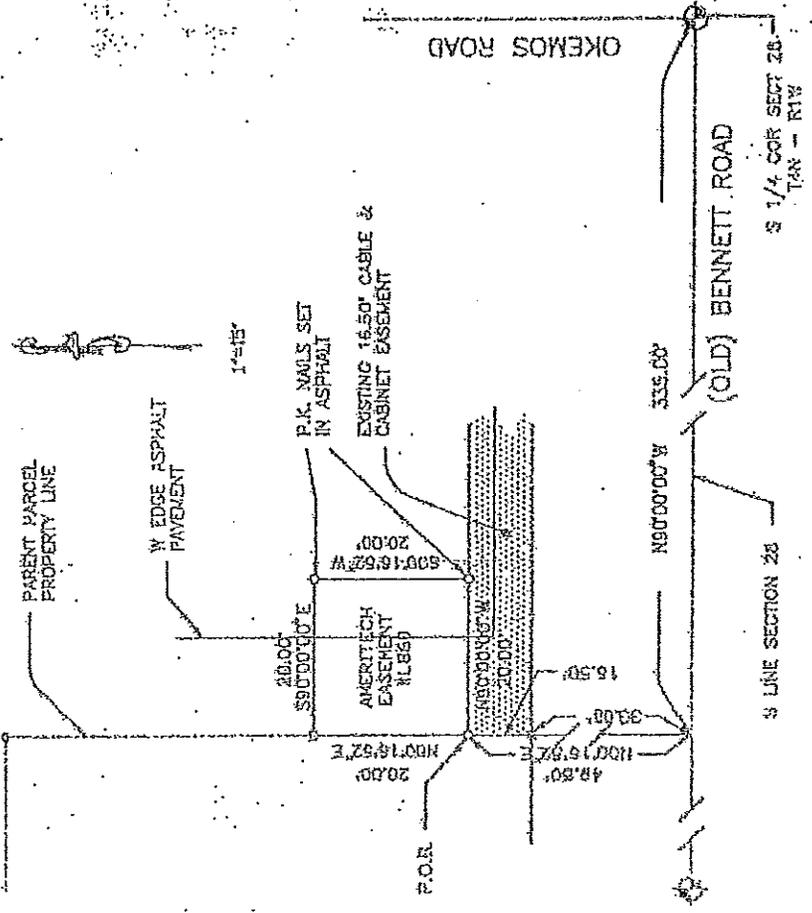
CERTIFIED TO: AMERITECH

I HEREBY CERTIFY TO THE ABOVE NAMED PARTY THAT I HAVE  
 SURVEYED THE ABOVE DESCRIBED PARCEL THAT PERMANENT  
 MARKERS WERE FOUND OR SET AS NOTED HEREON.

*Pete D. Beaver*  
 PETE BEAVER



114 2347 71 2124

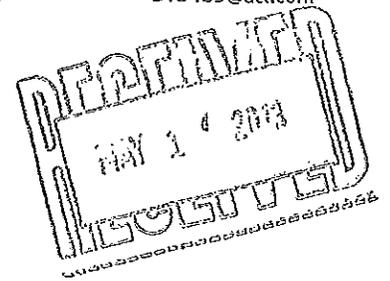


<b>SOUTHERN MICHIGAN LAND SURVEYING</b>	
3244 WICKHAM ROAD TROBRIKUS, MICHIGAN 497-449-1878	
DATE 2-29-18	SCALE 1"=15'
WORK SET BY BOB FORD & BOB SET	DRAWN BY P.B.
PROJECT	REVISIONS B.R.
BY WHOME NO.	98005
UNITED PRESBYTERIAN CHURCH	



AT&T Communications  
337 N Abbot  
East Lansing, MI  
48823

T: 517 337-3509  
F: 517 337-3673  
DT5439@att.com



May 17, 2013

Rich Brown  
Meridian Twp  
5151 Marsh Road  
Okemos, MI 48864-1198

Dear Mr. Brown,

On April 12, 2010, the Planning Commission voted to approve a Special Use Permit (SUP#10041) that was submitted by AT&T Communications. The purpose for the request was to add two new utility cabinets, to an existing easement owned by AT&T, for the purpose of upgrading our services. The installation of this equipment was going to increase the existing square footage from 40 square feet to approximately 60 square feet. Because of cost, AT&T decided to defer the above request and revisit it at a different time and that time is now.

This letter is simply a request for this "NEW SUP" to bypass the Department of Community Planning and Development Department based on the previous approval.

Sincerely,

Darnell Taylor  
AT&T Design Engineer  
337 N. Abbot  
East Lansing, MI 48823  
E-mail: [DT5439@ATT.com](mailto:DT5439@ATT.com)  
Office: (517) 337-3509

## **12. Acoustical Noise Suppression**

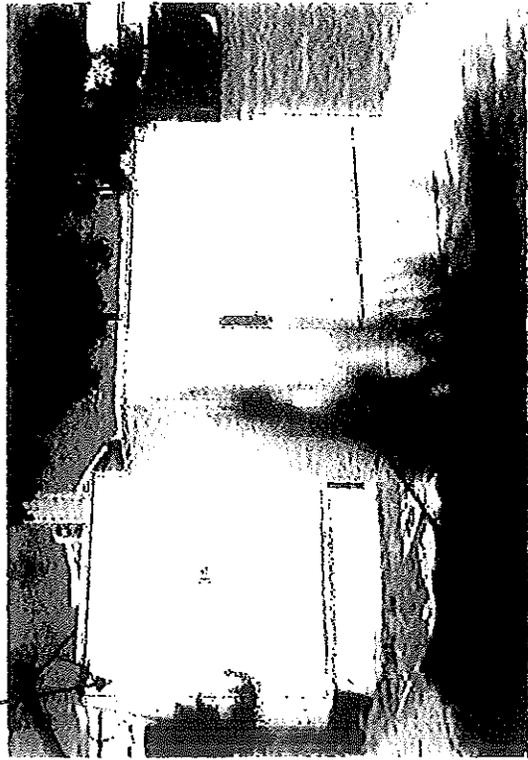
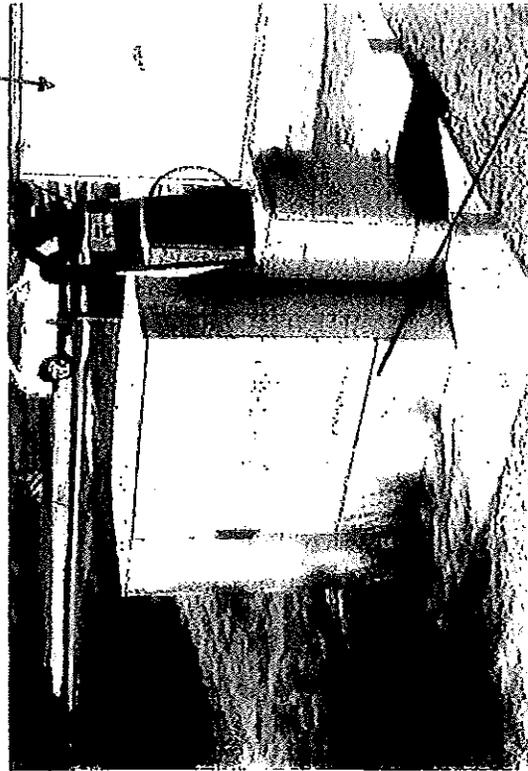
The Alcatel FTTN 52BP, 52B, 52E, ALP248, ALP448 conforms and exceeds GR487, R352 noise requirements of less than 65dBA at 5 feet. The Alcatel 52B Outdoor Cabinet was tested with all cards installed and powered. The maximum level of noise was recorded at center front with a reading of 61.3 dBA under full solar load at 115 degrees Fahrenheit.

However it has been determined that some municipalities have more stringent noise standards than what are acceptable under GR 487. In these municipalities every effort should be made to minimize any possible noise disturbance to the public with the placement of the cabinets. Through additional noise level testing above and beyond the GR487 requirements the back side (side opposite of the equipment chamber) of the cabinet is the quietest side. Whenever possible this side of the cabinet should face any building in the vicinity of the cabinet location. In the event the cabinet is placed in close proximity of a customer building (within 15 ft), the use of noise barrier shrubbery is recommended. The OSP design engineer needs to detail the placing instruction in the construction notes on the work print, for example, (Place cabinet with equipment side facing to street).

# ALP448US - Starter Module

## U-verse VRAD Cabinet

Serving Area Interface



ALP448US

Cabinet Variant	Maximum Customers Served	Color	Cabinet Length (ft)	Cabinet Length (in)	Cabinet Width (ft)	Cabinet Width (in)	Cabinet Height (ft)	Cabinet Height (in)	Cabinet Footprint Cubic (ft)	Cabinet Footprint Overall Measurement (ft)	Cabinet Footprint Overall Measurement (in)
ALP448US	384	Beige or Green	4.17	50.04	2.17	26.04	4.00	48.00	36.20	10.34	124.08

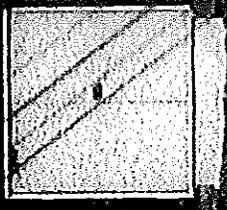
ATT VRAD (U-VERSE) CABINET



ATT EISEN CMB

NEW VROAD CAR

ATT XBOX



**6. Public hearings**

- A. Special Use Permit #10041 (AT&T), a request to allow the installation of new utility cabinets in the easement at 2258 Bennett Road causing the total footprint of all utility cabinets to exceed 50 square feet.

Chair Reicosky opened the public hearing at 7:29 P.M.

- Introduction by the Chair (announcement of procedures, time limits and protocols for public participation and applicants)
- Summary of subject matter  
Principal Planner Oranchak summarized the special use permit request as outlined in staff memorandum dated March 18, 2010.
- Applicant  
Al Dionise, Engineering Manager, AT&T, 3337 Abbott Road, East Lansing, availed himself for Planning Commission questions.
- Planning Commission discussion:  
Commissioner Honicky spoke to the sufficient isolation of the site for the proposed use.

Commissioner Jackson inquired as to the location of this site.

Principal Planner Oranchak responded the address of the cabinet is 2258 Bennett Road.

Commissioner Jackson addressed the 50 decibel (db) load at the property line. She inquired of staff as to its additional screening recommendation.

Principal Planner Oranchak responded this issue will be addressed during site plan review and the applicant will be required to add screening if determined necessary.

Commissioner Jackson inquired as to the exact location of the proposed new cabinets.

Principal Planner Oranchak responded they are between the two larger existing cabinets.

Chair Reicosky asked if there would be a need for a back-up generator for these cabinets.

Mr. Dionise responded in the event of a power failure, the structures are equipped with internal batteries for a designated amount of time. If the outage were to last longer than the life of the internal batteries, AT&T would use electrified trucks to power the generator until full power was restored.

Commissioner Beyea requested staff incorporate a condition of approval stating the decibels not exceed 50 db at the property line. He believed landscaping for sound reduction should also be included in the approval.

Mr. Dionise added AT&T will meet the landscaping requirements. He added that the fans in the unit only run when a specific temperature is reached.

Chair Reicosky stated there may need to be a sound retarded fence or privacy barrier to give the structures a friendlier feel in the neighborhood. He added this issue can be adequately addressed during site plan review.

Chair Reicosky closed the public hearing at 7:45 P.M.

**7. Unfinished Business**

- A. Special Use Permit #09101 (Design Services Co.), a request to construct a 94-bed, 57,464 square foot assisted living/skilled care facility, a non-residential use in the RR (Rural Residential) district.

Planning Commission discussion:

- Clarification of earlier Planning Commission comments
- Important for assisted living residents to get out and be part of a community
- Project is not consistent with five(5) of the special use permit criteria
- Project impact on the wildlife in the area
- Project is inconsistent with the Master Plan
- Project is contrary to the Greenspace Plan
- Project would be a detriment to Cornell Road as a scenic road corridor
- Property has significant and substantial wetland areas to the west and north
- Significant runoff in the area from a heavy rain
- Proposed water run-off mitigation would be insufficient for this grassy knoll in the event of a heavy rain
- Importance of strategic and sustainable growth
- Great project in the wrong location
- Project is compatible with surrounding uses
- Project will not negatively effect surrounding neighborhoods
- Changes made to the site plan at the last meeting respond to and reflect the less urban character of this portion of the Township
- Better location for senior citizen development in the area of The Lodges of East Lansing

Commissioner Honicky moved [and read into the record] **NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby denies Special Use Permit #09101 (Design Services Company) to construct a 94-bed assisted living and skilled care facility on a 9.01 acre site zoned RR (Rural Residential) and located on the north side of Grand River Avenue, east of Cornell Road. Seconded by Commissioner Wilcox.**

ROLL CALL VOTE: YEAS: Commissioners Beyea, Goodale, Honicky, Jackson, Wilcox,  
Chair Reicosky

NAYS: Commissioner Domas

Motion carried 6-1.

Commissioner Honicky moved [and read into the record] **NO THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends denial of Special Use Permit #09101 (Design Services Company) for a building greater than 25,000 square feet in gross floor area. Seconded by Commissioner Wilcox.**

ROLL CALL VOTE: YEAS: Commissioners Beyea, Goodale, Honicky, Jackson, Wilcox,  
Chair Reicosky

NAYS: Commissioner Domas

Motion carried 6-1.

Mr. Ishraidi stated it will be paid for by the water and sewer funds and residents will subsequently pay when they connect.

Chair Reicosky inquired if any residents requested this project.

Mr. Ishraidi stated residents on the east side of the Herron Creek Drain are already connected. He added septic systems will break down eventually and will need to be replaced.

Commissioner Reicosky requested clarification of a statement contained in the staff memorandum relative to the replacement of sanitary sewer leads to ten homes in their existing locations under the Herron Creek Drain.

Director Kieselbach explained if these ten (10) existing shallow leads were lowered below the drain in order for the Ingham County Drain Commissioner to maintain the drain, a pressurized pumping system would need to be installed for each home at double the installation cost.

Chair Reicosky closed the public hearing at 7:35 P.M.

#### 7. Unfinished Business

- A. Special Use Permit #10041 (AT&T), a request to allow the installation of new utility cabinets in the easement at 2258 Bennett Road causing the total footprint of all utility cabinets to exceed 50 square feet.

Director Kieselbach noted that several conditions were added regarding additional screening or noise protection.

Planning Commission discussion:

- Basis during site plan review for evaluation and determination whether there should be mitigation of the visual impact
- Staff has 30 days after application is submitted to hold a staff level hearing for which residents would be contacted
- Input from church as to visual impact
- Church has not voiced concern with the current visual impact

Commissioner Honicky 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 #10041 (AT&T) a request to add two utility cabinets to an existing equipment installation at 2258 Bennett Road with the following conditions:**

1. Approval is based on the site plan prepared by P.E.A. of Michigan, Inc., received by the Township on February 17, 2010, subject to revisions as required.
2. The applicant shall obtain site plan approval from the Department of Community Planning and Development and a utility permit from the Department of Public Works and Engineering prior to installing the new cabinets.
3. The applicant shall provide an analysis of sound levels at the property line, which will be evaluated during site plan review. The applicant shall take appropriate measures to comply with Township standards.

4. An evaluation of visual impacts to surrounding properties shall be conducted during site plan review and the applicant shall take the appropriate measures if necessary to limit the impacts.

Seconded by Commissioner Jackson.

ROLL CALL VOTE: YEAS: Commissioners Deits, Domas, Goodale, Honicky, Jackson, Jorkasky, Wilcox, Chair Reicosky

NAYS: None

Motion carried 8-0.

- B. \*Commission Review #10053 (Meridian Township), a request for Section 61 review for the extension of public water and sewer services along Herron Road and Pioneer Trail in the Herron Acres subdivision.

Commissioner Deits 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 installation of a water main and sanitary sewer line in the Herron Acres subdivision. Seconded by Commissioner Honicky.

ROLL CALL VOTE: YEAS: Commissioners Deits, Domas, Goodale, Honicky, Jackson, Jorkasky, Wilcox, Chair Reicosky

NAYS: None

Motion carried 8-0.

8. Other Business (None)

9. Township Board, Planning Commission officer, committee chair, and staff comment or reports  
Chair Reicosky thanked Planning Commission members for their unanimous attendance at the April 6, 2010 Visioning Session with the Township Board.

10. New applications

- A. \*Special Use Permit #10051 (Meridian Township), a request to work in the 100-year floodplain to construct a paved cross-country pedestrian-bicycle pathway from Okemos Road east to Marsh Road along a Consumers Energy right-of-way.
- B. \*Wetland Use Permit #10-03 (Meridian Township), a request to permit impacts to regulated wetlands to construct a paved cross-country pedestrian-bicycle pathway from Okemos Road east to Marsh Road along a Consumers Energy right-of-way.
- C. Zoning Amendment # 10010 (Township Board), a request to amend Section 86-368 (b)(2) Home occupations to update the allowed uses and standards for home occupations.
- D. Zoning Amendment #10020 (Township Board), a request to amend various sections of Chapter 86 Zoning, Article VII Signs and Advertising Structures to update standards for signs above the roofline, community-sponsored street light banners, a-frame signs in commercial districts, and the size of development entry signs in residential districts.

11. Site plans received (None)

12. Site plans approved (None)

13. Public remarks

Chair Reicosky opened and closed public remarks.

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

TO: Planning Commission

FROM:   
Gail Oranchak, AICP  
Principal Planner

DATE: June 6, 2013

RE: Special Use Permit #13061 (Caring Hand), adult day care center at 2630 Bennett Road

Staff incorrectly advised the applicants they could apply under Section 86-659 Other Special Uses for a special use permit to establish an adult day care center as a non-residential use in a residential district. After the public hearing, staff became aware the zoning ordinance had been amended several years ago and "adult day care" was added as a conditional use permitted in the C-1 (Commercial) and C-2 (Commercial) zoning districts. After consulting with the Township attorney, it has been determined the Planning Commission does not have authority to make a decision regarding the special use permit request since Section 86-659 Other Special Uses may only be used if the use is not specified in any section of the zoning ordinance.

The Planning Commission may consider initiating a zoning amendment to specifically include adult day care facilities in Section 86-654 Non-residential structures and uses in residential districts. Categories of uses identified in Section 86-654 are: Institutions for Human Care; Religious Institutions; Educational and Social Institutions; Special Open Space Uses; Public Buildings and Public Service Installations; and Other (group child care homes and offices of philanthropic and charitable organizations accessory to a categorized use). If the Planning Commission initiates a zoning amendment, staff will prepare text and schedule it for a public hearing at a future meeting.

The following motion is provided to initiate a zoning amendment:

I MOVE to initiate a zoning amendment to include Adult Day Care Facilities in Section 86-654 Non-residential structures and uses in residential districts and other districts as may be deemed appropriate and request staff to prepare the amendment and schedule a public hearing.

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

DATE: June 6, 2013

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 of the Planning Commission's decision and pursuant to Sections 43 (3) and (4) of the Michigan Planning Enabling Act (MPEA), rejected the Planning Commission's document and transmitted its "statement of objections" in the form of the following revisions:

1. Revised Map 10-1 Future Land Use Map by:
  - Excluding from the urban services district the land preservation purchase located north and east of the Trails at Lake Lansing subdivision.
  - Including in the urban services district land north of Shoemith Road and east of Green Road along rear property lines.
  - Including in the urban services area land north of Haslett Road and east of Meridian Road (Haslett Preserve).
  - Including in the urban services district land south of Grand River and east of Cornell Road (Kinney, White Oaks Estates, Ashbury Commons and East Pointe subdivisions).
  - Including in the urban services district land north of Grand River Avenue, east and west of Van Atta Road (Wellington Estates, single family lots, Winslow's mobile home park, Spagnuolo's Restaurant and Red Cedar Church).
  - Including in the urban services district commercially zoned land south of Grand River Avenue and east of Van Atta Road.
  - Including in the urban services area land west of the extension of the consumers power easement and north of Jolly Road (Ponderosa Estates and undeveloped land north of Ponderosa).
2. Inserted text into the Implementation Chapter exempting the Georgetown Sanitary Sewer Interceptor Payback District from the Urban Services District.

CR #12053 (Planning Commission)

June 6, 2013

Page 2

In accordance with the MPEA, the Planning Commission "shall consider the Board's objections and propose revisions to address the objections." The sequence of holding a public hearing, approval by the Planning Commission, review and approval or rejection by the Township Board, etc. is repeated until the Township Board approves the Planning Commission's proposal.

### **Attachments**

1. Township Board approved amendment to the 2005 Master Plan
2. Staff memorandums dated January 3, 2013, January 10, 2013, and April 12, 2013
3. Township Board minutes dated January 15, 2013, April 2, 2013, and April 16, 2013
4. Updated synopsis of the Master Plan process
5. Updated "Timeline of Events"

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Meridian Charter Township

COMMISSION REVIEW #12053 (PLANNING COMMISSION)

2005 MASTER PLAN  
PROPOSED TEXT AND MAP AMENDMENTS  
IN SUPPORT OF AN URBAN SERVICES DISTRICT

Chapter 2

COMMUNITY VALUES, VISION, GOALS AND OBJECTIVES

GOAL 5: MAINTAIN ESSENTIAL PUBLIC SERVICES

Objective A: Ensure that any future growth is consistent with the Township's present or planned capacity for sewage treatment, public water, and other utility systems.

Strategies:

1. Focus growth into an urban services district to ensure efficient and fiscally responsible use of public services.

GOAL 7: PROMOTE EFFICIENT AND SUSTAINABLE GROWTH PRACTICES

Objective C: Define an urban services district to promote walkable community development and dynamic community improvement through redevelopment.

Strategies:

1. Promote land use policies that emphasize compact infill development.
2. Investigate opportunities to maximize the use of existing infrastructure through development and redevelopment within the urban services district.
3. Investigate additional strategies to provide incentives for development and redevelopment within the urban services district.

**Chapter 8  
INFRASTRUCTURE**

**Tri-County Urban Service Management Study**

After five years of preparation, the Urban and Rural Service District/Urban Service Boundary (URSD/USB) Committee of the Tri-County Regional Planning Commission released its Tri-County Urban Service Management Study in March, 2011. The Study was prepared to implement the 2005 Regional Growth: Choices for our Future (Regional Growth Project) report promoting a sustainable and equitable regional land use pattern for the Tri-County region by establishing a boundary for an urban services district. The Urban Service Management Study included a general urban service district map and a recommendation for participating communities to reassess the boundary using specific criteria in the report. The Tri-County Regional Planning Commission adopted the recommendations of the 2011 Tri-County Urban Service Management Study on April 27, 2011.

In May 2011, the Meridian Township Board of Trustees expressed its support and intent to follow the Study's recommendation once finalized by adopting a resolution recognizing the urban service boundary as providing assistance in implementing the Township's 2005 Master Plan goals. Using the ten recommended criteria from the Tri-County Urban Service Management Report as a guide, data was collected to assess the Township's future land use needs. From this exercise, an urban service district has been delineated as shown on Map 8-12 Urban Services District and Map 10-1 Future Land Use Map.

The Township is committed to providing urban services, including but not limited to public water and public sanitary sewer, to sites located within the urban services district. Implementation policies will be found in Chapter 11.

## Chapter 10 FUTURE LAND USE

### Urban Services District

The urban services district shown on Map 10-1 Future Land Use Map and density designations inside and outside of it are intended to accomplish a number of objectives including efficient and cost-effective delivery of public services within the Township and Tri-County region, implementation of Smart Growth principles, appropriate investment in infrastructure and maintenance programs based on proper planning consistent with projected population growth, conservation of natural resources, and preservation of rural open space.

Population projections found in the 2005 Master Plan anticipated population growth of 14.7 percent between 2000 and 2020 resulting in a 2020 population of 44,850 with ample land available to accommodate the total. More recently, population projections prepared for the Tri-County Regional Planning Commission and updated with 2010 census figures show Meridian Township's growth has slowed considerably. Population in 2020 is now projected to be 39,824, a mere 1.8 percent increase over the 2000 – 2020 time period. And ten years later in 2030, population is projected to increase by 1.5 percent to 40,432.

Since the residential land use designations planned for a population of 44,850, there should be excess capacity in already approved platted subdivisions, planned unit developments, and undeveloped land for residential growth well beyond 2030 unless significant changes reverse the population trends for the region. Residential land is available both inside the urban services district and outside it where the population will reside in low-density areas and rely on onsite septic systems and private wells.

The Future Land Use Map designates land east of the urban services district for low density single family residential and agricultural uses. Two low density residential classifications (0.0-0.5 du/a and 0.5-1.25 du/a) are specified for the eastern part of the Township.

This plan, based on 2005 economic trends, does not increase the amount of land designated for non-residential uses. Office vacancy rates were already on the rise, office development had slowed and there was no interest in research park development. The plan also notes that the Future Land Use Map designated 790 acres for commercial uses but 910 acres were already zoned for commercial purposes. Meridian Township has never been attractive for industrial uses. In the future, commercial, service and office uses can readily be accommodated within sites already designated on the Future Land Use Map for such uses through infill and redevelopment projects.

## Chapter 11 IMPLEMENTATION

### Urban Services District

Establishment of an urban services district is one of the primary methods to encourage Smart Growth in both the Township and the region. The designation of the urban services district is based on a thorough needs analysis using population projections and land supply. The analysis revealed there is sufficient developable vacant land and the potential for redevelopment of obsolete properties within the urban services district to satisfy the needs of future populations for both residential and service uses. However guidelines must be responsive to changing conditions thus the following policies are established to guide amendment to the urban services district boundary and may be used by the Township Board to establish an ordinance.

#### Urban Services District Amendment Policies

- The Planning Commission shall review the urban services district boundary every five years concurrent with the Master Plan review required by the Michigan Planning Enabling Act. If the Planning Commission finds it would serve the public interest to amend the urban services district boundary it shall transmit a recommendation to the Township Board. When reviewing the urban services district boundary the Planning Commission shall consider the same 10 criteria used to establish the original boundary found in the 2011 Tri-County Urban Service Management Study and the following:
  - Whether the amount of available land within the urban services district is adequate for all land use types for the ensuing 20 years
  - Changing demographic and economic projections
  - The ability of the Township to maintain acceptable levels of service and quality of life for existing and new residents
  - Analyses of soil type, vegetation, topography, availability of public water and sewer services, existing property lines, existing land use, and potential for development
  - Proposed boundaries are preferred along roads or other natural boundaries
- Private property owners and developers may submit a request to the Township Board to amend the urban services district boundary. Before the Township Board makes a decision, the Planning Commission shall evaluate the proposed amendment using criteria established for the five-year review and submit a recommendation. In making their decision the Township Board and Planning Commission shall consider the following criteria:
  - Location in relation to the existing urban services district area
  - Documentation from the applicant there are no suitable development sites within the urban services district
  - Documentation of a compelling public health and/or safety issue exists for which the only solution is amending the urban services district boundary
  - Weigh the benefits and economic burdens for the Township

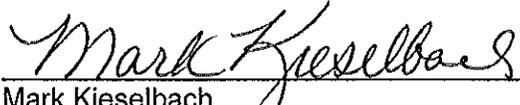
#### Exemption to the Urban Services District

Property located within the 2009 Georgetown Sanitary Sewer Interceptor Payback District and subject to the Georgetown Sanitary Sewer Interceptor Benefit Charge shall be exempt from the Urban Services District Boundary and Policies, only for sewer extensions, until July 7, 2024 or until the Eyde Company is reimbursed the amount in the July 7, 2009, Board Resolution entitled Georgetown Sanitary Sewer Interceptor Benefit Charge & Reimbursement, whichever occurs first.

g:\planning\glo\CR\CR 12053 (PC)\Proposed Amendments 4/11/13

# MEMORANDUM

TO: Township Board

FROM:   
Mark Kieselbach  
Director of Community Planning and Development

  
Gail Oranchak, AICP  
Principal Planner

DATE: January 3, 2013

RE: 2005 Master Plan Amendment to add an Urban Service Management Area

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At its January 15, 2013 meeting, the Township Board is scheduled to discuss the Planning Commission's approved amendment to the 2005 Master Plan incorporating an Urban Service Management Area (USMA). The amendment affects the Goals and Objectives section and Infrastructure, Future Land Use and Implementation Chapters. To insure new members as well as current members are informed about the process and activities leading up to this discussion, staff has prepared a synopsis of the steps required to adopt an amendment to the Master Plan and a timeline of Planning Commission. Background material in the form of staff memorandums and minutes is also attached.

## Attachments

1. Synopsis steps to amend the Master Plan and Timeline of activities
2. Background material—staff memorandums and minutes

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**Michigan Planning Enabling Act (MPEA)  
Process to Adopt or Amend a Master Plan**

- *Notice of Intent to Plan* must be sent to all surrounding communities, government agencies, and utilities by the Planning Commission Secretary.
- The Planning Commission prepares a proposed Master plan:
- Once the plan has been drafted, the Planning Commission shall submit the proposed Master Plan to the Township Board for review and comment.
- If the Township Board is satisfied with the plan, it may then approve the plan for distribution. Recipients of the proposed plan have a 63-day review period to submit their comments on the proposed Master Plan to the Planning Commission.
- Only after the review and comment period has expired can the Planning Commission conduct a required public hearing.
- Each entity receiving the *Notice of Intent to Plan* should be sent notification of the public hearing. Notice of the public hearing should also be published in the Towne Courier.
- The approval of the proposed Master Plan shall be by resolution of the Planning Commission carried by the affirmative votes of not less than a majority of the Planning Commission.
- Township Board either approves or rejects the Plan. If rejected, the Township Board shall submit a statement of objections to the Planning Commission. The Planning Commission shall consider those objections and revise the proposed Master Plan. This process shall be repeated until the Township Board approves the proposed Master Plan.
- Upon final adoption of the Master Plan, the secretary of the Planning Commission shall submit, copies of the adopted Master Plan to the same entities to which copies of the proposed master Plan were required to be submitted.

**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-  
Aug. 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.
- Aug. 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.
- Sept. 6, 2011-  
Oct. 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 location
- Nov. 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.
- Dec. 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.
- Jan. 9, 2012-  
Mar. 12, 2012** The Planning Commission spent work sessions developing an USMA Expansion Policy to insert into the Master Plan.
- Mar. 26, 2012** The Planning Commission sent the proposed USMA Expansion Policy amendment to Township Board as requested for approval to distribute the draft amendments in accordance with the Michigan Planning Enabling Act.
- Apr. 3, 2012** The Township Board approved the urban services map and accompanying documents and authorized distribution of the draft Master Plan amendment in accordance with the MPEA.

- Apr. 27, 2012** Notice of Intent to Plan in accordance with the MPEA, was sent to surrounding municipalities and agencies.
- May 18, 2012** Letters indicating a draft amendment to the Meridian Charter Township Master Plan available for review and comment were sent to surrounding communities and agencies in accordance with the MPEA. Start of 63-day review period.
- Jul. 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 adopt an amendment to the 2005 Master Plan.
- Jul. 29, 2012** Notice of August 13, 2012 Public Hearing is published in Towne Courier.
- Aug. 03, 2012** End of the 63-day review period for surrounding municipalities and agencies to comment on the Master Plan amendments.
- Aug. 13, 2012** A public hearing is held in accordance with the MPEA, for the first phase of the proposed amendments to the 2005 Master Plan.
- Oct. 8, 2012-  
Nov. 26, 2012** The Planning Commission considered 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.
- Nov. 26, 2012** The Planning Commission adopted a resolution by a vote of 8-0 to transmit to the Township Board, Master Plan amendments pertaining to Commission Review #12053; 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.

# MEMORANDUM

TO: Township Board

FROM: Mark Kieselbach  
Mark Kieselbach  
Director of Community Planning and Development

Gail Oranchak  
Gail Oranchak, AICP  
Principal Planner

DATE: September 1, 2011

RE: Urban Service Boundary

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On May 5, 2011, the Township Board requested the Planning Commission work to delineate an urban service boundary in Meridian Township based on the ten criterion developed in the 2011 Tri-County Urban Service Management Study. The Planning Commission met on several occasions over three months to evaluate pertinent data and on August 22, 2011 voted 6-1 to recommend the urban service boundary depicted on the attached map. The Planning Commission's decision was based on the following:

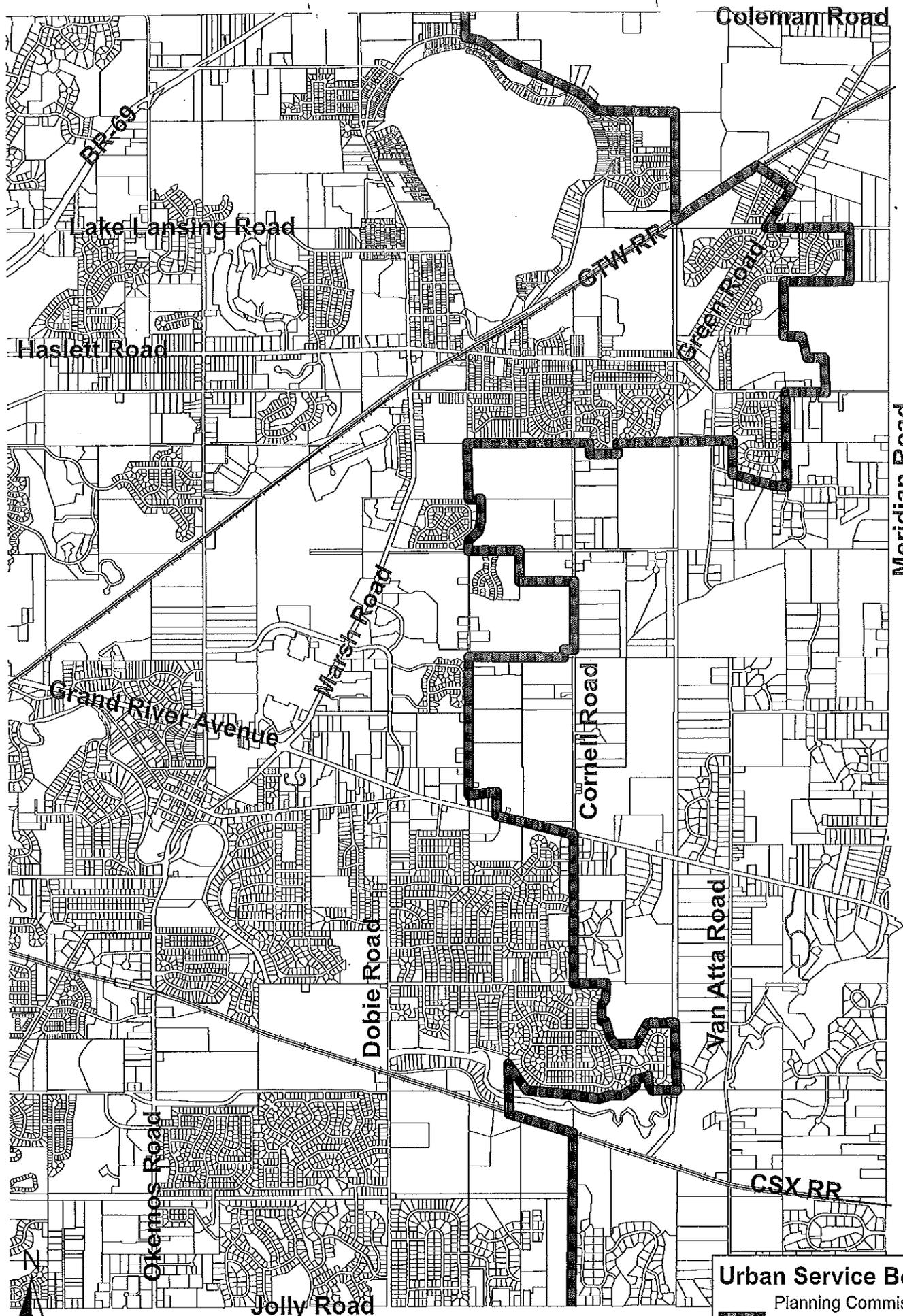
- Comparison of demographic data in the 2000 U.S. Census and 2010 U.S. Census
- Consideration of existing and planned sewer and water infrastructure
- Evaluation of Township arterials
- Capital Area Transportation Authority Michigan/Grand River Corridor project
- Location of public transportation routes and facilities for non-motorized transportation
- Housing projects approved and under construction with public sewer and water services
- Existing population densities
- Natural resources
- Distance from existing support services
- Location of 425 Agreements with the Cities of Lansing and East Lansing

The next step in the process is for the Board to review the Planning Commission's recommendation. If the Board agrees with the recommendation, then it must approve the distribution of the proposed amendment and notify the secretary of the Planning Commission to distribute it to the adjoining municipalities and agencies noted in the Michigan Planning Enabling Act. The Planning Commission recognizes it will also be necessary to add supporting text in the Goals and Objectives, Infrastructure, Future Land Use and possibly Implementation Chapters of the Master Plan. Recently, the Planning Commission conducted the five-year review of the Master Plan and determined some additional updating was necessary. The intent of the Planning Commission is to incorporate the urban service boundary into this process. A motion to distribute the proposed amendment to the Master Plan to include an urban service boundary has been provided for the Board's consideration.

**MOTION: Move to approve the distribution of the proposed amendment to the 2005 Master Plan to include an urban service boundary and direct the Clerk to notify the secretary of the Planning Commission to distribute the proposed amendment in accordance with the Michigan Planning Enabling Act.**

**Attachments**

1. Recommended Urban Service Boundary Map
2. Planning Commission Memorandums dated May 18, 2011, June 9, 2011, July 7, 2011, July 21, 2011, August 18, 2011
3. Planning Commission Meeting Minutes dated May 23, 2011, June 13, 2011, July 11, 2011, July 25, 2011, and August 8, 2011



August 22, 2011

**Urban Service Boundary**  
Planning Commission  
Recommendation

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

DATE: May 18, 2011

TO: Planning Commission

FROM: Gail Oranchak  
Gail Oranchak, AICP  
Principal Planner

RE: Urban Service Boundary

At its May 5, 2011 meeting, 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 Commission. In a separate action, the Township Board adopted a motion requesting the Planning Commission "work to delineate an urban service boundary in Meridian Township" based on the ten criteria found on pages seven and eight of the Study. A copy of the study is attached.

As the following ten criteria titles show, establishing an urban service boundary has a direct correlation to and may inform the Planning Commission's work on the Master Plan update, specifically Goals 5 through 7, which address infrastructure. Thus the Planning Commission may decide to delineate the urban service boundary before or concurrent with completion of the Master Plan update.

2011 Urban Service Management Study Criteria

1. Existing and planned sewer and water infrastructure
2. Improved roads and road hierarchy
3. Connections between transportation system destinations
4. Existing population densities
5. Zoning districts and master plan/future land use districts
6. Natural resources and working lands (e.g. open space, farmland, and protected lands)
7. Distance threshold from existing support services (service radii from fire/police services) and health, police, and fire department recommendations
8. Capital Improvement Plans (CIP)
9. Regional benefit factors
10. Existing and anticipated 425 Agreement areas

Map 1 in Tri-County's Urban Service Management Plan shows a preliminary urban service district area. It represents a starting point for deliberations. The boundary of the service area runs north and south through Meridian Township; the location is consistent with the urban

service boundary (USB) adopted as an element of the 1995 Comprehensive Development Plan; it was delineated on the 1995 Future Land Use Map. In 1999, the Future Land Use Map and Master Plan text were amended to remove all references to an urban service boundary. For discussion purposes, copies of relevant materials from the 1995 Plan are attached (P. 26, Goal 7 excerpt; P. 161-162 Community Services Chapter; P. 189-190 Future Land Use Chapter).

**Attachments**

1. Tri-County Urban Service Management Study Executive Summary
2. Tri-County Urban Service Management Study
3. Township Board resolution dated May 5, 2011
4. Township Board meeting minutes excerpt, May 5, 2011
5. Excerpts from the 1995 Meridian Township Comprehensive Development Plan
6. Preliminary USB location in Meridian Township



# Urban Service Management Study

April 2011

*A working committee of the Tri-County Regional Planning Commission (TCRPC) has completed a study summarizing recommendations to shape our region's urban services.*



**Regional Growth**  
*Choices for our Future*

## The Regional Growth Initiative's Urban and Rural Service District Boundary Committee Mission is:

- to keep urbanized areas viable,
- to protect farmland, open space and rural quality of life,
- to preserve priority conservation areas,
- to utilize existing infrastructure,
- and to save costs through cooperation and efficiency.

