



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
PLANNING COMMISSION – REGULAR MEETING
September 23, 2024 6:30 PM

1. CALL MEETING TO ORDER
2. ROLL CALL
3. PUBLIC REMARKS
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
 - A. September 9, 2024
6. COMMUNICATIONS
 - A. None
7. PUBLIC HEARINGS
 - A. None
8. UNFINISHED BUSINESS
 - A. SUP #24023 – Okemos Gateway
 - B. Planning Commission Bylaw Update
9. OTHER BUSINESS
 - A. Planning Commission Meeting Resolution
 - B. Planning Commission Discussion
 - i. Single-Family Residential Density
10. REPORTS AND ANNOUNCEMENTS
 - A. Township Board update.
 - B. Liaison reports.
11. PROJECT UPDATES
12. PUBLIC REMARKS
13. COMMISSIONER COMMENTS
14. ADJOURNMENT

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



TENTATIVE PLANNING COMMISSION AGENDA
October 7, 2024

1. PUBLIC HEARINGS
 - A. By-law changes

2. UNFINISHED BUSINESS
 - A. None

3. OTHER BUSINESS
 - A. None

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

Providing a safe and welcoming, sustainable, prime community.



CHARTER TOWNSHIP OF MERIDIAN
REGULAR MEETING PLANNING COMMISSION **-DRAFT-**
5151 Marsh Road, Okemos MI 48864-1198
517.853.4000, Township Hall Room
Monday, September 9, 2024, 6:30 pm

PRESENT: Chair Shrewsbury, Vice Chair Snyder, Commissioners Blumer, Brooks, McConnell, Rombach, and Scales

ABSENT: None

STAFF: Principal Planner Brian Shorkey

1. CALL MEETING TO ORDER

Chair Shrewsbury called the September 9, 2024, regular meeting for the Meridian Township Planning Commission to order at 6:29 pm.

2. ROLL CALL

Chair Shrewsbury called the roll of the Board. All board members were present.

3. PUBLIC REMARKS

Chair Shrewsbury opened public remarks at 6:30 pm

Chair Shrewsbury closed public remarks at 6:30 pm

4. APPROVAL OF AGENDA

Chair Shrewsbury asked to add to the update of the Planning Commission’s meeting calender to Unfinished Business.

Commissioner Scales moved to approve the September 9, 2024, regular Planning Commission meeting agenda as amended. Seconded by Commissioner Blumer. Motion passed unanimously.

5. APPROVAL OF MINUTES

Commissioner Scales asked that his comment at the last meeting, thanking the public for voting for him, be added to the minutes.

Chair Shrewsbury asked that Commissioner McConnell’s absence be added under roll call.

Commissioner Blumer moved to approve the Minutes of the August 12, 2024, Planning Commission Regular Meeting as amended. Seconded by Commissioner Scales. Motion passed unanimously.

6. COMMUNICATIONS

A. Director Schmitt re: Planning Commission Schedule

7. PUBLIC HEARINGS

A. SUP #24023 – Okemos Gateway

Principal Planner Shorkey gave an overview of the application and the work that has taken place to date. Principal Planner Shorkey noted that this site plan approval will be a new building and subject to approvals through MDOT, Ingham County Drain Commission, the Michigan Department of Transportation, and various Township offices.

Ammar Alkhafaji, representing the applicant, stated that the application is the same as was approved for Medical Marijuana.

Chair Shrewsbury opened the public hearing at 6:37 pm

Chair Shrewsbury opened the public hearing at 6:37 pm

Chair Shrewsbury conducted a straw poll, all members of the Commission indicated their support for the Permit.

8. UNFINISHED BUSINESS

A. Calendar Updates

Chair Shrewsbury stated that the communication from Interim Manager Schmitt recommended moving the October 14th meeting to October 7th due to Indigenous Persons Day, moving the location of the meeting on October 28th to the Central Fire Station Community Room, and moving the November 11th meeting later into the month due to Veteran's Day. She then stated that the November meeting has already been changed to November 18th and recommended updating the calendar to reflect the October changes.

Commissioners agreed to these changes by consensus.

9. OTHER BUSINESS

A. Planning Commission Discussion

i. Planning Commission Bylaw Update

Principal Planner Shorkey outlined the discussion process, that a Public Hearing about this discussion will be October 7th and Action will be taken on October 28th, and that the Planning Commission is allowed to amend their own bylaws without it going through Board approval.

Commissioner Scales asked to change the language to define quorum as a majority of those appointed instead of stating a specific number. Vice-chair Snyder and Chair Shrewsbury concurred. Chair Shrewsbury added that, for Master Plan decisions, to change the language to define two-thirds of the Commission instead of stating a specific number.

ii. Current Land Use Update

Principal Planner Shorkey gave data regarding the current land uses, noting that this may not reflect what the areas are zoned.

Commissioner Scales asked why outdoor recreation and cemetery are combined. Principal Planner Shorkey indicated that he used the existing groupings, and that the cemetery acreage is likely a negligible percentage if separated out.

Commissioner Scales asked how institutional use is defined. Principal Planner Shorkey clarified that it is government, schools, and hospitals.

Commissioner Rombach asked how cooperative arrangements are defined. Principal Planner Shorkey clarified that they are zoning arrangements between Meridian Township and other communities, citing College Fields as an arrangement with City of Lansing and Costco as an arrangement with City of East Lansing.

Commissioner McConnell asked if the recent zoning change is reflected in the data presented. Principal Planner Shorkey stated that is not yet because he has not received a PUD proposing anything, but he stated when it occurs, it will significantly change the Single-Family Residential numbers.