### URSD/USB COMMITTEE MEMBERS:

Chairperson: Susan McGillicuddy, Meridian Charter Township; Ingham County, Eaton County, Clinton County; The City of Lansing, The City of East Lansing, Delta Charter Township, Meridian Charter Township, Bath Charter Township, Windsor Charter Township, Williamstown Charter Township, Delhi Charter Township; Watertown Charter Township, the City of DeWitt, DeWitt Charter Township, the Village of Dimondale, Onelda Charter Township, the City of Grand Ledge, Lansing Charter Township, the City of Mason, Ingham and Clinton Agricultural Preservation Boards, and the Tri-County Regional Planning Commission.

This Committee meets monthly in the greater Lansing area as an implementation activity of *Regional Growth: Choices for Our Future* Initiative.

Please visit

[www.greaterlansingurbanservice.org](http://www.greaterlansingurbanservice.org)  
for more information

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Tri-County Regional  
Planning Commission

913 W Holmes Road, Suite 201  
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The Urban and Rural Service District/Urban Service Boundary (URSD/USB) Committee was created in the Lansing, Michigan region to help implement TCRPC's *Regional Growth* initiative. The Committee includes multiple municipalities, who in 2010 held two stakeholder workshops and completed a survey on attitudes towards intergovernmental collaboration. Charged with analyzing and promoting policies that coordinate urban and rural services, the Committee successfully obtained a grant in 2010 from the Land Information Access Association (LIAA) to complete an *Urban Service Management Study*. Through the work of this Committee, the mid-Michigan region now has an opportunity to promote shared public services and joint planning efforts while ensuring the protection of rural and natural resources.

During a one year process, LIAA and TCRPC staff worked with the URSD/USB Committee to analyze our region's development patterns and to better understand how to

provide public services in a sustainable way. The Committee investigated the feasibility of an urban service boundary (USB) policy. A USB policy guides the public decision-making process for locating future public water and sewer services. An urban service boundary can be a successful tool for managing urban sprawl. Such boundaries allow a unit of government to publicly identify specific areas targeted for urban growth. A USB policy suggests that areas beyond the boundary

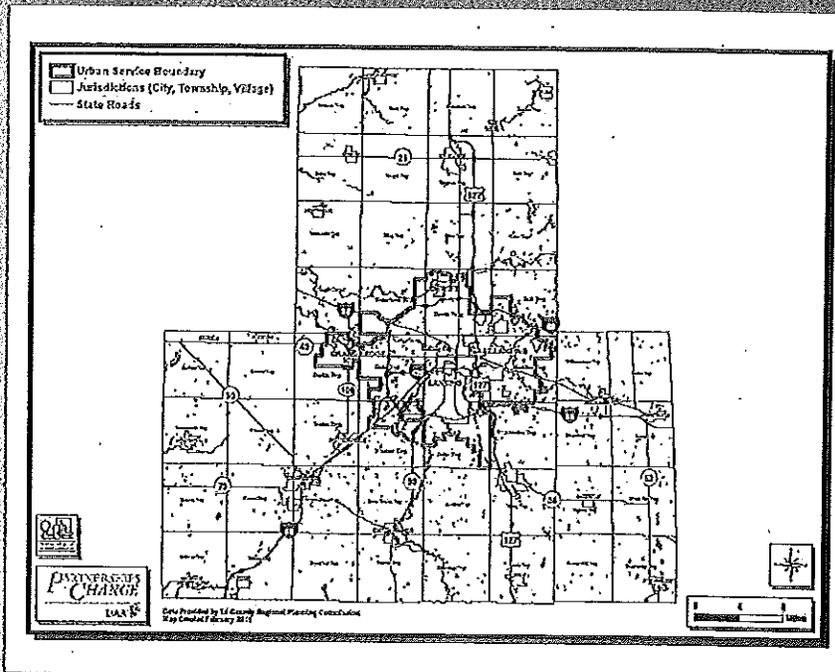
will not receive public infrastructure services. Municipalities typically enforce USBs by limiting water or sewer services or not extending them to new development outside the boundary.

The *Urban Service Management Study* process was dynamic and multi-faceted, and the Study provides clear strategies and next steps towards implementing a greater Lansing regional USB policy. These USB policy strategies are available for use by both urban and rural communities in our region.

# A Preliminary Urban Service Boundary

## Identifying an urban service management area for the Greater Lansing Region

The map depicts a Preliminary Urban Service Boundary for the Greater Lansing, Michigan area. The boundary extends through the urbanized townships surrounding Lansing and East Lansing. The draft line was created using existing master plans, zoning densities, existing water and sewer service areas, and existing, shared services or development area agreements. Some communities already have USBs boundaries in their Master Plan. Others have estimated USB locations based on data they provided to study researchers. Communities can establish specific locations of a USB based on criteria set forth in this Study. This must occur individually as part of each municipality's required public planning processes.



The Preliminary USB was developed through existing data and tested to determine if it will adequately promote the regional initiative's mission.

The Study found that:

- 1) the Preliminary USB closely follows the recommended sustainable growth pattern promoted in Regional Growth Choices for our Future;
- 2) the Preliminary USB encompasses almost all areas where there is existing or planned public water and sewer services;
- 3) and the area within the Preliminary USB includes almost 70 square miles of undeveloped land, nearly the same amount of land that was urbanized in this region over the past 70 years.

### Here are the recommended on-going activities for the Committee:

- ⇒ **Maintain Trust Between Local and County Governments** through continued involvement with the regional committee, and sharing planning meeting minutes online.
- ⇒ **Formalize Commitment to the USB Policy** by the TCRPC adoption through policy maker and stakeholder educational effort, and by collecting Resolutions of Support for the Study's findings by local municipalities.
- ⇒ **Collaboratively Explore and Employ Tools that support the USB Policy** by identifying development and land use tools such as Farmland Preservation Programs, Conservation Programs, Downtown Development or tax increment financing plans, clustered development initiatives, Brownfield Redevelopment programs, and more.

### Here are three recommended action items for implementing a USB:

These can be done at any municipal level.

Examine existing master plans and zoning ordinances. Is a USB acknowledged and supported? Identify gaps in the documents and tools to address them.

Produce a final detailed delineation of the USB using criteria in the Study. Present it for public review before adoption. Also discuss criteria for changing a final USB.

Develop a regional project planning and/or legal defense fund to help communities implement a USB policy, an appeals process, and to defend the policy against legal challenges.

#### Frequently Asked Questions:

**How does this Study apply to jurisdictions not shown on the Study map?** This Study includes research steps and recommendations that can be applied at any level of government and within various inter-jurisdictional partnerships. A brochure will be created soon that describes how to develop a USB Policy in other Village and City areas. Likewise, municipalities completely within the preliminary boundary (Lansing, East Lansing and Lansing Township) will not adopt a Boundary. They can support the USB through continued involvement on the Growth Initiative.

**How can we address pressure to develop outside of the USB?** There are many tools available. The most successful tools include land use regulations and conditions on the use of economic development incentives. Penalties should be given for developments that occur within the boundary.

**Is the Boundary line in its final form?** No. The preliminary line shown represents a general idea of where public water and/or sewer services are located. The study recommends that members reassess the boundary according to specific criteria in the Study. Adoption of this Study is not the adoption of a boundary. It is adoption of the study's recommendations listed to the north.

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# Tri-County Urban Service Management Study



*P*ARTNERSHIPS  
*C*HANGE



## **Tri-County Urban Service Management Study**

**March 2011**

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*Urban and Rural Service District/  
Urban Service Boundary Committee Mission:*

*To support the establishment of an Urban Service Boundary, thereby providing communities in our region with tools and policies to promote the following elements:*

- 1. To keep urbanized areas viable*
- 2. To protect farmland, open space, and rural quality of life*
- 3. To preserve priority conservation areas*
- 4. To utilize existing infrastructure*
- 5. To cost-save through cooperation and efficiency*

## Introduction

This Tri-County Urban Service Management Study presents mid-Michigan communities with policy tools for promoting a sustainable and equitable land use pattern based on the method of an urban service boundary. The Study reflects on past development patterns in the tri-county area, the implications of public water and sewer service expansion, and it provides an in-depth discussion on the methodology behind implementing an urban service boundary that serves the greater Lansing area. The Study is ultimately an outcome of the 2005 *Regional Growth: Choices for our Future* report (Regional Growth Project), and the Urban & Rural Service District/Urban Service Boundary (URSD/USB) Committee. In 2005, the Regional Growth Project was adopted by the Tri-County Regional Planning Commission and, subsequently, by many local governments in the region. The Regional Growth Project provides policy recommendations to help achieve a regional land use pattern that is sustainable and equitable and is based on the input of thousands of stakeholders who took part in the process of creating the vision.

The Regional Growth Project reflects local master plans in the tri-county region and proposes land use policies that direct development towards existing urbanized areas for the purposes of strengthening the urban cores and utilizing existing infrastructure. The Regional Growth Project also supports land use patterns that protect the agricultural economy and natural resources. To accomplish this, the Regional Growth Project calls for clear urban and rural service districts (URSD) areas, and/or urban service boundaries (USB). As an implementation arm of the Regional Growth Project, the URSD/USB Committee was called together in 2006 by concerned local officials and administrators to address the issue of increased costs for public services. The Committee is comprised of elected and appointed officials, planning staff and other representatives from the cities of Lansing, East Lansing, Mason, St. Johns, DeWitt, Grand Ledge; the village of Dimondale, the Townships of Meridian, Bath, DeWitt, Watertown, Delta, Oneida, Windsor, Delhi, Williamstown, Lansing, and the Counties of Ingham, Clinton and Eaton.

One of the Committee's first projects was a study of the sharing of fire response services in its early years. Afterwards, the Committee looked to address overall increased costs of public services and the inequitable and unsustainable land use patterns that face many local governments in the mid-Michigan region. The URSD/USB Committee knew that it needed to gain a fuller understanding of how urban services can best be managed and what tools would best be applied to the greater Lansing area and how neighboring jurisdictions could work together to implement such policies. The URSD/USB Committee contracted with the Land Information Access Association (LIAA) in 2010 to investigate best practices and recommend a course of action to implement an urban service boundary. To help determine this, the Tri-County Regional Planning Commission and the URSD/USB committee turned to LIAA's *Partnerships for Change (Pfc) - Sustainable Communities* program for help. *Pfc Sustainable Communities* is a multi-jurisdictional planning assistance program developed by the Land Information Access Association (LIAA), Michigan Municipal League (MML) and Michigan Townships Association (MTA) with support from Michigan State University Extension and the Michigan Association of Planning. The overall mission of *Pfc Sustainable Communities* is to foster new and expanded cooperation between cities, townships, and villages in developing and carrying out local land use policies that contribute to the preservation of cultural and natural resources. In this case, through *Pfc - Sustainable Communities*, LIAA planning staff and the URSD/USB Committee worked together to gain stakeholder input, to survey community preparedness and to review the best practices pertaining to urban service management. With the

development of this Study, the Committee now understands the implications and benefits of implementing an urban service boundary, and is prepared to further its efforts region-wide.

This report, the *Tri-County Urban Service Management Study*, is the result this research. This report includes an overview of urban service boundary examples:

A 2000 Policy Brief for the Michigan Legislature, published by the Urban and Regional Planning Program, Department of Geography, Michigan State University defines a USB as:

A successful tool for managing urban sprawl. Such boundaries allow a unit of government to publicly declare that a specific area surrounding a municipality will be the target for urban growth, and thus indicate that areas beyond that boundary will not be supported with public infrastructure services. Such boundary lines are typically enforced by limiting water or sewer services, rather than extending them constantly to help support suburban development.

The development of this report included literature research, a series of meetings with the URSD/USB Committee and two focus groups that addressed the where, when, how, and why of a USB. Based on this research, this report focuses on:

1. The purpose of an Urban Service Boundary policy;
2. Proposed Urban Service Boundary analysis;
3. Concerns related to an Urban Service Boundary policy;
4. Various Urban Service Boundary models;
5. What local jurisdictions are already doing to support USB goals;
6. Tax Revenue Sharing; and
7. Implementing the USB

### **I. The Purpose of an Urban Service Boundary Policy**

Jurisdictions who have implemented an urban service boundary have mainly done so to protect rural lands, strengthen urban centers, and manage costs related to infrastructure expansion - all goals that Michigan communities should be striving to achieve according to the 2003 Michigan Land Use Leadership Council report titled *Michigan's Land, Michigan's Future (Michigan's Future Report)*.

The *Michigan's Future* report asserted that the conversion of agricultural land, forestland and open space to urban uses can decrease both the visual appeal and the land-based economy of communities. These qualities are often associated with "rural character." At the same time, this pattern of development may result in a decline in urban population as people move out to suburban and rural residences. The loss of population can decrease the tax base and property values in city and village centers, leaving existing infrastructure without adequate funding for proper maintenance. The outcome can be a diminished "rural character" and suffering urban centers. Meanwhile, the infrastructure needed to support new

#### *Sidebar A*

#### **Benefits of Rural Lands Preservation**

*From the Frankenmuth Growth Management Strategy*

- Relieve stress
- Provide for recreational experiences not otherwise available to city residents;
- Help make a community more walkable and thus healthier, reducing obesity;
- Clean stormwater runoff;
- Clean the air we breathe;
- Provide education experiences not available in city parks or backyards;
- Increase property values (can be measured according to distance from a greenbelt or natural areas);
- Provide higher quality or lower cost food;
- Contribute to the positive identity of a community

growth along the urban fringe adds costs that can put a strain on local government resources.

The paving, maintenance, expansion, or construction of roads is an example of infrastructure costs that increase as low-density suburban and rural development continues. As the road network expands, available funds must be spread further, reducing available maintenance funds on a per-mile basis. Likewise, the costs of extending water and sewer services into lower density areas can be excessive. One Michigan community recently estimated that one linear foot of a fully installed municipal sewer, water and paved roadway infrastructure costs about \$200. One mile into the countryside would therefore cost \$1,056,000. The taxes that pay for these services would either need to be raised or stretched too thin to maintain the expanding infrastructure.

In connection with the impact that unmanaged growth can have on the costs of infrastructure are the negative impacts that it could have on the natural resources of the community. For instance, if intense suburban development occurs in rural areas without access to public water and sewer services, groundwater degradation can occur. The expansion of the road network can also affect water quality by creating more impervious surfaces, increasing runoff and inhibiting natural filtration processes. As a result, sediments, fertilizers and other contaminants can flow directly into the area's valued streams and lakes. Anglers, boaters, swimmers, and wildlife would all be affected by pollutants entering the area's waterways.

Uncontrolled growth into agricultural land also presents serious problems. Once agricultural land is developed, it is highly unlikely that it will ever be farmed again. Meanwhile, as rising transportation costs become a growing concern for the state and nation, communities will need to rely more heavily on local food sources. As local farms decrease, so does the opportunity to access local food sources. For these reasons, the *Frankenmuth Growth Management Strategy*, a USB policy developed by the City of Frankenmuth and Frankenmuth Township, discusses the preservation of agriculture as a key feature of the policy and emphasizes that it is necessary to help to protect the economic value of agricultural production. As stated in the *Strategy*, "this is money that circulates in the local economy."

Sidebar A on page two lists the multiple benefits of preserving both agricultural and natural lands according to the *Frankenmuth Growth Management Strategy*. Likewise, local leaders in the Tri-County region see the advantages of working land and natural resource preservation as stated in the recent initiative *Greening Mid-Michigan – A Vision for Green Infrastructure in Clinton, Eaton, and Ingham Counties* by discussing how rural and natural lands, as elements of a larger green infrastructure vision,...

...enhance our property values, and provides clean air and water, habitat for native animals and plants, floodwater storage, groundwater recharge, pest control, and atmospheric regulation. It also contributes to our communities economically by supporting natural resource-based industries such as forestry, tourism, and agriculture, as well as attracting and retaining businesses and residents. At the personal level, green infrastructure provides life-giving places for people to exercise, find solitude, recreate and spend time with family and friends. Fundamentally, Green Infrastructure is the key for creating and maintaining the *sense of place* we all desire for our neighborhoods, communities, and the Tri-County region.

A *sense of place*, as noted above, is recognized as a crucial component to a community's well-being. Agriculture and natural resources, in addition to cultural resources and economic centers (e.g. historic districts and shopping districts), are all critical to a community's unique *sense of place* and long term

stability. For example, in the Land Policy Institute (LPI) 2009 report, *Chasing the Past or Investing in Our Future*, the authors assert that in relation to planning, a new economy requires communities to examine their *placemaking* attributes. *Placemaking* attributes, such as cultural amenities and access to nature-based recreation, have a record of attracting, retaining and inspiring new economy workers, otherwise known as "knowledge workers," as explained below:

"Knowledge workers, the talented and entrepreneurs are said to be attracted to quality of life features, which include green infrastructure assets, leisure amenities, cultural amenities and other amenities (Benedict and McMahon, 2002). Venture capital and private equity are expected to follow knowledge workers to these quality places. Therefore, the natural, environmental and social assets of a place may well be important levers for economic developers to pull to position their communities for prosperity in the New Economy."

However, without coordinated planning, it will be difficult for the Tri-County region to achieve many of the measures that contribute to a sense of place. The benefits of culture and commerce, as well as the bounty of natural resources are shared without regard to municipal boundaries. And so are the problems of pollution, traffic congestion, and troubled economies. Protecting and enhancing a community's quality of life and *sense of place* requires teamwork by multiple units of government. Thoughtful multi-jurisdictional planning and land use decision making are critical to the vitality of a community, a region, and the state. Such planning has been uncommon in Michigan until recently. Barriers to multi-jurisdictional planning are many and have often focused on annexation disputes. As a way to address this issue of annexation and fragmented land use planning, urban service boundary policies have been promoted in many areas of the country, including Michigan.

To understand the implications and benefits of an urban service boundary, it is important to know the definition of a boundary. In a Policy Brief for the Michigan Legislature, published in 2000 by the Urban and Regional Planning Program, Department of Geography, Michigan State University a USB is defined as:

"...a successful tool for managing urban sprawl. Such boundaries allow a unit of government to publicly declare that a specific area surrounding a municipality will be the target for urban growth, and thus indicate that areas beyond that boundary will not be supported with public infrastructure services. Such boundary lines are typically enforced by limiting water or sewer services, rather than extending them constantly to help support suburban development."

A shared USB policy would improve intergovernmental relationships by laying out a clear strategy for growth, thereby avoiding annexation disputes. For example, in the three years prior to a USB policy developed between the City of Frankenmuth and Frankenmuth Township, the community faced several annexation challenges before the State Boundary Commission. Since the policy's adoption in 1986, over 80 parcels have been annexed into the city without contest. According to their own growth management strategy, the City and the Township has found that the policy permits the expansion of public utilities and services without State Boundary Commission disputes or lawsuits while reducing the negative impacts of development on farmland and the potential for high tax increases.

Keeping all of this in mind, LIAA staff worked with the URSD/USB committee to detail how a USB would help the Tri-County region. Through that discussion, the committee developed a purpose statement

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*

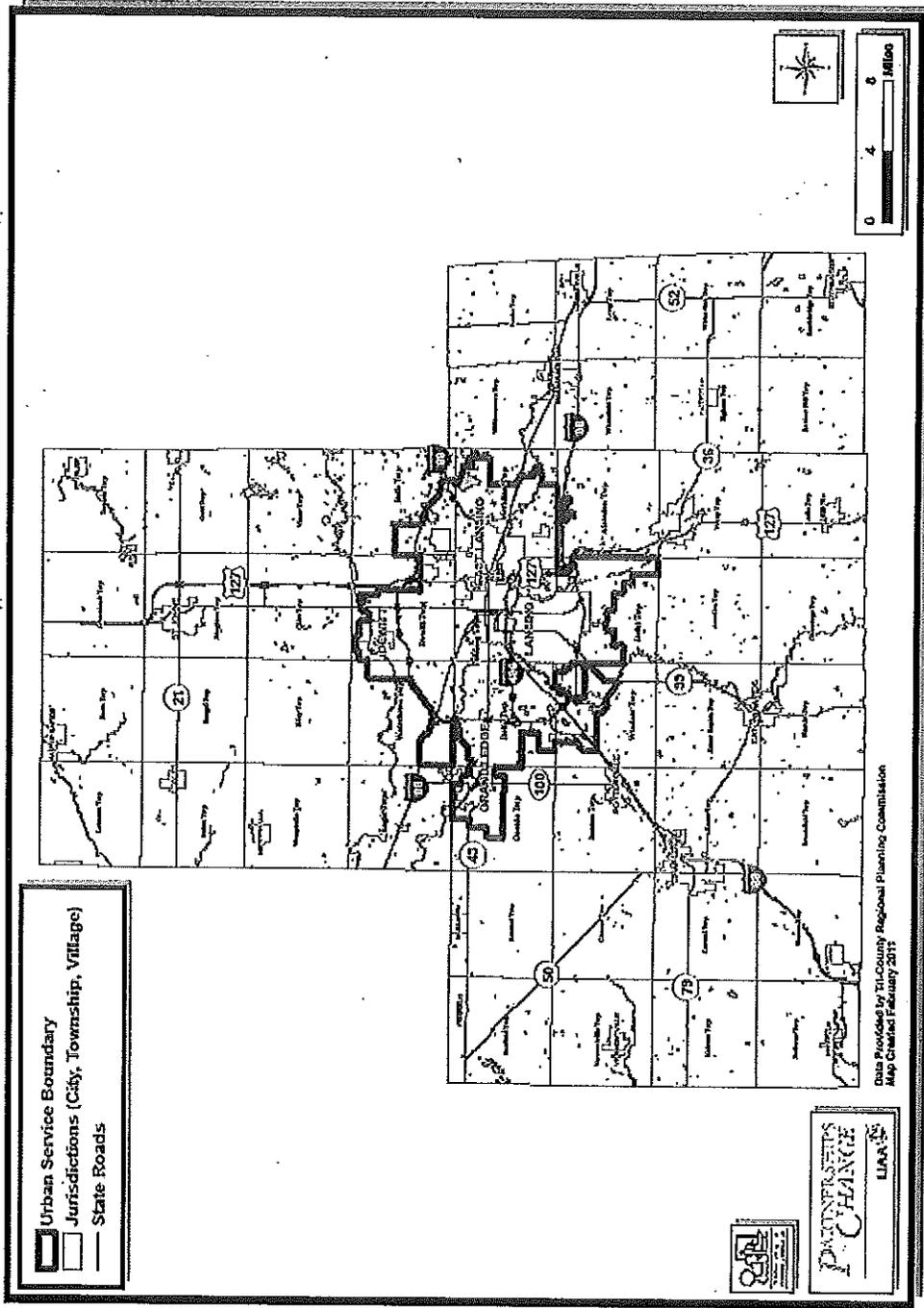
Public Act 425 Agreement areas are lands that have been conditionally transferred from one municipality to another for a designated amount of time. Typically the land being transferred is going into a more urban area who will be extending water and sewer services. Several of the participating jurisdictions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

Map 1 – Preliminary Greater Lansing Area Urban Service District Area



*Drawing the Boundary Line*  
 Using the ten criteria and a set of maps (see Sidebar B on page 5) providing data on the above ten criteria, Committee representative of the local units of governments: Watertown, Dewitt, Bath, Oneida, Delta, Lansing, Meridian, Windsor, and Delhi Townships, and the Cities of Lansing and East Lansing.

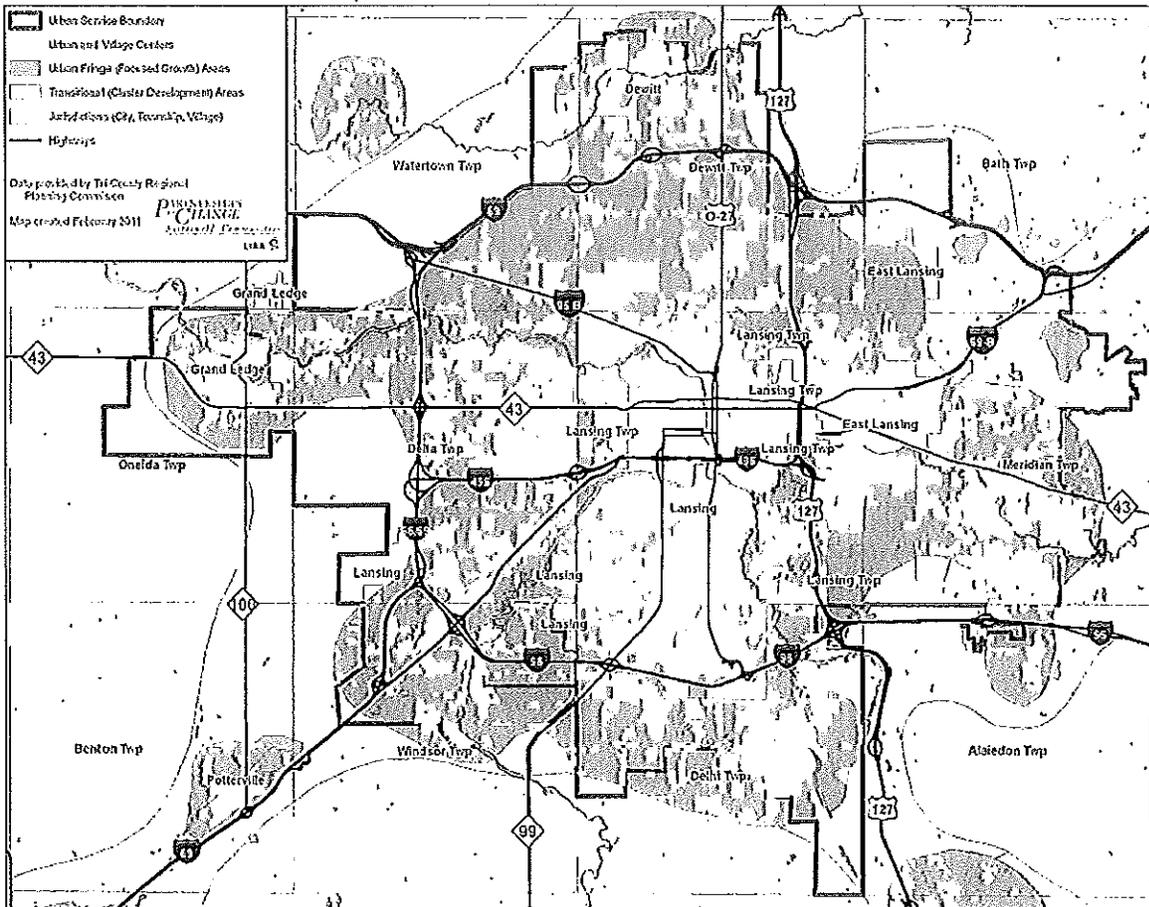
*Note: The preliminary USB line as portrayed on this map is for general planning purposes. Each participating jurisdiction has provided jurisdiction master plan, existing PA 425 areas, zoning maps, or USB maps to help develop this regional boundary. The lines are not final and it is recommended that the boundary be revisited and fine-tuned according to the ten criteria listed in this report and passed through a public review process before final adoption. Again, this boundary line is the result of Committee planning exercises held at their regular meetings in 2010.*

## II. Preliminary Urban Service Boundary Analysis

The preliminary USB has been analyzed on how well the proposed service boundary would serve the Committee's *Purpose Statement*. The first test was to compare the USB line to the proposed "Wise Growth" scenario presented in the *Regional Growth: Choices for our Future* project.

Map II, below, depicts the "Wise Growth" scenario and the overlaid preliminary USB. The yellow, pink, and blue development areas identify where growth should be directed and how growth should be phased and designed. The first phase of growth (yellow) identifies areas that are currently urban in form and most suited for infill or redevelopment projects. The second phase of growth (pink) identifies areas that are bordering the existing urban areas and are considered "urban fringe areas," or areas where growth should be focused, if not first in the urban core areas. The third phase of growth (blue) identifies areas that are generally suburban or rural in character and should either be targeted for preservation or carefully managed growth (e.g. cluster development).

Map II – Preliminary Urban Service Boundary (In red) and the Tri-County *Regional Growth: Choices for our Future* "Wise Growth" Scenario map

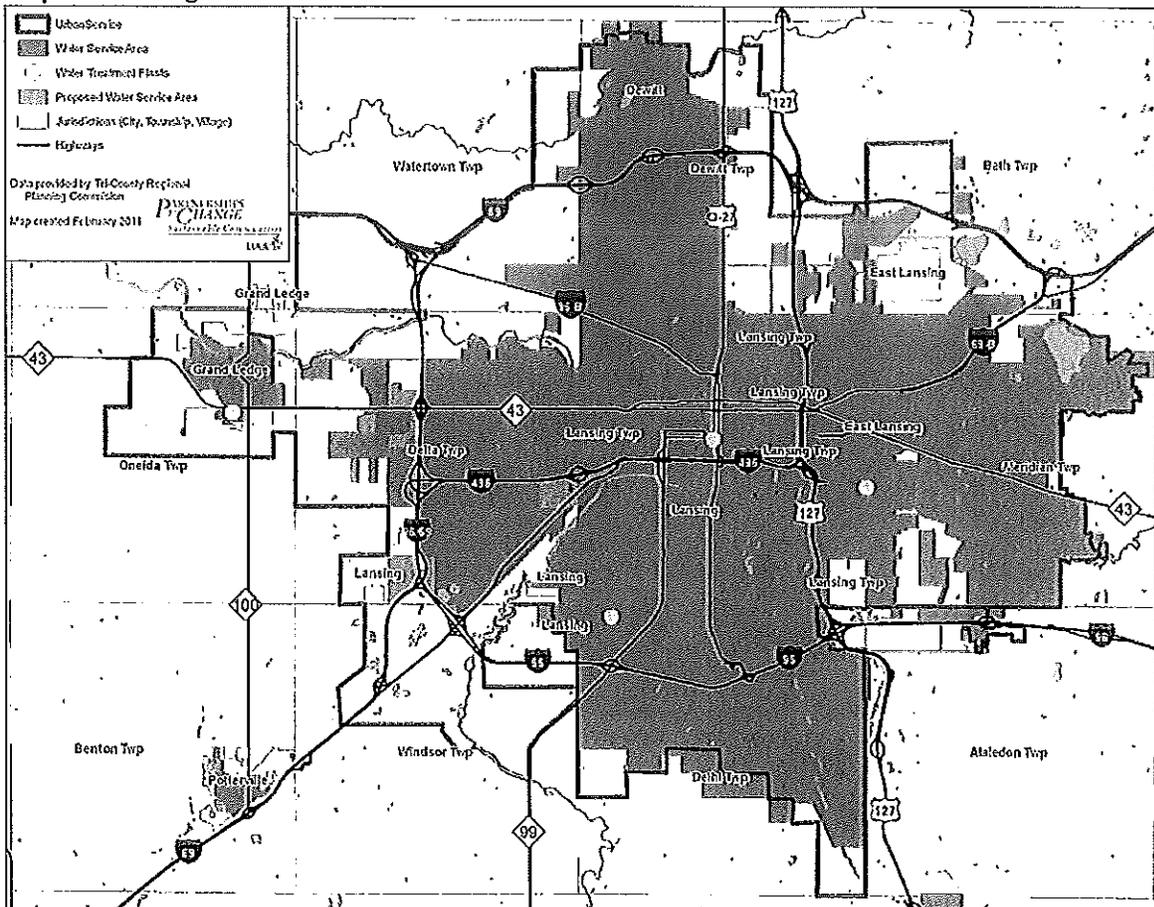


The second step of the analysis was to see how well the proposed USB aligned with existing and proposed water and sewer infrastructure. Maps III and IV, below, depict where water and sewer infrastructure exists in the Lansing area in relationship to the proposed USB.

The green areas in Map III show where public water service already exists and the pink denotes where water service expansion is planned. The yellow dots represent existing water facilities. Likewise, the brown areas in Map IV depict where public sewer service already exists and the pink denotes where sewer service expansion is planned. The yellow dots represent existing wastewater treatment plants.

In both cases of water and sewer service, most of the service areas are located within the proposed USB. However, in a few cases the service area currently extends beyond the boundary line. Specifically, water and sewer services extend slightly beyond the proposed USB in Dewitt, Bath, Meridian and Delhi Townships.

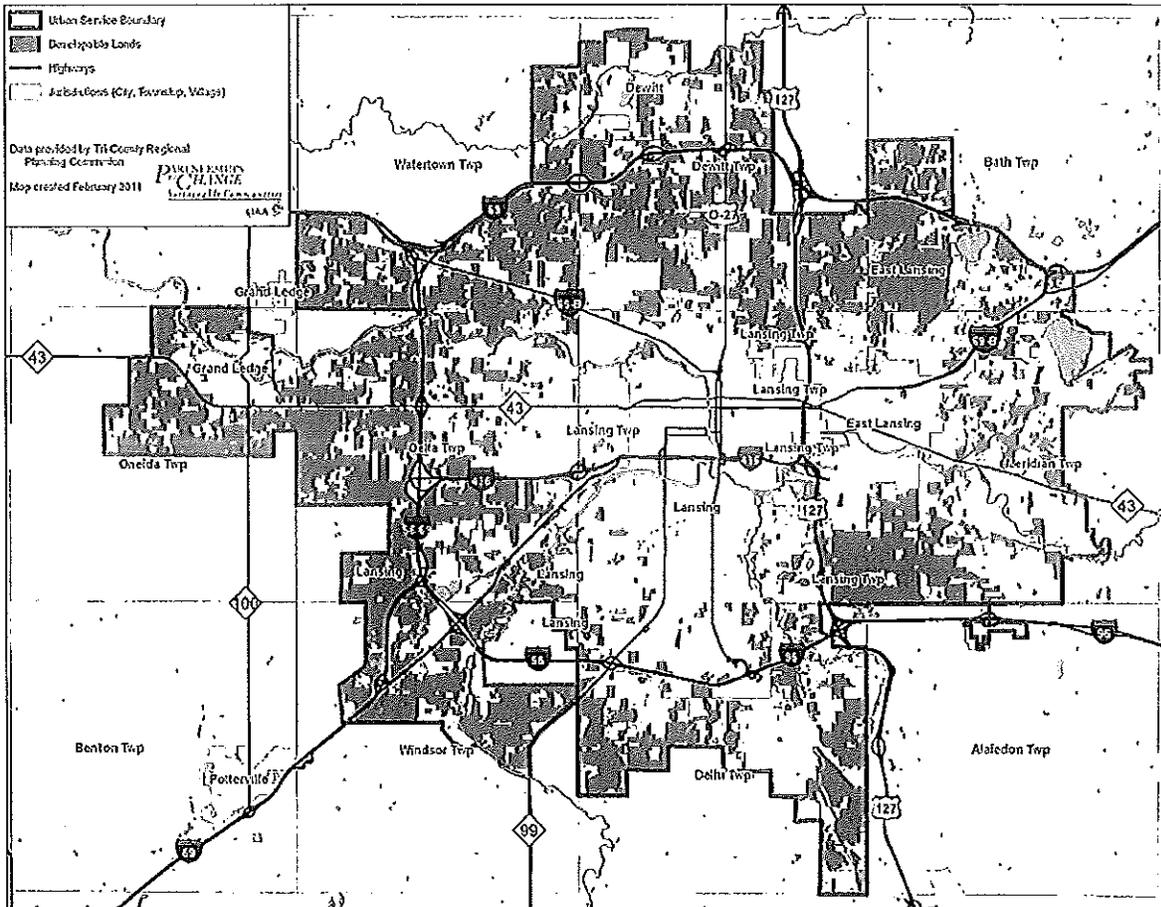
Map III – Existing and Planned Water Service Areas





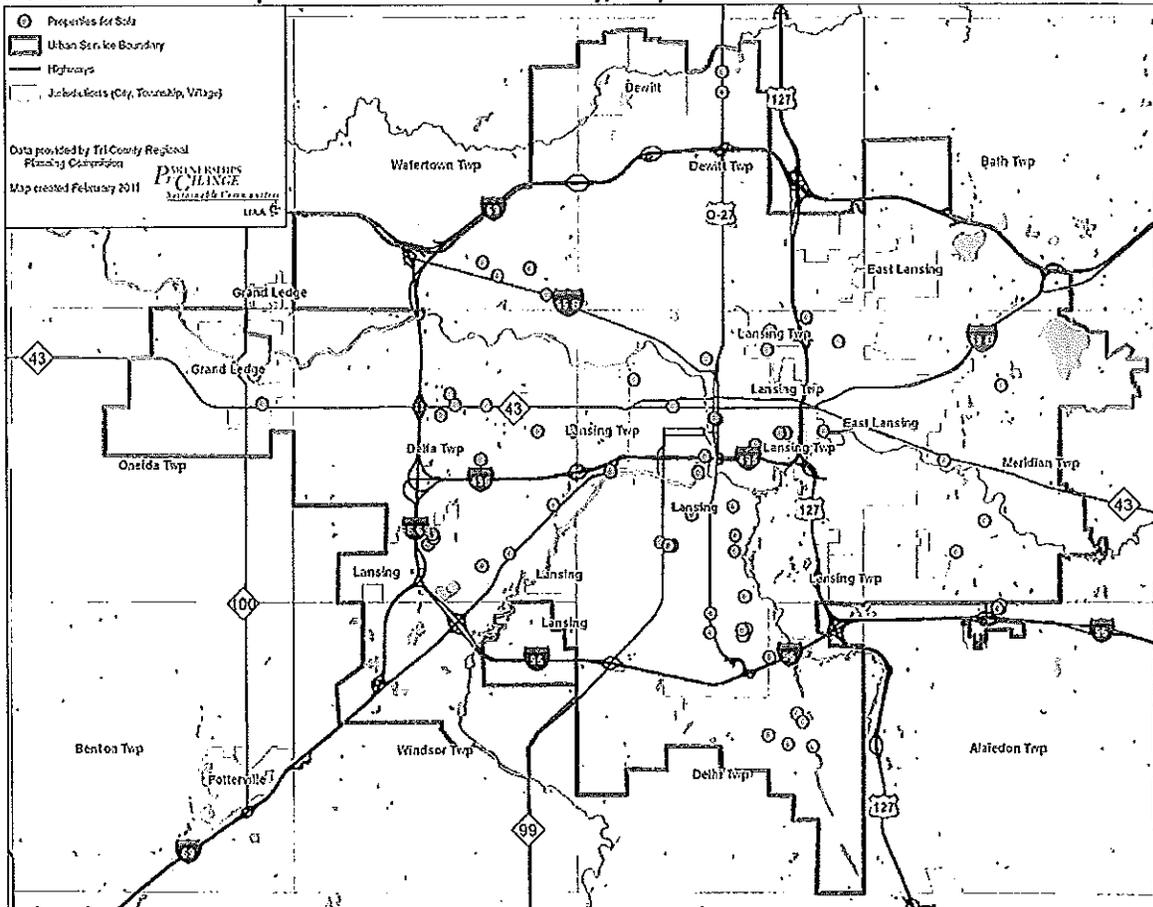
The third step of the analysis is to measure if an adequate amount of land is available within the USB for future development needs. To determine this area, a map was created that subtracted the parcels that have already been developed according to a 2003 land use analysis of the greater Lansing area. Then high priority potential conservation areas, as ranked in *Greening Mid-Michigan* were subtracted from developable lands. Map V depicts remaining, developable properties in green. These properties total 45,037 acres. This is approximately 70 square miles of property, just slightly smaller in size from the total area that was developed in the tri-county region between 1930 and 2000. This analysis indicates that there is a substantial amount of undeveloped land within the proposed USB.

Map V – Developable Lands within the Proposed Urban Service Boundary



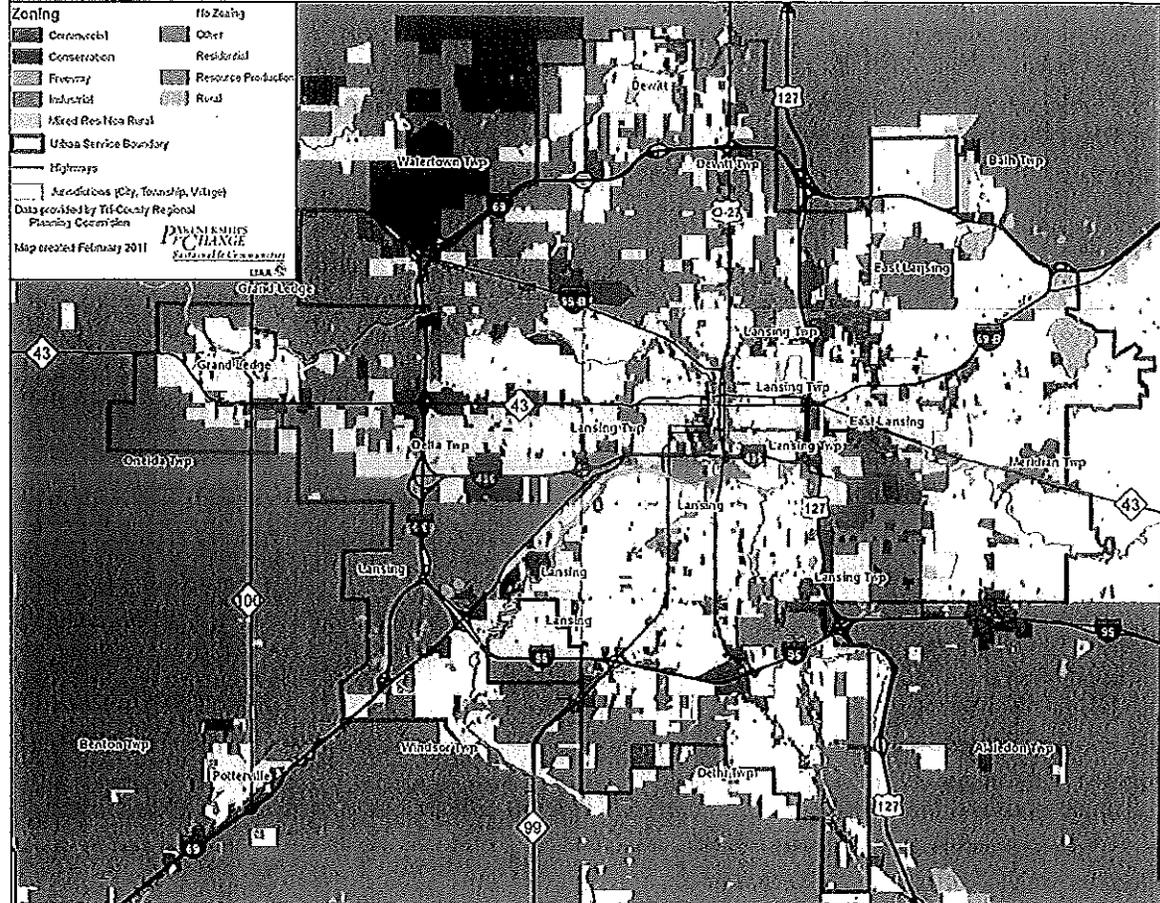
The fourth step of the analysis includes an examination of available commercial, office, and industrial properties within the USB. This portion of the analysis gauges the amount of existing commercial, office, and industrial buildings within the proposed USB that are currently available for purchase. Map VI depicts commercial, office, and industrial properties for sale as listed by CB Richard Ellis in May 2010. At that time, there were 56 properties included in this listing. In addition to what this map shows, CB Richard Ellis listed over 150 commercial, office, and industrial properties for lease within the USB during the same period. This analysis suggests that there are many opportunities for businesses to locate within existing structures inside the proposed USB.

**Map VI – Commercial, Office, and Industrial Properties for Sale within the Proposed Urban Service Boundary, May 2010**



The fifth step of the analysis examines existing zoning districts to determine if urban uses, which should be directed inside the boundary, are being zoned outside the proposed USB. Map VII depicts a compiled version of local zoning districts and their locations. This map reveals that the area's local units of government have mostly zoned urban uses within the boundary. However, there are some urban uses extending beyond the boundary for almost every jurisdiction.

Map VII -- Compiled Zoning Districts



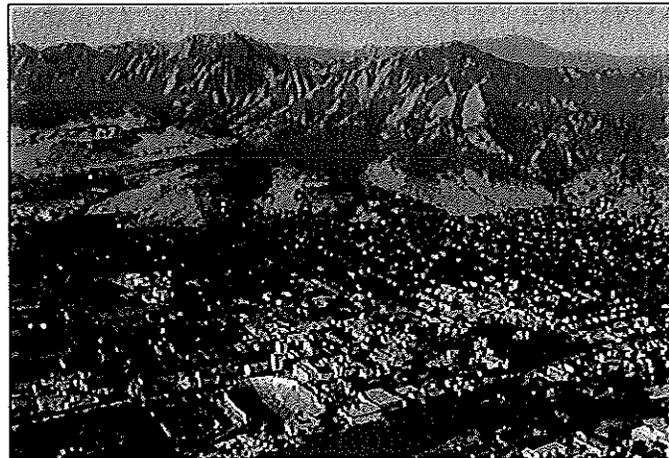
### III. A Successful Urban Service Boundary Model

During recent decades, USB policies became increasingly popular as communities struggled to manage explosive growth patterns. As growth wanes, many communities continue to see value in a USB policy to help manage infrastructure costs, maintain or foster good relations with neighboring jurisdictions, and be prepared for if and when growth occurs again.

In Michigan, the cities of Frankenmuth and Newaygo are known for their innovative USB policies and are discussed further in this report. In addition, *Planning and Zoning News* published an article in 2000 featuring the cities of Midland, Grand Rapids, and Kalkaska as case studies (see attachment A). Nationally, Portland, Oregon is the most well known and well established urban service boundary model. Information about the Portland model is readily available on the internet, beginning with the Metro's website: <http://www.metro-region.org/index.cfm/go/by.web/id=277>. Boulder Colorado is another nationally well known example and is described below:

#### *Boulder Colorado*

Boulder, Colorado is known for its natural beauty and innovative land use policies. Located 27 miles northwest of Denver, the city is home to approximately 94,000 people. Boulder's economy is driven by the University of Colorado, regional and local retail services and dynamic industrial and high-tech sectors concentrated in federal research laboratories and business service areas. The city is also the Boulder County seat.



Boulder, Colorado

In the 1950's, the city's population grew from 25,000 to 37,000 and in the 1960's, the population grew to about 66,000 - a growth rate of about 6% annually for 20 years. In 1959, the City Council was presented with a water bond issue that would have extended water service into the *Flatirons*, the front-range mountains that tower above the city. Concerned with the possibility of sprawling development into one of the city's most picturesque natural features, local citizens initiated an amendment to the City's charter

that prohibited the expansion of water service above an elevation of 5,750 ft. Known as the "Blue-Line", the urban service boundary prohibited water service for all residential, commercial and industrial uses at higher elevations. In later years, the City adopted an ordinance to prohibit the extension of public sewer service as well. While voters have approved a few exceptions, most notably the National Center for Atmospheric Research, the service boundary has effectively limited development and helped to establish clear delineations between urban and rural areas.

In 1967, the citizens of Boulder took another step to manage growth and preserve natural areas around the City by approving a .4% local sales tax increase for the acquisition, management and maintenance of open space. The first program of its kind in the country, the tax measure was approved by 57% of the population. In 1971, local leaders amended their charter to allow the city to issue bonds for the acquisition of open space. Due to these progressive funding policies, including an additional voter

approved 33-cent sales tax and several bond issues, the city has preserved over 45,000 acres of open land in and around the city. Commonly referred to as the "greenbelt", these areas are utilized by over 5.3 million people each year.

In 1970, in response to continuous unwanted development taking place in Boulder County (just outside the city limits), sometimes with city water and sewer service, the City of Boulder and Boulder County worked together to develop and adopt a joint comprehensive plan that outlined areas where future growth would be directed and the geographic extent of an urban growth boundary. In 1978, the community revised their comprehensive plan to limit the city from extending water and sewer services outside the city service boundaries. In addition, the county agreed to limit the approval of new subdivisions that would require services usually associated with urban settings (including police and fire services). Under the plan, the county also agreed to keep the lands immediately outside the urban growth boundary at low densities until the city and county both agreed to bring the property into the service area.

According to an article written for the Lincoln Institute of Land Policy by Peter Pollock, former director of the Community Planning Division for the City of Boulder, these innovative land use policies to manage growth and control development have had many benefits and pitfalls.

#### Benefits

- The service area concept creates an identifiable urban/rural edge. Unlike many cities that have either sprawled into the countryside or facilitated leapfrog development, Boulder has created a real edge between urban and rural development.
- It provides for the rational extension of urban services. The definition of areas where services are to be provided (along with initial designations of land use) allows a direct link between land use planning and infrastructure planning. Parks, recreation, police, fire, transportation, water, sewer and flood control service providers can develop their master plans knowing where services are to be extended, over what time frame, and for what types of land uses.
- It helps preserve rural lands outside the city. Boulder's service area policy has sent a clear signal to the land markets that land outside of Boulder's service area is likely to be urbanized in the near future. This has lessened land speculation for urban development purposes and facilitated the acquisition of open space.
- It helps focus development within the city. Through development of underutilized areas and infill development, the city has been able to capitalize on existing public investments in infrastructure.
- It eliminates competition from the county for retail development and the loss of associated tax revenues.
- It provides both flexibility and certainty to the planning process. As the community experiences change over time, land can be added to or deleted from the service area, and property owners inside and outside the service area can act accordingly.

#### Pitfalls

- Boulder's region encompasses the whole county. Therefore, the city's surging job growth and limitations on residential growth have had a significant impact on housing demand in adjoining communities. The most striking example is the nearby town of Superior. In 1990, the population of superior was 255; in 1996 it was 3,377 (today its 10,398). It has practically no jobs and no sales tax base. This regional imbalance between jobs and housing has created tremendous problems with traffic congestion, lack of affordable housing and school facility needs.

- Getting a hold on sprawl is only half the equation. What happens within the urban service area is the other. In Boulder's initial planning efforts, there was a clear expression of a preference for infill and redevelopment over sprawl. Since there is no requirement that a certain amount of land be contained within its service area (such as the 20-year required supply within Oregon's urban growth Boundaries), Boulder does not have to convince specific neighborhoods and the community as a whole that additional density is in their best interests. The community can choose to not expand the service area, maintain current densities and simply not grow.

#### VI. Complimentary Initiatives

In order to gauge attitudes towards collaboration and an urban service boundary, the URSD/USB Committee completed a "Community Collaboration survey in 2009. The intent of the survey was to gauge the level of inter-jurisdictional cooperation that was already occurring at the time between committee members. Respondents were asked if their respective communities could collaborate on a provided list of twenty-four public services that ranged from administrative offices to sewer/water facilities to the zoo. Respondents were given a range of five responses ranging from "No, collaboration will never happen," to "Collaboration is already occurring." Notably, the responses were overwhelmingly positive towards collaboration on the provision of a majority of services. Public Safety and Water Service were the two main areas where collaboration was already occurring between jurisdictions. Likewise, the majority of respondents reported that an urban service boundary will occur "under the right circumstances." The response matrix and list of services is depicted below in Table I.

Locally, there is one community that is implementing an urban service boundary. Delhi Charter Township, located south of the City of Lansing is employing a boundary policy that manages growth towards more densely populated areas and away from the rural areas in the southern part of the township. Delhi defines a "public infrastructure boundary" in the *Community Services* chapter of their Master Plan:

##### **Public Infrastructure Boundary**

This growth mechanism is designed to limit growth in areas designated for open space and agricultural preservation. Essentially this is a boundary that indicates a limit for public infrastructure. Any development that is constructed on the agricultural side of the boundary will be responsible for installing wells and septic fields, which are compatible with the Ingham County standards. Based on the new future land use plan outlined in this Plan, the Public Infrastructure Boundary will roughly run along Harper Road in the southern portion of the Township.

Currently, there are a few communities that employ a growth management policy that requires developers to incur all water and sewer infrastructure costs that are associated with their respective development proposals. There is yet another community that officially adopted a boundary in years past, but has let the policy expire. With many communities taking various independent steps to manage growth through urban service policies, URSD/USB Committee's regional effort towards a greater level of collaboration seems to be the next logical step.

Table 1: 2009 Community Collaboration Survey

Could your community collaborate with others for any of the services listed below?	No. discussions will never happen	No. discussions are currently unlikely to happen	Maybe, collaboration will happen under the right circumstances	Yes, the time seems right for collaboration	Collaboration is already occurring
Administration	XXXX	XXXXX	XX	X	
Airport	XXX	XXXX	X	XXX	XX
Arts & Culture		X	XXXXXX	XX	X
Economic Development			XX	XXX	XXXXXXXX
Education/School			XXX	X	XXXXX
Fire/EMS			XX		XXXXXXXXXX
Government Television	X	XX	XXX	XXX	
Human Services			XXXXX	XX	XXX
Information Technology		X	XXXXXXXX	XX	XX
Joint Planning Body			XXX	XXXXX	XX
Joint Purchasing		X	XXXXXX	XX	XX
Library		XX	XX	X	XXXX
Parks & Recreation	X		XXXX	X	XXXXX
Public Safety					XXXXXXXXXXXXXX
Public Works				XX	XXXXXXXXXX
Sanitary Sewer		X	X		XXXXXX
Storm Sewer		XX	XX		XXXXXX
Trails/Non-Motorized Efforts		XX	XX	XXXXX	XXX
Transportation		X	XXX	XX	XXXXX
Transit (Coordinated)		XX	XXXXX	XX	X
Urban Service Boundaries		XX	XXXX	X	XXXX
Water Supply		X	X		XXXXXXXXXXXXXX
Water Treatment		X	XXX		XXXXX
Zoological Park	X	XXXX	XX	XX	XX

## Concerns

Members of the USRD/USB Committee and participants of the 2010 focus groups voiced a number of concerns during their discussions on the topic of an Urban Service Boundary. While often understated, members of the committee and focus groups articulated "trust issues" during most of the conversations. Like most communities in Michigan, several of the local units of government in the Greater Lansing region have experienced some level of conflict with one another, often related to annexation and/or the extension of water and sewer services. By participating in the USRD/USB Committee and other regional activities, these jurisdictions have taken great strides over the years towards overcoming these past disputes, yet it is clear that the old injuries have not entirely healed.

Compounding the issue of trust are the many institutional barriers to cooperation. City, township and village officials must first tend to their own jurisdictional priorities. Municipal priorities must focus on economic development and managing tight budgets in the face of declining revenue sources. This creates competition for development, especially any type of development associated with jobs. In many cases, if a developer proposed a project offering jobs in a location outside the boundary, it is likely the jurisdictions would do whatever it takes to accommodate them. This raises the question of what incentives and deterrents would help local units of governments and developers maintain a USB.

One suggestion brought forward during the focus groups is to bring the true cost of infrastructure expansion to light by requiring the developer/property owner to bear the additional costs. For example if a residential development were to be developed outside the proposed boundary, the developer would be required to incur all new infrastructure costs and new developments would pay an increased service cost for water and sewer based on how far they are located from the water/sewer facility to help cover the maintenance costs. Another suggestion is to engage in a tax revenue sharing system to help reduce inter-jurisdictional competition for tax revenue. However, there are reservations among the group regarding tax revenue sharing. Specifically, people are concerned about fairness in the collection and redistribution of shared revenues. Some of the questions raised by the group include "will the money go towards the communities or projects that most need it?" and "how will tax sharing ultimately affect our budget?" The answers to these questions depend on the details of the revenue sharing arrangement. If the participating jurisdictions decide to move forward with a revenue sharing arrangement, they will need to agree on what they consider fair and base their arrangement on this mutual view. To help with this exploration, more detail on tax revenue sharing on a local scale is presented in the next section.

Finally, a major concern shared by the local jurisdictions is the threat of a lawsuit against the USB. A developer may challenge the validity of the USB in court if the developer perceives that the USB is compromising their land rights and causing them undue economic hardships. Whether the developer is successful in court or not, this type of legal challenge is costly, in both time and money, to local governments. One participating jurisdiction has already experienced such a challenge, which has caused some lingering anxiety among the local units of government. In the section below, these concerns are addressed more fully.

## Tax Revenue Sharing and USBs

During this research, tax revenue sharing has risen to the surface as something that could serve as a principal tool in implementing a USB in the Tri-county region. Revenue sharing provides a strong incentive for jurisdictions to work together. Without revenue sharing, jurisdictions have reason to compete for new growth to increase the local tax base, often resulting in poor growth management practices. A revenue sharing system would deter this type of competition. With a revenue sharing system in place, rural jurisdictions could direct growth towards already urbanized areas and still benefit

from the property tax increase. Meanwhile, the urbanized areas would benefit from taxes that they might not have otherwise gained. With the most equitable revenue sharing arrangement, the entire region would gain from an investment in the existing urban core, the preservation of the rural landscape, and controlled infrastructure costs.

*Legal Basis for Revenue Sharing in Michigan*

The two acts that allow jurisdictions to revenue share in Michigan include the *Intergovernmental Conditional Transfer of Property by Contract Act, PA 425 of 1984*, otherwise known as PA 425, and the *Urban Cooperation Act, PA 7 of 1967*.

PA 425 was created in response to annexation battles occurring between local units of governments in Michigan. Act 425 allows local units of government to authorize the conditional transfer of property from one jurisdiction to another for the purposes of an economic development project (industrial, commercial, or residential development) in the governmental unit to which the property was to be transferred.

A PA 425 Agreement must be approved by a majority of the members elected in both legislative bodies and requires a public hearing. If 20 percent of the registered voters in the transferred area or 50 percent of the property owners disagree with the conditional transfer of property, they may petition for a referendum within 30 days. If no petition is filed, or the vote supports a conditional land transfer, the 425 Agreement becomes effective.

PA 425 has helped Michigan communities reduce the number of annexation battles. However, PA 425 has several conditions to consider. The first consideration is that a PA 425 agreement has a limit of 50 years, which can be extended for an additional 50 years, but imposes a negotiation on future generations either way. Secondly, the participating jurisdictions must decide which unit of government will permanently retain jurisdiction over the property upon the termination of the PA 425 Agreement. If the property reverts to the original jurisdiction, this may affect the stability of the USB depending on how the property reclamation is handled. For example, both developers and cities are often leery about investing in projects and infrastructure if the property ultimately reverts to a township. Lastly, while PA 425 specifically states, "two or more local units may conditionally transfer property..." the logistics of involving more than two jurisdictions in both a property transfer and revenue sharing arrangement could be complicated.

The Urban Cooperation Act differs from PA 425 in that it is broadly permissive, allowing local governments to enter into a wide range of contracts, including revenue sharing, but does not specifically address territorial concerns (i.e., land is not transferred). Though, since the act does allow two or more local governments to share tax revenues for taxes that they are already authorized to raise on their own, this act could serve as another mechanism for dealing with annexation disputes.

An inter-local agreement under the Urban Cooperation Act must specify the duration of the agreement, the method of termination, the formula for sharing the revenue, and a schedule for distribution of tax revenue. The agreement also requires passage by a majority of elected legislators, after a public hearing and a referendum period of 45 days in which a referendum could be petitioned by at least 8 percent of the registered voters in the local unit. An inter-local agreement would become effective if no referendum was filed within the 45-day period or if it survived, the referendum called for within that period of time.

*Applying PA 425 and the Urban Cooperation Act*

Both PA 425 and the Urban Cooperation Act have been used for revenue sharing in support of USBs in Michigan. The Newaygo Community, involving the City of Newaygo, Garfield Township and Brooks Township, provides an example of how the two acts could be used in combination. In this case, the Urban Cooperation Act was used to establish an intergovernmental council that provides recommendations to the legislative bodies regarding when a PA 425 Agreement should be used and how a portion of the shared revenue, which has been put into a development fund, should be spent. PA 425 establishes how the revenue sharing will operate. The PA 425 language establishing this is as follows:

**Shared Tax Revenue:** *The City will annually return to the Township that portion of the tax revenues received by the City from the Transferred Property equal to one (1) mill applied to the taxable value of the Transferred Property. All payments shall be made by the City to the Township within thirty (30) days after the last day of payment of taxes permitted without penalty or interest and shall be accompanied by calculations pertinent thereto. Any amounts not paid by such date shall bear interest at the rate of one (1%) percent per month until paid. It is understood and agreed between the parties that the foregoing payments are for the purpose of compensating the Township for lost revenues resulting from the transfer of the Property from the Township to the City. Any payments hereunder shall be subject to a pro rata repayment from the Township to the City if the taxpayer successfully challenges all or apportion of such taxes and the City is obligated to refund those taxes, or if the City is, for any reason, required to repay the County delinquent tax revolving fund.*

**Development Fund:** *The City of Newaygo, Garfield Township, and Brooks Township, have established a Development Fund for use within and for the benefit of the City of Newaygo, Garfield Township and Brooks Township. The City shall annually deposit in the Development Fund an amount equal to two (2) mills on the taxable value of all real and personal property within the Transferred Property. One (1) of the two (2) mills deposited will be deposited on behalf of the Township. Disbursements from the Development Fund shall be recommended by the Management Entity.*

In plain language, this means when a location within the USB is to be provided water and sewer services by the City, the City and the affected township may enter into an agreement that *conditionally* transfers the properties into the City, whereby the City can then collect taxes on that property. However, the City will then give back one mill to the township and provide two mills, one from the City and one on behalf of the township, to a development fund that goes toward community-wide projects, such as recreational facilities.

This arrangement provides a good example of how shared revenue can be invested back into the community to benefit the entire region. The money put into the development fund could be used in a variety of ways, such as providing match money to granting programs, thus leveraging the funds that have been collected. By creating a development fund, revenue sharing has the advantage of being *goal driven*.

A *goal driven* revenue sharing arrangement could help the Tri-County region support the five goals presented in the USB Purpose Statement. For example, a development fund could put monies toward a preservation program to help support the goals "protect farmland, open space, and rural quality of life"

and “preserve priority conservation areas.” Likewise, funds put towards regional assets like the parks or transit can help support the goal “keep urbanized areas viable.”

This type of revenue sharing could be implemented solely through the Urban Cooperation Act, or in combination with Act 425, as done in the Newaygo example. However, in the Newaygo example, and other revenue sharing examples in Michigan, only a few jurisdictions were involved. How this could be applied on a wide-scale regional level in Michigan is yet to be tested and has raised the question of whether statewide legislation needs to be in place to support a regional revenue sharing effort. Though, according to municipal attorney and Thomas M. Cooley Law School professor, Gerald A. Fisher, the Urban Cooperation Act, Act 425, or a combination of both, is sufficient to engage in a regional revenue sharing arrangement. The Tri-County region would simply be the first Michigan community to make use of these acts for revenue sharing on such a wide-scale.

#### *Regional Revenue Sharing Example*

The Twin Cities area in Minnesota is the most well known regional revenue sharing example in the nation. In the Twin Cities example, the state’s 1971 *Minnesota Fiscal Disparities Act* established a system where each city contributes 40% of their commercial and industrial tax base growth, which is then redistributed to each city on the basis of inverse net commercial tax capacity.

Experts studying revenue sharing have touted the Twin Cities example as a very successful program for reducing fiscal disparities despite facing some controversy. The program endured an attempted appeal and survived a court case where it passed a test of constitutionality. In addition, there is some question over whether the program should include or be based on residential property tax base. This question led to the introduction of Fiscal Disparities II: The Metro Area Tax Cut Act in 1995.

Fiscal Disparities II was an effort to remedy the problem involving the contribution of tax base from jurisdictions with a higher than average commercial base, but with low-valued homes and increasing social need to jurisdictions with a large proportion of high-valued homes, few commercial developments, and low social need. Fiscal Disparities II offered a system that shared high-valued residential tax base as well as commercial and industrial tax base. Specifically, Fiscal Disparities II proposed to share tax base growth on the value above \$200,000 on high valued homes. The proposed program was ultimately passed by Minnesota legislature, but then vetoed by the governor.

#### **V. Implementing an USB Policy**

Based on the findings presented in this report, the following five steps will help the Tri-County Region move towards a successful implementation of a USB policy.

##### *Step 1: Establish and Grow Trust*

###### *Timeline: Ongoing*

The first step to implementing a successful USB is to continue establishing trust among local jurisdictions. As Charles Graham, City Manager of Frankenmuth stated in an interview regarding *Frankenmuth Growth Management Strategy*, “The first thing you have to do is develop trust. Without that nothing worthwhile is going to happen.”

Ongoing and transparent communication will help continue to grow trust among participating jurisdictions. Tri-County jurisdictions should collaborate where possible and establish a mechanism to keep each other informed of local activities. First, and at minimum, municipalities should share meeting minutes. The Tri-County Regional Planning Commission can easily collect and disperse digital copies of

minutes. Secondly, the jurisdictions should develop an agreement that states if, when, and how 425s should occur prior to battling them out at the time a development is proposed. Lastly, the participating jurisdictions should also continue to meet, as either a committee or another type of formal group, to keep each other apprised of local activities and assess how to improve the USB policy on a regional level. Attachment B provides a listing of possible collaborative arrangements enabled by law that range from advisory groups to entities with full planning and zoning authority.

*Step 2: Formalize Commitment to USB*

*Timeline: May-June, 2011*

The second step to implementing a successful USB is to commit to putting the USB into action. To accomplish this, the report will first have to go in front of the Tri-County Regional Planning Commission for review and action. Next, the USB committee will need to educate their respective boards, councils, and commissions, along with pertinent agencies and groups, such as the road commission, the drain commissioner, the health department, schools, CATA, and the business community on the Study and its recommendations. The Tri-County Regional Planning Commission can assist with the educational outreach effort.

Once the educational outreach effort has occurred, the committee should invite each jurisdiction to adopt a resolution of support of the USB (see attachment C). This action will create a public statement pledging to support the USB goals in addition to helping foster trust among local jurisdictions.

*Step 3: Adopt the USB into Local Policy*

*Timeline: June-October, 2011*

The third step to implement a successful USB is for each jurisdiction to examine their master plans and zoning ordinances to determine if these policy documents acknowledge and support the proposed USB. If they do not, the local jurisdictions will need to amend these documents and detail how the proposed USB will be implemented in their jurisdiction. For example, our analysis has shown some existing water and sewer services along with some urban zoning districts currently extend beyond the proposed boundary. This will need to be examined.

*Step 4: Collaboratively Explore and Employ Tools that Support the USB*

*Timeline: Ongoing*

The fourth step to implement a successful USB is to collaboratively explore and employ tools that support the USB. For instance, a phased growth plan based on the development phases presented in the *Regional Growth Plan* would help direct growth to existing urban areas within the USB instead of along the fringe. In particular, policies that promote infill would help strengthen and restore urban centers while protecting rural areas. Other tools may include:

1. Farmland/open space preservation programs, such as Purchase of Development Rights (PDR) or Transfer of Development Rights (TDR)
2. Natural Features Ordinances
3. Conservation Easements
4. Cluster Development
5. Shared Capital Improvement Plans (CIP)
6. Brownfield Redevelopment Authorities
7. Downtown Development Authorities (DDA)/Tax Increment Financing Authorities (TIFA)
8. A Fair Share Affordable Housing Policy

Another suggested tool, which received strong support by other committee members, is to develop a shared planning and legal defense fund. This fund would help jurisdictions appropriately bring the USB into policy and defend against any legal challenges. The committee also supported the idea of establishing a "green" fund that would put money towards purchasing properties for preservation outside the boundary or redevelopment within the boundary. Jurisdictions could contribute to the legal defense and green fund through some type of revenue sharing agreement or a yearly deposit of a set amount (e.g. \$5,000) each year. The Tri-County Regional Planning Commission, as central link between the jurisdictions, could serve as the fiduciary agency for the funds or the jurisdictions could establish a multi-jurisdictional managing body under the Urban Cooperation Act (see Attachment B), as was done in the Newaygo Community.

During this step, the committee should also discuss if, when, and how the boundary line should be changed to help proactively and collaboratively address any potential changes to the boundary. Ideally, the group will establish a set of agreed upon criteria for possible changes and a set of procedures that will help keep other participating jurisdictions informed and amenable to any boundary changes.

*Step 5: Advance Trust*

*Timeline: Ongoing*

Completing the above steps will help the participating jurisdictions establish and grow trusting relationships. As this happens, the local jurisdictions should reexamine their current collaborative arrangements and consider engaging in further collaborative arrangements along with continuing to jointly explore and employ new tools that support the USB.

2011 Urban Service Management  
Study and Recommendations

RESOLUTION

At the regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 5th day of May 2011, at 6:00 p.m., Local Time.

PRESENT: Supervisor McGillicuddy, Clerk Helmbrecht, Treasurer Brixie, Trustees Dreyfus,  
LeGoff, Ochberg, Veenstra

ABSENT: None

The following resolution was offered by Treasurer Brixie and supported by Trustee Veenstra.

WHEREAS, Meridian Charter Township has adopted a regional vision for land use and development that is called *Regional Growth: Choices for our Future* and has established its membership on the Regional Growth Steering Committee and its Urban and Rural Service District/Urban Service Boundary (URSD/USB) Committee to study and develop ways to implement that regional vision; and

WHEREAS, the URSD/USB Committee has completed the 2011 Tri-County Urban Service Management Study (the Study) under Partnerships for Change: Sustainable Communities Grant Program; and

WHEREAS, the Township recognizes and values the Study and its recommendations because they will assist in implementing the Township's Master Plan goals.

NOW THEREFORE BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN will to its full ability follow the Study's recommendations as follows:

- Maintain trust between local and county governments in the region;
- Formalize its commitment to the Study and its recommendations;
- Collaboratively explore and employ tools that support an urban service boundary policy;
- Examine the master plan and zoning ordinances to determine where language is needed supporting urban service boundary policies;
- Work to delineate an urban service boundary, which will become part of the regional urban service boundary, using the criteria described in the Study and with public participation and input at the local level;
- And to develop a regionally shared project plan or legal fund to resolve conflicts regarding local service boundary policies.

5.5.11  
# 10D



**Seconded by Trustee Veenstra.**

Board members discussed the following:

- Map on the study showed the twenty-year old urban service boundary (USB) line
- Map on the study left out some areas in the Township which have already been developed and have water and sewer service in the ground
- Map on the study left out some areas in the Township which have approved development proposals
- Use of a twenty year old study does not promote trust and would enflame the development community
- Repeated assurance that the line is a general idea of where public water and sewer services are located
- Study recommended members reassess the boundary according to specific criteria contained in the study
- Money should not be committed to the study until there is a full understanding of its use for a legal fund
- No specific plan for a legal fund
- Resolution adopting the concept of the USB at Tri-County Regional Planning Commission (TCRPC) did not reference a specific map

**Supervisor McGillicuddy moved to restore the language as presented in the original resolution. Seconded by Trustee Dreyfus.**

Continued Board member discussion:

- Recommendation to the Township Board for adoption of an USB as an amendment to the Master Plan will require significant work by the Planning Commission
- Appreciation for the pragmatic approach brought by the amendments
- Concern with amendments as read because all communities were to adopt identical language
- Amendments as read by the Treasurer do not deviate from the main message of the goal
- Amendments speak to the first primary recommendation for the activity of the Committee which was to maintain trust between local and county governments
- Language contained in the document does not indicate every community must adopt an identical resolution
- Concern word changes will dilute the impact of what the group is doing

ROLL CALL VOTE: YEAS: Trustees Dreyfus, LeGoff, Ochberg, Supervisor McGillicuddy  
 NAYS: Trustee Veenstra, Clerk Helmbrecht, Treasurer Brixie  
 Motion carried 4-3.



**Treasurer Brixie moved that the Township Board request the Planning Commission work to delineate an urban service boundary in Meridian Township based on the 10 criterion developed in the 2011 Tri-County Urban Service Management Study.**

**Seconded by Clerk Helmbrecht.**

Continued Board member discussion:

- Important that the Planning Commission follow the ten (10) criterion recommended in the Study to delineate the urban service boundary
- Boundary as currently shown leaves out several property owners who already have sewer service
- Assurance by the Executive Director of TCRPC that the resolution adopted at Tri-County referred only to the study and had no reference to a map
- Preference to follow the same "game plan" as the other participating municipalities

ROLL CALL VOTE: YEAS: Trustees LeGoff, Veenstra, Clerk Helmbrecht, Treasurer Brixie  
 NAYS: Trustees Dreyfus, Ochberg, Supervisor McGillicuddy  
 Motion carried 4-3.

ROLL CALL VOTE YEAS: Trustees Dreyfus, LeGoff, Ochberg, Veenstra, Supervisor  
 ON THE MAIN McGillicuddy, Clerk Helmbrecht, Treasurer Brixie  
 MOTION: NAYS: None  
 Motion carried unanimously.

E. Authorization for Study of Alternatives for Police, Fire and EMS Services  
 Township Manager Richards summarized his role, both short and long term, for Meridian Township. He explained the rationale for his recommendation as outlined in staff memorandum dated April 28, 2011.

Board members and staff discussed the following:

- Police and Fire services take up over half of the Township's general fund budget
- Study is an organizational data-driven analysis
- Information provided will allow for development of a long range plan for department staffing
- Outcome of the study will allow for optimization of resources to provide quality service
- 13,600 calls for service in the police department last year
- 3,500 EMS runs and 1,500 fire unit responses in the last year
- Study will analyze each police, fire and EMS run
- Another option could be to perform an in-house study, but administrative staff has been reduced in both the police and fire departments
- International City Management Association (ICMA) is a unique organization
- Township Manager receives no monetary remuneration for his membership in ICMA
- Reason for the creation of the ICMA was to enhance local government management and local government communities nation and world wide
- Citizens view police and fire personnel as heroes in the community
- A regional study will take place that will look at consolidation
- The study will indicate what is the best course of action for Meridian Township
- Resources are "dwindling" as property values continue to decline
- Insurance companies are paying less for ambulance runs than in the past
- Previous study did not look at all the options under consideration
- Wyoming, MI and Glenview, IL used ICMA for their analyses and did not use the request for proposal (RFP) process
- Study would allow Meridian Township to ascertain what is best for the community relative to the shared public services initiative
- Study not necessary at this time as the current EMS service is more than sufficient
- Belief that privatization costs taxpayers more over the long term
- When a profit motive is involved, it runs contrary to the role of government providing services which are not based on profit
- Township's financial ability to maintain the same service delivery model over the next several years
- Difficulty in conducting the study internally
- Option of having a credible data-driven study performed at a lower cost
- Property tax revenue will decline in 2012 by approximately \$250,000-\$300,000
- Township "special" appropriation in 2011 of \$225,000 to pave local roads could be carried over to next year
- The "special" appropriation of \$225,000 to pave local roads in 2012 and the carry over from 2011 would total \$450,00
- Township will not be appropriating \$165,000 for streetlights on south Okemos Road next year
- Revenue from ambulance runs is considerably higher (over \$400,000) than what was budgeted
- Belief there is not a current financial crisis as funds are available to offset the drop in property tax revenue
- Cost of the study would fund an employee's salary for one year
- Public safety was not successful for the Township in the past and should not be revisited
- Suggestion that all employees could participate in the cost associated with health care benefits to realize significant savings

- **Objective I:** Institute design standards for site plan review to ensure public transit access to all segments of the population but particularly those with physical disabilities.
- **Objective J:** Coordinate transportation planning and road improvement proposals with surrounding communities and Michigan State University.
- **Objective K:** Advocate and promote the Township's needs and interests with the Ingham County Road Commission, Michigan Department of Transportation, Tri-County Regional Planning Commission, the Lansing Area Metropolitan Planning Organization, and the Capital Area Transportation Authority.
- **Objective L:** When eligible under state statute, consider assuming responsibility for subdivision streets from the Ingham County Road Commission and use combined federal and state funds and special assessments for maintenance and repair.
- **Objective M:** Evaluate the need for road extensions as part of the strategy to develop a road network. Possible extensions that should be studied include Burcham Road, between Park Lake and Okemos Roads, and Okemos Road, between Lake Lansing Road and BL-69.
- **Objective N:** Design the traffic circulation in and around the Meridian Center area so that an integrated road network is created. The network should be designed and constructed as development occurs to discourage traffic conflicts with the rural areas located to the east.

## **Goal 7: Maintain and Enhance the Township's Growth Management Program**

Many of the objectives and strategies presented for the preceding six goals have important growth management implications. To further support these, the following objectives and strategies are established:

- **Objective A:** Develop Township policies to balance and manage growth.
  - Strategies:**
    1. Periodically update and implement the Comprehensive Development Plan.
    2. Prepare and adopt a new Zoning Ordinance which reflects the policies in the 1993 Comprehensive Development Plan.

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3. Prepare and adopt a new set of Subdivision Regulations which reflects the policies in the 1993 Comprehensive Development Plan and the new Zoning Ordinance.

- **Objective B:** Maintain a clear demarcation between suburban and rural areas of the Township.

- Strategies:**
1. Establish an Urban Service Boundary which demarcates areas to be served by sanitary sewer and water and areas to be served by private wells and septic systems.
  2. Develop zoning standards and Township policies which maintain the Township's open spaces, natural features, and rural areas in their current state.
  3. Encourage and support voluntary citizen land conservancy efforts which maintain the Township's open spaces, natural features, and rural areas in their current state.

- **Objective C:** Provide infrastructure and other services needed for development at least cost to public taxpayers.

- Strategies:**
1. Conduct a study of the effectiveness of cost-sharing development agreements to encourage developer participation in the provision of infrastructure improvements.
  2. Conduct a study of whether the Township should require those who require plat reviews, building permits, building inspections, and other such services to pay the full financial costs of the services.

- **Objective D:** Consider requiring preparation of a "Community and Environmental Impact Statement" which details the impacts of the development on the community for subdivisions and major developments.

- Strategies:**
1. Conduct a survey and examination of other Community and Environmental Impact Statement ordinances from other communities.
  2. Develop a Community and Environmental Impact Statement ordinance suitable for Meridian Township.

substantial improvements are necessary to maintain the capacity of the existing system. The study indicates that projected increases in the flow as a result of new development would result in deficient capacity in additional segments of the existing interceptor sewer system.

#### **Urban Service Boundary**

One of the objectives of the Comprehensive Development Plan is to coordinate the rate and direction of development with the ability of the Township to deliver public services in an efficient and cost-effective manner. Growth should be channelled into areas of the Township where urban services, particularly public water and sewer services, can most efficiently be provided. Toward this end, this plan proposes to establish an Urban Service Boundary (the Urban Service Boundary is delineated on the Future Land Use Map and described in greater detail in the Implementation chapter).

The Urban Service Boundary delineates the Urban Service Area in which there is a commitment by the Township to provide urban services, including but not limited to public sanitary sewers and public water service. West of the Urban Service Boundary lies the urban growth area of the Township, which includes generally the westerly two-thirds of the Township. This area is designated for provision of services, relatively compact urban form, siting of future development, efficient use of utility services, and protection of resource areas.

In the area east of the Urban Service Boundary sanitary sewers and public water will be available only in limited circumstances. In addition to limiting public services in a manner that is efficient and cost-effective, the Urban Service Boundary aids in accomplishing other goals and objectives of the plan, including:

- Conservation of natural resources by encouraging the orderly development of land.

- Preservation of rural open space.
- Providing property owners with greater security in long-range planning and investments.
- Making it possible for utility extensions, transportation facilities, and schools to be designed and located so as to more closely match population growth.
- Preservation of woodlands, wetlands, water recharge areas, and other natural resources and environmentally-sensitive lands, and prevention of urban development from impairing the functioning of vital natural systems.
- Allowing the Township to make proper investments in infrastructure maintenance and development within the existing service area on the westerly side of the Township.

The Urban Service Area encompasses sufficient land to accommodate the projected Township population of between 41,200 and 45,700 by the year 2010, recognizing that some of the population will be accommodated through low-density residential development in the easterly third of the Township. The Urban Service Area encompasses developable land that is called for by the population projections, thereby allowing flexibility in the siting of development and ensuring residents choice of location and housing type.

An important feature of the Urban Service Boundary concept is the priority given to infill development on vacant land on the west side of the Township, rather than development of rural open spaces in the easterly third of the Township. The Implementation chapter of this plan proposes use of various zoning approaches, such as cluster development and planned unit development, to preserve open space and make infill development more feasible. Rural service standards will be met in the rural service area, and persons choosing a rural or semi-rural lifestyle should not expect to receive urban services,

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particularly public sanitary sewer and water services.