Commissioner McConnell asked if some of the areas of low-density single-family residential could be subdivided. Principal Planner Shorkey indicated that it could, but that it is still single family residential after subdivision unless it is rezoned.

Commissioner McConnell asked if the totals of developable open space outside of the USB are held by developers or by a relatively small number of individuals. Principal Planner Shorkey stated that they could be and he will research it, but also that wetlands are not represented on the map.

Vice Chair Snyder asked about the difference between two of the charts. Principal Planner Shorkey and Chair Shrewsbury clarified that the leftmost table shows the total amount of the types of land uses within the USB as compared to how much of those land uses are outside of the USB, the rightmost table shows the total of each land use type across the acreage of the township, and the middle two tables show the total of each land use type outside and inside the USB category, respectively.

Commissioner Rombach asked if, compared to similar communities, this land use plan is appealing to developers with regards to Township goals. Principal Planner Shorkey answered that when he looks at a map of Meridian Township, he observes large amounts of residential area, a distinct commercial core, areas where development is in progress but that site plans have not been approved. He said that the map doesn't show amenities and natural features, and he has never worked in a community with this much recreational areas and stringent wetlands protection. Principal Planner Shorkey said that when future planning and zoning plan reviews come up, this map will be useful to determine the

discrepancies between what has been and is being done and what the Township may want to be done in the future and inform how to address that.

Commissioner Scales remarked that the map is a great start to the discussion, and he can see that Saginaw is a buildable area and the east part of the Township reflects the goal to keep that area rural.

Chair Shrewsbury indicated that she would like a future conversation presenting how the developable areas are proposed to be developed.

Commissioner McConnell noted that he is struck by the visual that about half of the residents are living on about nine-tenths of the residential area of the township. Principal Planner Shorkey acknowledged Commissioner McConnell's statement and clarified that he counts duplexes as single-family residential.

Commissioner Brooks commented that development seems to happen in large swaths, and noted interest in small patches or development like in the downtown Okemos area. He indicated he would be interested to see the density of single-family housing broken down and to consider some of those areas would be viable for multi-family residential or greater density residential. Principal Planner Shorkey stated that he could reflect density in groupings of half-acre and under, half-acre to two acres, two to five acres, five to ten acres, and greater than ten acres.

10. REPORTS AND ANNOUNCEMENTS

A. Township Board Update

Principal Planner Shorkey reported that there was a hearing 2025 budget, action on SUP 24-17 – Haslett Gallery, and discussion about Ordinance 2024-06 for Dobie Rd rezoning.

Commissioner Blumer asked if there has been resolution regarding the fire equipment difficulties. Principal Planner Shorkey stated that he has no further information.

B. Liaison Reports

Commissioner McConnell reported that the Environmental Commission created a study group to examine the 2024 Greenspace Master Plan and, with the help of staff, determine if changes need to be made. He gave an overview of the 2025 budget proposals related to the Environmental Commission

Commissioner Scales reported that the EDC had an update on the Village of Okemos and that they confirmed that the cost of the updates exceeds \$10 million, that the developer cannot finance it, and that the Township does not have the funding available, so the project is indefinitely delayed for the foreseeable future. Commissioner Scales gave a memo to Principal Planner Shorkey that was given to the EDC. Principal Planner Shorkey thanked Commissioner Scales and discussed information availability.

11. PROJECT UPDATES

A. Project Report

Principal Planner Shorkey stated that there are no definitive updates, though some of the projects are being discussed.

12. PUBLIC REMARKS

Chair Shrewsbury opened public remarks at 7:35

Chair Shrewsbury closed public remarks at 7:35

13. COMMISSIONER COMMENTS

Commissioner Brooks thanked Principal Planner Shorkey for his work. Other Commissioners concurred.

14. ADJOURNMENT

Chair Shrewsbury called for a motion to adjourn the meeting at 7:36 pm

Commissioner Scales moved to adjourn the September 9, 2024 regular meeting of the Planning Commission. Seconded by Commissioner Romback. Motion passed unanimously.



To: Planning Commission

From: Brian Shorkey, Principal Planner

Date: September 23, 2024

Re: **Special Use Permit #24023 (Okemos Gateway LLC), to construct an adult use marijuana retailer at 1614 West Grand River Avenue, Okemos, MI 48864.**

Okemos Gateway LLC (Applicant) has submitted a Special Use Permit (SUP) application for the construction of a 4,000 square foot adult use marijuana retailer at 1614 West Grand River Avenue, Okemos, MI 48864 (Subject Property). The Subject Property is approximately 2.4 acre in size and is zoned C-2 – Commercial. This SUP application follows the Board of Trustees' approval of the adult use marijuana conditional license on July 23, 2024.

A public hearing for this application was held at the Planning Commission's regular meeting on Monday, September 9, 2024. After a brief discussion with the Applicant, the Planning Commission agreed to consider a resolution to approve the special use permit at its next meeting.

The original staff report, dated September 9, 2024, is attached. Additional materials from the public hearing may be found at the following link: https://www.meridian.mi.us/government/boards-and-commissions/agendas-packets-and-minutes/-folder-3684#docan5601_5944_42

Planning Commission Options

The Planning Commission may approve, approve with conditions, or deny the special use permit. A resolution to approve the request is provided. Staff **recommends approval** of Special Use Permit #24023 for the construction of an adult use marijuana retailer at 1614 West Grand River, with the conditions listed in the resolution.

Staff would offer the following motion for the Planning Commission to consider during their review of the proposed rezoning request. Should the Planning Commission have additional reasons for supporting the recommendation, they can be added to the end of the motion.

Move to adopt the resolution to recommend approval of SUP #24023 to construct an adult use marijuana retailer at 1614 West Grand River, Okemos, MI 48864, for the following reasons:

- The proposed project conforms with the Township Master Plan and the Future Land Use map.
- The proposed project conforms with the Adult Use Marijuana regulations that have been adopted by the Township.
- The proposed project that would result fits the character of the area.

Attachments

1. Resolution to approve SUP #24023.
2. Staff Memo, Dated September 9 2024.

RESOLUTION TO APPROVE

**Special Use Permit #24023
(Okemos Gateway LLC)**

RESOLUTION

At a 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 23rd day of September, 2024 at 6:30 p.m., Local Time.

PRESENT:

ABSENT:

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

WHEREAS, Okemos Gateway LLC has submitted a request to establish a 4,000 square foot adult use marihuana retailer located at 1614 West Grand River Avenue; and

WHEREAS, the Township Board adopted both zoning and non-zoning ordinances allowing commercial medical marihuana facilities in designated overlay areas throughout the Township at its meeting on May 21, 2019; and

WHEREAS, Township Board adopted standards to allow adult use marihuana retailers in designated overlay areas throughout the Township at its meeting on July 11, 2023; and

WHEREAS, the overlay areas adopted by the Township Board allow one adult use marihuana retailer in each one of five overlay areas, subject to the approval of a special use permit reviewed by the Planning Commission and approved by the Township Board; and

WHEREAS, the subject site is located entirely within Overlay Area 3 and is appropriately zoned C-2 (Commercial), which allows adult use marihuana retailers by special use permit; and

WHEREAS, the applicant was required to submit for Special Use Permit approval within 60 days of the Board's conditional approval of their license; and

WHEREAS, the applicant has submitted for Special Use Permit approval as required by the Township's adult use marihuana ordinances; and

WHEREAS, the Township Planning Commission held a public hearing on the Special Use Permit application at their regular meeting on September 9, 2024; and

WHEREAS, the proposed adult use marihuana retailer meets the required setbacks from any public or private K-12 school, church, place of worship or other religious facility, library, preschool, or child care center established in Section 40-31 of the Code of Ordinances; and

WHEREAS, the proposed adult use marihuana retailer will not adversely affect adjacent land uses or the health, safety, and general welfare of the community; and

WHEREAS, the proposed project is consistent with the general standards for granting a special use permit found in Section 86-126 of the Code of Ordinances.

**Resolution to Approve
SUP #24023 (Okemos Gateway LLC)
Page 2**

NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of Special Use Permit #24023, subject to the following conditions:

1. Approval of SUP #24023 is required to be followed by site plan approval.
2. Approval is subject to the applicant receiving approval of a Commercial Adult Use Marihuana Facility permit by the Director of Community Planning and Development.
3. Approval is subject to the applicant receiving Final Approval for an adult use marihuana license from the State of Michigan, Department of Licensing and Regulatory Affairs.
4. The applicant shall obtain and maintain any and all other applicable permits, licenses, and approvals necessary to operate the proposed commercial adult use marihuana provisioning center from the State of Michigan, Township, and any other applicable agencies. Copies of all permits, licenses, and approvals shall be submitted to the Department of Community Planning and Development.
5. Any proposed future changes to the scope of the SUP will require an amendment to Special Use Permit #24023.
6. All applicable conditions from previous approvals for the Subject Property shall remain in effect.
7. The retailer shall remain in compliance with the operational requirements established in Section 40-31 of the Code of Ordinances.
8. The special use permit shall be revoked if the applicant fails to maintain a valid Adult Use Marihuana Facility permit from the Township and Facility License from the State of Michigan.

ADOPTED: YEAS:

NAYS:

STATE OF MICHIGAN)

) ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Chairperson of the Planning Commission of the Charter Township Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Planning Commission on the 23rd day of September, 2024.

Alisande Shrewsbury
Planning Commission Chairperson



To: Planning Commission

From: Brian Shorkey, Principal Planner

Date: September 9, 2024

Re: Special Use Permit #24023 (Okemos Gateway LLC), to construct an adult use marijuana retailer at 1614 West Grand River Avenue, Okemos, MI 48864.

Okemos Gateway LLC (Applicant) has submitted a Special Use Permit (SUP) application for the construction of a 4,000 square foot adult use marijuana retailer at 1614 West Grand River Avenue, Okemos, MI 48864 (Subject Property). The Subject Property is approximately 2.4 acre in size and is zoned C-2 – Commercial. This SUP application follows the Board of Trustees’ approval of the adult use marijuana conditional license on July 23, 2024.

Zoning and Future Land Use

The Subject Property is located in the C-2 – Commercial zoning district. The same zoning designation applies to the adjacent properties to the west, north, and south. The property to the east is zoned PO – Professional and Office and contains the Sparrow Okemos Medical Building.

The C-2 district requires a minimum of 100 feet of lot frontage and 4,000 square feet of lot area for new lots. The Subject Property consists of two parcels that together total approximately 2.4 acres in size. The Subject Property has a total of approximately 373 feet of frontage along Grand River Avenue.