Upon adoption of this plan it will be necessary for the Township to establish procedures for administration of the Urban Service Boundary. The administrative procedures must provide opportunity for small scale adjustments to the boundary where reasonable (for example, to satisfy urgent public health or safety needs). The Urban Service Boundary will be reviewed every five years, as part of the normal periodic review of the Comprehensive Development Plan, to determine if more significant adjustments to the boundary are necessary. In general, it is anticipated that expansion of the boundary will be permitted only after developable lands within the urban growth area are substantially built out.

## Library Services

Meridian Township is served by two of the 11 branches of the Ingham County Library. The two branches are housed in buildings that are owned and maintained by the Township. The County Library provides a librarian and additional staff for each library and a collection of books and other materials.

The Okemos Hope Borbas Branch is located at 4660 Ardmore adjacent to Fire Station No. 2. The library occupies about 3,400 square feet of building area (gross) and has eight parking spaces. The current collection is 24,500 volumes and circulation in 1991 was 135,497. At the end of 1992, the Okemos Branch was open 36 hours per week. Library operations are managed by one full-time director, four part-time assistants, and two part-time pages.

The Haslett Branch is located at 5670 School Street in a residential neighborhood, across from Ralya Elementary School. The library occupies about 3,500 square feet of building area and has seven parking spaces. The current collection is 21,500 volumes and circulation in 1991 was 117,465. At the end of

1992, the Haslett Branch was open 30 hours per week. Library operations are managed by one full-time director, three part-time assistants, and two part-time pages.

The County general fund is the primary source of funding for the library system. Due to budget constraints at the County level, the library system has had to consider cutbacks in recent years, raising concerns in the Township about the stability of the library system. A 1990 survey conducted by the Township's Library Services Study Committee found that patrons believe that library services should be expanded by increasing the hours of operation and/or by increasing the size of the collections and buildings.

According to the American Library Association (ALA) standards, the existing branch libraries are inadequate. The standards indicate that the Okemos Branch should have a 11,960-square foot building with a collection of about 44,000 volumes. The Haslett Branch should have a 10,484-square foot building with a collection of about 30,000 volumes.

The ALA standards cannot be met at the present branch locations. The parcels on which the libraries are located are too small and are already deficient in parking. Expansion to meet the ALA standards would require acquisition of additional adjacent land or construction of new buildings on different parcels.

In the short-term, the Library Services Study Committee has recommended that, rather than construct a new building, the hours of operation at the existing branches should be extended to 48 hours per week. In the long-term, it is likely that building expansion or new construction will be required to address the needs of residents and the ALA standards.

Any building expansion or new construction should consider the impact of the libraries on the neighborhoods in which they are currently located. The presence of the libraries adds to

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The transitional land use planning concept does not preclude the use of open space or landscaped greenbelts to buffer residential areas from more intensive uses. The **Implementation** chapter describes land acquisition methods, including land conservancies, as a means of preserving open space that could serve as a buffer. Review of zoning standards is recommended to assure that an adequate greenbelt is provided on nonresidential developments located adjacent to existing or future residential areas.

#### **Relationship to the University**

The proximity of Michigan State University (MSU) presents special land use planning opportunities and challenges. The Future Land Use Map acknowledges the University's ownership and use of Sections 30 and 31 for agricultural and educational uses.

Equally important, the Future Land Use Map recognizes the opportunity for establishment of a strong research and development sector, resulting from University affiliation or spin-off business from University-sponsored research. As noted in the **Economic Analysis**, biotechnology, agriculture, and environmental research are three areas that hold promise in the Lansing region. A half-mile wide swath of land on the east side of Hagadorn Road, south of CSX rail line, is set aside on the Future Land Use Map for future research and development uses.

#### **System of Parks and Open Spaces**

As noted previously, streets and squares historically were the unifying elements of urban areas. In Meridian Township, a stronger linkage is emerging out of the system of parks and open spaces. The emergence of a linked park and open space system is consistent with the goals and objectives set forth in the second chapter. One of the objectives called for establishment of a continuous greenbelt along the Red Cedar River. Another objective called for continued

support for development of park land connectors, such as sidewalks, pathways, and waterways.

The importance of this developing system of linked parks and open spaces cannot be overstated. The continuous greenbelt throughout the Township offers a pastoral escape from the hard edges of the urban environment. The mix of public and private common spaces in proximity provide the opportunity for gathering and interaction. The combination of sidewalks, paths, parks, schools, and other recreation facilities creates a proper environment for families and children.

#### **East Side of Township**

One of the seven goals set forth in the second chapter to serve as the basis for this plan called for maintaining and enhancing the Township's growth management program. A related objective specified the need to maintain the historic line of demarcation between suburban and rural areas of the Township.

Consistent with this goal and objective, the Future Land Use Map proposes to establish an Urban Service Boundary. As noted in the **Community Facilities** chapter, the Urban Service Boundary delineates an area in which there is a commitment by the Township to provide urban services, such as public water and sanitary sewer services.

In the area east of the Urban Service Boundary sanitary sewers and public water will be available only in limited circumstances. Corresponding to the Urban Service Boundary, the Future Land Use Map proposes low density single family development and agricultural uses on the east side of the Township. Two low density residential classifications (0.0 - 0.5 and 0.5 - 1.25 units per acre) are specified for the

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eastern part of the Township, beyond the growth boundary.

The Urban Service Boundary and lower density development is intended to accomplish a number of objectives, including efficient and cost-effective delivery of public services, conservation of natural resources and features, preservation of rural open space, facilitating proper planning of municipal and school services in a manner that more closely matches population growth, and making it possible for the Township to make proper investments in infrastructure maintenance and development within existing service areas. The lower density development also achieves transitional land use planning on a regional scale, since the maximum permitted density in most undeveloped areas of Williamstown Township to the east is even lower than the density being proposed in Meridian Township.

Delineation of the Urban Service Boundary is reasonable based on the population projections set forth in the *Population Analysis*. The projections indicated that, based on continuation of previous trends, the population of the Township will increase to between 43,400 and 45,700 residents by the year 2010, an increase of between 7,729 and 10,056 residents above the 1990 level.

This increase could be accommodated totally through development of vacant unplatted land within the urban service area or through development of existing vacant platted lots. Without any new development on vacant unplatted land outside of the urban service area, implementation of the Future Land Use Map would accommodate a population of 47,100 residents. These calculations reveal that it is unnecessary within the time period covered by this plan to extend utilities and open the eastern part of the Township for higher density development.

As discussed in the *Implementation* chapter, low density and an Urban Service Boundary are just two of several techniques proposed in this plan to achieve preservation of open space and natural areas. The plan also proposes modification to the zoning ordinance to consider rural open space development.

**Rural Open Space Zoning.** Rural open space zoning is an alternative to conventional zoning that is intended to promote preservation of rural character. Rural open space zoning provides for grouping new homes onto part of the parcel so that the remainder can be preserved as open space. Implementation of rural open space zoning on a particular parcel should begin with identification of significant natural and rural features, such as woodlands, meadows, scenic vistas, farmlands, and wetlands. Areas of the site that are most suitable for septic systems should also be identified. After these features are identified, the development should be designed to preserve the natural features in perpetuity, to take advantage of the most suitable soils, and to accomplish other rural preservation objectives. If properly implemented, rural open space zoning provides for preservation of a maximum amount of open space, with residential development concentrated on a small proportion of the land area.

The four chief benefits of rural open space zoning are:

- Rural open space zoning enables units to be concentrated on the most buildable portion of the site, preserving natural drainage systems, open space, farmlands, rural character, and environmentally sensitive areas.
- Development is more economical since only the portion of the site being developed needs to be cleared, and streets and utility lines are shorter.

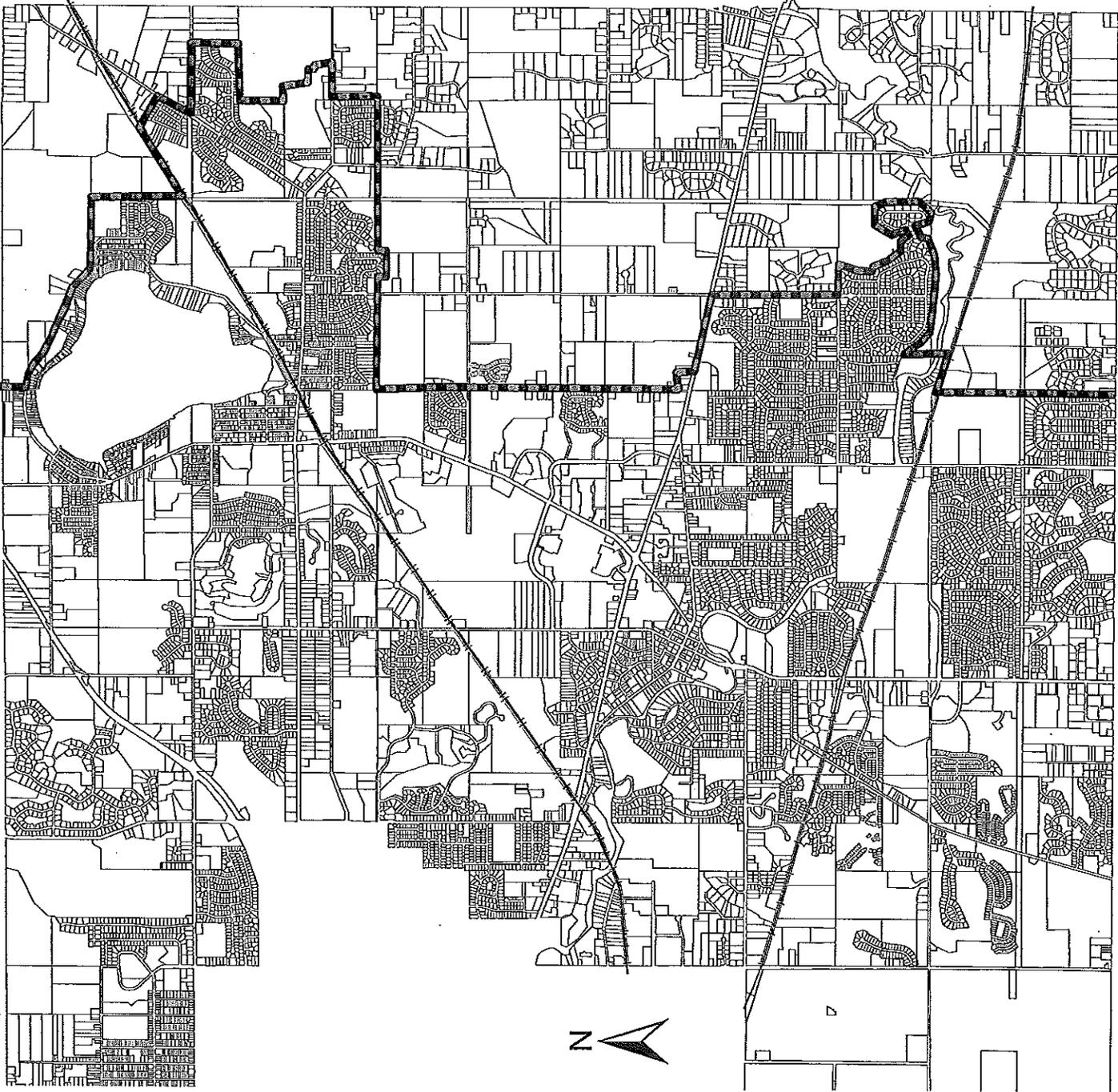
**MERIDIAN CHARTER TOWNSHIP**

**Urban Service Boundary**

2011 Tri-County Urban Service  
Management Study\*



\*Based on 1993 Future Land Use Map



CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

DATE: June 9, 2011

TO: Planning Commission

FROM: *Gail Oranchak*  
Gail Oranchak, AICP  
Principal Planner

RE: Master Plan Update/Urban Service Boundary Discussion

Planning Commissioners attending the May 23<sup>rd</sup> work session concentrated their efforts on the Board's request to establish an urban service area. Attachments to this memorandum reflect requests made during the discussion including a revised urban service boundary map showing locations of Township water and sewer extensions outside the preliminary boundary shown in the Tri-County Urban Service Management Study, maps showing current water and sewer service areas and demographic information from the 2010 Census.

Copies of the Tri-County Urban Service Management Study and Executive Summary were attached to the May 18, 2011 Urban Service Boundary staff memorandum. As the May 23<sup>rd</sup> work session minutes reflect, homework for the Planning Commission was to "become familiar with the Study" (the criteria for establishing a boundary begin on P. 7). Please bring these documents to the June 13 meeting. Since they may have been recycled, I have e-mailed an electronic version.

In the event discussion of the Master Plan Goals and Objectives also takes place during the June 13th work session, please bring the May 18, 2011 Master Plan Update staff report and attachments—draft Goals and Objective dated May 18, 2011 and 2011-2015 Parks and Recreation Master Plan Goals and Objectives. Electronic versions have been e-mailed.

Attachments

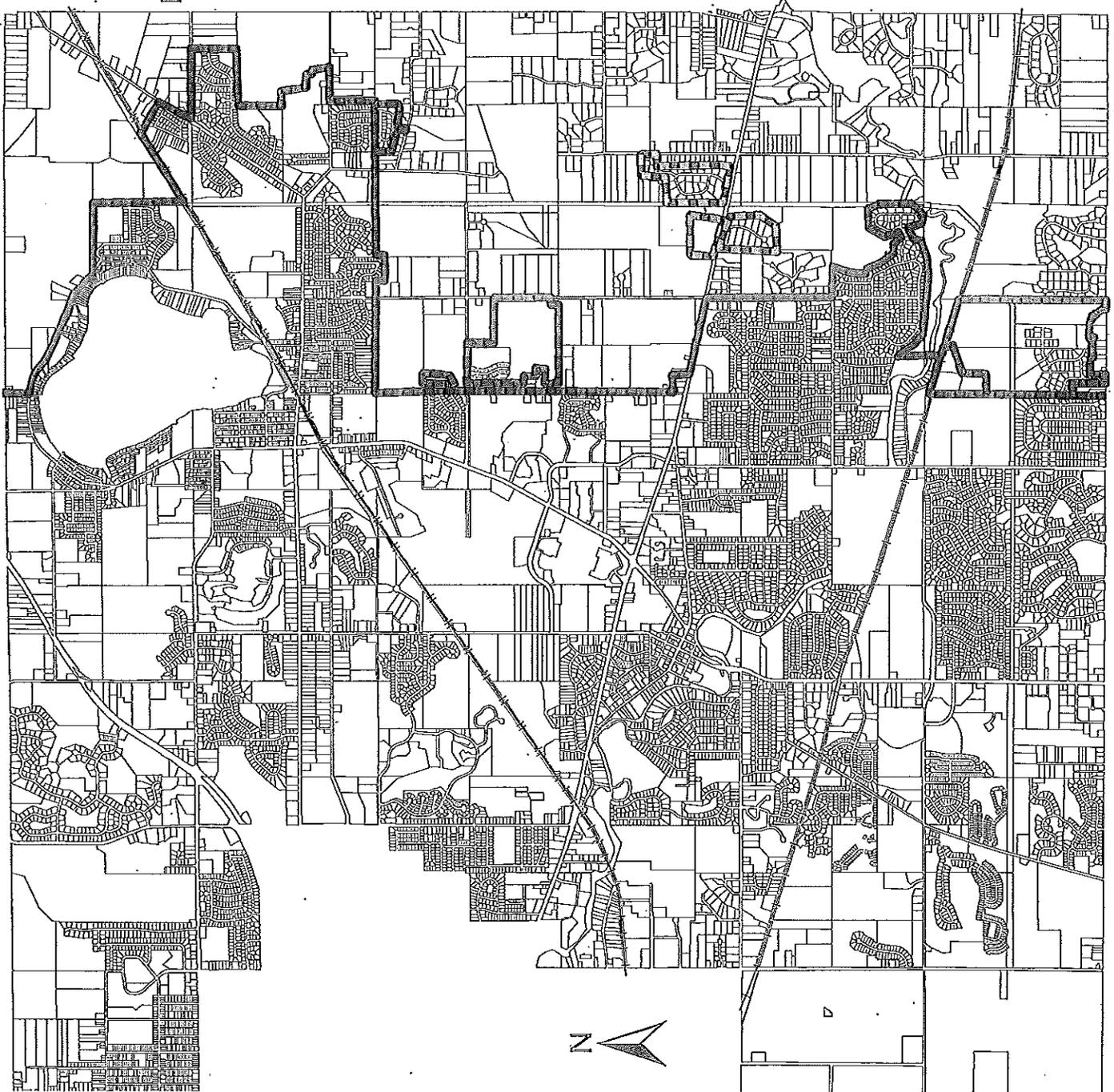
1. Modified USB map
2. Meridian Township Water Service Area
3. Meridian Township Sewer Service Area
4. 2005 Master Plan Excerpt (water and sewer)
5. 2010 Census Demographic and Housing data

# MERIDIAN CHARTER TOWNSHIP

## Urban Service Boundary

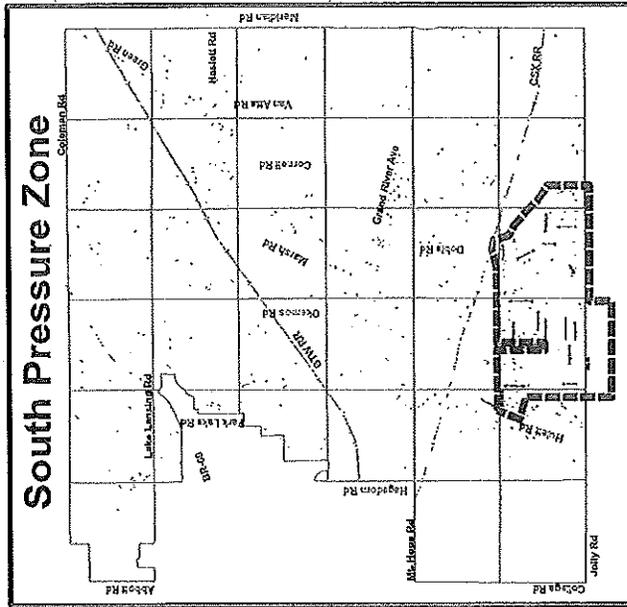
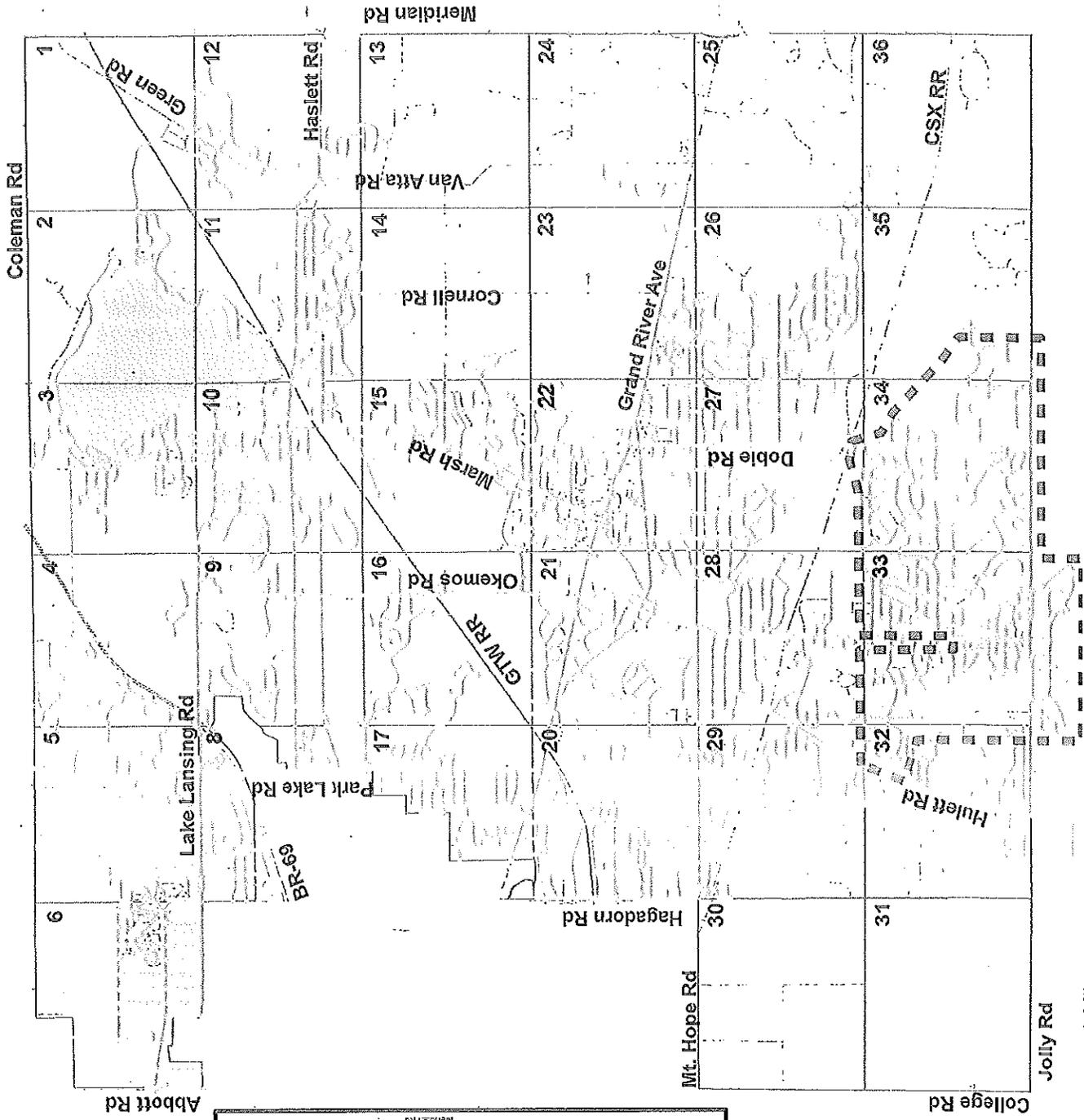
-  2011 Tri-County Urban Service Management Study Boundary
-  Areas of existing or approved public water and sewer service
-  Areas of public water service only
-  Area of public water service and private sewer line - St. Martha

\*Based on 1995 Future Land Use Map



1 inch = 4,208 feet

# WATER SYSTEM



**Water System**

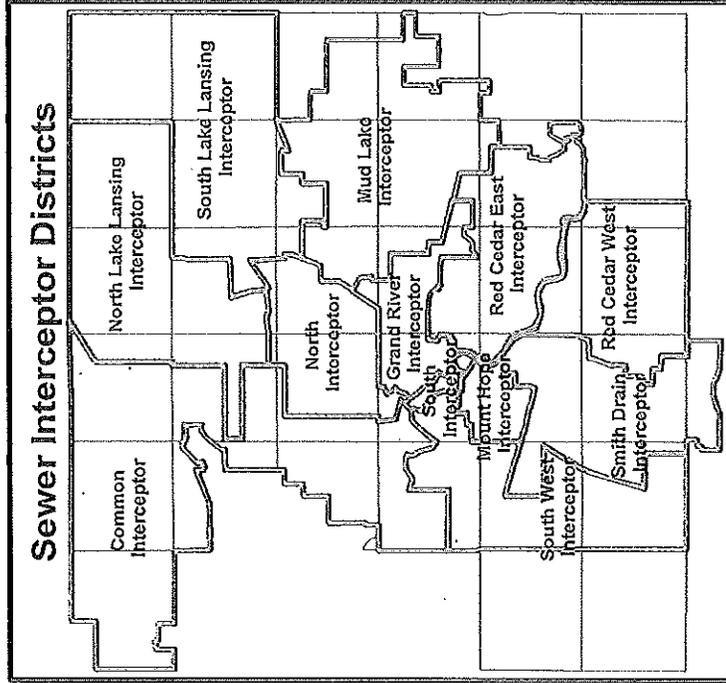
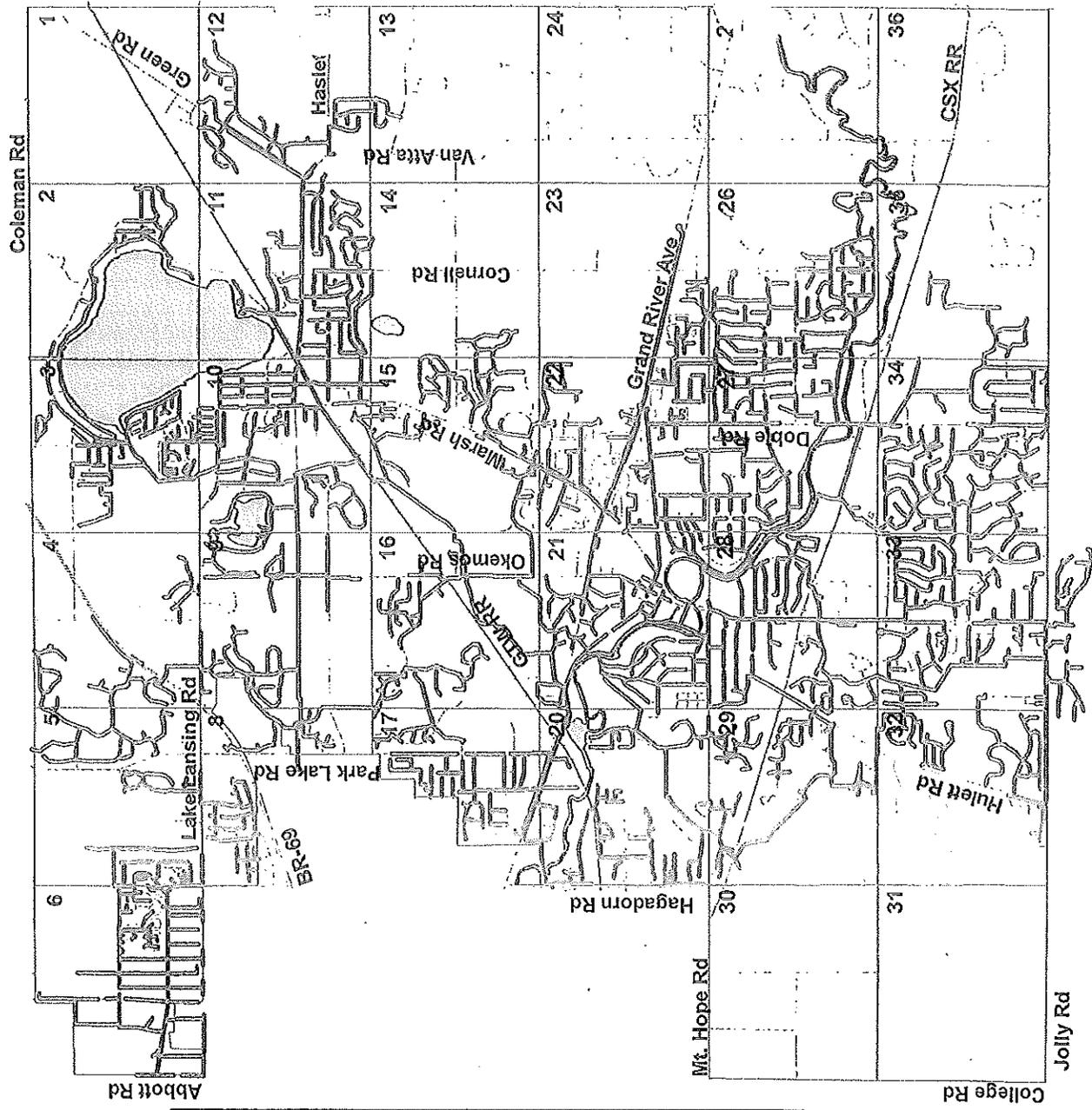
- South Pressure Zone
- Water Mains
- Section Lines
- Act 425 Agreement



June 2011

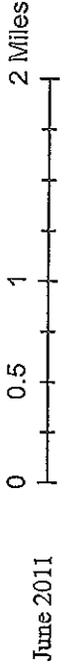
Source: Department of Public Works and Engineering, Charter Township of Meridian

# SANITARY SEWER SYSTEM



**Sewer System**

-  Section Lines
-  Sewer Lines
-  Act 425 Agreement
-  Sewer Interceptor Districts



June 2011

Source: Department of Public Works and Engineering, Charter Township of Meridian

## **Water System**

Most of the Township's water supply comes from the East Lansing-Meridian Township Water and Sewer Authority. The water supply is augmented through an agreement with the Lansing Board of Water and Light.

The East Lansing-Meridian Water and Sewer Authority was created in 1970 to build and operate a water supply and treatment system to serve East Lansing and Meridian Township. The system serves most concentrations of residential and non-residential development in the Township. The low-density residential areas in the eastern third of the Township and other areas where there has been only scattered development are not served by the public water system but rely on private wells (Map 8-1).

### **Current Supply**

The Authority owns and operates the 30-year old water treatment and pumping facility located at 2470 Burcham Drive, east of Park Lake Road. Twenty-nine wells drawing from the Saginaw Sandstone Aquifer supply raw water to the treatment facility. Treated water is then transmitted to the individual systems in the Township and East Lansing. The water treatment plant has a maximum rated capacity of 15 million gallons per day (MGD), which is shared between East Lansing and Meridian Township.

Meridian Township owns two elevated storage tanks. The south tank, located at the intersection of Okemos Road and Fox Hollow Drive, has a capacity of 500,000 gallons. The north tank, located at the intersection of Saginaw Road (BL-69) and Newton Road, also has a capacity of 500,000 gallons. A third two-million gallon capacity storage tank is jointly owned by the Lansing Board of Water and Light (BWL) and Meridian Township. It is located south of Jolly Road at Hulett Road in Alaiedon Township. A new south pressure zone was created to isolate the BWL supply from that of the Authority.

To meet short term water needs the Authority has entered into a contract (in effect until 2010) with the Board of Water and Light for the wholesale purchase of up to 5.0 MGD of treated water. The Authority connects to the BWL system at Jolly Road in Meridian Township and at State Road within East Lansing's 425 areas with DeWitt Township.

**Future Needs**

The Township's average daily water usage over the past five years has been 3.95 MGD. This is consistent with the general standard used for estimating water usage—100 gallons per day per person—times the Township's population of approximately 38,000 to 40,000 residents between June 1997 and July 2003. The Demographic Analysis Chapter in this Plan projects 2010 population will be between 41,900 and 42,700 and between 44,800 and 46,400 in 2020. Estimating usage at 100 gallons per person per day, the maximum average usage in 2020 would be 4.64 MGD.

The Water Authority has hired a consultant to study the water system and make recommendations for short and long term planning. The most recent report on the water system dates back to 1990. Its recommendations were based on population estimates from the 1987 Comprehensive Development Plan—a Meridian Township population of 51,051 residents by 2010. Since then changes in regional growth patterns and land use in East Lansing and Meridian Township suggest the need for more up-to-date information.

The Township experienced several years of hot, dry weather during the mid-1980's. Increased lawn watering raised usage during this period threatened to lower the water supply below minimum fire-flow requirements. To alleviate this problem, the Township adopted a water conservation program that it publicizes each year prior to lawn watering season. This program attempts to reduce lawn watering significantly during peak water demand. In addition, the Authority contracted to purchase up to 5.0 MGD from the Lansing Board of Water and Light.

**Sanitary Sewer System**

The Township's contract for wastewater treatment with the City of East Lansing is limited to 5.0 MGD. At its current five-year average use of 4.4 MGD for wastewater treatment, the Township is nearing its contracted capacity. The Township may be able to reduce its wastewater treatment volume if it can curtail inflow from illegal sump pumps connected to the system and limit infiltration through old sewer pipes and connections.

The Township contracts with the City of East Lansing for wastewater treatment services. The current agreement is in effect until January 2011 and permits the Township to send up to five million gallons per day (MGD) of sewage to the treatment plant. The treatment plant is rated at 18.75 MGD and can process 22 MGD for a limited period. The capacity is shared by the Township (5.0 MGD), the City of East Lansing (7.75 MGD), and Michigan State University (6.0 MGD).

During the five years from July 1998 through June 2003, the Township sent an average of 4.4 MGD of wastewater to the treatment plant. Although the Township is operating at near its contractual limit, both East Lansing and MSU are not. During this same time period there was approximately 6.3 MGD of available capacity. The Township's contract with East Lansing states that, if necessary, the plant will temporarily continue to treat waste above the Township's limit as long as the City does not need the capacity.

Contracted capacity in the wastewater treatment facility is one component of the system; the other is the Township's network of interceptor sewers and pump/lift stations. The sewer system collects wastewater from its service areas via a network of interceptor sewers and 26 pump/lift stations. Sewage is transported to the main lift station located at Grand River Avenue and Hamilton Road for eventual discharge into East Lansing's sanitary sewer system. Some portions of the Township use small pump stations to discharge directly into the East Lansing system (Map 8-2).

The March 1991 *Sanitary Sewer Study* (Capital Consultants) noted deficiencies in parts of the Township system. The study's findings indicated that improvements are necessary to maintain the capacity of the existing system. Alternative recommendations included upgrading the main lift station and interceptor sewers or rerouting wastewater flows from the northeast quadrant of the Township to East Lansing via a new pump station and force main. The study also noted the possibility that the Township would have to participate in the cost of constructing additional trunk sewers and expanding East Lansing's wastewater treatment plant.

The Township should reevaluate the alternative improvements proposed in the 1991 study. East Lansing studied the possibility of increasing the capacity of its treatment plant. It decided to first make operational improvements to increase the efficiency of the plant. To the extent that operational costs have been reduced, the improvements have been successful.

#### **Sewer Inflow and Infiltration**

In its effort to preserve overall capacity, the Township has completed three sewer lining projects to reduce "inflow and infiltration" since 1998. Inflow results from the illegal connection of sump pumps, catch basins, and storm drains to the sanitary sewer system. Infiltration occurs when groundwater and storm water seep into the system through aging sewer connections between buildings and sewer lines and an inadequate storm drainage system.

Inflow and infiltration result in the unnecessary treatment of groundwater and storm water. Over the last five years, the Township has used an average of 3.95 MGD of water. In the same time period, the Township has sent an average of 4.4 MGD to the sewer treatment plant. Typically, only 80-90 percent of water used should end up at the wastewater treatment facility, with the remaining 10-20 percent being used for outdoor irrigation and like purposes. Thus the treatment facility is unnecessarily treating between 1.2 and 1.4 million gallons of groundwater and storm water each day.

Three sewer lining projects took place in the Towar Gardens, Indian Hills and Tacoma Hills neighborhoods. In the Towar Gardens area measurable improvements are not expected until a new storm water drainage system is in place. The other projects have been successful. Sewer lining will continue in other neighborhoods as deemed necessary.

The problem will not be completely corrected until private property owners assess and repair aging sewer leads and disconnect illegal sump pumps. The Township could help solve this problem by educating the public about the consequences of these illegal connections and finding ways to help homeowners pay for improvements.

#### **Future Needs**

The Township's contracted plant capacity will serve a "system population" of 40,000 people, which translates into a total Township population of approximately 44,450 (recognizing that a portion of the Township's population uses septic tanks). The "system population" is a means of describing system capacity using a single figure that accounts for both residential and non-residential use. If sewer inflow and infiltration control succeeds, the plant could serve a larger system population.

With a projected 2020 population between 44,800 and 46,400, it is probable that the Township will reach its wastewater treatment limit of 5.0 MGD within the next 20 years. The Township needs to plan for this increased capacity. Options include: implement conservation efforts, renegotiating the contract with East Lansing to provide for increased capacity, participating in the development of additional capacity, or contracting with the City of Lansing for wastewater treatment.

**Water and Sewer Agreements**

The Township entered into an agreement with Alaiedon Township in 1984 (and amended it in 1988) to provide water and sewage treatment for Alaiedon Township's development along the south side of Jolly Road at the Okemos Road intersection. The agreement, which runs until January 2011 (and is subject to automatic renewal for successive five year periods), allows Alaiedon Township to purchase up to 232,500 gallons of water per day and treat up to 155,000 gallons of wastewater per day. These amounts are 3.3 percent of the Township's allotted water usage and 3.1 percent of its allotted capacity at the wastewater treatment plant.

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More recently, the Township entered into a second 425 Agreement with the City of East Lansing covering approximately 101 acres northeast of the Abbott and Lake Lansing Roads intersection. The agreement states the City will provide public water and sanitary sewer services for the area.

**Water and Sewer Studies**

Over the years the Township has undertaken various studies to evaluate and suggest remedies for flooding and related problems in the Towar Gardens and Ottawa Hills neighborhoods. Studies undertaken in 1982 and 1990 in the Towar Gardens area concluded the major source of the problems is the lack of a storm drain system. The Township and the Ingham County Drain Commissioner have been cooperating to reach a solution and a design for the new system in the Towar Gardens area is underway. Studies of the Ottawa Hills area conducted in 1975 and 1986 suggested steps residents could take to protect their homes from future flooding and changes the Township could make to help alleviate flooding in this low lying area. Appendix A summarizes these studies. The studies point out that the most practical solution for Ottawa Hills is better floodplain regulation, which the Township has begun to put into effect.

## POPULATION

Meridian Township's population increased from 39,116 (18,687 Males; 20,429 Females) in 2000 to 39,688 (18,878 Males; 20,810 Females) in 2010.