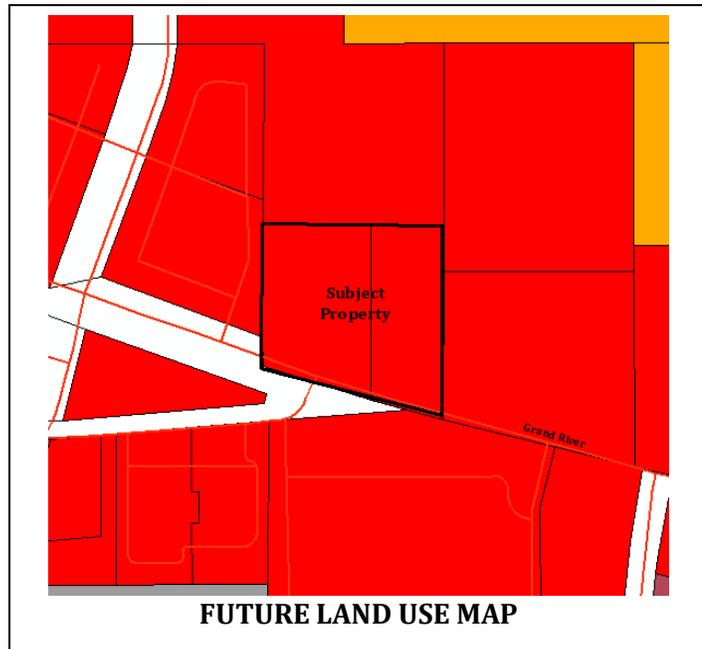


The Future Land Use Map from the 2023 Master Plan designates the subject site in the Commercial category. The same designation applies to all adjacent properties.

Staff Analysis

Applications for special land use permits are reviewed under Sec. 86-126 in the Zoning Ordinance. Based on that review, Staff has the following comments:

1. The Subject Property lies within Adult Use Marijuana Overlay Area 3. This has been approved of one of the only five areas in the Township where adult use marijuana retailers are allowed. An adult use retail conditional license has been approved for the site.
2. The project is consistent with the intent and purposes of this chapter and the proposed adult use marijuana retailer conforms with the Subject Property’s zoning and Future Land Use designations.
3. The project is consistent with applicable land use policies contained in the Township’s comprehensive development plan of current adoption.
4. The project is designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the same area.
5. The project is not expected to adversely affect or be hazardous to existing neighboring uses.
6. The project is not expected to be detrimental to the economic welfare of the surrounding properties or the community.
7. The project is adequately served by public facilities, such as existing roads, schools, stormwater drainage, public safety, and public transportation.
8. The project is adequately served by public sanitation facilities if so designed. If on-site sanitation facilities for sewage disposal, potable water supply, and stormwater are proposed, they shall be properly designed and capable of handling the long term needs of the proposed project.
9. The project will not involve uses, activities, processes, materials, and equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.



10. The project is not expected to directly or indirectly have a substantial adverse impact on the natural resources of the Township, including, but not limited to, prime agricultural soils, water recharge areas, lakes, rivers, streams, major forests, wetlands, or wildlife areas.
11. Attachment #3 details the safety and odor control that is being proposed by the Applicant. The safety and odor control systems meet the Township's requirements.
12. The Subject Property is adequately served by water and sewer. An attached traffic assessment (Attachment #4) verifies that the existing roads are capable of handling the traffic and no traffic study is required.
13. If this SUP is approved, then the next step will be site plan approval. Site plans are administratively approved and require approvals from all relevant offices and agencies. In this case, the site plan will require approvals from the Township Engineering Department, the Ingham County Drain Commission, and the Michigan Department of Transportation.

Based on the information provided by the Applicant, Staff has identified no major concerns that would negatively impact surrounding properties or the Township at large while reviewing the proposed Special Use Permit. If the project is approved by the Planning Commission and the Township Board, the applicant will be required to submit for Site Plan Review and/or any required building permits prior to beginning operations.

Recreational Marihuana Approval Process

Applicants for a Recreational Marihuana Facility must go through various steps in order to establish a facility within Meridian Township, including securing local and state approval. Applications are submitted to the Director of Community Planning and Development for review. All inspections, review, processing, and competitive review, if necessary, shall be completed within 90 days of a complete application. A completed application is forwarded to the Township Board, who must approve or deny the application within 120 days of a completed application and fees. If the application is approved, then the Applicant shall receive a conditional approval, the conditions of which must be met for the Applicant to receive a Permit as the Permit Holder. If the Township Board issues conditional approval, then the Applicant must submit their SUP application to the Planning Commission within 60 days. Recreational Marihuana permits are reviewed for renewal or amendment, but the SUP does not require annual renewal. If the applicant maintains a valid State license and remains in good standing with both the State and Township a renewal will be granted for another one year period.

Planning Commission Options

The Planning Commission may recommend approval, approval with conditions, or denial of the proposed special use permit. A resolution will be provided at a future meeting.

Attachments

1. Special use permit application and legal description
2. Attachment 1: Site Plan, dated August 2, 2019
3. Attachment 2: Business Plan
4. Attachment 3: Odor Mitigation Plan
5. Attachment 4: Traffic Assessment



To: Planning Commission

From: Brian Shorkey, AICP
Principal Planner

Date: September 23, 2024

Re: Planning Commission Bylaws

At the Planning Commission meeting on August 12, 2024, the Planning Commission discussed a concern regarding language regarding the number of Commissioners making up a 2/3 majority, found in Sec. 5.7(a). The language currently states that a 2/3 majority of the Planning Commission is made up of six members. However, in 2022, the number of Planning Commissioners was reduced from nine to seven. As a result, the number of Planning Commissioners making up a 2/3 majority should have been reduced from six to five.