### CHANGES IN TOWNSHIP POPULATION 1930-2000

YEAR	POPULATION	NUMERICAL CHANGE	PERCENT CHANGE
1930	2,878	--	--
1940	4,767	+1,889	+65.6
1950	9,108	+4,341	+91.1
1960	13,884	+4,776	+52.4
1970	23,817	+9,933	+71.5
1980	28,754	+4,937	+20.7
1990	35,644	+6,890	+24.0
2000	39,116	+3,472	+9.7
2010	39,688	+572	+1.5

Sources: 1930-2010 Census, Bureau of the Census, U.S. Department of Commerce

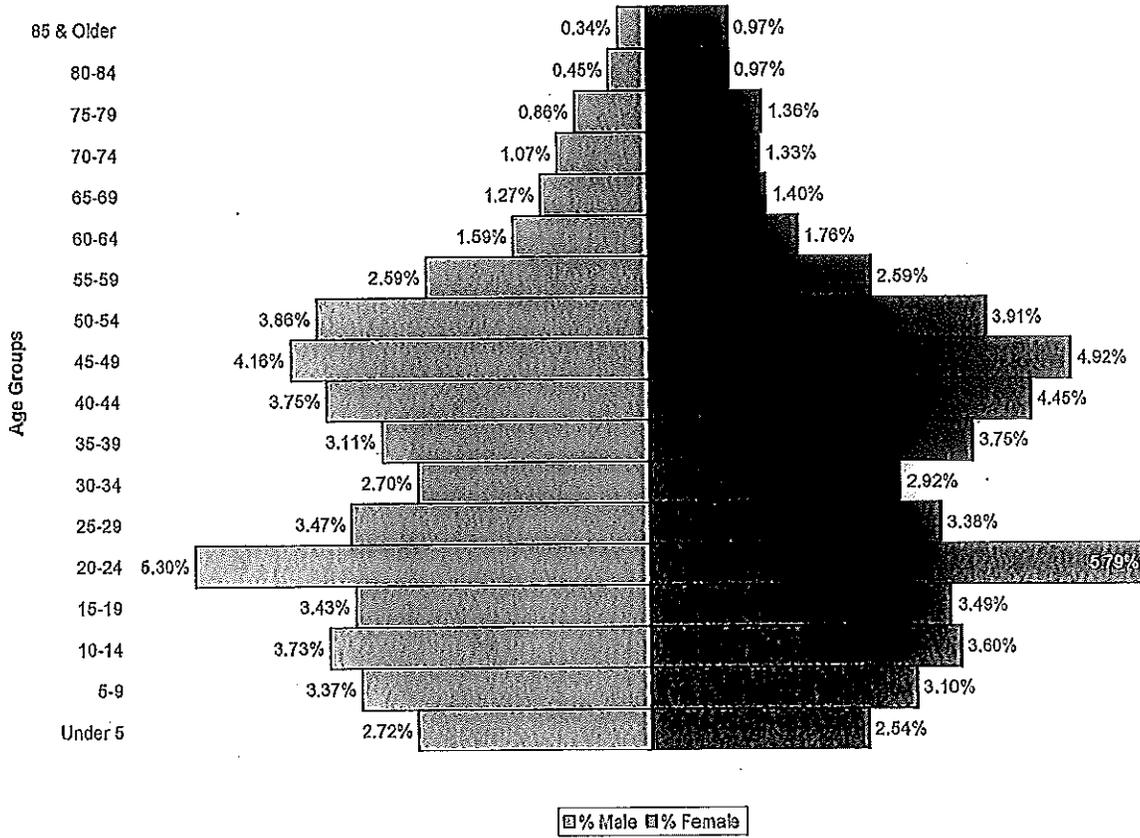
### CHANGES IN AGE STRUCTURE IN THE TOWNSHIP 1990 - 2010

AGE CATEGORY	1990	1990 PERCENT	2000	2000 PERCENT	2010	2010 PERCENT
Under 5 years	2,385	6.7	2,058	5.3	1,835	4.6
5 to 9 years	2,813	7.9	2,529	6.5	2,204	5.6
10 to 14 years	2,469	6.9	2,869	7.3	2,494	6.3
15 to 19 years	2,165	6.1	2,707	6.9	2,602	6.6
20 to 24 years	3,623	10.2	4,336	11.1	4,267	10.8
25 to 29 years	2,917	8.2	2,680	6.9	2,956	7.4
30 to 34 years	3,112	8.7	2,198	5.6	2,219	5.6
35 to 39 years	3,533	9.9	2,684	6.9	2,047	5.2
40 to 44 years	3,221	9.0	3,208	8.2	2,275	5.7
45 to 49 years	2,303	6.5	3,552	9.1	2,663	6.7
50 to 54 years	1,526	4.3	3,041	7.8	3,025	7.6
55 to 59 years	1,271	3.6	2,029	5.2	3,186	8.0
60 to 64 years	1,088	3.1	1,310	3.4	2,654	6.7
65 to 69 years	935	2.6	1,045	2.7	1,633	4.1
70 to 74 years	762	2.1	937	2.4	1,070	2.7
75 to 79 years	536	1.5	866	2.2	899	2.3
80 to 84 years	420	1.2	556	1.4	755	1.9
85 and over	565	1.6	511	1.3	904	2.3
<b>TOTAL</b>	<b>35,644</b>	<b>100.0</b>	<b>39,116</b>	<b>100.0</b>	<b>39,688</b>	<b>100.0</b>

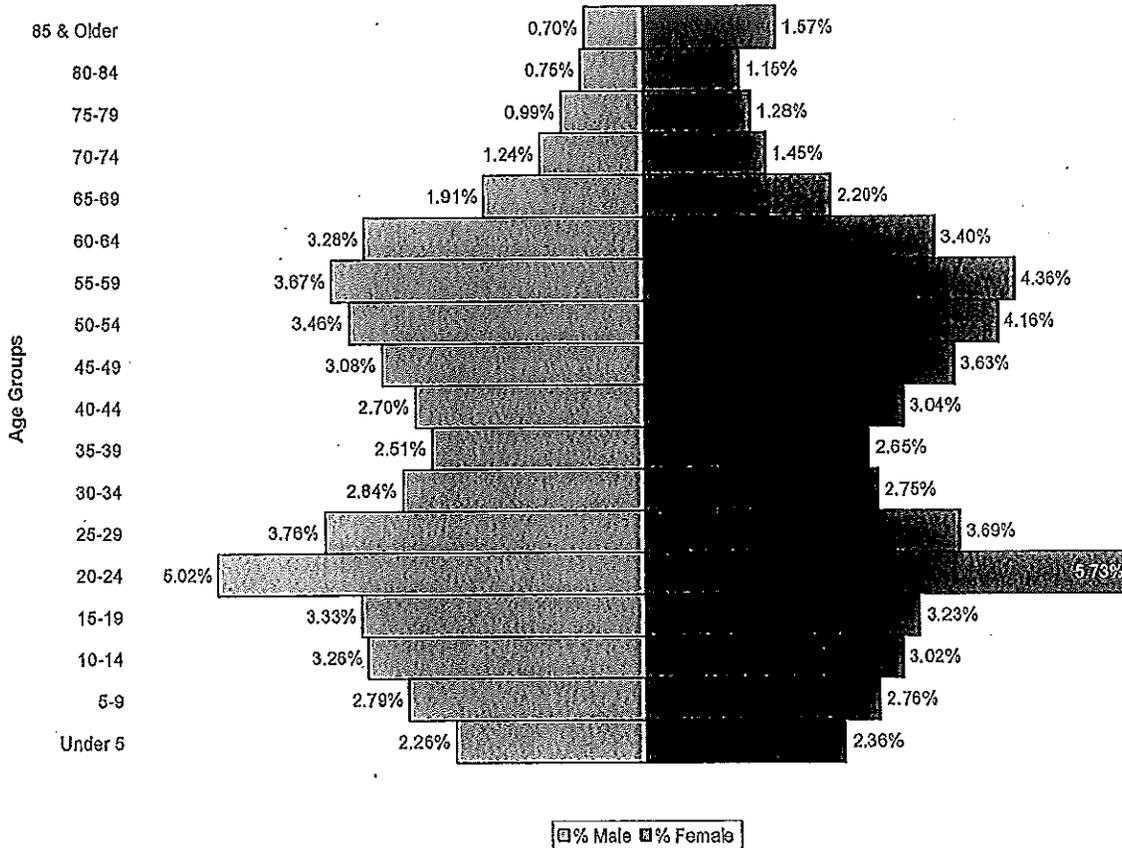
Sources: 1990, 2000, 2010 Census, Bureau of the Census, US Department of Commerce

# 2000 AND 2010 AGE-SEX PYRAMIDS

2000



2010



**1970-2010 POPULATION  
LANSING URBANIZED AREA<sup>1</sup> AND THE TRI-COUNTY REGION**

	1970	1980	1990	2000	2010	CHANGE '70-'80	CHANGE '80-'90	CHANGE '90-'00	CHANGE '00-'10
City of DeWitt	1,829	3,165	3,964	4,702	4,507	73.0%	25.2%	18.6%	-4.3%
Delhi Township	13,795	17,144	19,190	22,569	25,877	24.3%	11.9%	17.6%	14.7%
DeWitt Township	9,909	10,038	10,448	12,143	14,321	1.3%	4.1%	16.2%	17.9%
Delta Township	17,396	23,822	26,129	29,682	34,408	36.9%	9.7%	13.6%	15.9%
Meridian Township	23,817	28,754	35,644	39,116	39,688	20.7%	24.0%	9.7%	1.5%
Lansing Township	11,127	10,097	8,919	8,458	8,126	-9.3%	-11.7%	-5.2%	4.0%
City of Lansing	131,546	130,414	127,321	119,128	114,297	-0.9%	-2.4%	-6.4%	-4.1%
City of East Lansing	47,540	51,392	50,677	46,525 <sup>2</sup>	48,579	8.1%	-1.4%	-8.2%	4.4%
<b>Lansing Urbanized Area<sup>1</sup></b>	<b>256,959</b>	<b>274,826</b>	<b>282,292</b>	<b>282,323</b>	<b>289,803</b>	<b>7.0%</b>	<b>2.7%</b>	<b>0.01%</b>	<b>2.4%</b>
<b>Ingham County</b>	<b>261,463</b>	<b>275,520</b>	<b>281,912</b>	<b>279,320</b>	<b>280,895</b>	<b>5.5%</b>	<b>2.3%</b>	<b>-0.9%</b>	<b>0.6%</b>
<b>Tri-County Region<sup>2</sup></b>	<b>378,423</b>	<b>419,750</b>	<b>432,674</b>	<b>447,728</b>	<b>464,036</b>	<b>10.9%</b>	<b>3.1%</b>	<b>3.5%</b>	<b>3.6%</b>

<sup>1</sup>Lansing Urbanized Area consists of Delhi Township, City of DeWitt, DeWitt Township, Delta Township, City of East Lansing, City of Lansing, Lansing Township and Meridian Township

<sup>2</sup>Tri-County Region consists of Clinton, Eaton and Ingham Counties

Sources: 1970-2010 Census, Bureau of the Census, US Department of Commerce

**MERIDIAN TOWNSHIP HOUSEHOLDS**

**COMPARISON OF 1990 - 2010 HOUSEHOLDS**

	1990	PERCENT OF ALL 1990 HH	2000	PERCENT OF ALL 2000 HH	% Δ 1990- 2000	2010	PERCENT OF ALL 2010 HH	%Δ 2000- 2010
<b>Total Households (HH)</b>	14,022		16,414		17.1	17,377		5.9
<b>Family HH</b>	8,848	63.1	9,783	59.6	10.6	9,970	57.4	1.9
Married Couple Family	7,371	52.6	8,027	48.9	8.9	8,015	46.1	-0.1
<b>Non-Family HH</b>	5,174	36.9	6,631	40.4	28.2	7,407	42.6	11.7
Living Alone	3,682	26.3	4,779	29.1	29.8	5,495	31.6	15.0
≥ 65 years of age	866	6.2	1,123	6.8	29.7	1,653	9.5	47.2

Sources: 1990, 2000, and 2010 Census, Bureau of the Census, US Department of Commerce

**MERIDIAN OWNERSHIP TENANCY AND VACANCY RATES**

	1990	2000	2010
<b>Total Units</b>	14,811	17,120	18,569
Occupied Units	14,022	16,414	17,377
<b>OWNER OCCUPIED UNITS</b>			
Number of Occupied Units	8,378	10,200	10,569
Percent of all Occupied Units	59.7%	62.1%	60.8%
<b>RENTER OCCUPIED UNITS</b>			
Number of Occupied Units	5,644	6,214	6,808
Percent of all Occupied Units	40.3%	37.9%	39.2%
<b>VACANCY RATES</b>			
Vacant Units	789	706	1,192
Homeowner Vacancy Rate	1.9%	0.7%	2.0%
Rental Vacancy Rate	6.4%	5.2%	6.2%

Source: 1990, 2000, 2010 Census, Bureau of the Census, U.S. Department of Commerce

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

DATE: July 7, 2011

TO: Planning Commission

FROM: Gail Oranchak  
Gail Oranchak, AICP  
Principal Planner

RE: Master Plan Update

At the last Planning Commission work session, there seemed to be consensus to delineate an urban service boundary with changes if deemed appropriate and complete the update of the Master Plan Goals and Objectives section then transmit both to the Township Board for review and comment. Concurrent with the Board's review, the Planning Commission will continue preparing revisions to the Future Land Use and Implementation chapters of the Master Plan add policies for "complete streets" and to strengthen already established policies for Smart Growth and sustainability.

To recap recent Commission decisions:

- Review of Master Plan Goals 1 and 2 have been completed.
- Review of Goal 3 has been completed through Objective D leaving Objective E. The title of Objective B has not been agreed upon.
- Recommendation to incorporate the goals of the 2011-2015 Parks and Recreation Master Plan into Goal 4 of the Master Plan
- Recommendation to coordinate Goals 5 through 7 of the Master Plan with the Township Board's request to delineate an urban service boundary.

In response to questions raised at the last work session, the location of the urban service boundary shown in the 1993 Comprehensive Development Plan closely follows the extent of existing public utilities at the time. All land designated for densities of 1.25-2.5 dwelling units per acre and higher were located within the urban service area. Another consideration was the ability to accommodate a projected 2010 Township population between 41,200 and 45,700 on undeveloped land within the urban service area recognizing that some of the Township's population would live in low-density areas not served with public utilities on the east side of the Township.

Ember Oaks and Georgetown are approved single-family subdivisions located immediately east of the former urban service boundary. Zoning amendments authorized development of both Ember Oaks and Georgetown subdivisions as "planned residential developments." In a planned residential development, the lot width and lot area requirements of the underlying zoning district are relaxed to permit the clustering of platted lots in exchange for preserving a site's natural features. After the rezoning, both subdivisions received preliminary plat approval from the Township. Ember Oaks is zoned RR; Georgetown is zoned RA.

Portions of both the Ember Oaks and Georgetown subdivisions have received final plat approval and homes have been built on some lots. Preliminary plat approval remains in effect for the remaining land in each subdivision. A preliminary plat is vested for two years. An applicant may request an extension of the approval before the two-year expiration date. An extension requested before the expiration date may be granted by the Township Board. To date the Township Board has not denied an extension request for either Embers Oaks (continuous since 2002) or Georgetown (continuous since 2008).

As a condition of plat approval, developers of both subdivisions were required to upgrade the Township's sewer system to facilitate development of their projects and future extensions for other property owners. Denying one or both extensions could result in legal challenges.

### **Master Plan Goals**

The title of Goal 3, Objective B currently reads, "Preserve and strengthen the central commercial and service base in the Township's center core area." When last discussed, Commissioners were confused about the meaning of "commercial and service base" and deferred a decision on the title. The text seems to refer to the economic sectors representing primary contributors to the Township's economic base to the exclusion of other non-residential sectors—industrial and manufacturing sectors, for example.

The definition of the term "center core area" was also questioned. Although "Commercial Core" is a distinct land use designation on the Future Land Use Map it is not clear whether the term "center core area" represents the "commercial core" or a wider commercial area—perhaps all commercial land uses along Grand River Avenue. The mapped Commercial Core extends from Okemos Road, east to Central Park Drive, north to the east-west extension of Central Park Drive, and south to the rear lot lines of Meijer and commercial properties between Marsh Road and Washington Heights.

The Planning Commission may consider revising the title of Goal 3, Objective B to read, "Develop Grand River Avenue commercial areas from Central Park Drive to the Township's western boundary into vibrant mixed use districts." With a revised title, Commissioners may consider references to the mapped Commercial Core in Strategies 2-4. It may be desirable for the strategies to apply to all commercial areas. Strategy #5 is no longer needed; it essentially becomes the title.

Objectives A, B and C refer to specific commercial areas in the Township—Haslett, Okemos DDA, Newton Road/BR-69 intersection, Grand River Avenue. Is it necessary to specifically reference the Township's remaining commercial nodes—Grand River east of Central Park, Jolly Road and Okemos Road intersection, Hagadorn Road at Hannah Blvd, east and north of Central Park Drive, Hamilton Road and Dobie Road, Haslett Road west of Marsh, Hagadorn Road at Lake Lansing, Lake Lansing at Abbott and Lake Lansing at Birch Row?

### **Goal 4: Maintain and Expand a Diverse Park System**

To assist the Planning Commission's consideration of Goal #4, the Goals and Objectives section from the recently adopted Parks and Recreation Master Plan 2011-2015 is attached.

## Goal 5 through Goal 7

Recent discussion indicates Goals 5 through 7 will be considered along with the Urban Service Boundary delineation.

### Attachments

1. Urban Service Boundary over aerial
2. 2005 Master Plan excerpt (Water and Sewer systems)
3. 2005 Master Plan Goals and Objectives dated May 18, 2011
4. 2011-2015 Parks and Recreation Master Plan Goals and Objectives

Planning\glo\2005 master plan\2010 master plan update\ 7-7-11 PC memo

**MERIDIAN CHARTER TOWN**

**Urban Service Boundary**

-  2011 Tri-County Urban Service Management Study Boundary
-  Areas of existing or approved public water and sewer service
-  Areas of public water service only
-  Area of public water service and private sewer line - St. Martha

\*Based on 1995 Future Land Use Map



1 inch = 4,205 feet

June 6, 2011

## **Water System**

Most of the Township's water supply comes from the East Lansing-Meridian Township Water and Sewer Authority. The water supply is augmented through an agreement with the Lansing Board of Water and Light.

The East Lansing-Meridian Water and Sewer Authority was created in 1970 to build and operate a water supply and treatment system to serve East Lansing and Meridian Township. The system serves most concentrations of residential and non-residential development in the Township. The low-density residential areas in the eastern third of the Township and other areas where there has been only scattered development are not served by the public water system but rely on private wells (Map 8-1).

## **Current Supply**

The Authority owns and operates the 30-year old water treatment and pumping facility located at 2470 Burcham Drive, east of Park Lake Road. Twenty-nine wells drawing from the Saginaw Sandstone Aquifer supply raw water to the treatment facility. Treated water is then transmitted to the individual systems in the Township and East Lansing. The water treatment plant has a maximum rated capacity of 15 million gallons per day (MGD), which is shared between East Lansing and Meridian Township.

Meridian Township owns two elevated storage tanks. The south tank, located at the intersection of Okemos Road and Fox Hollow Drive, has a capacity of 500,000 gallons. The north tank, located at the intersection of Saginaw Road (BL-69) and Newton Road, also has a capacity of 500,000 gallons. A third two-million gallon capacity storage tank is jointly owned by the Lansing Board of Water and Light (BWL) and Meridian Township. It is located south of Jolly Road at Hulett Road in Alaiedon Township. A new south pressure zone was created to isolate the BWL supply from that of the Authority.

To meet short term water needs the Authority has entered into a contract (in effect until 2010) with the Board of Water and Light for the wholesale purchase of up to 5.0 MGD of treated water. The Authority connects to the BWL system at Jolly Road in Meridian Township and at State Road within East Lansing's 425 areas with DeWitt Township.

**Future Needs**

The Township's average daily water usage over the past five years has been 3.95 MGD. This is consistent with the general standard used for estimating water usage—100 gallons per day per person—times the Township's population of approximately 38,000 to 40,000 residents between June 1997 and July 2003. The Demographic Analysis Chapter in this Plan projects 2010 population will be between 41,900 and 42,700 and between 44,800 and 46,400 in 2020. Estimating usage at 100 gallons per person per day, the maximum average usage in 2020 would be 4.64 MGD.

The Water Authority has hired a consultant to study the water system and make recommendations for short and long term planning. The most recent report on the water system dates back to 1990. Its recommendations were based on population estimates from the 1987 Comprehensive Development Plan—a Meridian Township population of 51,051 residents by 2010. Since then changes in regional growth patterns and land use in East Lansing and Meridian Township suggest the need for more up-to-date information.

The Township experienced several years of hot, dry weather during the mid-1980's. Increased lawn watering raised usage during this period threatened to lower the water supply below minimum fire-flow requirements. To alleviate this problem, the Township adopted a water conservation program that it publicizes each year prior to lawn watering season. This program attempts to reduce lawn watering significantly during peak water demand. In addition, the Authority contracted to purchase up to 5.0 MGD from the Lansing Board of Water and Light.

**Sanitary Sewer System**

The Township's contract for wastewater treatment with the City of East Lansing is limited to 5.0 MGD. At its current five-year average use of 4.4 MGD for wastewater treatment, the Township is nearing its contracted capacity. The Township may be able to reduce its wastewater treatment volume if it can curtail inflow from illegal sump pumps connected to the system and limit infiltration through old sewer pipes and connections.

The Township contracts with the City of East Lansing for wastewater treatment services. The current agreement is in effect until January 2011 and permits the Township to send up to five million gallons per day (MGD) of sewage to the treatment plant. The treatment plant is rated at 18.75 MGD and can process 22 MGD for a limited period. The capacity is shared by the Township (5.0 MGD), the City of East Lansing (7.75 MGD), and Michigan State University (6.0 MGD).

During the five years from July 1998 through June 2003, the Township sent an average of 4.4 MGD of wastewater to the treatment plant. Although the Township is operating at near its contractual limit, both East Lansing and MSU are not. During this same time period there was approximately 6.3 MGD of available capacity. The Township's contract with East Lansing states that, if necessary, the plant will temporarily continue to treat waste above the Township's limit as long as the City does not need the capacity.

Contracted capacity in the wastewater treatment facility is one component of the system; the other is the Township's network of interceptor sewers and pump/lift stations. The sewer system collects wastewater from its service areas via a network of interceptor sewers and 26 pump/lift stations. Sewage is transported to the main lift station located at Grand River Avenue and Hamilton Road for eventual discharge into East Lansing's sanitary sewer system. Some portions of the Township use small pump stations to discharge directly into the East Lansing system (Map 8-2).

The March 1991 *Sanitary Sewer Study* (Capital Consultants) noted deficiencies in parts of the Township system. The study's findings indicated that improvements are necessary to maintain the capacity of the existing system. Alternative recommendations included upgrading the main lift station and interceptor sewers or rerouting wastewater flows from the northeast quadrant of the Township to East Lansing via a new pump station and force main. The study also noted the possibility that the Township would have to participate in the cost of constructing additional trunk sewers and expanding East Lansing's wastewater treatment plant.

The Township should reevaluate the alternative improvements proposed in the 1991 study. East Lansing studied the possibility of increasing the capacity of its treatment plant. It decided to first make operational improvements to increase the efficiency of the plant. To the extent that operational costs have been reduced, the improvements have been successful.

#### **Sewer Inflow and Infiltration**

In its effort to preserve overall capacity, the Township has completed three sewer lining projects to reduce "inflow and infiltration" since 1998. Inflow results from the illegal connection of sump pumps, catch basins, and storm drains to the sanitary sewer system. Infiltration occurs when groundwater and storm water seep into the system through aging sewer connections between buildings and sewer lines and an inadequate storm drainage system.

Inflow and infiltration result in the unnecessary treatment of groundwater and storm water. Over the last five years, the Township has used an average of 3.95 MGD of water. In the same time period, the Township has sent an average of 4.4 MGD to the sewer treatment plant. Typically, only 80-90 percent of water used should end up at the wastewater treatment facility, with the remaining 10-20 percent being used for outdoor irrigation and like purposes. Thus the treatment facility is unnecessarily treating between 1.2 and 1.4 million gallons of groundwater and storm water each day.

Three sewer lining projects took place in the Towar Gardens, Indian Hills and Tacoma Hills neighborhoods. In the Towar Gardens area measurable improvements are not expected until a new storm water drainage system is in place. The other projects have been successful. Sewer lining will continue in other neighborhoods as deemed necessary.

The problem will not be completely corrected until private property owners assess and repair aging sewer leads and disconnect illegal sump pumps. The Township could help solve this problem by educating the public about the consequences of these illegal connections and finding ways to help homeowners pay for improvements.

#### **Future Needs**

The Township's contracted plant capacity will serve a "system population" of 40,000 people, which translates into a total Township population of approximately 44,450 (recognizing that a portion of the Township's population uses septic tanks). The "system population" is a means of describing system capacity using a single figure that accounts for both residential and non-residential use. If sewer inflow and infiltration control succeeds, the plant could serve a larger system population.

With a projected 2020 population between 44,800 and 46,400, it is probable that the Township will reach its wastewater treatment limit of 5.0 MGD within the next 20 years. The Township needs to plan for this increased capacity. Options include: implement conservation efforts, renegotiating the contract with East Lansing to provide for increased capacity, participating in the development of additional capacity, or contracting with the City of Lansing for wastewater treatment.

**Water and Sewer Agreements**

The Township entered into an agreement with Alaiedon Township in 1984 (and amended it in 1988) to provide water and sewage treatment for Alaiedon Township's development along the south side of Jolly Road at the Okemos Road intersection. The agreement, which runs until January 2011 (and is subject to automatic renewal for successive five year periods), allows Alaiedon Township to purchase up to 232,500 gallons of water per day and treat up to 155,000 gallons of wastewater per day. These amounts are 3.3 percent of the Township's allotted water usage and 3.1 percent of its allotted capacity at the wastewater treatment plant.

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**Water and Sewer Studies**

Over the years the Township has undertaken various studies to evaluate and suggest remedies for flooding and related problems in the Towar Gardens and Ottawa Hills neighborhoods. Studies undertaken in 1982 and 1990 in the Towar Gardens area concluded the major source of the problems is the lack of a storm drain system. The Township and the Ingham County Drain Commissioner have been cooperating to reach a solution and a design for the new system in the Towar Gardens area is underway. Studies of the Ottawa Hills area conducted in 1975 and 1986 suggested steps residents could take to protect their homes from future flooding and changes the Township could make to help alleviate flooding in this low lying area. Appendix A summarizes these studies. The studies point out that the most practical solution for Ottawa Hills is better floodplain regulation, which the Township has begun to put into effect.

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

DATE: July 21, 2011  
TO: Planning Commission  
FROM: Gail Oranchak  
Gail Oranchak, AICP  
Principal Planner  
RE: Master Plan Update

Agreement was reached during the July 11 work session to recommend an urban service area that includes the Ember Oaks and Georgetown subdivisions. A revised map is attached. Staff has also compiled the attached Undeveloped Land Map.

Previously, the Planning Commission had decided to complete the update of the Goals and Objectives sending them together with the urban service boundary recommendation to the Township Board for review. Following is a synopsis of the work remaining to be done on the Goals and Objectives:

- **Complete Goal 3 "Maintain the Viability of Township Businesses."** Objective B reads, "Preserve and strengthen the central commercial and service base in the Township's commercial core area." At a past meeting, commissioners found the title of Objective B confusing, specifically the phrase "commercial and service base," and deferred further discussion. The question was asked, what does "commercial and service base" refer to, the type of land use or activities that form the economic base of the Township. Reading Objective B in its entirety, "commercial and service base" refers to the types of land uses found in the "center core." The primary land uses in the "center core," the area on the Future Land Use Map designated as "commercial core" are commercial and service in nature; they coincide with the strongest contributors to the Township's economic base. On the Future Land Use Map, the commercial core is bounded by Okemos Road to the west, Central Park Drive to the north and east, and on the south by the rear lot lines of Meijer and other commercial properties on Grand River Avenue east of Marsh Road. Consider clarifying the title of Objective B to read, "Preserve and strengthen the commercial and service uses in the Township's commercial core."

Goal 3, Objective E has not been previously reviewed. Objective E reads, "Improve the attractiveness of the Township's entrances and transportation corridors." Strategy 1, "Update the Township's sign ordinance" is a carryover from the 1993 Comprehensive Development Plan. Updates to the sign ordinance since then include the reduction in height and area of free-standing signs in commercial districts; the method for determining the maximum size of wall signs in commercial districts; permitting A-frame signs and signs for reserved parking spaces in commercial districts. Strategy 2 reads, "Initiate and maintain a program of tree-planting and landscaping along the Township's major thoroughfares." The zoning ordinance requires the installation of street trees and landscaping for every non-residential, multiple family project and PUD's; the Land Division ordinance spells out

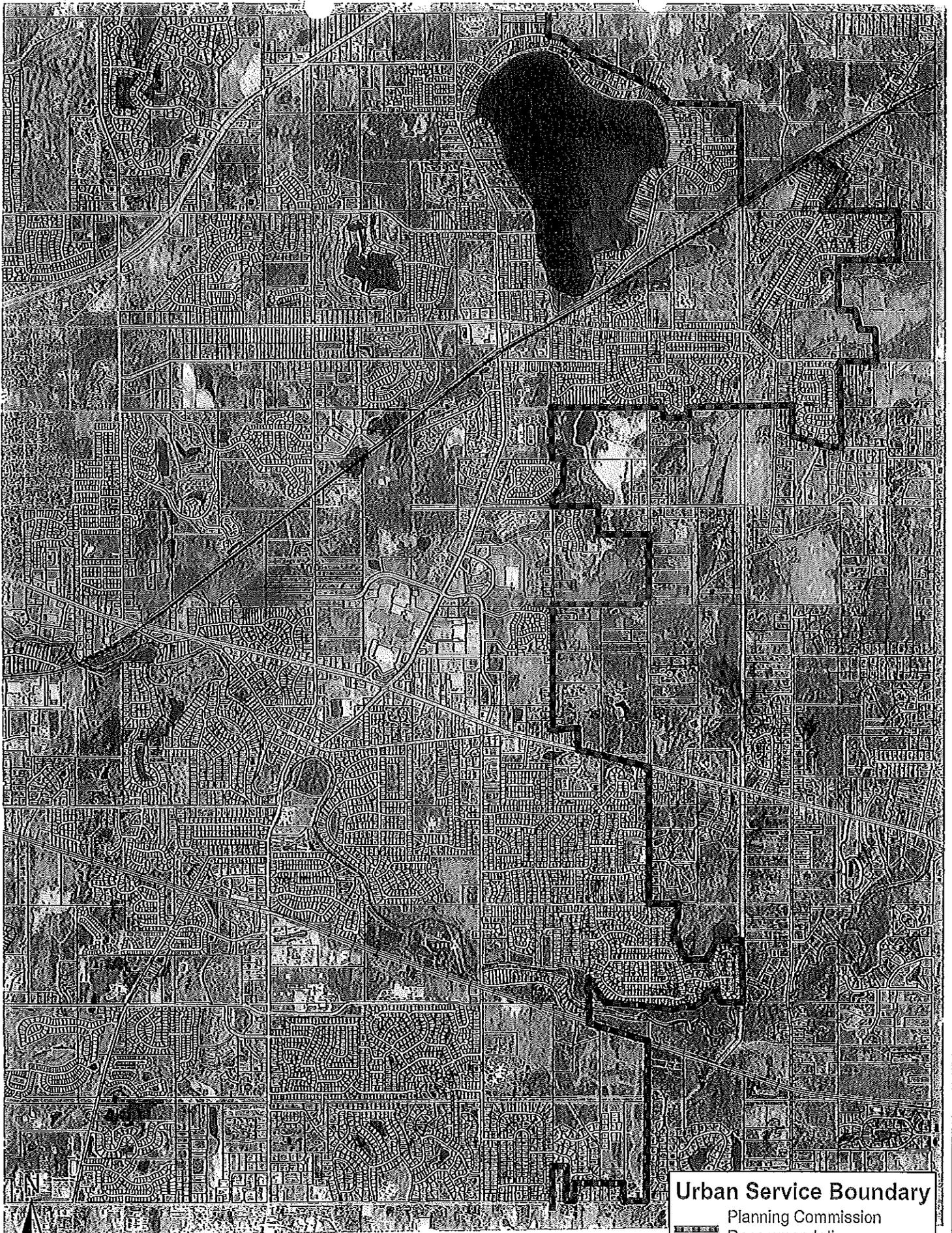
standards for street trees and landscaping in platted subdivisions. Landscaping must be maintained and replaced when necessary. Strategy 3 reads, "Create a series of well-designed and attractively landscaped entrances along the main roads into the community." The Township has acquired easements on private property to install signs identifying gateways to the Township on Okemos Road, Grand River Avenue and on Marsh Road. Are the existing strategies still valid; are new strategies needed?

- **Update Goal 4 Maintain and Expand a Diverse Park System.** After reading through the 2011-2015 Park and Recreation Plan, suggestions have been inserted into the attached Goals and Objectives document dated July 21, 2011.
- **Update Goals 5, 6, and 7**

#### Attachments

1. Urban Service Boundary over aerial
2. Undeveloped Land Map
2. 2005 Master Plan Goals and Objectives dated July 21, 2011

Planning\glo\2005 master plan\2010 master plan update\7-20-11 PC memo



**Urban Service Boundary**  
Planning Commission  
Recommendation

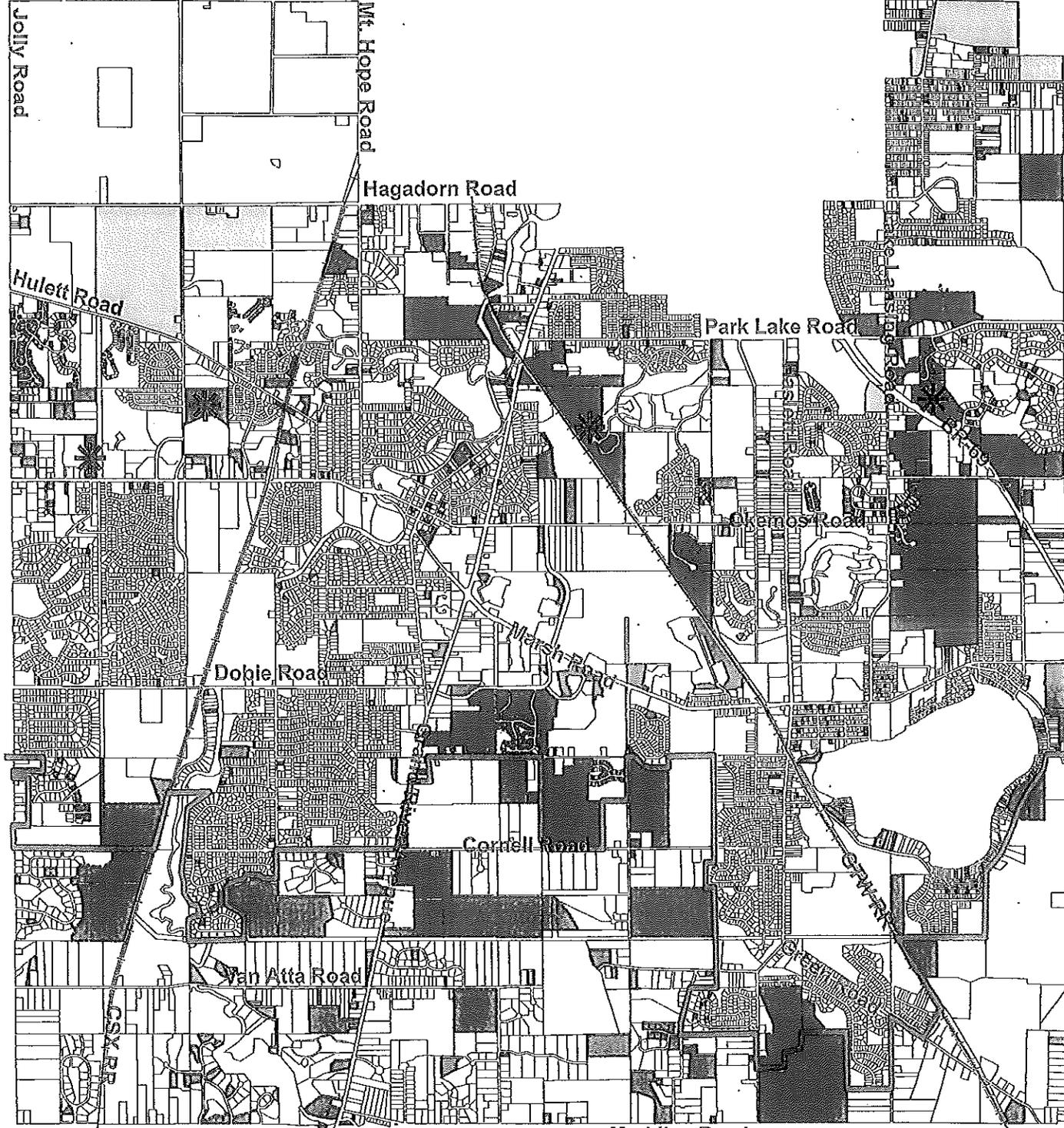


July 11, 2011



College Road

Abbott Road



	Urban Service Boundary
	Vacant Land
	Partially Developed Condominium Project

## CHARTER TOWNSHIP OF MERIDIAN

### MEMORANDUM

**DATE:** August 18, 2011

**TO:** Planning Commission

**FROM:** *Gail Oranchak*  
Gail Oranchak, AICP  
Principal Planner

**RE:** Urban Service Boundary Recommendation

In response to the Township Board's request to recommend an urban service boundary, the Planning Commission has spent several meetings evaluating an appropriate location. Using Township policies, demographic data, and the ten criteria found in the Tri-County Urban Service Management Study the Planning Commission reached agreement on an urban service boundary recommendation. The findings are as follows.

The 2005 Master Plan identifies a Smart Growth approach as the overriding principle to guide implementation of the plan the tenets of which include compact and infill development; a variety of housing opportunities in walkable neighborhoods, substantial open space, and preservation of working lands and critical environmental areas. This approach is supported by the Township Board Policy Manual which speaks to preserving open space, natural features, clean water and air; well maintained roads; healthy lifestyles through physical activity; thriving neighborhoods and a walkable community; a thriving economic community; and diversity in population, housing opportunities and commerce.

The Planning Commission compared demographic data from the 2000 and 2010 U. S. Census and the 2005 Master Plan to determine if the location of the urban service boundary would be consistent with Township policies and accommodate future growth and housing needs. In 2000, Township population was 39,116; population in the Tri-County region (Clinton, Eaton and Ingham Counties) was 497,993. Census data from 2010 shows the Township's population increased slightly by 572 to 39,688 while the region declined in population by 33,954 to 464,036.

Table 3-10 in the 2005 Master Plan shows Tri-County Regional Planning Commission (TCRPC) projections for population growth between 2000 and 2020. Meridian Township's population was expected to grow by more than 7% in both the 2000-2010 and 2010-2020 decades for an ultimate 2020 population of 44,850. The comparison of census data and projections show the effects of the recent economic downturn over the last several years. Of the 9,500 new residents projected between 2000 and 2020, only 572 were added between 2000 and 2010.

The 2010 census also showed household size declined between 2000 and 2010 from 2.36 persons per household to 2.26. Fewer persons per household means more housing units are needed to house the population. For example, the additional 572 persons added to the Township's population between 2000 and 2010 would have required 242 housing units if the average household population had remained 2.36 persons as it was in 2000. With a decline in

household size to 2.26 in 2010, the number of required housing units increased to 253. If the population had grown the expected 7.1 percent as the TCRPC projected and 2,777 additional people lived in the Township the difference in housing need based on household size would have been 1,177 at 2.36 persons per household compared to 1,229 at 2.26 persons per household.

Housing statistics were considered to determine the availability of housing within the urban service area for future population increases. In 2003, during the 2005 Master Plan preparation, the number of potential new housing units was established by evaluating undeveloped land and adding the number of undeveloped platted lots as shown on Chart 10-4 on page 178 of the Plan. An explanation of how undeveloped land was evaluated is found on page 179. By looking at sections within the urban service area, approximately 3,760 additional housing units were possible and could house a population increase of 8,500 new residents at 2.26 persons per household.

A comparison of the 2000 and 2010 U.S. Census shows 1,449 new housing units were added in those ten years, almost all within the urban service area, representing 38.5 percent of the 3,760 possible units established in 2003. In those ten years, the number of total housing units increased from 17,120 units to 18,569 units. The following chart uses building permit data to show the breakdown in housing types constructed and added to the Township's housing stock between April 1, 2000 and March 31, 2010.

<b>NEW HOUSING STATISTICS</b>			
<b>April 2000 – March 2010</b>			
<b>YEAR</b>	<b>SINGLE FAMILY<sup>1</sup></b>	<b>ATTACHED CONDOS</b>	<b>APARTMENTS</b>
2000 <sup>2</sup>	81	20	0
2001	77	25	0
2002	74	25	84
2003	42	8	0
2004	46	40	24
2005	46	4	58
2006	89	8	0
2007	31	78	70
2008	26	4	0
2009	40	4	0
2010 <sup>3</sup>	22	0	0

<sup>1</sup> Single Family includes detached condominiums and is the net of new construction and homes that were razed that year.

<sup>2</sup> Post 2000 U.S. Census 4/1/2000 – 12/31/2000

<sup>3</sup> Pre-2010 U.S. Census 1/1/2010 – 3/31/2010

Over the decade between 2000 and 2010, the Township approved a number of new housing projects also representing a portion of the 3,760 units. Approvals were granted for 402 platted lots, 192 detached condominium units and 254 apartments/attached condominiums including mixed use planned unit developments; some of the units have already been constructed. The approved housing will accommodate over 1,900 new residents.

The final piece of data available for comparison from both the 2000 U.S. Census and 2010 U.S. Census is the residential vacancy rate for all housing types in the Township. In 2000, 4.1 percent (approximately 700 units) of the Township's 17,120 housing units were vacant; in 2010 the vacancy rate increased to 6.4 percent thus almost 1,190 of the Township's 18,569 housing units were vacant on April 1, 2010.

The Planning Commission considered the ten criteria identified in the Tri-County Urban Service Management Study for determining where to place an urban service boundary and came to the following conclusions which informed the decision for the urban service boundary location.

1. Existing and planned sewer and water infrastructure. After receiving information from the Director of Public Works and Engineering, the Planning Commission determined both the public sewer and water systems have sufficient capacity within the urban service area to meet the needs of future new development and redevelopment.
2. Improved roads and road hierarchy. Upgrades to the arterial road system in recent years (Grand River Avenue, Okemos Road, Marsh Road, etc) should satisfy any new growth within the urban service area for many years.
3. Connections between transportation system destinations. Five Capital Area Transportation Authority bus routes in the urban service area link users with regional destinations. The Michigan/Grand River Avenue Corridor study and proposed service improvement are intended to improve travel along the corridor for all users.
4. Existing population densities. The urban service boundary map shows a clear demarcation between existing low density land uses and more dense population areas; most service areas are located within the urban service area near the highest population concentrations.
5. Zoning districts and master plan/future land use districts. Based on the zoning map, 2005 Future Land Use Map, data from the 2010 U.S. Census and Township building permit data, the Planning Commission determined the location of the urban service boundary encourages compact, walkable neighborhoods at densities higher than one dwelling unit per acre, allows for infill and redevelopment of residential and non-residential areas within the urban service boundary.
6. Natural resources and working lands (e.g. open space, farmland, and protected lands). The urban service boundary adds one more layer of protection for open space and natural lands along with the Wetland Protection Ordinance and Land Preservation millage and ordinance.
7. Distance threshold from existing support services (service radii from fire/police services) and health, police, and fire department recommendations. The areas outside the urban service area are the lowest density land uses and those most distant from existing support services.
8. Capital Improvement Plans (CIP). A CIP is prepared each year for review by the Township Board during the annual budgeting process at which time the Board may compare proposed projects with the urban service boundary to determine appropriateness.
9. Regional benefit factors. Establishing an urban service area provides an opportunity to work jointly with adjoining communities on projects of mutual interest.
10. Existing and anticipated 425 Agreement areas. Meridian Township is a partner in 425 agreement areas with the City of Lansing and the City of East Lansing. All 425 areas are within the urban service area.

At it last meeting, the Planning Commission decided to transmit its recommendation for the urban service boundary location to the Township Board before the Master Plan is amended knowing supporting text must be added to the Goals and Objectives, Infrastructure, Future Land Use and possibly Implementation Chapters in support of the concept.

**Attachments**

1. Resolution to recommend an urban service boundary location
2. Planning Commission's Urban Service Boundary recommendation
3. Urban Service Boundary Map over the 2005 Master Plan Future Land Use Map
4. Urban Service Boundary Map over the Zoning Map

**Urban Service Boundary Recommendation**

**RESOLUTION**

At the regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 22nd day of August 2011, at 7:00 p.m., Local Time.

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

\_\_\_\_\_

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

\_\_\_\_\_

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

WHEREAS, Meridian Charter Township has adopted a regional vision for land use and development that is called *Regional Growth: Choices for our Future* and has established its membership on the Regional Growth Steering Committee and its Urban and Rural Service District/Urban Service Boundary (URSD/USB) Committee to study and develop ways to implement that regional vision; and

WHEREAS, the URSD/USB Committee completed the 2011 Tri-County Urban Service Management Study (the Study) under Partnerships for Change: Sustainable Communities Grant Program; and

WHEREAS, the Township recognizes and values the Study and its recommendations because they will assist in implementing the Township's Master Plan goals; and;

WHEREAS, the Township Board supports the concept of an urban service boundary and requested the Planning Commission initiate the process of amending the Township's Master Plan; and

WHEREAS, the Planning Commission reviewed the 2011 Tri-County Urban Service Management Study and the ten criteria for establishing an urban service boundary; and

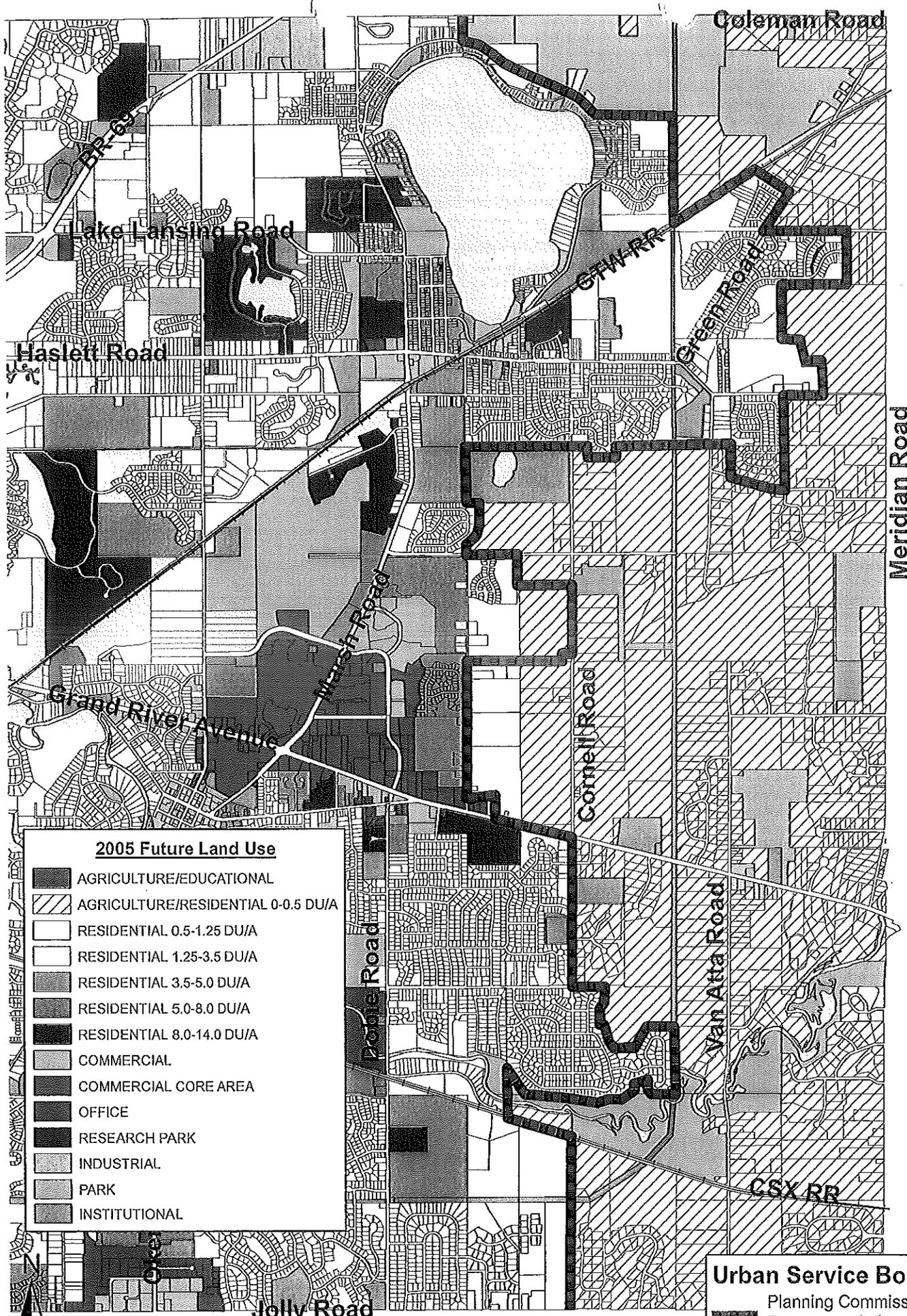
WHEREAS, the Planning Commission discussed the placement of an urban service boundary during work sessions held on May 23, 2011, June 13, 2011, July 11, 2011, and August 8, 2011; and

WHEREAS, the Planning Commission took into account the goals of the 2005 Master Plan and the Township Board's Policy Manual ; and

WHEREAS, using the criteria identified in the Tri-County Urban Service Management Study, the Planning Commission has considered existing and planned sewer and water infrastructure; the correlation between Township roads and the type of traffic associated with urban development; the location of public transportation and non-motorized facilities; existing population densities; Master Plan future land use designations and zoning districts; natural resources and working lands; distance from existing support services; capital improvement programming; economic benefits; and existing 425 Agreement areas.







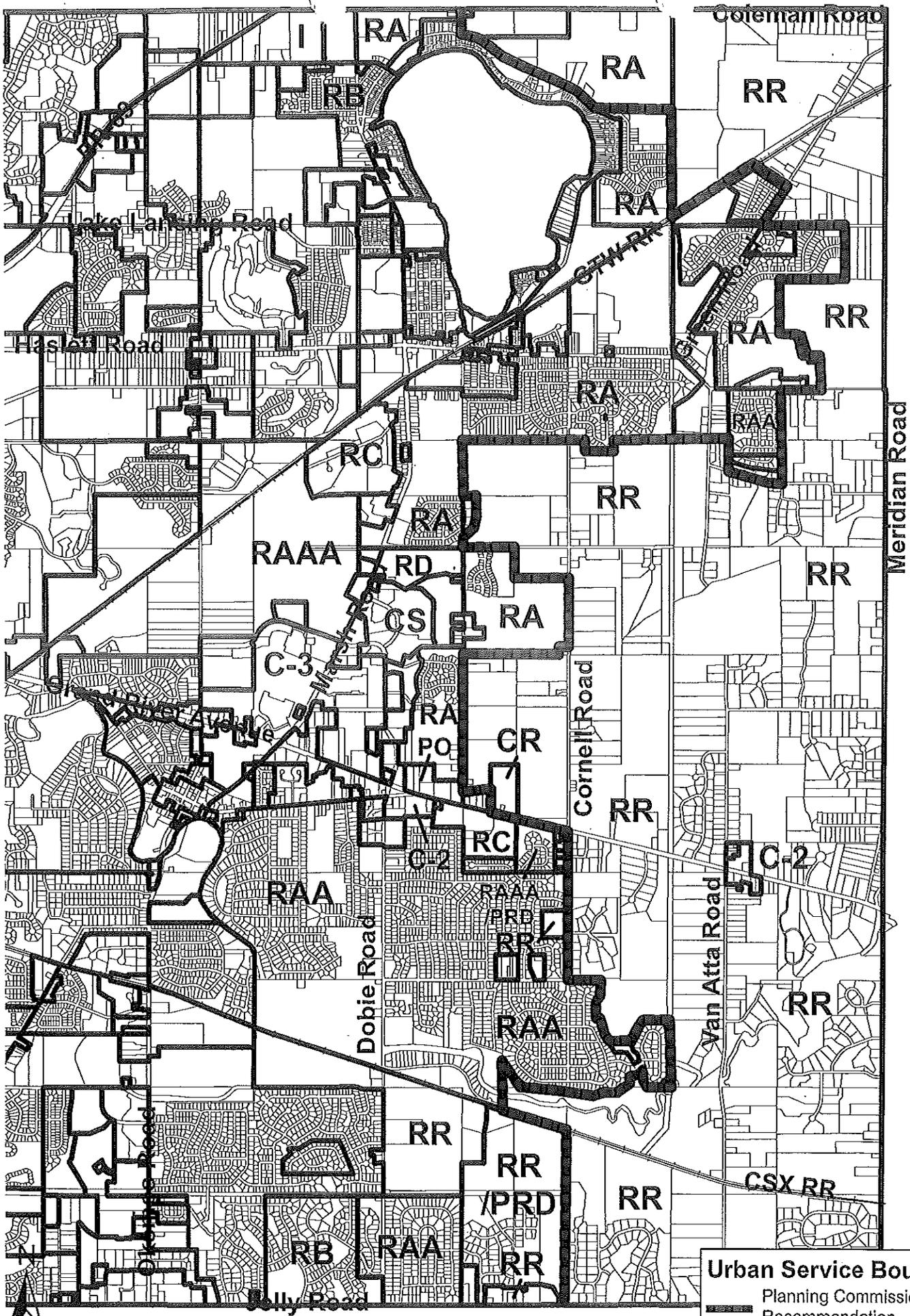
**2005 Future Land Use**

- AGRICULTURE/EDUCATIONAL
- AGRICULTURE/RESIDENTIAL 0-0.5 DU/A
- RESIDENTIAL 0.5-1.25 DU/A
- RESIDENTIAL 1.25-3.5 DU/A
- RESIDENTIAL 3.5-5.0 DU/A
- RESIDENTIAL 5.0-8.0 DU/A
- RESIDENTIAL 8.0-14.0 DU/A
- COMMERCIAL
- COMMERCIAL CORE AREA
- OFFICE
- RESEARCH PARK
- INDUSTRIAL
- PARK
- INSTITUTIONAL

**Urban Service Boundary**  
 Planning Commission  
 Recommendation

August 22, 2011





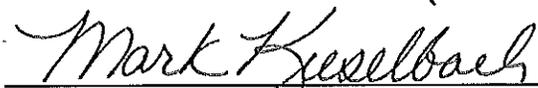
August 22, 2011

**Urban Service Boundary**  
 Planning Commission  
 Recommendation

# MEMORANDUM

TO: Township Board

FROM:



Mark Kieselbach  
Director of Community Planning and Development



Gail Oranchak, AICP  
Principal Planner

DATE: January 10, 2013

RE: CR #12053 (Planning Commission) amend 2005 Master Plan to add an Urban Services Management Area

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At the request of the Township Board, the Planning Commission prepared an amendment to add an Urban Services Management Area to the 2005 Master Plan and transmitted its recommendation to the Township Board. The Township Board revised the Planning Commission's amendment and authorized it for distribution to surrounding communities, listed agencies and utilities in keeping with the procedure to amend a master plan defined in the Michigan Planning Enabling Act (Public Act 33 of 2008).

The Planning Commission held a public hearing on August 13, 2012 after the required 63-day comment period expired and discussed possible revisions to the amendment at several meetings in October and November, 2012. On November 26, 2012, the Planning Commission voted 8-0 to approve the text and map amendments it originally submitted to the Township Board.

The following reasons were cited by the Planning Commission in its decision to approve the amendment:

- The Planning Commission recognizes the need to maintain an up-to-date land use plan and map to establish goals for the community, address community issues, guide public and private investment, and enable Boards and Commissions to make fair and consistent decisions.
- The Planning Commission thoroughly considered demographic data in the U. S. Census; existing population densities; existing and planned sewer and water infrastructure; the local transportation system including the Capital Area Transportation Authority Michigan/Grand River Corridor project and location of public transportation routes and facilities for non-motorized transportation; housing projects approved and under construction with public sewer and water services; distances from support services; location of 425 Agreements with the cities of Lansing and East Lansing; and natural resources.

### **Township Board Options**

The Township Board may approve the amendment as approved by the Planning Commission or reject it. If it rejects it, the Township Board "shall submit to the Planning Commission a statement of its objections to the proposed master plan."

### **Attachments**

1. Planning Commission approved amendments to the 2005 Master Plan
2. Planning Commission memorandums dated August 9, 2012, October 4, 2012, October 18, 2012, and November 21, 2012
3. Planning Commission minutes dated August 13, 2012, October 8, 2012, October 22, 2012, and November 26, 2012
4. Communications
5. Legal opinions dated December 2, 2011 and August 21, 2012

Meridian Charter Township

COMMISSION REVIEW #12053 (PLANNING COMMISSION)

2005 MASTER PLAN  
PROPOSED TEXT AND MAP AMENDMENTS  
IN SUPPORT OF AN URBAN SERVICES DISTRICT

Chapter 2  
COMMUNITY VALUES, VISION, GOALS AND OBJECTIVES

GOAL 5: MAINTAIN ESSENTIAL PUBLIC SERVICES

Objective A: Ensure that any future growth is consistent with the Township's present or planned capacity for sewage treatment, public water, and other utility systems.

Strategies:

1. Focus growth into an urban services district to ensure efficient and fiscally responsible use of public services.

GOAL 7: PROMOTE EFFICIENT AND SUSTAINABLE GROWTH PRACTICES

Objective C: Define an urban services district to promote walkable community development and dynamic community improvement through redevelopment.

Strategies:

1. Promote land use policies that emphasize compact infill development.
2. Investigate opportunities to maximize the use of existing infrastructure through development and redevelopment within the urban services district.
3. Investigate additional strategies to provide incentives for development and redevelopment within the urban services district.

## **Chapter 8 INFRASTRUCTURE**

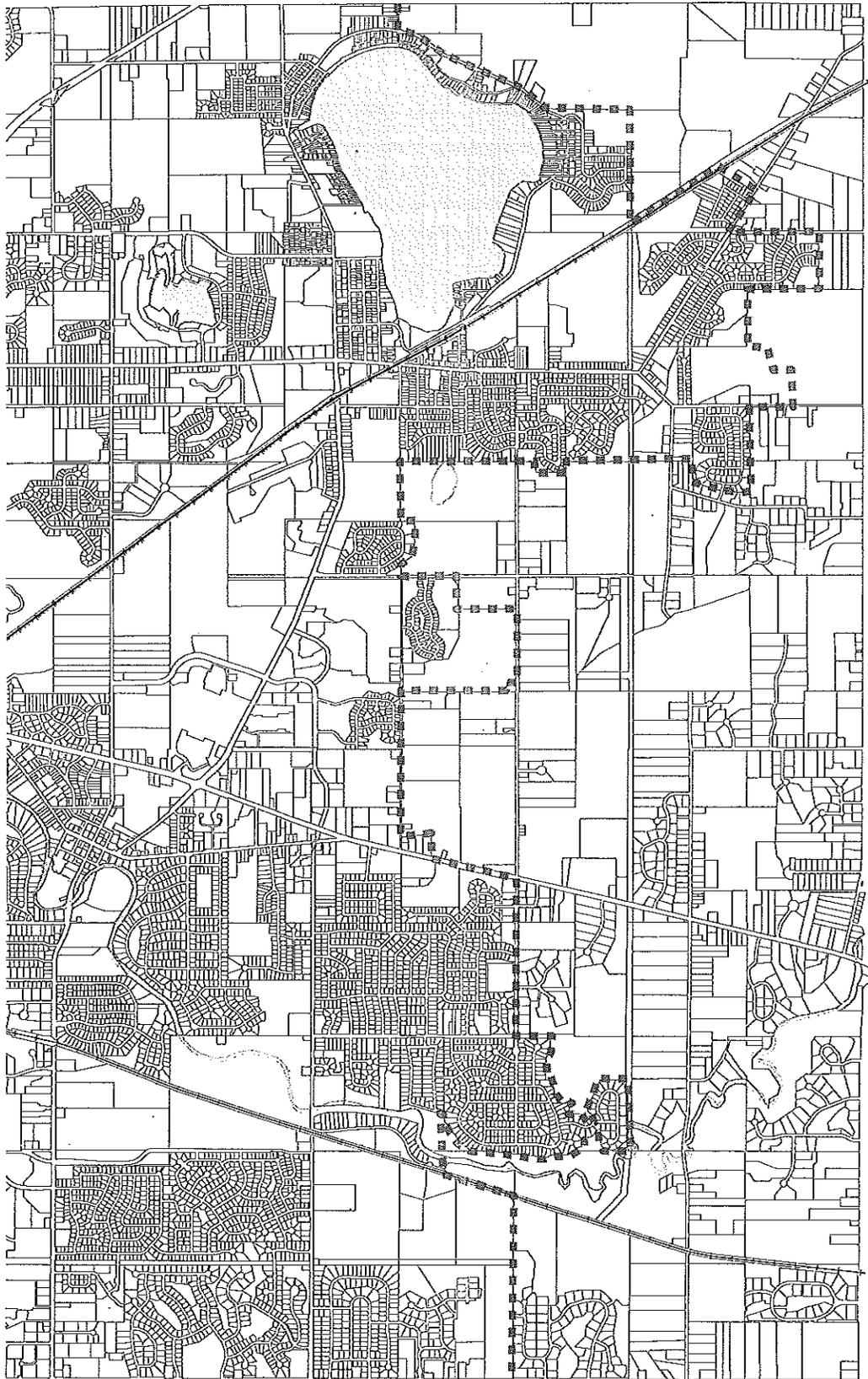
### **Tri-County Urban Service Management Study**

After five years of preparation, the Urban and Rural Service District/Urban Service Boundary (URSD/USB) Committee of the Tri-County Regional Planning Commission released its Tri-County Urban Service Management Study in March, 2011. The Study was prepared to implement the 2005 Regional Growth: Choices for our Future (Regional Growth Project) report promoting a sustainable and equitable regional land use pattern for the Tri-County region by establishing a boundary for an urban services district. The Urban Service Management Study included a general urban service district map and a recommendation for participating communities to reassess the boundary using specific criteria in the report. The Tri-County Regional Planning Commission adopted the recommendations of the 2011 Tri-County Urban Service Management Study on April 27, 2011.

In May 2011, the Meridian Township Board of Trustees expressed its support and intent to follow the Study's recommendation once finalized by adopting a resolution recognizing the urban service boundary as providing assistance in implementing the Township's 2005 Master Plan goals. Using the ten recommended criteria from the Tri-County Urban Service Management Report as a guide, data was collected to assess the Township's future land use needs. From this exercise, an urban service district has been delineated as shown on Map 8-12 Urban Services District and Map 10-1 Future Land Use Map.

The Township is committed to providing urban services, including but not limited to public water and public sanitary sewer, to sites located within the urban services district. Implementation policies will be found in Chapter 11.

# URBAN SERVICES DISTRICT



## **Chapter 10 FUTURE LAND USE**

### **Urban Services District**

The urban services district shown on Map 10-1 Future Land Use Map and density designations inside and outside of it are intended to accomplish a number of objectives including efficient and cost-effective delivery of public services within the Township and Tri-County region, implementation of Smart Growth principles, appropriate investment in infrastructure and maintenance programs based on proper planning consistent with projected population growth, conservation of natural resources, and preservation of rural open space.

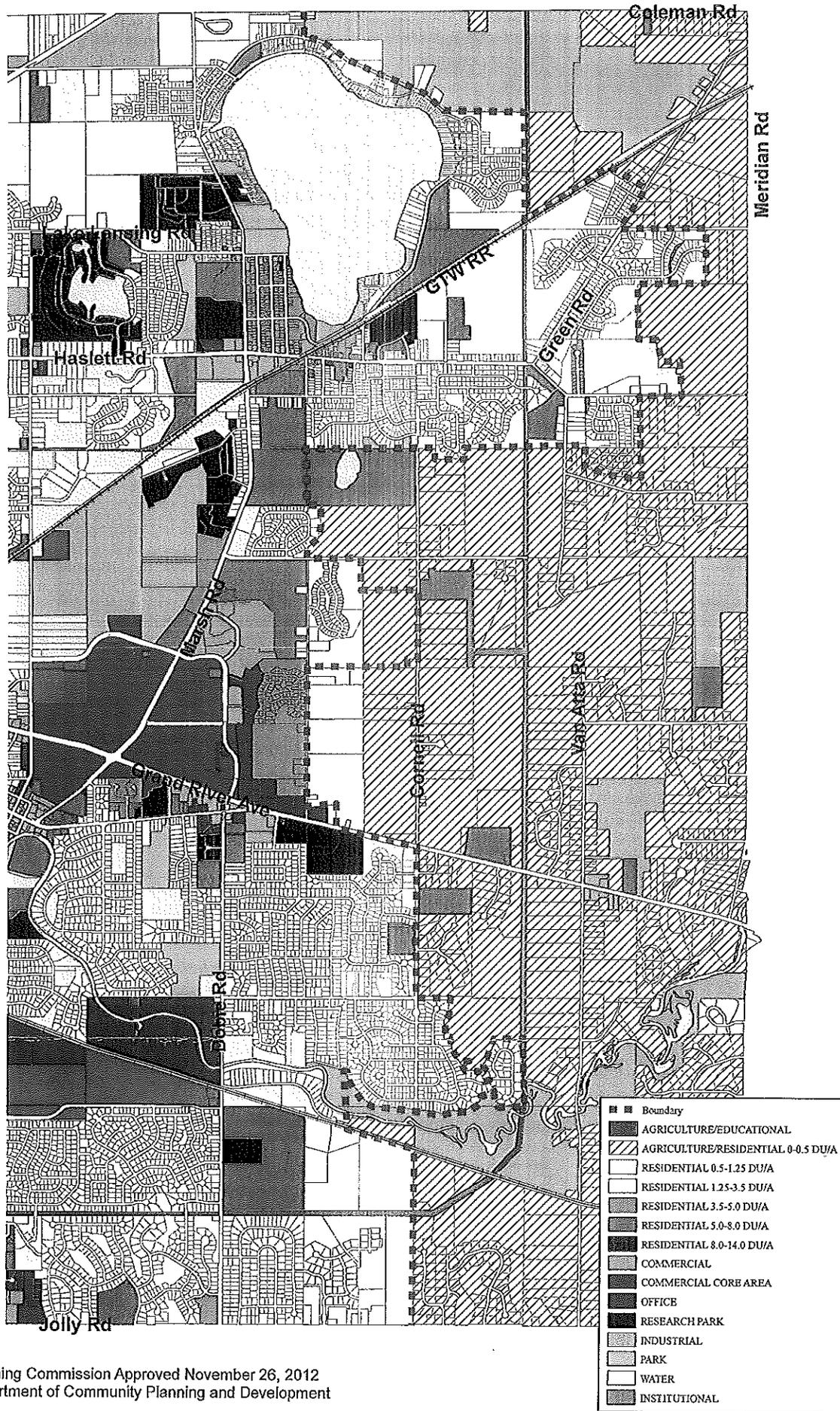
Population projections found in the 2005 Master Plan anticipated population growth of 14.7 percent between 2000 and 2020 resulting in a 2020 population of 44,850 with ample land available to accommodate the total. More recently, population projections prepared for the Tri-County Regional Planning Commission and updated with 2010 census figures show Meridian Township's growth has slowed considerably. Population in 2020 is now projected to be 39,824, a mere 1.8 percent increase over the 2000 – 2020 time period. And ten years later in 2030, population is projected to increase by 1.5 percent to 40,432.

Since the residential land use designations planned for a population of 44,850, there should be excess capacity in already approved platted subdivisions, planned unit developments, and undeveloped land for residential growth well beyond 2030 unless significant changes reverse the population trends for the region. Residential land is available both inside the urban services district and outside it where the population will reside in low-density areas and rely on onsite septic systems and private wells.

The Future Land Use Map designates land east of the urban services district for low density single family residential and agricultural uses. Two low density residential classifications (0.0-0.5 du/a and 0.5-1.25 du/a) are specified for the eastern part of the Township.

This plan, based on 2005 economic trends, does not increase the amount of land designated for non-residential uses. Office vacancy rates were already on the rise, office development had slowed and there was no interest in research park development. The plan also notes that the Future Land Use Map designated 790 acres for commercial uses but 910 acres were already zoned for commercial purposes. Meridian Township has never been attractive for industrial uses. In the future, commercial, service and office uses can readily be accommodated within sites already designated on the Future Land Use Map for such uses through infill and redevelopment projects.

FUTURE LAND USE MAP



## Chapter 11 IMPLEMENTATION

### Urban Services District

Establishment of an urban services district is one of the primary methods to encourage Smart Growth in both the Township and the region. The designation of the urban services district is based on a thorough needs analysis using population projections and land supply. The analysis revealed there is sufficient developable vacant land and the potential for redevelopment of obsolete properties within the urban services district to satisfy the needs of future populations for both residential and service uses. However guidelines must be responsive to changing conditions thus the following policies are established to guide amendment to the urban services district boundary and may be used by the Township Board to establish an ordinance.

#### Urban Services District Amendment Policies

- The Planning Commission shall review the urban services district boundary every five years concurrent with the Master Plan review required by the Michigan Planning Enabling Act. If the Planning Commission finds it would serve the public interest to amend the urban services district boundary it shall transmit a recommendation to the Township Board. When reviewing the urban services district boundary the Planning Commission shall consider the same 10 criteria used to establish the original boundary found in the 2011 Tri-County Urban Service Management Study and the following:
  - Whether the amount of available land within the urban services district is adequate for all land use types for the ensuing 20 years
  - Changing demographic and economic projections
  - The ability of the Township to maintain acceptable levels of service and quality of life for existing and new residents
  - Analyses of soil type, vegetation, topography, availability of public water and sewer services, existing property lines, existing land use, and potential for development
  - Proposed boundaries are preferred along roads or other natural boundaries
- Private property owners and developers may submit a request to the Township Board to amend the urban services district boundary. Before the Township Board makes a decision, the Planning Commission shall evaluate the proposed amendment using criteria established for the five-year review and submit a recommendation. In making their decision the Township Board and Planning Commission shall consider the following criteria:
  - Location in relation to the existing urban services district area
  - Documentation from the applicant there are no suitable development sites within the urban services district
  - Documentation of a compelling public health and/or safety issue exists for which the only solution is amending the urban services district boundary
  - Weigh the benefits and economic burdens for the Township

g:\planning\glo\CR\CR 12053 (PC)\staff reports\PC approved amendment 11-26-12

## CHARTER TOWNSHIP OF MERIDIAN

### MEMORANDUM

**DATE:** August 9, 2012

**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

The Township Board committed 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 Commission. The Planning Commission was tasked with delineating an urban service boundary based on the ten criteria found on pages seven and eight of the Urban Service Management Study.

The Planning Commission transmitted its urban services boundary recommendation to the Township Board in the form of a map and at the same time advised the Board text amendments to the 2005 Master Plan in support of the urban service boundary would be forthcoming. The Planning Commission's map recommendation was based on:

- Comparison of demographic data in the 2000 U.S. Census and 2010 U.S. Census
- Consideration of existing and planned sewer and water infrastructure
- Evaluation of Township arterials
- Capital Area Transportation Authority Michigan/Grand River Corridor project
- Location of public transportation routes and facilities for non-motorized transportation
- Housing projects approved and under construction with public sewer and water services
- Existing population densities
- Natural resources
- Distance from existing support services
- Location of 425 Agreements with the Cities of Lansing and East Lansing

The Board subsequently requested the Planning Commission develop a policy for amending the urban service boundary. In the process of preparing the supporting text amendments, the "urban service boundary" became and "urban services district."

In April 2012, with all elements of the 2005 Master Plan amendment to add an urban services district completed—revised Goals and Objectives, Infrastructure and Future Land Use chapters including the Urban Services District Amendment Policies; and a revised Future Land Use map showing the proposed boundary line—the Township Board authorized distribution of the draft Plan amendment in accordance with the Michigan Planning Enabling Act (MPEA). A copy of the amendment is attached.

Letters of notification required by the MPEA were distributed in a letter dated May 18, 2012 and the mandatory 63-day comment period commenced. Comments received from Tri-County Regional Planning Commission and Williamstown Township Planning Commission are attached. The final required notices announcing the August 13, 2012 public hearing appeared in the Towne Courier and letters were sent to the entities identified in the MPEA.

### **Planning Commission Options**

The Planning Commission may approve the amendments as written or revise them taking into consideration comments received. A resolution will be provided for a future meeting.

### **Attachments**

1. Amendment to the 2005 Master Plan
2. Communications

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Meridian Charter Township

COMMISSION REVIEW #12053 (PLANNING COMMISSION)

2005 MASTER PLAN  
PROPOSED TEXT AND MAP AMENDMENTS  
IN SUPPORT OF AN URBAN SERVICES DISTRICT

Chapter 2  
COMMUNITY VALUES, VISION, GOALS AND OBJECTIVES

GOAL 5: MAINTAIN ESSENTIAL PUBLIC SERVICES

Objective A: Ensure that any future growth is consistent with the Township's present or planned capacity for sewage treatment, public water, and other utility systems.

Strategies:

1. Focus growth into an urban services district to ensure efficient and fiscally responsible use of public services.

GOAL 7: PROMOTE EFFICIENT AND SUSTAINABLE GROWTH PRACTICES

Objective C: Define an urban services district to promote walkable community development and dynamic community improvement through redevelopment.

Strategies:

1. Promote land use policies that emphasize compact infill development.
2. Investigate opportunities to maximize the use of existing infrastructure through development and redevelopment within the urban services district.
3. Investigate additional strategies to provide incentives for development and redevelopment within the urban services district.

## **Chapter 8 INFRASTRUCTURE**

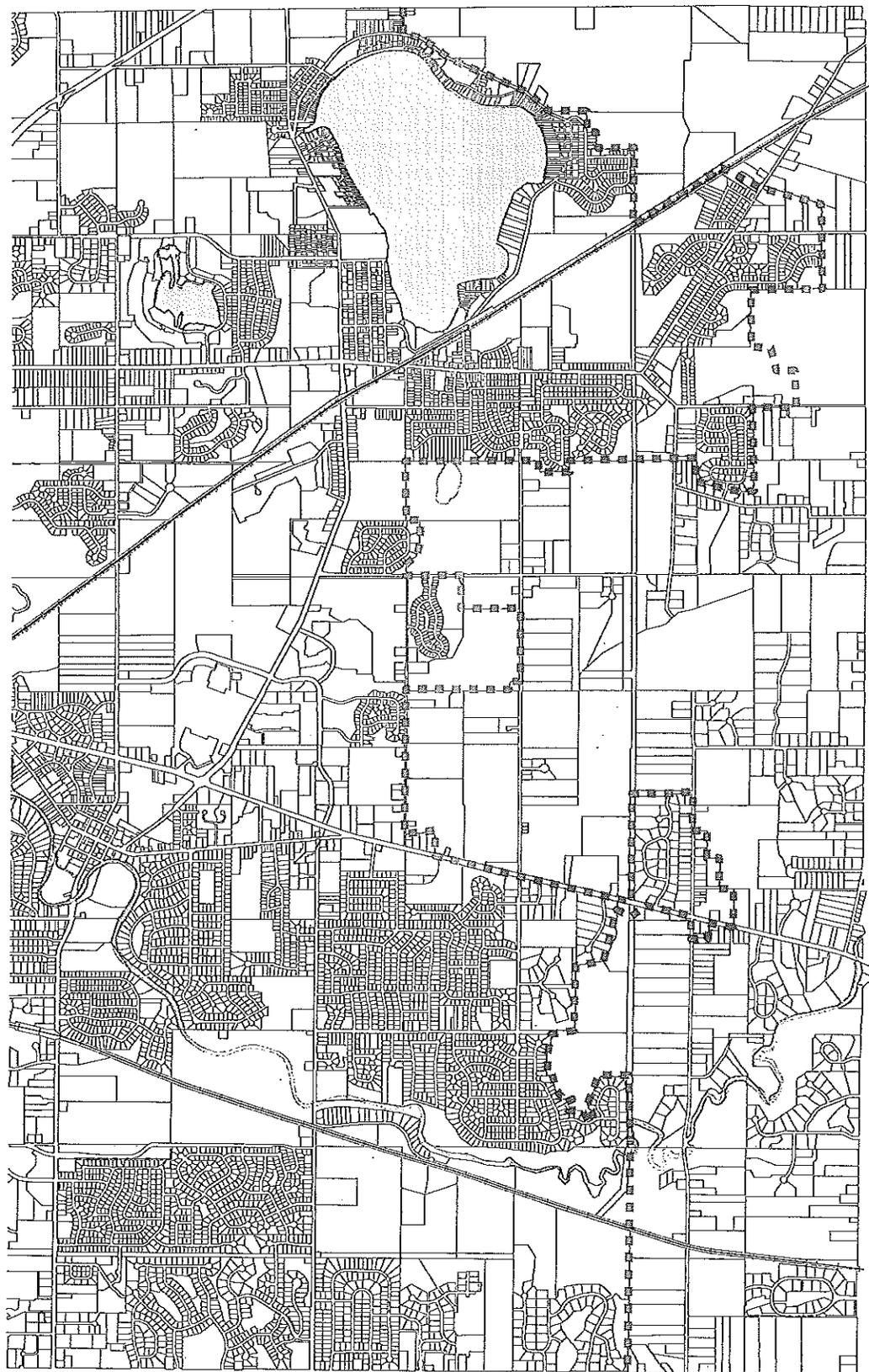
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After five years of preparation, the Urban and Rural Service District/Urban Service Boundary (URSD/USB) Committee of the Tri-County Regional Planning Commission released its Tri-County Urban Service Management Study in March, 2011. The Study was prepared to implement the 2005 Regional Growth: Choices for our Future (Regional Growth Project) report promoting a sustainable and equitable regional land use pattern for the Tri-County region by establishing a boundary for an urban services district. The Urban Service Management Study included a general urban service district map and a recommendation for participating communities to reassess the boundary using specific criteria in the report. The Tri-County Regional Planning Commission adopted the recommendations of the 2011 Tri-County Urban Service Management Study on April 27, 2011.

In May 2011, the Meridian Township Board of Trustees expressed its support and intent to follow the Study's recommendation once finalized by adopting a resolution recognizing the urban service boundary as providing assistance in implementing the Township's 2005 Master Plan goals. Using the ten recommended criteria from the Tri-County Urban Service Management Report as a guide, data was collected to assess the Township's future land use needs. From this exercise, an urban service district has been delineated as shown on Map 8-12 Urban Services District and Map 10-1 Future Land Use Map.

The Township is committed to providing urban services, including but not limited to public water and public sanitary sewer, to sites located within the urban services district. Implementation policies will be found in Chapter 11.

# URBAN SERVICES DISTRICT



□ □ □ □ Boundary - 4/17/2012

## Chapter 11 IMPLEMENTATION

### Urban Services District

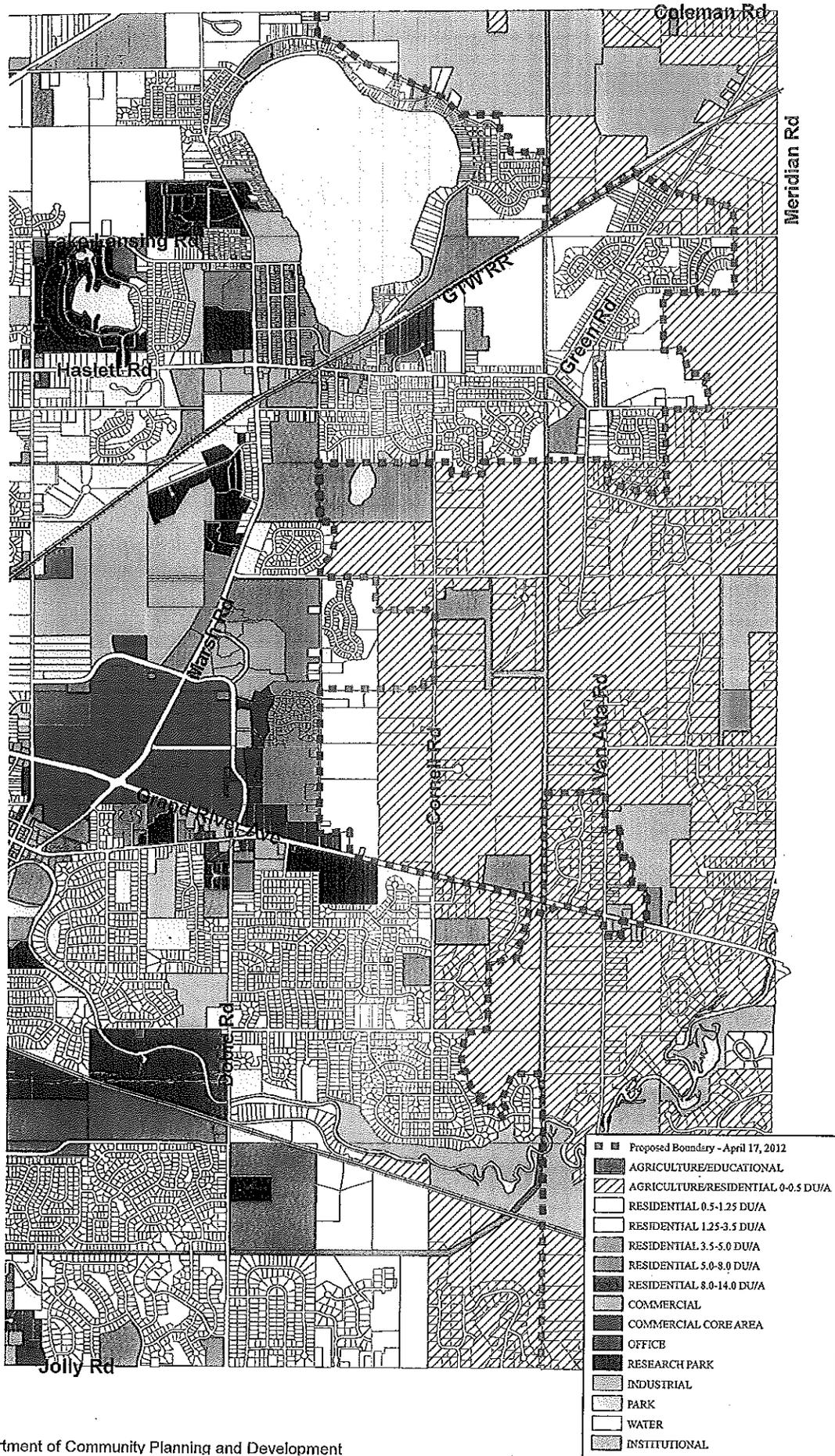
Establishment of an urban services district is one of the primary methods to encourage Smart Growth in both the Township and the region. The designation of the urban services district is based on a thorough needs analysis using population projections and land supply. The analysis revealed there is sufficient developable vacant land and the potential for redevelopment of obsolete properties within the urban services district to satisfy the needs of future populations for both residential and service uses. However guidelines must be responsive to changing conditions thus the following policies are established to guide amendment to the urban service boundary and may be used by the Township Board to establish an ordinance.