While preparing this item, Staff has also discovered that Section 5.4 also need to be updated to confirm that a quorum consists of four members instead of five. These issues were discussed at the regular Planning Commission meeting on September 9, 2024 and a public hearing on the changes is scheduled for October 7, 2024.

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

Attachment

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

MERIDIAN TOWNSHIP PLANNING COMMISSION BYLAWS

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

1. AUTHORIZATION

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

2. OFFICERS

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

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

2.3 Duties.

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

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

3. RESPONSIBILITIES AND AUTHORITY

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

A. THE MICHIGAN PLANNING ENABLING ACT (ACT 33 OF 2008 AS AMENDED)

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

plan.

B. THE LAND DIVISION ACT (ACT 288 OF 1967 AS AMENDED)

1. Recommend approval, modification or disapproval of plats in accordance with Chapter 62 of the Meridian Township Code of Ordinances.

C. THE MICHIGAN ZONING ENABLING ACT (ACT 110 OF 2006 AS AMENDED):

1. Hear and decide special use permits.
2. Formulate and recommend ordinances, including their amendments or revisions.
3. Evaluate and prepare recommendations related to the administration and enforcement of the zoning ordinance.

4. COMMITTEES

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

5. MEETINGS

- 5.1 Regular Meetings. The Commission shall hold no fewer than four regular meetings each year. In addition, work sessions may be scheduled for informal consideration of business, providing no official actions or decisions are taken at these sessions.
- 5.2 Special Meetings. Special meetings may be called by the chair. The chair shall call a special meeting at the written request of three or more members of the Commission. Commission members shall be notified at least 48 hours prior to

the meeting. Notification may be by e-mail or telephone and shall include the purpose of the meeting. Public notice of special meetings shall be in accordance with the Open Meetings Act (ACT 267 of 1976 as amended).

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

- c. A typical agenda may include:
 - 1. Call to order
 - 2. Public Remarks
 - 3. Approval of agenda
 - 4. Approval of Minutes
 - 5. Communications
 - 6. Public Hearings
 - 7. Unfinished Business
 - 8. Other Business (as applicable)
 - 9. Announcements
 - 10. Public Remarks
 - 11. Adjournment

5.9 Public Participation.

- a. All regular and special meetings, work sessions, and committee meetings shall be open to the public subject to the provisions of the Open Meetings Act (ACT 267, 1976 as amended).
- b. Opportunity shall be provided for public comment at meetings in accordance with established Commission and Township policies and procedures, which include:
 - 1. The number of persons admitted to a meeting room will be in keeping with public safety requirements and availability of space. Efforts will be made to provide adequate room to accommodate those in attendance.
 - 2. Established protocols for public participation will be announced at the beginning of the meeting.
 - 3. Opportunity to speak will be granted either under Public Remarks, or during a public hearing, as most appropriate.
 - 4. A member of the public will be provided no less than three minutes to speak. Reasonable time limits may be imposed to insure everyone desiring to speak has an opportunity to speak.
 - 5. Those completing a request form in writing shall be called upon first to speak.

6. Members of the public will identify themselves by name and address prior to presenting their comments.
 7. All written communications will become part of the Commission record.
 8. The chair, without objections from the Commission, may invite members of the public to participate in informal discussion on all or selected agenda items during Commission work sessions.
- c. The chair may call to order any person who disrupts the orderly conduct of a meeting and prohibit such person from further participation or attendance at such meeting.
- 5.10 Records. Designated Township staff shall be responsible for minutes and other official records of all Commission meetings and actions, including supporting documentation. Notice of meetings, minutes and records shall be available to the public in accordance with the Freedom of Information Act (ACT 442 of 1976 as amended).
- 5.11 Reporting Requirements. The Commission shall provide for timely transmission of such reports or recommendations as are required by State law, Township ordinance or Board policy. Examples of reporting requirements include:
- a. Planning.
 1. The secretary of the Commission shall prepare and distribute a notice the Commission intends to prepare a Master Plan and requesting cooperation and comment to:
 - a. Each municipality contiguous to Meridian Township.
 - b. Tri-County Regional Planning Commission
 - c. Ingham County Board of Commissioners.
 - d. Each public utility company and railroad company owning or operating a public utility or railroad within Meridian Township that registers its name and mailing address for this purpose with the Commission.
 - e. Any government agency that registers its name and mailing address for this purpose with the Commission.
 - f. Ingham County Road Department and Michigan Department of Transportation.

- b. The secretary of the Commission shall distribute the completed Master Plan draft after receiving Township Board authorization to the following:
 1. Each municipality contiguous to Meridian Township.
 2. Tri-County Regional Planning Commission.
 3. Ingham County Board of Commissioners including a statement signed by the secretary of the Commission that each municipality contiguous to Meridian Township and the Tri-County Regional Planning Commission were notified of the intent to prepare a Master Plan.
 4. Each public utility company and railroad company owning or operating a public utility or railroad within Meridian Township which has registered its name and address; and reimburses Meridian Township for copying and mailing costs.
 5. Any government agency which has registered its name and mailing address with the secretary of the Commission and reimburses Meridian Township for copying and mailing costs.
 6. Ingham County Road Department and Michigan Department of Transportation.
 - c. The secretary of the Commission shall distribute a copy of the adopted Master Plan to each entity which received a copy of the draft Master Plan shall be send a copy of the Master Plan upon final adoption.
2. Zoning. Following the hearing on a proposed Zoning Ordinance, or its amendment, the Commission shall submit any comments received at the hearing and its proposed zoning ordinance including any maps and recommendations to the Township Board for final action thereon, as specified in the Michigan Zoning Enabling Act (ACT 110 of 2006 as amended) and Chapter 86 of the Township Code of Ordinances.
 3. Annual Report. The Commission shall make an annual written report concerning its operations and the status of planning activities, including recommendations regarding actions by the Township Board related to planning and development; and on the administration and enforcement of the zoning ordinance and recommendations for amendments or supplements to

the ordinance. The secretary of the Commission shall transmit the report to the Township Board.