#### Urban Services District Amendment Policies

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  - Whether the amount of available land within the urban services district is adequate for all land use types for the ensuing 20 years
  - Changing demographic and economic projections
  - The ability of the Township to maintain acceptable levels of service and quality of life for existing and new residents
  - Analyses of soil type, vegetation, topography, availability of public water and sewer services, existing property lines, existing land use, and potential for development
  - Proposed boundaries are preferred along roads or other natural boundaries
- Private property owners and developers may submit a request to the Township Board to amend the urban services district boundary. Before the Township Board makes a decision, the Planning Commission shall evaluate the proposed amendment using criteria established for the five-year review and submit a recommendation. In making their decision the Township Board and Planning Commission shall consider the following criteria:
  - Location in relation to the existing urban services area
  - Documentation from the applicant there are no suitable development sites within the urban services district
  - Documentation of a compelling public health and/or safety issue exists for which the only solution is amending the urban services district boundary
  - Weigh the benefits and economic burdens for the Township

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# FUTURE LAND USE MAP



## Chapter 10 FUTURE LAND USE

### Urban Services District

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This plan, based on 2005 economic trends, does not increase the amount of land designated for non-residential uses. Office vacancy rates were already on the rise, office development had slowed and there was no interest in research park development. The plan also notes that the Future Land Use Map designated 790 acres for commercial uses but 910 acres were already zoned for commercial purposes. Meridian Township has never been attractive for industrial uses. In the future, commercial, service and office uses can readily be accommodated within sites already designated on the Future Land Use Map for such uses through infill and redevelopment projects.

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

DATE: October 4, 2012

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

At the Planning Commission's August 13, 2012 regular meeting, a public hearing was held for the first phase of proposed amendments to the 2005 Master Plan. At the hearing, questions were raised about the Township's ability to apply the urban services management area boundary to areas where payback districts have been established for approved sanitary sewer system improvements. An addition to the 2005 Master Plan amendment document addressing this topic has been proposed and appears at the bottom of page 6 of the attached draft.

Phase one of the 2005 Master Plan amendments also includes the addition of Map 8-12 Urban Services District and a revision to the Future Land Use Map, Map 10-1, showing the urban services district boundary. Neither map has been changed since the public hearing.

Pursuant to the process outlined in the Michigan Planning Enabling Act, the Planning Commission advised neighboring communities and agencies of its intent to plan, made digital copies available to neighboring communities and agencies to comment, provided a 63-day comment period, advertised and held a public hearing. Once adopted by the Planning Commission, the amendments will be transmitted to the Township Board for approval.

**Planning Commission Options**

The Planning Commission may approve the text amendment as revised and the map amendments, or revise them before approval. A resolution has been provided to approve the amendments.

**Attachments**

1. 2012 amendment to the 2005 Master Plan, revised
2. Resolution to approve

**RESOLUTION TO APPROVE**

**CR #12053 (Planning Commission)  
Amend 2005 Master Plan**

**RESOLUTION**

At a regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held on the 8th day of October 2012 at 7:00 p.m., local time.

PRESENT \_\_\_\_\_  
\_\_\_\_\_

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

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

WHEREAS, the Planning Commission of the Charter Township of Meridian recognizes the need to maintain an up-to-date land use plan and map to establish goals for the community, address community issues, guide public and private investment, and enable Boards and Commissions to make fair and consistent decisions; and

WHEREAS, the Planning Commission, pursuant to Michigan Public Act 33 of 2008, as amended (the Michigan Planning Enabling Act), initiated an amendment of the 2005 Master Plan originally adopted in 2005; and

WHEREAS, the Planning Commission thoroughly considered demographic data in the 2000 U. S. Census; existing population densities; existing and planned sewer and water infrastructure; the local transportation system including the Capital Area Transportation Authority Michigan/Grand River Corridor project, and location of public transportation routes and facilities for non-motorized transportation; housing projects approved and under construction with public sewer and water services; distances from support services; the location of 425 Agreements with the cities of Lansing and East Lansing; and natural resources; and

WHEREAS, the Planning Commission discussed the 2005 Master Plan amendments during numerous public meetings and work sessions; and

WHEREAS, consistent with the requirements of the Michigan Planning Enabling Act, the Township Board authorized distribution of the draft Master Plan amendments to surrounding communities and interested agencies; and

WHEREAS, also consistent with the requirements of the Michigan Planning Enabling Act, the Planning Commission considered comments from responding communities and agencies; and

WHEREAS, notice was duly given, and a public hearing was held on August 13, 2012 with input from Planning Commission members, the public, and staff, and;

**Resolution to Approve  
2005 Master Plan Amendments  
October 4, 2012**

WHEREAS, the Planning Commission has the authority, after a public hearing, to adopt or amend a plan to guide the use of lands within the Township in a manner which protects public health and safety and promotes the general welfare.

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 hereby adopts the Master Plan amendments to Chapter 2, Goal 5 and Goal 7; Chapter 8 Infrastructure; Chapter 10 Future Land Use; and Chapter 11 Infrastructure dated October, 2012, including a new Urban Services District Map and an amendment to the Future Land Use Map.

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

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

STATE OF MICHIGAN     )  
                                  )ss  
COUNTY OF INGHAM     )

I, the undersigned, the duly qualified Vice-Chairperson of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Planning Commission on the 8th day of October 2012.

\_\_\_\_\_  
Patricia Herring Jackson, Vice-Chair

**Meridian Charter Township**

**COMMISSION REVIEW #12053 (PLANNING COMMISSION)**

**2005 MASTER PLAN  
PROPOSED TEXT AND MAP AMENDMENTS  
IN SUPPORT OF AN URBAN SERVICES DISTRICT**

**Chapter 2**

**COMMUNITY VALUES, VISION, GOALS AND OBJECTIVES**

**GOAL 5: MAINTAIN ESSENTIAL PUBLIC SERVICES**

**Objective A:** Ensure that any future growth is consistent with the Township's present or planned capacity for sewage treatment, public water, and other utility systems.

**Strategies:**

1. Focus growth into an urban services district to ensure efficient and fiscally responsible use of public services.

**GOAL 7: PROMOTE EFFICIENT AND SUSTAINABLE GROWTH PRACTICES**

**Objective C:** Define an urban services district to promote walkable community development and dynamic community improvement through redevelopment.

**Strategies:**

1. Promote land use policies that emphasize compact infill development.
2. Investigate opportunities to maximize the use of existing infrastructure through development and redevelopment within the urban services district.
3. Investigate additional strategies to provide incentives for development and redevelopment within the urban services district.

## **Chapter 8 INFRASTRUCTURE**

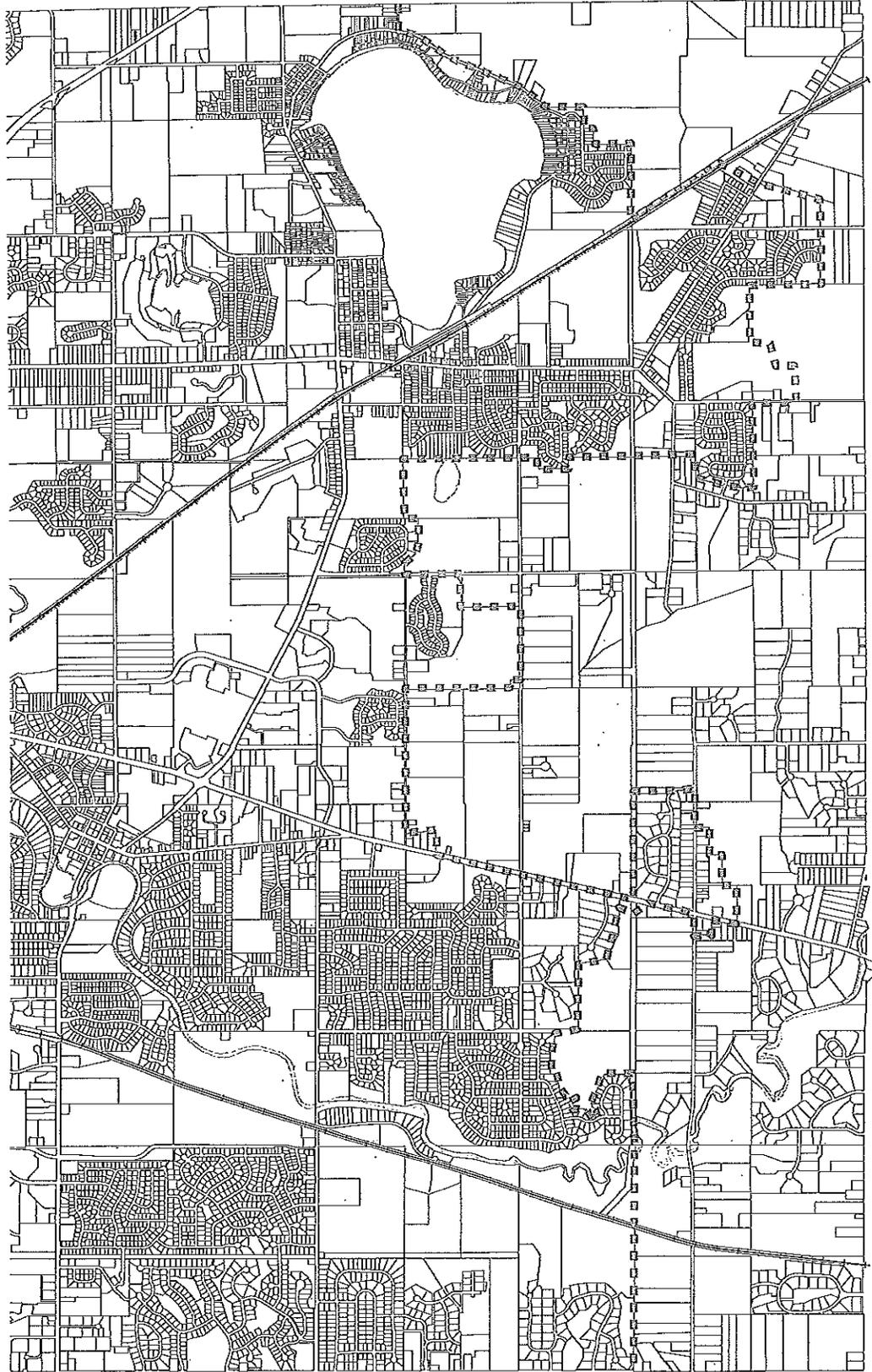
### **Tri-County Urban Service Management Study**

After five years of preparation, the Urban and Rural Service District/Urban Service Boundary (URSD/USB) Committee of the Tri-County Regional Planning Commission released its Tri-County Urban Service Management Study in March, 2011. The Study was prepared to implement the 2005 Regional Growth: Choices for our Future (Regional Growth Project) report promoting a sustainable and equitable regional land use pattern for the Tri-County region by establishing a boundary for an urban services district. The Urban Service Management Study included a general urban service district map and a recommendation for participating communities to reassess the boundary using specific criteria in the report. The Tri-County Regional Planning Commission adopted the recommendations of the 2011 Tri-County Urban Service Management Study on April 27, 2011.

In May 2011, the Meridian Township Board of Trustees expressed its support and intent to follow the Study's recommendation once finalized by adopting a resolution recognizing the urban service boundary as providing assistance in implementing the Township's 2005 Master Plan goals. Using the ten recommended criteria from the Tri-County Urban Service Management Report as a guide, data was collected to assess the Township's future land use needs. From this exercise, an urban service district has been delineated as shown on Map 8-12 Urban Services District and Map 10-1 Future Land Use Map.

The Township is committed to providing urban services, including but not limited to public water and public sanitary sewer, to sites located within the urban services district. Implementation policies will be found in Chapter 11.

# URBAN SERVICES DISTRICT



## Chapter 10 FUTURE LAND USE

### Urban Services District

The urban services district shown on Map 10-1 Future Land Use Map and density designations inside and outside of it are intended to accomplish a number of objectives including efficient and cost-effective delivery of public services within the Township and Tri-County region, implementation of Smart Growth principles, appropriate investment in infrastructure and maintenance programs based on proper planning consistent with projected population growth, conservation of natural resources, and preservation of rural open space.

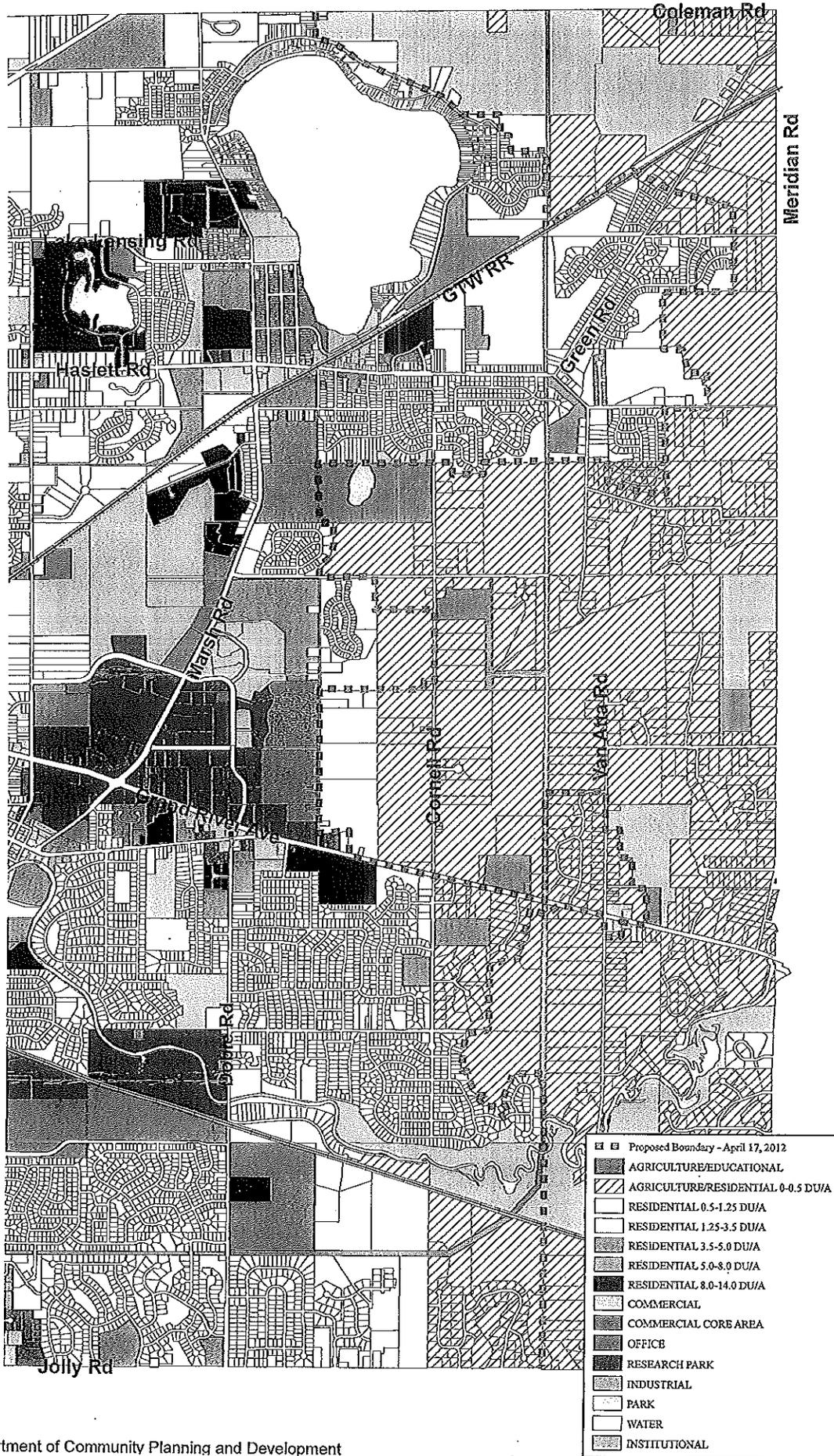
Population projections found in the 2005 Master Plan anticipated population growth of 14.7 percent between 2000 and 2020 resulting in a 2020 population of 44,850 with ample land available to accommodate the total. More recently, population projections prepared for the Tri-County Regional Planning Commission and updated with 2010 census figures show Meridian Township's growth has slowed considerably. Population in 2020 is now projected to be 39,824, a mere 1.8 percent increase over the 2000 – 2020 time period. And ten years later in 2030, population is projected to increase by 1.5 percent to 40,432.

Since the residential land use designations planned for a population of 44,850, there should be excess capacity in already approved platted subdivisions, planned unit developments, and undeveloped land for residential growth well beyond 2030 unless significant changes reverse the population trends for the region. Residential land is available both inside the urban services district and outside it where the population will reside in low-density areas and rely on onsite septic systems and private wells.

The Future Land Use Map designates land east of the urban services district for low density single family residential and agricultural uses. Two low density residential classifications (0.0-0.5 du/a and 0.5-1.25 du/a) are specified for the eastern part of the Township.

This plan, based on 2005 economic trends, does not increase the amount of land designated for non-residential uses. Office vacancy rates were already on the rise, office development had slowed and there was no interest in research park development. The plan also notes that the Future Land Use Map designated 790 acres for commercial uses but 910 acres were already zoned for commercial purposes. Meridian Township has never been attractive for industrial uses. In the future, commercial, service and office uses can readily be accommodated within sites already designated on the Future Land Use Map for such uses through infill and redevelopment projects.

# FUTURE LAND USE MAP



## Chapter 11 IMPLEMENTATION

### Urban Services District

Establishment of an urban services district is one of the primary methods to encourage Smart Growth in both the Township and the region. The designation of the urban services district is based on a thorough needs analysis using population projections and land supply. The analysis revealed there is sufficient developable vacant land and the potential for redevelopment of obsolete properties within the urban services district to satisfy the needs of future populations for both residential and service uses. However guidelines must be responsive to changing conditions thus the following policies are established to guide amendment to the urban services district boundary and may be used by the Township Board to establish an ordinance.

#### Urban Services District Amendment Policies

- The Planning Commission shall review the urban services district boundary every five years concurrent with the Master Plan review required by the Michigan Planning Enabling Act. If the Planning Commission finds it would serve the public interest to amend the urban services district boundary it shall transmit a recommendation to the Township Board. When reviewing the urban services district boundary the Planning Commission shall consider the same 10 criteria used to establish the original boundary found in the 2011 Tri-County Urban Service Management Study and the following:
  - Whether the amount of available land within the urban services district is adequate for all land use types for the ensuing 20 years
  - Changing demographic and economic projections
  - The ability of the Township to maintain acceptable levels of service and quality of life for existing and new residents
  - Analyses of soil type, vegetation, topography, availability of public water and sewer services, existing property lines, existing land use, and potential for development
  - Proposed boundaries are preferred along roads or other natural boundaries
- Private property owners and developers may submit a request to the Township Board to amend the urban services district boundary. Before the Township Board makes a decision, the Planning Commission shall evaluate the proposed amendment using criteria established for the five-year review and submit a recommendation. In making their decision the Township Board and Planning Commission shall consider the following criteria:
  - Location in relation to the existing urban services district area
  - Documentation from the applicant there are no suitable development sites within the urban services district
  - Documentation of a compelling public health and/or safety issue exists for which the only solution is amending the urban services district boundary
  - Weigh the benefits and economic burdens for the Township

#### Exemption to the Urban Services District

Property located within the 2009 Georgetown Sanitary Sewer Interceptor Payback District and subject to the Georgetown Sanitary Sewer Interceptor Benefit Charge shall be exempt from the Urban Services District Boundary and Policies, only for sewer extensions, until July 7, 2024 or until the Eyde Company is reimbursed the amount in the July 7, 2009, Board Resolution entitled Georgetown Sanitary Sewer Interceptor Benefit Charge & Reimbursement, whichever occurs first.

g:\planning\glo\CR\CR 12053 (PC)\Proposed Amendments 10-4-12

## CHARTER TOWNSHIP OF MERIDIAN

### MEMORANDUM

**DATE:** October 18, 2012

**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

After briefly discussing this topic at the October 8<sup>th</sup> regular meeting, the Planning Commission tabled the discussion of Phase 1 amendments to the 2005 Master Plan to incorporate text and maps supporting an urban service management area. Copies of the proposed amendment is attached. No changes have been made since the October 8<sup>th</sup> meeting.

Pursuant to the process outlined in the Michigan Planning Enabling Act, the Planning Commission advised neighboring communities and agencies of its intent to plan. The Township Board authorized distribution of the draft to the same communities and agencies. Digital copies were made available to the communities and agencies to comment within the required 63-day comment period after which the public hearing was advertised and held by the Planning Commission on August 13, 2012.

#### **Planning Commission Options**

The Planning Commission may approve the text amendment and the map amendments, or revise them before approval. A resolution has been provided to approve the amendments. Once adopted by the Planning Commission, the amendments will be transmitted to the Township Board for its acceptance.

#### **Attachments**

1. 2012 amendment to the 2005 Master Plan dated October 8, 2012
2. Resolution to approve

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

DATE: November 21, 2012

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

After briefly discussing this topic at the October 8<sup>th</sup> regular meeting, the Planning Commission tabled the discussion of the urban service management area amendment to the 2005 Master Plan. The proposed amendment is attached and comprises the same text and maps authorized for distribution by the Township Board in April, 2012.

Pursuant to the process outlined in the Michigan Planning Enabling Act, the Planning Commission advised neighboring communities and agencies of its intent to plan. The Township Board authorized distribution of the draft to the same communities and agencies. Digital copies were made available to the communities and agencies to comment within the required 63-day comment period after which the public hearing was advertised and held by the Planning Commission on August 13, 2012.

**Planning Commission Options**

The Planning Commission may approve the text and map amendments, or revise them before approval. A resolution has been provided to approve the amendments. Once adopted by the Planning Commission, the amendments will be transmitted to the Township Board to accept or reject.

**Attachments**

1. 2012 amendment to the 2005 Master Plan dated November 26, 2012
2. Resolution to approve

# MEMORANDUM

TO: Township Board

FROM:   
Mark Kieselbach  
Director of Community Planning and Development

DATE: April 12, 2013

RE: Commission Review #12053 (Planning Commission), amend 2005 Master Plan to add an Urban Service Management Area

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At its meeting on April 2, 2013 the Board discussed the proposed amendment to include an Urban Service Management Area to the 2005 Master Plan. The Board suggested the following revisions to the amendment:

- Map 8-12 Urban Service District

The Board continued to recommend the boundary as approved on April 17, 2012 except to include the area north of Haslett Road to the Township line. This area was part of the Haslett Preserve project approved in 2006 and was intended to be served with public utilities. Due to the economy the project was never developed. The original developer is now considering submitting a new development project for the property. The Haslett Public Schools Superintendent also requested utilities be provided to this area.

In the area east of VanAtta Road, the boundary line was adjusted to include the Red Cedar Evangelical church on the north side of Grand River Avenue and all the C-2 (Commercial) zoned properties on the south side of Grand River Avenue.

- Map 10-1 Future Land Use Map

The boundary line was adjusted to reflect the changes made to Map 8-12.

- Chapter 11 Implementation

The Board agreed to add the language recommended by the Township Attorney to include an exemption to the Urban Services District for Georgetown Sanitary Sewer Interceptor Payback District.

The Board at its meeting on March 5, 2013 also heard from Director Jim Wilson and Lisa McGiveron of the Ingham County Bureau of Environmental Health regarding on-site septic systems and wells. They indicated the two areas of greatest concern were Grand River Avenue east of VanAtta Road and the Ponderosa Subdivision.

A motion to refer the Board's recommended changes to the Planning Commission has been provided.

**CR #12053 (Planning Commission)**  
**Township Board (4/12/13)**  
**Page 2**

- **MOVE TO REFER COMMISSION REVIEW #12053 TO THE PLANNING COMMISSION TO CONSIDER THE TOWNSHIP BOARD'S RECOMMENDED CHANGES AS OUTLINED IN THE STAFF MEMORANDUM DATE APRIL 12, 2013.**

**Attachments**

- Updated Text and Maps dated April 12, 2013
- Township Board minutes dated March 5, 2013
- Email from Ingham County Health Dept. dated April 11, 2013

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**BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, pursuant to Article 4 of Section 22 of the Township Code of Ordinances, the Township Board hereby re-approves Wetland Use Permit #10-06-02 with the following condition:**

- 1. All applicable conditions placed on Wetland Use Permit #10-06-02 shall remain in effect.**

**Seconded by Trustee Styka.**

Board members discussed the following:

- Preference for the number of acres to have been included in the staff memorandum

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Veenstra, Wilson, Supervisor Pro Tem Brixie, Clerk Dreyfus

NAYS: None

Motion carried 6-0.

#### 11. BOARD DISCUSSION ITEMS

Supervisor Pro Tem Brixie opened Public Remarks.

Neil Bowlby, 6020 Beechwood Drive, Haslett, spoke in support of the Planning Commission's recommendation for the urban services boundary and urged the Board to move Meridian forward. He addressed the issue of the Georgetown payback district.

Supervisor Pro Tem Brixie closed Public Remarks.

#### A. Urban Service Boundary – Jim Wilson, Ingham County Health Department

Director Jim Wilson and Lisa McGiveron, Ingham County Bureau of Environmental Health, gave an overview of Meridian Township's sewage system, including a soils map which showed several areas of heavy soils along the Grand River Corridor in the eastern portion of the Township. Ms. McGiveron addressed two areas of greatest concern: the corners of Grand River Avenue and Van Atta Roads and the Ponderosa Subdivision. She also displayed a wetland map of the Township, which showed a significant amount of wetlands in some of the "sewer extension possibility" areas. Ms. McGiveron showed a map on the overhead projector of proximity of wells to water bodies, and noted that where a well is located, there generally is a corresponding septic system. She expressed concern as water bodies are impacted by nearby on-site systems, especially older systems which frequently were permitted with overdrains and underdrains directly to creeks.

Board members and the county representatives discussed the following:

- Over the last three (3) years, there have been 43 replacements of septic systems, 21 of which were engineered systems because the soils were not sufficient for conventional systems
- Winslow Mobile Home Park has had four (4) complete septic replacements since 1990, while the average life of a septic system in Ingham County is 30 years
- Winslow Mobile Home Park has very limited space for additional replacements
- Ingham County is called to Winslow Mobile Home Park nearly every year in the Spring due to sewage lying on the ground on the east side behind the park
- Spagnuolo's Restaurant has had three (3) septic replacements since 1996 and the County is called yearly with sewage lying on the ground or odors
- Spagnuolo's has a residential well on the property
- Gas station on the southeast corner of Grand River and Van Atta Roads has a septic system of unknown age, which was partially paved over and the drain field is in a state of disrepair due to heavy equipment being driven over it
- Gas station also has an on-site well

- Damaged drain fields allows sewage to work its way to the surface and sewage can flow towards the well head and be cycled into the pump
- Ponderosa Subdivision is comprised of approximately 70 homes and has heavy clay soils
- 30% failure rate in Ponderosa Subdivision since it was constructed in the 1960's
- 90% of the failures have required engineered systems
- Approximate cost of most engineered systems is \$12,000-\$16,000 compared to a conventional system cost of \$4,000-\$6,000
- Ingham County's Point of Sale (POS) Ordinance (effective in June, 2006) requires any home which has a well and/or septic system to have an evaluation prior to the sale of the home
- Any nonconforming item (i.e., failed septic system, compromised septic tank, well which is not up to code) must be addressed before the sale is complete
- While the Township has many areas of good soils, the amount of wetlands lends itself to higher water tables and prohibits a conventional system
- Since 2006, 19-22% of POS Program inspections detected system non-conformance
- 11% of those systems have illicit discharge where sewage is leaking onto the ground and into a stream or drain
- 30% failure rate in the Ponderosa Subdivision is only for homes that have sold; more failed systems exist whose homes are not selling
- Potential costs associated with cleanup of contaminated soils
- County condemns a site when an illicit discharge is discovered and the condemnation remains until corrected
- County provides options when condemnation occurs to allow residents to remain in their home until the system is corrected
- Concern with space requirements contained in the health code when a system has failed
- Availability of data on the number of Meridian residents who experienced septic sewer failure and requested to be connected to the public system
- County does not have data available, but has not had anyone ask for public sewer in lieu of a septic system because of costs
- Information for use as a planning tool regarding neighborhood septic failures given the wet nature of soils in Meridian Township
- Request for the county to provide a soils map for the Greenwood subdivision and other areas indicated by the Board when it extended the urban services management area boundary
- Greenwood subdivision has a significant mix of soils, and two (2) engineered systems were installed last summer
- County determination that overall, the Greenwood subdivision has poor soils
- Northwestern area of Greenwood subdivision backs up to a low wetland area
- Residents of Greenwood subdivision expressed a strong preference to keep their private septic systems and not be required to connect to public sewers
- Board member used poor soils, age of construction and size of lots as criteria when including areas within the proposed urban services management area
- Three (3) year minimum maintenance agreement as part of the permitting process
- Necessity of including the Grand River/Van Atta area in the urban services management area
- "Pockets" in every Township within the county could benefit from public sewers
- Request for the county health department to include consolidated areas which should be included as a possible future expansion
- County gave a presentation to Vevay Township and Lansing Township
- Installation of a portion of public sewer for a pocket in Lansing Township
- Most of the soils in Ingham County on undeveloped property are not favorable to a basic standard septic system
- Most of the systems throughout Ingham County are engineered raised bed systems

**It was the consensus of the Board to allow the Ingham County Health Department to review the Board's urban services boundary map which included the expansion areas and disseminate it to the Board in a timely manner.**

**B. New Township Logo**

Trustee Wilson addressed current discussions across various boards and commissions regarding the branding and marketing of Meridian Township.

Board members discussed the following:

- Good opportunity to change the logo since letterhead will be changed with a new Township Manager coming on board in the near future
- Staff is creative and preference is to give them artistic license to bring back a few designs at a future meeting
- Need for a discussion to give direction to staff as to what the Board is looking for
- Suggestion for a contest to engage civic involvement from the two high schools' art departments
- Change in the Township logo would alter the way individuals see themselves and lead to a change in attitudes and behaviors
- Logos are currently located on buildings and vehicles, so cost should be considered
- Recollection that when the issue of logo change was discussed several months ago, several citizens voiced their objection
- Request for staff to provide an inventory on the number of logos currently on Township owned items within Meridian
- Suggestion to use a "phased" approach on use of the logo, beginning with letterhead and business cards, to minimize costs
- Request for input/suggestions from various boards and commissions
- Preference to order less new stationery and allow for optimal community involvement
- Use of attributes from the community profile created for the Township Manager Search process as a starting point for crafting a new logo
- Suggestion for mission statement to be on the Township letterhead
- Possibility of modifying the mission statement if it is too long
- Preference to continue discussion when the Supervisor is in attendance

**It was the consensus of the Board to continue discussion on this issue when there is a full complement of the Board.**

**C. Township Manager's Report on the Impact of the Meijer Tax Tribunal Stipulated Agreement on Downtown Development Authority (DDA) Finances**

Manager Richards summarized the Meijer Tax Tribunal stipulation as outlined in the hand out.

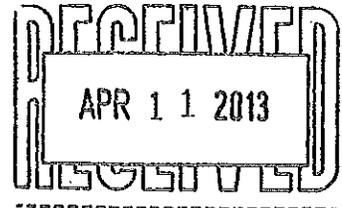
Board members discussed the following:

- Request from the DDA regarding a possible restructure of the loan and/or additional funds in the future to meet its shortfall
- Explanation for the public regarding the Meijer appeal of its tax assessment
- Township has legally agreed to the stipulation, although the agreement has not yet been recorded
- Meijer will also receive refunds from all the other taxing entities
- Almost all of the Township's portion of the refund is the DDA's responsibility as the Meijer property is included in the DDA

## Mark Kieselbach

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**From:** McGiveron, Lisa <he\_mcgiveron@ingham.org>  
**Sent:** Thursday, April 11, 2013 10:26 AM  
**To:** Mark Kieselbach  
**Subject:** RE: USB



Mark,  
Ingham County would support the sewer and water extension that you are proposing. The Van Atta/Grand River area, as well as the Ponderosa subdivision area, are plagued by frequent septic back ups, poor soil conditions, and high water table. Bringing municipal sewer to these areas would not only prevent repeated sewage backup but would help protect health and environment in those areas. All of these areas are currently serviced by private or Type II water wells. Municipal water would help ensure public health and safety through municipal treatment and monitoring of water supplies.

Please let me know if there is anything else I can provide.  
Lisa McGiveron  
Ingham County Health Department  
517-887-4510

- A. Harmony Gmazel, Land Use Planner, Tri-County Regional Planning Commission, 3135 Pine Tree Road, Suite 2C, Lansing; RE: CR #12053 (Planning Commission)
- B. Michael Fielek, Planning Commission Chair, Williamstown Township, 4990 Zimmer Road, Williamson; RE: CR #12053 (Planning Commission)
- C. Laura Rose Ashley, 1931 Yuma Trail, Okemos; RE: MUPUD #12024
- D. Will Tyler White, 2138 Hamilton, Okemos; RE: Comments on MUPUD #12024 and SUP #12051
- E. Ned Krouse, 5413 Meridian Road, Haslett; RE: Support for retaining the wording of the original from the 1993 Master Plan
- F. Pam Fraker, 351 W. Newman Road, Okemos; RE: Support for reducing urban sprawl and maintaining the Township's rural areas

 6. Public hearings

- A. Commission Review #12053 (Planning Commission), 2005 Master Plan amendments  
Chair Deits opened the public hearing at 7:18 P.M.

- Introduction by the Chair (announcement of procedures, time limits and protocols for public participation and applicants)
- Summary of subject matter  
Principal Planner Oranchak summarized the commission review as outlined in staff memorandum dated August 9, 2012.
- Public  
Neil Bowlby, 6020 Beechwood Drive, Haslett, addressed the four general areas of difference between the Planning Commission recommendation and the Township authorized map for distribution. He believed the Board's decision to exclude the portion near Lake Lansing as part of the county park made sense. Mr. Bowlby noted Board inclusion of the area on Shoesmith Road is a "toss up" as people on that road can connect to the sewer. He spoke to the portions of the Township in the south end that the Board included, stating Board rationale for those areas was they were already developed and had homes on those parcels. Mr. Bowlby spoke to the process in the County's point of sale program. He indicated since there is language in the Implementation Chapter to allow citizens to petition the Township for moving the USB, he requested the Planning Commission once again recommend its original delineation of the USB to the Board.
- Planning Commission discussion:  
Commissioner Scott-Craig inquired if there was anything the Planning Commission could do to change the version sent for distribution by the Township Board.

Principal Planner Oranchak answered the Planning Commission can amend the Board's version of the USB, but according to the Michigan Planning Enabling Act, the Board can be the ultimate decision maker on the amendment if they so choose.

Commissioner Scales inquired as to why this is back before the Planning Commission, as he believed it an exercise in futility.

Principal Planner Oranchak responded this action is a required step in the process as established by the Michigan Planning Enabling Act.

Commissioner Scales inquired if there are any pay-back districts for the extension of services within the boundary.

Principal Planner Oranchak responded she was not aware of any.

Commissioner Scales asked if the Board sought legal advice to see if the Township was creating a liability problem based on any payback agreements. He asked if the Township Attorney wrote a legal opinion on this issue.

Principal Planner Oranchak responded she was not aware of one.

Commissioner Jackson requested clarification if an USB was defined as a specific line and an urban services district was land west of the boundary.

Principal Planner Oranchak responded in the affirmative.

Commissioner Cordill inquired if there was value in revisiting the differences between the two boundaries.

Commissioner Hildebrandt believed there was great value in revisiting the differences. She believed the boundary at the south end of the Township as drawn by the Board is fiscally irresponsible.

Commissioner Cordill inquired if there are special assessments for land located within the boundary but not receiving public utilities.

Principal Planner Oranchak responded she would need to research the question as it is her understanding the property owner pays for the extension of the public utility. She added when a property owner or developer constructs the system, they receive a return when other land owners hook up to that system.

Commissioner Goodale reiterated his opposition to the Board approved USB, stating that extension defeats the very purpose of the boundary (i.e., staged growth) and opens up portions of the Township to development. He expressed concern with maintenance of additional sewer lines, noting previous comment from staff regarding the Township's inability to follow its own sewer maintenance schedule.

Chair Deits asked staff to recommend a mechanism to implement the comment from Williamstown Township.

Principal Planner Oranchak stated an additional criterion could be added to the Township's policy for modifying the USB contained in the Infrastructure Chapter.

Chair Deits inquired if this should be added before the Planning Commission moves forward with the Master Plan amendments.

Principal Planner Oranchak added modification of the boundary is an amendment to the Master Plan and part of the amendment process is to send out notification to surrounding communities for comment. She added the current process allows for notification. Ms. Oranchak stated taking comments into account is also part of the amendment process.

Commissioner Jackson noted the process for changing the boundary is similar to the process currently underway. She believed the request from Williamstown Township is already built into the process.

Chair Deits stated, as the Planning Commission representative to the Board, he tried hard to make the point that modifying the USB before a policy was set as to how to modify the USB was "bad government." He spoke to the inclusion of area on Van Atta Road as a piece of

arbitrary spot zoning done without due consideration. He spoke to entertaining a motion by the Planning Commission which requests the Board rescind their previous boundary revisions and return any proposed revisions to the Planning Commission for review under the criteria established by TCRPC.

Commissioner Norkin requested the Planning Commission Chair represent the Planning Commission's viewpoint at the Township Board meeting when they discuss this issue and ask the Board to provide rationale for its decision.

Commissioner Hildebrandt read three (3) of the ten (10) criteria which she believed the Board did not consider when it made amendments to the boundary.

Commissioner Scales requested information on any legal ramifications with any outstanding payback agreements.

Commissioner Scott-Craig suggested all nine Planning Commissioners attend the Board meeting where the urban services district will be discussed.

Chair Deits closed the public hearing at 7:47 P.M.

- B. Mixed Use Planned Unit Development #12024 (Douglas J), request to develop a 1.5 acre site with two buildings located on the northwest corner of Okemos and Hamilton Roads

Chair Deits opened the public hearing at 7:47 P.M.

- Summary of subject matter  
Principal Planner Oranchak summarized the special use permit request as outlined in staff memoranda dated August 8, 2012.
- Applicant  
Ryan Henry, Kincaid Henry Group, 318 University Drive, East Lansing, addressed a suggestion from the last meeting to develop an additional building where parking is currently designated. He added there are no current plans at this time, but could be discussed in the future. Mr. Henry noted that in response to comments regarding bicycle racks, plans were revised to include one in front of both the mixed use building and the Douglas J building.

Mr. Henry noted that although his company attempted several configurations, the current large trees located in the proposed parking lot area could not be saved due to grade changes. In response to earlier comments regarding the Traveler's Club and the Smiley House, he stated his intent is to reclaim building materials (brick) from the Traveler's Club and reuse timber, lap board and flooring in the proposed development.

Mr. Henry responded to comments about parking along Okemos Road by noting he is amenable to either increasing the setback or placement of a green screen along Okemos Road. He stated he can also reduce the size of the parking spaces themselves to diminish the size of the parking lot overall.

- Public  
Will Tyler White, 2142-½ Hamilton Road, Okemos, spoke to two trees on the property which are at least 120 years old and suggested the project be built around them for preservation purposes.

CHARTER TOWNSHIP OF MERIDIAN  
PLANNING COMMISSION  
REGULAR MEETING MINUTES  
October 8, 2012

APPROVED

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

PRESENT: Commissioners Cordill, Goodale, Hildebrandt, Jackson, Scales, Scott-Craig  
ABSENT: Chair Deits, Commissioners Honicky, Norkin  
STAFF: Principal Planner Gail Oranchak

**1. Call meeting to order**

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

**2. Approval of agenda**

Commissioner Goodale moved to approve the agenda. Seconded by Commissioner Scales.

VOICE VOTE: Motion carried 6-0.

**3. Approval of Minutes**

Commissioner Scott-Craig moved to approve the Regular Meeting Minutes of August 27, 2012 and the Work Session Meeting Minutes of September 10, 2012 and September 24, 2012. Seconded by Commissioner Goodale.

VOICE VOTE: Motion carried 6-0.

**4. Public Remarks**

Vice-Chair Jackson opened the floor for public remarks.

Neil Bowlby, 6020 Beechwood Drive, Haslett, addressed the difference between the Planning Commission and Board versions of the boundary of the urban services management district.

Vice-Chair Jackson closed public remarks.

**5. Communications**

- A. Therese Hercher, 1908 Danbury E., Okemos; RE: MUPUD #12024 (Douglas J)
- B. Mike McDonald, 5616 Wood Valley Drive, Haslett; RE: SUP #12071 and WUP #12-06 (Ingham County Department of Transportation and Roads), Van Atta Bridge Replacement

**6. Public hearings (None)**

**7. Unfinished Business**

- A. Commission Review #12053 (Planning Commission), 2005 Master Plan Amendment  
Principal Planner Oranchak summarized the 2005 Master Plan Amendment as outlined in staff memorandum dated October 4, 2012.

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 hereby adopts the Master Plan amendments to Chapter 2, Goal 5 and Goal 7; Chapter 8 Infrastructure; Chapter 10 Future Land Use; and Chapter 11 Infrastructure dated October, 2012, including a new Urban Services District Map and an amendment to the Future Land Use Map. Seconded

**by Commissioner Scales.**

Planning Commission discussion:

- Proper procedure was followed during the process
- Resolution represents the Planning Commission's recommendation to the Board
- Previous changes to the boundary by the Board
- Concern with the significant change in Chapter 11: Exemption to the Urban Services District
- Maps depict the boundary as approved by the Board
- Planning Commission mandate is to plan for the Township over the next 20 years
- Events which transpired on this issue after the Planning Commission map was sent to the Township Board was reckless and fiscally irresponsible
- Concern the proposed language in the Implementation Chapter allows for two different set of "rules" for how the urban services district boundary can change
- Exemption language in the Implementation Chapter contravenes what the Planning Commission is attempting to do by placing the urban services district boundary in the Master Plan
- Exemption language in the Implementation Chapter is contrary to staged growth and smart growth techniques
- Need for Planning Commission acknowledgment of a previous agreement with the developer of the Georgetown subdivision

**Commissioner Scales moved to table this item until the next Planning Commission meeting. Seconded by Commissioner Scott-Craig.**

VOICE VOTE: Motion carried 4-2 (Goodale, Hildebrandt)

**8. Other Business (None)**

- 9. Township Board, Planning Commission officer, committee chair, and staff comment or reports**  
 Commissioner Scott-Craig reported his attendance at the Michigan Department of Transportation (MDOT) meeting on the Grand River Avenue road repair held at the Hannah Community Center. He added that, among other improvements scheduled to commence next spring, MDOT will be constructing eight foot wide sidewalks on both sides of Grand River Avenue.

Commissioner Goodale reported the Wardcliff Neighborhood Association held a candidates meeting. He expressed appreciation for the turnout from the neighborhood's residents.

**10. New applications (None)**

- A. Special Use Permit #12-68081 (Studio C), request to install changing message signs on three sides of the building addressed as 1999 Central Park Drive

**11. Site plans received**

- A. Site Plan Review #12-06 (Loeks Theatre Inc.), renovation of the former AMC Outer 6 theater building addressed as 1999 Central Park Drive
- B. Site Plan Review #12-07 (Trilogy Heath Facility), construct a 91-bed assisted living and skilled nursing facility on the east side of Central Park Drive

**12. Site plans approved**

- A. Site Plan Review #12-06 (Loeks Theatre Inc.), renovation of the former AMC Outer 6 theater building addressed as 1999 Central Park Drive

**13. Public remarks**

Vice-Chair Jackson responded that any change in the provision of manual change of the posters would require a new SUP.

Commissioner Cordill expressed her appreciation for a movie theatre once again in Meridian.

Vice-Chair Jackson closed the public hearing at 7:26 P.M.

**7. Unfinished Business**

- A. Special Use Permit #12-68081 (Studio C), request to install changing message signs on three sides of the building addressed as 1999 Central Park Drive

**Commissioner Cordill moved to suspend Bylaw #6.4a to take action on SUP #12-68081 the same night as the public hearing. Seconded by Commissioner Scales.**

Planning Commission discussion:

- Objection to suspending rules to vote on an issue the same night as the public hearing
- Rationale for the applicant's request for a vote this evening is that he was not aware that a SUP was even needed, and scheduled the business to open the first week of December
- Two week delay could affect scheduling, as the applicant hoped to have contractors work completed by November 16<sup>th</sup>
- Cooks and wait staff must spend several weeks preparing for the restaurant's opening
- Importance of having a movie theatre open for business during the holiday season
- Public hearing on this request has been publicly placed before Township residents on several occasions with no opposition
- Public support for this use of an existing structure

VOICE VOTE: Motion carried 6-1 (Hildebrandt).

**Commissioner Goodale 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 #12-68081 (Studio C) with the following conditions:**

- 1. Approval is based on the application materials submitted by Valley City Signs dated and received October 8, 2012, subject to revisions as required.**
- 2. The manually changing message signs shall not be converted to automatic or electronic changing message signs without prior approval of the Planning Commission.**
- 3. Lighting associated with the changing message signs shall not flash or move in any way to animate the signs.**

**Seconded by Commissioner Scales.**

ROLL CALL VOTE: YEAS: Commissioners Cordill, Goodale, Hildebrandt, Honicky, Scales, Scott-Craig, Vice-Chair Jackson

NAYS: None

Motion carried 7-0.



- B. Commission Review #12053 (Planning Commission), 2005 Master Plan amendment  
Principal Planner Oranchak summarized the commission review as outlined in staff memorandum dated October 18, 2012.

**Commissioner Cordill moved to remove Commission Review #12053 from the table. Seconded by Commissioner Hildebrandt.**

Planning Commission discussion:

- Option of having the issue remain on the table until a later date when there is a full complement of the Planning Commission
- Seven (7) of the nine (9) Planning Commissioners are present this evening
- Preference for the Chair to be present as he wanted to “weigh-in” on several issues concerning the Master Plan amendment
- Importance of this decision
- Letter dated October 20<sup>th</sup> from the Planning Commission Chair indicating his viewpoint
- Commissioner preference to have the Chair present to ask several pertinent questions in response to the Chair’s letter
- Commissioner belief that the Master Plan amendment is one of the driving issues for the general election
- Township Board will not meet until two days after the general election

VOICE VOTE: Motion failed 2-5 (Commissioners Goodale, Honicky, Jackson, Scales, Scott-Craig)

**8. Other Business (None)**

- 9. Township Board, Planning Commission officer, committee chair, and staff comment or reports**  
Commissioner Hildebrandt noted the Red Haven Restaurant that opened on the corner of Hagadorn and Mount Hope Roads as part of the MUPUD does not have a presence on the side of the parking lot in the rear. She noted the Township’s sign ordinance required the sign to be placed on Hagadorn Road and is only seen if traveling south on Hagadorn Road.

Principal Planner Oranchak added the location of the door is problematic, as the entrance to the restaurant is in the breezeway. She stated the applicant must submit a sign program, and did not request a sign on the parking lot side of the building.

Vice-Chair Jackson added that if the applicant wanted to make a change, they could request an amendment to the MUPUD for Township review.

Principal Planner Oranchak stated the Township has already made a change in this facility.

Commissioner Cordill requested clarification of the letter written by Chair Deits regarding the Mud Lake payback district and wondered if this is the same district as Georgetown.

Principal Planner Oranchak added the Mud Lake payback district also includes areas east and west of Georgetown as well.

**10. New applications (None)**

**11. Site plans received (None)**

**12. Site plans approved**

- A. Site Plan Review #12-06-16 (Edgewood Village), minor amendment to add a community activity building to the site located at 6213 Towar Garden Circle

**13. Public remarks**

Vice-Chair Jackson opened public remarks.

Neil Bowlby, 6020 Beechwood Drive, Haslett, expressed disappointment that the Planning

**Commissioner Scott-Craig moved to delete the words “and swimming pools” in (c) (9).  
Seconded by Commissioner Norkin.**

VOICE VOTE: Motion carried 8-0.

Continued Planning Commission discussion:

- Court games will evolve similarly to how exercise pools have become popular
- Concern with describing uses by “what they are not”

**Commissioner Honicky moved to delete the words “without facilities for court games”  
Seconded by Commissioner Norkin.**

VOICE VOTE: Motion carried 8-0.

Continued Planning Commission and staff discussion:

- The applicant’s 24 hour operation is grandfathered in
- If the applicant expands his business in the future, he will be required to obtain a special use permit for 24 hour operation

ROLL CALL VOTE: YEAS: Commissioners Cordill, Goodale, Hildebrandt, Honicky, Norkin,  
Scott-Craig, Vice-Chair Jackson, Chair Deits

NAYS: None

Motion carried 8-0.



**B. Commission Review #12053 (Planning Commission), 2005 Master Plan amendment  
Principal Planner Oranchak summarized the commission review as outlined in staff memorandum dated November 21, 2012.**

Planning Commission and staff discussion:

- State Act indicates the Planning Commission approves the Master Plan, and the Township Board either accepts or rejects the plan
- If the Board moves to reject, it must go back to the Planning Commission until the Board accepts what the Planning Commission puts forth
- The Township Board took over the authority of having it sent to them to either accept or reject
- Not all communities have the Master Plan go before the Board to accept or reject the Planning Commission’s approval
- Georgetown Sewer Payback District is at least half of the area the Planning Commission thought was appropriate to be preserved and is no longer preserved with the boundary set by the Township Board
- Concern the Board changed the boundary without having a set of criteria for legal justification of that change
- Preference for the Planning Commission to revert the boundary back to what it originally recommended to the Township Board
- Preference for the urban services district amendment policies to be in place prior to decisions being made by either the Planning Commission or the Township Board on the boundary
- Having the urban services district amendment policies in place require approval of amendments to the 2005 Master Plan
- Continued concern with the Georgetown Sewer Payback District
- Belief there are other ways to deal with the issue of the Georgetown Sewer Payback District
- Board argument that residents adjacent to a sewer would be precluded from hooking up to the sewer is completely incorrect in law

- County ordinance allows residents within 300 feet of an existing sewer to hook up
- Previous comment that the boundary originally constructed by the Planning Commission was arbitrary was completely inaccurate
- Planning Commission use of the Land Use Map to delineate the urban services boundary
- History of the approval process for the Georgetown development
- Possible alternative is to have the Township compensate the developer for costs incurred by constructing the sewer to handle additional capacity
- Preference for all areas not in the original Planning Commission boundary come back to the Planning Commission for individual evaluation based on its criteria and then report back to the Board

**Commissioner Goodale 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 hereby adopts the Master Plan amendments to Chapter 2, Goal 5 and Goal 7; Chapter 8 Infrastructure; Chapter 10 Future Land Use; and Chapter 11 Infrastructure dated October, 2012, including a new Urban Services District Map and an amendment to the Future Land Use Map.**

**Seconded by Commissioner Norkin.**

Continued Planning Commission discussion:

- How changes to the USB map labeled 8-12 are reflected in the Future Land Use Map
- Maps 8-12 (Urban Services District) and Map 10-1 (Future Land Use Map) reflect the boundary as drawn by the Township Board

**Commissioner Cordill moved to substitute the original urban services district map for the proposed extended urban services district map as delineated in the resolution. Seconded by Commissioner Goodale.**

**ROLL CALL VOTE: YEAS: Commissioners Cordill, Goodale, Hildebrandt, Honicky, Norkin, Scott-Craig, Vice-Chair Jackson, Chair Deits**

**NAYS: None**

**Motion carried 8-0.**

Continued Planning Commission discussion:

- Preference to remove the paragraph titled "Exemption to the Urban Services District" contained at the bottom of Chapter 11, Implementation

**Commissioner Scott-Craig moved to delete the paragraph titled "Exemption to the Urban Services District" in Chapter 11. Seconded by Commissioner Hildebrandt.**

**ROLL CALL VOTE: YEAS: Commissioners Cordill, Goodale, Hildebrandt, Honicky, Norkin, Scott-Craig, Vice-Chair Jackson, Chair Deits**

**NAYS: None**

**Motion carried 8-0.**

Continued Planning Commission discussion:

- Boundary on the Future Land Use Map will reflect the boundary originally drawn by the Planning Commission

**Commissioner Hildebrandt moved to amend the Future Land Use Map to reflect changes**

**made during consideration of this agenda item. Seconded by Commissioner Jackson.**

ROLL CALL VOTE: YEAS: Commissioners Cordill, Goodale, Hildebrandt, Honicky, Norkin,  
Scott-Craig, Vice-Chair Jackson, Chair Deits

NAYS: None

Motion carried 8-0.

Continued Planning Commission discussion:

- This document, as adjusted, is consistent within itself
- Request that the Board take up this item only if Chair Deits is present at the Board meeting
- Chair is willing to represent the Planning Commission when the Board places this item on its agenda

ROLL CALL VOTE YEAS: Commissioners Cordill, Goodale, Hildebrandt, Honicky,  
ON THE MAIN Norkin, Scott-Craig, Vice-Chair Jackson, Chair Deits

MOTION: NAYS: None

Motion carried 8-0.

## 8. Other Business

### A. Phase II 2005 Master Plan Amendments – Energy Conservation

Planning Commission discussion:

- Amend Objective A, Strategy 10 by deleting “GREENWAY” and inserting “GREENSPACE”

**Commissioner Cordill moved to transmit to the Township Board the Planning Commission’s addition of energy conservation strategies to Goal 7 Promote Efficient and Sustainable Growth Practices, Objective A: Implement sustainable energy and environmental practices throughout the Township utilizing the most current best practices. Seconded by Commissioner Hildebrandt.**

Continued Planning Commission discussion:

- Disappointment that mass transit was not part of the energy conservation program

VOICE VOTE: Motion carried 8-0.

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

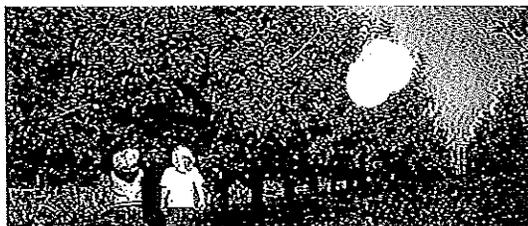
Commissioner Cordill inquired as to the feasibility of placing the Planning Commission packet online.

Chair Deits added that he believed all Commissioners are in agreement that, to the extent possible, the packet should be placed online. He expressed his desire for consistency as the Board packet has been made available on line for some time.

Commissioner Norkin inquired as to the process for filling the vacancy on the Planning Commission created by the election of a sitting Commissioner to the Township Board.

Principal Planner Oranchak explained that residents wishing to serve on the Planning Commission should fill out an Application for Public Service and submit it to the Clerk’s Office.

Chair Deits added the terms of three (3) current Planning Commissioners expire at the end of the year so there will be four (4) openings for the Board to fill.



# Urban/Rural Service Management Committee

A workshop of the Tri-County Regional Planning Commission (TCRPC)

## Urban and Rural Service Management Committee's Mission:

- o To keep urbanized areas viable;
- o To protect farmland, open space and rural quality of life;
- o To preserve priority conservation areas;
- o To utilize existing infrastructure;
- o And to save costs through cooperation and efficiency.

June 12, 2012

Holly Cordill, Planning Commission Secretary  
Meridian Charter Township  
5151 Marsh Rd,  
Okemos, MI 48864

Re: 2005 Master Plan Amendment – Phase 1 (Urban Services District)

Dear Ms. Cordill,

On behalf of the Tri-County Urban and Rural Service Management (URSM) Committee, I want to thank you for the opportunity to comment on Meridian Charter Township's proposed Master Plan amendment pertaining to an Urban Services District.

In reviewing the proposed District map and its related Master Plan language, the URSM Committee is in full support of the Planning Commission's original USD Map that was presented earlier this year to the Township Board. It is clear that the original USD Map was based on a comprehensive analysis of Township data following the ten criteria within the Committee's 2011 *Urban Service Management Study*.

The URSM Committee provides guidance and education to local communities, including Meridian Charter Township, regarding sustainable public infrastructure planning through its *Urban Service Management Study*. The Study recommends that communities analyze population density and projections, planned public water and sewer areas, transportation system needs, zoning districts, natural resource and working land areas, emergency service areas, Capital Improvement Plans, and any existing or planned PA 425 areas. The USD Map, as originally proposed earlier this year to the Township Board by the Planning Commission, is an outcome of the recommended process found within the Urban Service Management Study, and is therefore, based on sound and defensible planning practices. Subsequent changes to the USD Map, outside of the recommended URSM planning process, are not recommended, and it is clear to the Committee that the language related to the USD Map adequately addresses future amendments to the USD without the need for changing the USD Map lines.

Thank you for your time,  
On behalf of the URSM Committee,

Harmony Gmazel, AICP  
Land Use Planner, Tri-County Regional Planning Commission

### URSM COMMITTEE MEMBERS:

Meridian Charter Township; Ingham County, Eaton County, Clinton County, The City of Lansing, The City of East Lansing, Delta Charter Township, Bath Charter Township, Windsor Charter Township, Williamstown Township, Delhi Charter Township, Watertown Charter Township, the City of DeWitt, DeWitt Charter Township, the Village of Dimondale, Oneida Charter Township, the City of Grand Ledge, Lansing Charter Township, the City of Mason, Ingham and Clinton Agricultural Preservation Boards, and the Tri-County Regional Planning Commission.

This Committee meets monthly in the greater Lansing area as an implementation activity of *Regional Growth: Choices for Our Future* Initiative. It is funded under the *Mid-Michigan Program for Greater Sustainability*. Please visit [www.milcrpc.org](http://www.milcrpc.org) for more information.

(Photo Credits: Absolute Michigan 2008 and TCRPC)



## WILLIAMSTOWN TOWNSHIP

4990 ZIMMER ROAD

WILLIAMSTON MI 48895

PHONE: 517-655-3193 FAX: 517-655-3971

July 20, 2012

Meridian Township  
Planning Commission  
5151 Marsh Rd.  
Okemos, MI 48864

Dear Commissioners,

Thank you for sending us a copy of the proposed Meridian Charter Township Master Plan revision for comment.

The Williamstown Township Planning Commission commends Meridian Township for looking forward to creating a sustainable, vibrant region by encouraging growth within an urban service district. This will not only have a positive impact on Meridian Charter Township but on the region as a whole. By encouraging low density development in the eastern portion of the Township, especially near the Haslett and Meridian Road area, the transition to Williamstown Township's rural character is protected.

In the spirit of cooperation, we suggest in Chapter 11, under the Urban Services District Amendment Policies, the addition of criteria that would garner input from an adjoining jurisdiction that may be impacted by an extension or change in the boundary.

We applaud your efforts and look forward to our Townships working together in the future.

Michael Fielek  
Chair  
Planning Commission  
Williamstown Township

**Gail Oranchak - Planning Commission meeting on the Urban Service Boundary decision.**

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**From:** ned krouse <nedkrouse@hotmail.com>  
**To:** <oranchak@meridian.mi.us>  
**Date:** 8/13/2012 1:36 PM  
**Subject:** Planning Commission meeting on the Urban Service Boundary decision.

---

Dear Ms Oranchak,

As a resident of Meridian Township, living on Meridian Road in an area designated RR, I would like to emphatically ask the Planning Commission to please vote to keep the original wording of the Urban Service Boundary that was designated by the Planning Commission quite a few years ago.

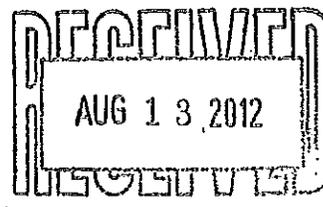
I have been a resident of Meridian Township since 2000 and have been active in meetings in the past concerning this same issue. Meridian Township is a very desirable place to live. It offers excellent schools, a diverse shopping district, plenty of housing choices, along with a unique area of green space and rural residential living.

It is time for the Commission to take a final stand and support their original wording to help preserve what is remaining of our small but precious rural areas. Thank you.

Sincerely,

Ned A. Krouse

Ned Krouse  
5413 Meridian Road  
Haslett, MI 48840  
(517)347-6945  
nedkrouse@hotmail.com



- Attorney General opinion stated “growing together” is not authorized by state law because a caregiver or patient must grow in an enclosed locked facility
- Enclosed locked facility is one of the definitions modified in the recent legislation passed in December, 2012 (effective date of April, 2013)
- Individuals attempting to come up with creative ideas as an alternative to growing facilities
- A large transfer of medical marihuana still exists
- Communication from the Okemos Schools Board of Education requesting the Board establish regulations to ensure medical marihuana facilities not be allowed to operate within 1,000 feet of public school property
- Other entities within the Township have also requested the 1,000 foot limit
- Township Attorney not aware of any test case which supports the 1,000 feet limit or supports a municipal ordinance that regulated the 1,000 foot limit
- Township Attorney “less inclined” to regulate a patient’s activity relative to distance from school property and other entities as noted in federal and state law, while not hesitant when it relates to caregiver or dispensary settings where medical marihuana is transferred to others
- Dispensaries do not fit into the quality of life Meridian Township residents have come to expect
- “Creep effect” in apartment buildings located in blight areas of Meridian Township
- How can the Board ensure unqualified individuals do not have access to medical marihuana when it is grown by patients
- Need for a balance in the regulations to be implemented by the Board which protects the quality of life in Meridian Township while allowing patients access to medical marihuana
- 500 foot distance from schools for bars v. 1,000 foot distance being proposed through the draft ordinance prepared by a member of the public
- Municipalities have the right to regulate, through zoning, where certain activities can take place
- Township Attorney interpretation that a qualifying patient may grow up to twelve (12) plants
- Board member clarification regarding the circumstances surrounding the rezoning referendum on the August, 2012 ballot
- Property which was the subject of the rezoning referendum was originally rezoned from residential to Professional Office (PO) by the Board and a medical marihuana clinic would not have been allowed on that property under the PO zoning designation
- Concern with the “hysteria” and “fear” which surrounded the rezoning referendum for this property
- Every doctor in Meridian Township can make a recommendation for their patient to obtain medical marihuana
- Inquiry regarding medical marihuana complaints made to the Meridian Township Police
- Township Police have not had serious problems with medical marihuana patients, although there have been complaints
- Board member belief there is no medical marihuana problem in the Township and the Board should not spend time creating regulations because of a fear of the unknown
- Board members received letters from neighbors appreciating the fact that one dispensary was located on property within the Township, although it is now shut down and a vacant storefront
- No Board member is trying to prevent patients from having access to medical marihuana and there must be balance in the Board’s approach to this topic
- Board member belief that perception is reality, and a significant number of residents made a statement with their vote on the rezoning referendum that they want to see medical marihuana regulation in the Township
- Township Attorney to come back to the Board in the near future with proposed language
- Concern with Meridian Township being a “sitting duck” as many, if not all, surrounding municipalities have regulations
- Wisdom of the Board being proactive rather than reactive because once something becomes established, it can be a non-conforming use and remain
- Board member preference to have the Township Attorney incorporate a distance requirement between medical marihuana establishments into the language to be drafted

 B. Amendment to the 2005 Master Plan – Urban Services Management Area

Harmony Gmazel, Land Use Planner, Tri-County Regional Planning Commission (TCRPC), 3135 Pine Tree Road, Suite 2C, Lansing, gave an overview of the Urban Services Management Committee and its function. She spoke to action by various municipalities in the tri-county area regarding urban service management area planning.

Board members and the Planning Commission representative discussed the following:

- Ultimate bus tour will be hosted by the Urban Services Management Committee for elected officials in mid-late April to visit land uses in the tri-county area
- Timeline for working with the Ingham County Health Department to commence a public health impact assessment of planning an urban service management area with monies obtained through a Robert Wood Johnson Foundation grant

Tom Deits, Planning Commission representative, 4045 Van Atta Road, Okemos, gave historical background to date on Meridian Township's proposed urban services management area (USMA).

Board members discussed the following:

- Planning Commission desire to set a process by which legally defensible changes to the USMA can be made
- Ten criteria from TCRPC was used by the Planning Commission when making the recommendation for the urban services boundary to the Board
- Packet does not contain any coverage of the payback district in the northeast corner of the Township
- Suggestion for Board members to read the legal opinion regarding the payback district
- Explanation of a payback district and how a developer may be paid back for his/her investment
- Georgetown payback district was adopted in 2009 by a 6-1 vote of the Township Board
- For the benefit of new Board members, suggestion to invite Jim Wilson from the Ingham County Health Department to give a presentation on the negative impacts to health and the environment of failed septic systems
- Point of sale process required by the County each time a home is sold
- Township is under no obligation to provide, by right, water and sewer to all properties within the Township
- Ingham County retains records on failed septic systems and staff is not recently aware of any homes where the septic system could not be repaired
- Point of an USMA is for it to be used as a planning tool
- Entire point of a sewer system is to protect public health
- Part of the Board's job is to examine why it protects public health and if there are areas in the Township which are vulnerable to public health threats
- Board member recollection that the Township has had several emergency connections to its sewer system as a result of failed septic systems over the last 12 years
- Planning Commission has submitted to the Board both a procedure and a map of the USMA
- Board member preference to adopt the procedure and the map which was sent by the Board to the Planning Commission
- Issue before the Board is not whether there should be an USMA, but where the boundary should be located
- Township Board option is to either approve or reject the Planning Commission's amendment to the Master Plan
- USMA has nothing to do with water quality drawn from the Saginaw Aquifer
- Not having public sewer and water does not equate to a safety hazard
- Issue of the payback district needs to be addressed
- Explanation of the sequence of events regarding the payback district agreement
- The Township must honor its agreement with the developer
- Possibility of repaying the developer for the extra expense involved in installing a larger sewer system
- Payback district is a mechanism through which the Township's sewer system is built
- Urban services district is a useful planning tool which helps conserve resources
- Financial picture must be considered in this discussion as the USMA allows for cost savings
- USMA is not a growth prevention tool

- Belief negotiations for full repayment would be of more benefit to the developer than the current agreement

It was the consensus of the Board to continue discussion of the USMA at a future meeting.

12. PUBLIC REMARKS

Supervisor LeGoff opened Public Remarks.

Neil Bowlby, 6020 Beechwood Drive, Haslett, suggested review of the Board meeting video of Jim Wilson's presentation over a year ago regarding the proposed Greenwood subdivision sewer to aid the Board in its deliberations on the urban services management area. He stated the urban services boundary does not prevent sewer from going into those areas as a mechanism exists for residents to request sewer. Mr. Bowlby believed the least restrictions placed on medical marihuana the more inviting the Township will be to young people.

Leonard Provencher, 5824 Buena Parkway, Haslett, suggested Policy Governance be included in the packet for Township Manager candidates to review. He thanked both Commissioner Deits and Harmony Gmazel for their attendance at tonight's meeting.

Supervisor LeGoff closed Public Remarks.

13. FINAL BOARD MEMBER COMMENT

Trustee Scales announced the Haslett Athletic Boosters will hold its Annual Outback Steakhouse Fundraising Dinner in the Haslett High School cafeteria on February 1, 2013 from 4:30 PM until 6:00 PM.

Trustee Veenstra reported the beginning of the year budget amendments revealed a healthy fund balance which could have been used to give employees at the bottom of the wage scale more than \$250 and, instead, give all employees a \$1,000 raise.

14. ADJOURNMENT

Supervisor LeGoff adjourned the meeting at 10:38 P.M.

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ELIZABETH LEGOFF  
TOWNSHIP SUPERVISOR

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BRETT DREYFUS  
TOWNSHIP CLERK

Sandra K. Otto, Secretary

- Importance of complete streets
- Challenge for the applicant is to deliver the Board's vision of this MUPUD with a plan for which the applicant can receive financing
- Applicant to provide the Board with market studies which show the demand and how nearby 1 and 2 bedroom units are being rented and by whom
- Applicant to demonstrate a market study which shows the viability of retail and the amount which is viable
- Applicant to provide an economic model for the Board to consider
- Practicality of providing a complete plan as it cannot be built out all at one time
- Argument that the market determines the way Meridian Township is built out is not an appropriate method of planning
- Role of the Planning Commission
- Vision presented to the Township Board in 2007 for the 81 acres was a mixed used village concept of which students were only one component
- Vision presented community amenities which benefitted all of Meridian Township in exchange for variances from Township ordinances, setbacks, restrictions and requirements usually in place as part of the greater vision
- Concern was expressed by Board members when Phase 1 was presented that it contained only the high density student housing component
- Answer given at that time to Board concern that greenspace and amenities were absent in Phase 1 was those issues would be dealt with in future phases
- Applicant's representative assured Board that Phase 2 and beyond would incorporate multiple demographics and innovative a retail/commercial/professional office component
- Phase 2 incorporated none of those components, but continued the same pattern of high density student housing
- During discussion on Phase 2, the applicant moved the greenspace and other mixed use components into Phases 3, 4 and 5
- Argument that the market has changed does not have merit as the market was much worse in 2008-2009
- Proposal does not generate the placemaking vision the Township is moving towards

**It was the consensus of the Board to allow the applicant to incorporate suggestions provided by Board members and bring back an application in the future.**

The Supervisor recessed the meeting at 8:17 P.M.

The Supervisor reconvened the meeting at 8:29 P.M.

**B. Urban Service Area**

Director Kieselbach summarized the amendment to the 2005 Master Plan as outlined in staff memoranda dated March 25, 2013 and January 10, 2013.

Board members and staff discussed the following:

- Concern with the stance being taken by the Planning Commission relative to Board suggestions for changes to the urban services boundary
- Suggestion for Board discussion to center on the amendments to the Master Plan and not discuss the urban service boundary
- Suggestion to discuss the Master Plan language and the ten (10) criteria provided by the Urban Services Management Area Committee of the Tri-County Regional Planning Commission to see if there is Board consensus
- Chapter 10 (Future Land Use) refers to the population in Meridian Township based on a projection of 44,850
- Chapter 11 (Implementation) notes the urban services district boundary shall be reviewed by the Planning Commission every five (5) years concurrent with the Master Plan
- Urban Services District Map 8-12 as approved by the Planning Commission on November 26, 2012 is what is before the Township Board
- Belief the Township Board can move forward with adoption of the language while changing the boundary in the future in an effort to work with the regional vision

- Board member suggestion to send the Planning Commission the original map approved by the Board and request Planning Commission adoption
- Residents in Winslow Trailer Park deserve to feel secure through public water being supplied to them
- Concern with a full-scale restaurant running off well water and a septic system
- Suggestion to include all of Haslett Preserve within the urban services boundary
- Reference in language refers to the map on multiple occasions and is meaningless without the physical map to go along with it
- Suggestion for the Board to go through the map "point by point"
- Suggestion for an economic analysis to be performed relative to the Master Plan to verify the accuracy of 2005 data
- Provision in the Implementation Chapter (Chapter 11) which provides for Board initiation of an amendment to the urban services district boundary was not included in the Planning Commission recommendation and needs to be added
- The suggested language by the Township Attorney needs to be added

**It was the consensus of the Board to exclude Land Preservation property in the northeast corner of the Township.**

Continued Board member discussion:

- Water line runs down Shoemith Road so the boundary should be at the north property line of the parcels fronting on Shoemith Road
- Planning Commission change from the Board recommendation as the Planning Commission believed the policy was in place and a resident could request to be connected to the water or sewer line running down the middle of the road
- Concern with the difference of opinion on whether the USB must be moved prior to water hookup in front of a home
- Suggested Board boundary in the Shoemith/Green area would remove confusion as those homes would be allowed to hookup potentially at some point in the future
- Concern that the Planning Commission rejected every Township Board amendment and returned back to the Planning Commission's original boundary recommendation

**It was the consensus of the Board to include the existing property owners in the Shoemith/Green area to meet the intent of and goals of the Urban Services Management Area.**

Continued Board member discussion:

- Board previously approved the Haslett Preserve and the Planning Commission excluded a portion of that area
- Concern with moving the boundary all the way to the eastern edge of the Township (Meridian Road)
- Concern with spot development on the assumption the Township must build to attract students
- Township Board should encourage development of larger scale subdivisions through infill development
- Township Board already approved a subdivision to be built at this location that would previously have been provided sewer and water
- Concern raised by the Superintendent of Haslett Schools the USB would impact the ability of the Haslett Preserve to be built and effect the number of students generated for the Haslett school system
- Board approval of the Haslett Preserve passed by a 4-3 vote
- Developer of the Haslett Preserve land is currently in discussion with the owner to put together a development proposal for this property
- Planning Commission boundary line runs between the RA and RR zoning of the Haslett Preserve
- Developer intent was to rezone the RR zoned property in the eastern portion of the site to the same RA designation as the western portion conditioned upon being developed as a planned unit development (PUD)
- Board placed a time limit of two (2) years for submission of the PUD

- Board member belief that the market stopped the development
- Previous conditional rezoning for the land known as the Haslett Preserve
- Most of the land left in the Township is severely limited for development because of wetlands, marginal soils, etc.
- Developer of the Haslett Preserve PUD combined the wetland area with a wooded area and devoted the greenspace into one area which coincided with an area indicated on the Township's Greenspace Plan
- Developer intended to provide more economical and affordable housing through the PUD rather than the type of housing which results with development of one-acre lots

**It was the consensus of the Board to move the boundary to the eastern edge of the Township (Meridian Road) in the area known as the Haslett Preserve and draw the line directly south to Haslett Road.**

Continued Board and staff discussion:

- Boundary of the Georgetown payback district
- Paragraph included in the October 8, 2012 rendition of Chapter 11 (Implementation) titled "Exemption to the Urban Services District" which address the Georgetown Sanitary Sewer Interceptor Payback District exemption until July 7, 2024
- Planning Commission recommendation for the boundary line south of Georgetown to travel down Powell Road, then along Grand River Avenue and then south on Cornell Road

**It was the consensus of the Board to accept the Planning Commission recommendation for the boundary line near Georgetown accompanied by the recommended language from the Township Attorney in Chapter 11 to address the Georgetown Payback District for a specific time period.**

Continued Board and staff discussion:

- Need for the gas station and restaurant to be included
- Wellington Estates currently has water service only
- Eastpointe Subdivision (south of Grand River) was included in the Board recommendation
- Planning Commission recommendation to continue south of Cornell Road, then around the Shoals Subdivision east to Sylvan Glen Road, then along the railroad, turning south to Jolly Road, including Ember Oaks Subdivision
- Ponderosa Subdivision has well and septic systems

**It was the consensus of the Board to include Wellington Estates as recommended by the Board.**

**It was the consensus of the Board to retain the boundary running east of the Shoals Subdivision then south all the way to Jolly Road, which includes the Ponderosa subdivision.**

Continued Board and staff discussion:

- Feedback from Ingham County requested at a previous Board meeting will serve as supporting documentation for inclusion of the Ponderosa subdivision

**C. Extend Water Line on Grand River Avenue to Van Atta Road**

Township Manager Richards summarized extension of the water line on Grand River Avenue to Van Atta Road as outlined in staff memorandum dated March 27, 2013.

Board members and staff discussed the following:

- Allowing installation of the water line is a separate issue from who pays for the water line
- Applicant intends to pay for the water line
- Suggestion to renew this item to overrule previous Planning Commission denial by a two-thirds vote which would allow for extension of the water line
- Robert's Rules of Order allow for a renewal of the motion
- Township Board included this area in the urban services management area earlier in this meeting

NAYS: None  
Motion carried unanimously.

C. Commission Review #12053 (Planning Commission), Amend 2005 Master Plan to add an Urban Services Management Area

Clerk Dreyfus moved to refer Commission Review #12053 to the Planning Commission to consider the Township Board's recommended changes as outlined in the staff memorandum dated April 12, 2013. Seconded by Treasurer Brixie.

Board members discussed the following:

- Board members used the criteria to make adaptations to the urban service boundary
- Soil issues regarding the Ponderosa subdivision were taken into consideration

Trustee Scales called the question. Seconded by Treasurer Brixie.

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Wilson, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus

NAYS: Trustee Veenstra  
Motion carried 6-1.

ROLL CALL VOTE ON THE MAIN YEAS: Trustees Scales, Styka, Wilson, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus

MOTION: NAYS: Trustee Veenstra  
Motion carried 6-1.

D. Resolution of Appreciation to Township Manager Gerald J. Richards

Treasurer Brixie moved [and read into the record] **NOW THEREFORE BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN as follows:**

**The Board of the Charter Township of Meridian, by means of resolution, extends to Gerald J. Richards sincere gratitude for his years of dedicated and enthusiastic service and the numerous accomplishments he has made which have immeasurably benefitted Meridian Township government, our citizens, businesses, and myriad groups and organizations. Seconded by Trustee Scales.**

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Veenstra, Wilson, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus

NAYS: None  
Motion carried unanimously.

Township Manager Richards thanked current and past elected officials for their trust in him as he carried out the duties of Township Manager for the past 19 years. He indicated his respect for current Board members and those who ran for office during his tenure to bring a diverse and sincere group of candidates who desired to represent Meridian Township.

E. Memorandum of Understanding with Delhi Township for Fire Services within Alaiedon Township  
Trustee Veenstra moved to approve the agreement between Delhi Charter Township and Meridian Charter Township for fire and rescue services within Alaiedon Township and authorize Township officials to sign the agreement. Seconded by Trustee Wilson.

Board members discussed the following:

- Fire station on South Okemos Road will be able to provide better fire protection to a portion of Alaiedon Township, especially between Jolly Road and Sandhill
- Better fire protection will lower fire insurance premiums on buildings in that area
- Agreement is only a start and should include ambulance service in the future

**Michigan Planning Enabling Act (MPEA)**  
**Public Act 33 of 2008**  
**Process to Adopt or Amend a Master Plan**

- *Notice of Intent to Plan* must be sent to all surrounding communities, government agencies, and utilities by the Planning Commission Secretary.
- The Planning Commission prepares a proposed Master Plan or amendment.
- Once the plan has been drafted, the Planning Commission shall submit the proposed Master Plan to the Township Board for review and comment.
- If the Township Board is satisfied with the plan, it may then approve the plan for distribution. Recipients of the proposed plan have a 63-day review period to submit comments on the proposed Master Plan to the Planning Commission.
- Only after the review and comment period has expired can the Planning Commission conduct the required public hearing.
- Each entity receiving the *Notice of Intent to Plan* should be sent notification of the public hearing. Notice of the public hearing should also be published in the Towne Courier.
- The approval of the proposed Master Plan shall be by resolution of the Planning Commission carried by the affirmative votes of not less than a majority of the Planning Commission.
- After approval, the Planning Commission transmits the approved Master Plan to the Township Board. The Township Board either approves or rejects the Plan. If rejected, the Township Board shall submit a statement of objections to the Planning Commission. The Planning Commission shall consider those objections and revise the proposed Master Plan. This process shall be repeated until the Township Board approves the proposed Master Plan.
- Upon final adoption of the Master Plan, the secretary of the Planning Commission shall submit, copies of the adopted Master Plan to the same entities to which copies of the proposed master Plan were required to be submitted.

## 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.

<b>March 26, 2012</b>	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.
<b>April 3, 2012</b>	The Township Board authorized its revised USMA map and accompanying text amendments for distribution in accordance with the MPEA.
<b>April 27, 2012</b>	Notice of Intent to Plan in accordance with the MPEA, was sent to surrounding municipalities and agencies.
<b>May 18, 2012</b>	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
<b>July 26, 2012</b>	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.
<b>July 29, 2012</b>	Notice of August 13, 2012 Public Hearing is published in Towne Courier.
<b>August 3, 2012</b>	End of the 63-day review period for surrounding municipalities and agencies to comment on the Master Plan amendments.
<b>August 13, 2012</b>	A public hearing was held in accordance with the MPEA, for the first phase (USMA) of proposed amendments to the 2005 Master Plan.
<b>October 8, 2012- November 26, 2012</b>	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.