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

6. PUBLIC HEARINGS

6.1 Purpose.

a. Public hearings shall be held:

1. Prior to the adoption of any part of the master plan or any extension, addition, revision or other amendment thereof.
2. Prior to recommending approval by the Township Board of any amendment to the Township Zoning Ordinances or of other zoning requests.
3. For consideration of special use permits.
4. For other matters as required by statute or Township Zoning Ordinance.

b. Public hearings may also be held for informational purposes. Reasons for holding informational hearings include but not limited to:

1. To seek citizen input on any appropriate subject.
2. To educate the public on selected issues or proposed actions related to planning and development and enhance public understanding or acceptance.

6.2 Notice.

A. Notice of public hearings, including time, place and purpose shall be made in conformance with applicable statutes and ordinances. Examples of noticing requirements include:

1. Planning. The Michigan Planning Enabling Act (Act 33 of 2008 as amended) for adoption and amendment of a master plan.
2. Zoning. The Michigan Zoning Enabling Act (Act 110 of 2006 as amended) and Meridian Township Code of Ordinances, Chapter 86,

for zoning map amendment, zoning ordinance amendments, special use permits, planned unit developments, and planned residential developments.

3. Plats. The Land Division Act (act 288 of 1967 as amended) and Meridian Township Code of Ordinances, Chapter 62, for tentative preliminary, final preliminary, and final plats.

B. Other procedures as adopted by the Planning Commission or Township Board.

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

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

6.4 Decisions.

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

7. PARLIAMENTARY AUTHORITY

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

8. AMENDMENT AND SUSPENSION OF BYLAWS

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

MERIDIAN TOWNSHIP PLANNING COMMISSION BYLAWS

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

1. AUTHORIZATION

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

2. OFFICERS

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

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

2.3 Duties.

a. The chair shall preside at all meetings, appoint committees and liaisons to other groups with concurrence from the Commission, authorize calls for special meetings and perform such other duties as may be specified by the Commission.

b. The vice-chair shall act in the capacity of the chair in the chair's absence.

c. In the event the office of the chair becomes vacant, the vice-chair shall succeed to this office for the unexpired term and the Commission shall select a successor to the office of vice-chair for the unexpired term.

d. The secretary shall perform those duties as assigned by the Michigan Planning Enabling Act (Act 33 of 2008 as amended), and such other duties as may be assigned from time to time by the Commission.

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

3. RESPONSIBILITIES AND AUTHORITY

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

A. THE MICHIGAN PLANNING ENABLING ACT (ACT 33 OF 2008 AS AMENDED)

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

plan.

B. THE LAND DIVISION ACT (ACT 288 OF 1967 AS AMENDED)

1. Recommend approval, modification or disapproval of plats in accordance with Chapter 62 of the Meridian Township Code of Ordinances.

C. THE MICHIGAN ZONING ENABLING ACT (ACT 110 OF 2006 AS AMENDED):

1. Hear and decide special use permits.
2. Formulate and recommend ordinances, including their amendments or revisions.
3. Evaluate and prepare recommendations related to the administration and enforcement of the zoning ordinance.

4. COMMITTEES

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

5. MEETINGS

- 5.1 Regular Meetings. The Commission shall hold no fewer than four regular meetings each year. In addition, work sessions may be scheduled for informal consideration of business, providing no official actions or decisions are taken at these sessions.
- 5.2 Special Meetings. Special meetings may be called by the chair. The chair shall call a special meeting at the written request of three or more members of the Commission. Commission members shall be notified at least 48 hours prior to

the meeting. Notification may be by e-mail or telephone and shall include the purpose of the meeting. Public notice of special meetings shall be in accordance with the Open Meetings Act (ACT 267 of 1976 as amended).

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

vote otherwise.

- c. A typical agenda may include:
 - 1. Call to order
 - 2. Public Remarks
 - 3. Approval of agenda
 - 4. Approval of Minutes
 - 5. Communications
 - 6. Public Hearings
 - 7. Unfinished Business
 - 8. Other Business (as applicable)
 - 9. Announcements
 - 10. Public Remarks
 - 11. Adjournment

5.9 Public Participation.

- a. All regular and special meetings, work sessions, and committee meetings shall be open to the public subject to the provisions of the Open Meetings Act (ACT 267, 1976 as amended).
- b. Opportunity shall be provided for public comment at meetings in accordance with established Commission and Township policies and procedures, which include:
 - 1. The number of persons admitted to a meeting room will be in keeping with public safety requirements and availability of space. Efforts will be made to provide adequate room to accommodate those in attendance.
 - 2. Established protocols for public participation will be announced at the beginning of the meeting.
 - 3. Opportunity to speak will be granted either under Public Remarks, or during a public hearing, as most appropriate.
 - 4. A member of the public will be provided no less than three minutes to speak. Reasonable time limits may be imposed to insure everyone desiring to speak has an opportunity to speak.
 - 5. Those completing a request form in writing shall be called upon

first to speak.

6. Members of the public will identify themselves by name and address prior to presenting their comments.

7. All written communications will become part of the Commission record.

8. The chair, without objections from the Commission, may invite members of the public to participate in informal discussion on all or selected agenda items during Commission work sessions.

c. The chair may call to order any person who disrupts the orderly conduct of a meeting and prohibit such person from further participation or attendance at such meeting.

5.10 Records. Designated Township staff shall be responsible for minutes and other official records of all Commission meetings and actions, including supporting documentation. Notice of meetings, minutes and records shall be available to the public in accordance with the Freedom of Information Act (ACT 442 of 1976 as amended).

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a. Planning.

1. The secretary of the Commission shall prepare and distribute a notice the Commission intends to prepare a Master Plan and requesting cooperation and comment to:

a. Each municipality contiguous to Meridian Township.

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c. Ingham County Board of Commissioners.

d. Each public utility company and railroad company owning or operating a public utility or railroad within Meridian Township that registers its name and mailing address for this purpose with the Commission.

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- b. The secretary of the Commission shall distribute the completed Master Plan draft after receiving Township Board authorization to the following:
 1. Each municipality contiguous to Meridian Township.
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3. Annual Report. The Commission shall make an annual written report concerning its operations and the status of planning activities, including recommendations regarding actions by the Township Board related to planning and development; and on the administration and enforcement of the

zoning ordinance and recommendations for amendments or supplements to the ordinance. The secretary of the Commission shall transmit the report to the Township Board.

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3. For consideration of special use permits.
4. For other matters as required by statute or Township Zoning Ordinance.

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2. Zoning. The Michigan Zoning Enabling Act (Act 110 of 2006 as amended) and Meridian Township Code of Ordinances, Chapter 86, for zoning map amendment, zoning ordinance amendments, special use permits, planned unit developments, and planned residential developments.
3. Plats. The Land Division Act (act 288 of 1967 as amended) and Meridian Township Code of Ordinances, Chapter 62, for tentative preliminary, final preliminary, and final plats.

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

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- b. Summary of subject matter.
- c. Presentation by the petitioner (applicant) or designated representative(s).
- d. Public comments.
- e. Discussion and questioning by Commission members.
- f. Close public hearing.

6.4 Decisions,

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

7. PARLIAMENTARY AUTHORITY

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8. AMENDMENT AND SUSPENSION OF BYLAWS

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



To: Planning Commission
From: Brian Shorkey, AICP, Senior Planner
Date: September 23, 2024
Re: 2024 Meeting Schedule Correction

Planning Staff pointed out necessary corrections for the Planning Commission's schedule at their regular meeting on September 9, 2024. The Planning Commission approved the schedule changes by consensus, but the scheduled changes require a resolution.

To summarize, the regular meeting on October 14, 2024 is requested to move to October 7, 2024 since October 14th is a government holiday and the regular meeting on October 28, 2024 is required to move the Station 91's Community Room due to a schedule conflict in the Town Hall room that day.

PROPOSED 2024 MEETING CALENDAR – CORRECTED

January	8 - regular meeting 22 - regular meeting
February	12 - regular meeting 26 - regular meeting
March	11 - regular meeting 25 - regular meeting
April	8 - regular meeting 22 - regular meeting
May	13 - regular meeting
June	10 - regular meeting 24 - regular meeting
July	8 - regular meeting 22 - regular meeting
August	12 - regular meeting 26 - regular meeting

2024 Meeting Schedule Correction
Planning Commission (October 23, 2024)
Page 2

September 9 - regular meeting
 23 - regular meeting

October **7 - regular meeting**
 ~~14 - regular meeting~~
 28 - regular meeting – Station 91 Community Room

November 18 - regular meeting

December 9 - regular meeting

A resolution is provided to adopt the above meeting schedule.

- **Motion to adopt the resolution approving the updated 2024 Planning Commission Meeting Schedule.**

Attachment

1. Resolution to approve the updated 2024 Planning Commission Meeting Schedule.

2024 Planning Commission Meeting Schedule Correction

RESOLUTION

At a 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 23rd day of September, 2024 at 6:30 p.m., Local Time.

PRESENT:

ABSENT:

The following resolution was offered by Commissioner McConnell and supported by Commissioner Scales.

WHEREAS, the Planning Commission approved the corrected 2024 Meeting Schedule at their regular meeting on February 12, 2024; and

WHEREAS, it was determined that October 14th is a government holiday; and

WHEREAS, election training is taking place in the Town Hall room on October 28th; and

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

WHEREAS, the Planning Commission desires to announce the time, date, and place of all 2024 regular meetings of the Commission, pursuant to the provisions of Act 267 of the Public Act of 1976.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN as follows:

1. The Planning Commission will meet for regular meetings on certain Mondays, January through December in 2024 in the Town Hall Room of the Meridian Municipal Building, 5151 Marsh Road, Okemos, MI 48864, 517.853.4560, with the exception of the October 28th meeting, which will take place in the Fire Station 91 Community Room, 5000 Okemos Road, Okemos, MI 48864, 517.853.4700.

2. The specific dates for meetings are as follows:

January	8 - regular meeting 22 - regular meeting
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February	12 - regular meeting 26 - regular meeting
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March	11 - regular meeting 25 - regular meeting
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April	8 - regular meeting 22 - regular meeting
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May	13 - regular meeting
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June	10 - regular meeting
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2024 Meeting Schedule
Planning Commission (February 12, 2024)
Page 2

	24 - regular meeting
July	8 - regular meeting 22 - regular meeting
August	12 - regular meeting 26 - regular meeting
September	9 - regular meeting 23 - regular meeting
October	7 - regular meeting 28 - regular meeting
November	18 - regular meeting
December	9 - regular meeting

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

ADOPTED: YEAS:

NAYS:

STATE OF MICHIGAN)

)ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified Chairperson of the 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 held on the 23rd day of September, 2024.

Alisande Shrewsbury
Planning Commission Chairperson



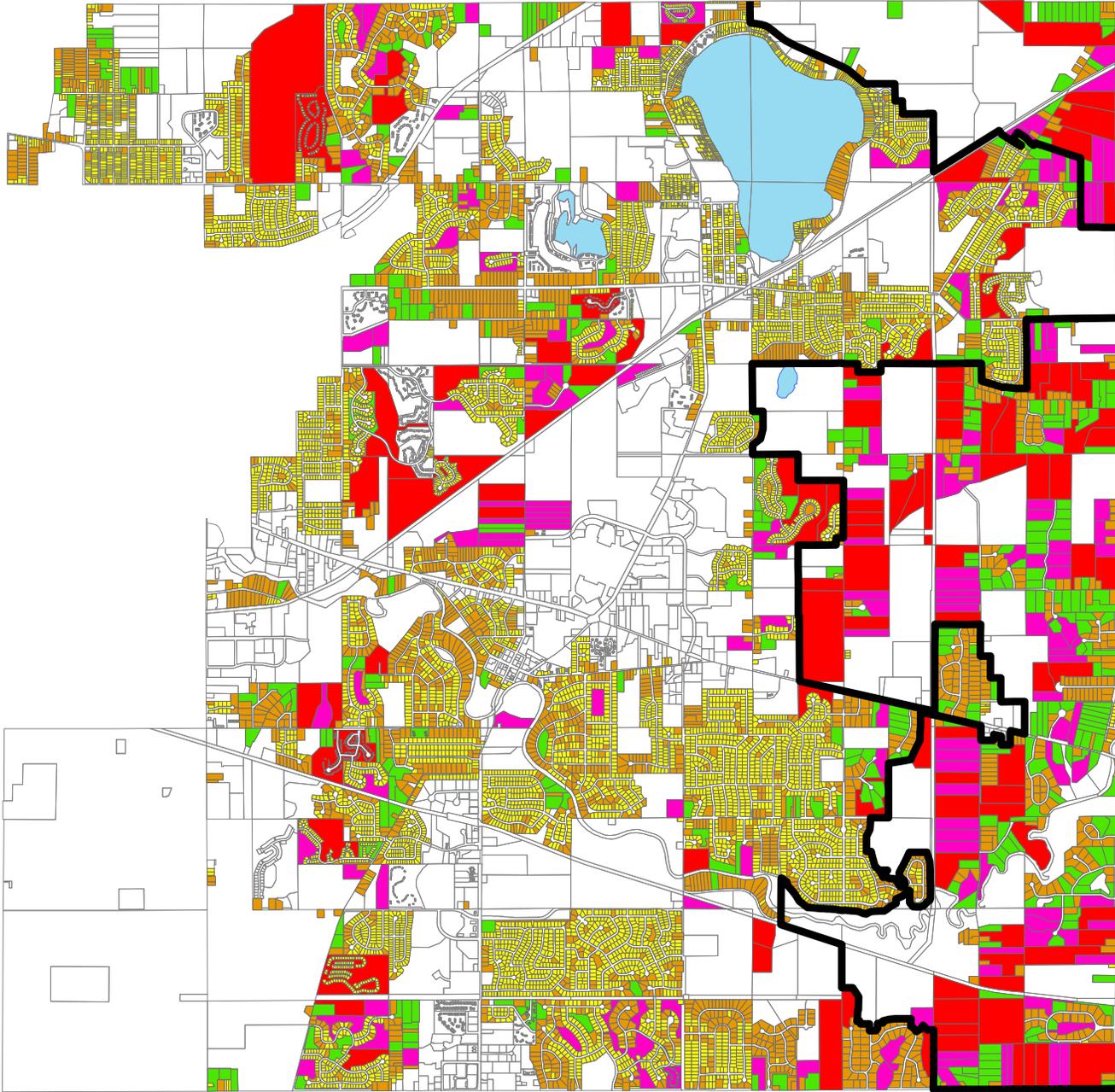
To: Township Planning Commission
From: Brian Shorkey, Principal Planner
Date: September 23, 2024
Re: Single-Family Residential Density

Staff provided current land use data to the Planning Commission at their regular meeting on September 9, 2024. At that time, the Planning Commission asked Staff to prepare a map showing the density of single-family residential lots.

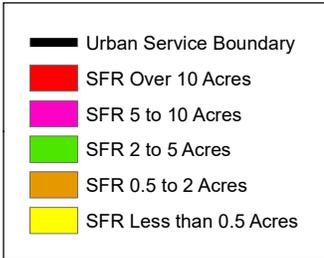
According to the 2024 parcel data, there are 11,672 parcels that are classified as being currently used as single-family residential lots. Staff classified those lots based on density and provided the attached map.

<u>Density</u>	<u>Acres</u>	<u>Number of lots</u>
Less than 0.5 acres	2,590	8,704
0.5 to 2 acres	2,081	2,366
2 acres to 5 acres	1,062	343
5 acres to 10 acres	1,067	155
Over 10 acres	1,989	104
Total	8,789	11,672

Single Family Residential Density



A Prime Community



1:57,000

