



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD – REGULAR MEETING
December 3, 2024 6:00 PM

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. PRESENTATION
 - A. Public Safety Recruitment and Retention Program

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS
6. INTERIM TOWNSHIP MANAGER REPORT
7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS
8. APPROVAL OF AGENDA
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes
 - (1) November 23, 2024 Special Township Board Meeting
 - (2) November 26, 2024 Regular Township Board Meeting
 - C. Bills
 - D. Board and Commission Reappointments
 - E. Township Board Liaison Appointments
 - F. Cost Recovery Policy
 - G. Alaiedon Township Building Services

10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS
12. ACTION ITEMS
 - A. Special Use Permit #24-23-Okemos Gateway LLC-1614 West Grand River Avenue-Recreational Marijuana Retailer

13. BOARD DISCUSSION ITEMS
 - A. Text Amendment 2024-19-RN-Village of Nemoka Update
 - B. Township Manager Interview/Hiring

14. COMMENTS FROM THE PUBLIC
15. OTHER MATTERS AND BOARD MEMBER COMMENTS
16. ADJOURNMENT

All comments limited to 3 minutes, unless prior approval for additional time for good cause is obtained from the Supervisor. Appointment of Supervisor Pro Tem and/ or Temporary Clerk if necessary. Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting: Interim Township Manager Tim Schmitt, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4258 - Ten Day Notice is Required.

Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall

Providing a safe and welcoming, sustainable, prime community.

A PRIME COMMUNITY
meridian.mi.us

Meridian Township
Public Safety
Recruitment and
Retention Program
2024 Update



Past Statistics Police

	2009	2012	2015	2018	2022
Officers	42	39	38	38	35
Administrators	4	3	3	3	3
Calls for Service	13,577	14,162	17,254	18,588	18,540
Written Reports	6,274	6,160	6,427	6,801	5,526
Arrests	1,259	975	765	577	503
Citations	5,528	3,789	2,366	1,922	1,231
Population	38,255	40,581	42,245	43,318	43,916

Past Statistics Fire

	2010	2012	2018	2022	2024
Operations	30	30	32	34	36
Administrators	4	4	4	4	4
Calls for Service	4078	4447	5217	5286	6400
EMS	3490	3847	4226	5286	5397
Fire	588	600	991	1217	1003
Population	38,255	40,581	42,245	43,318	43,916



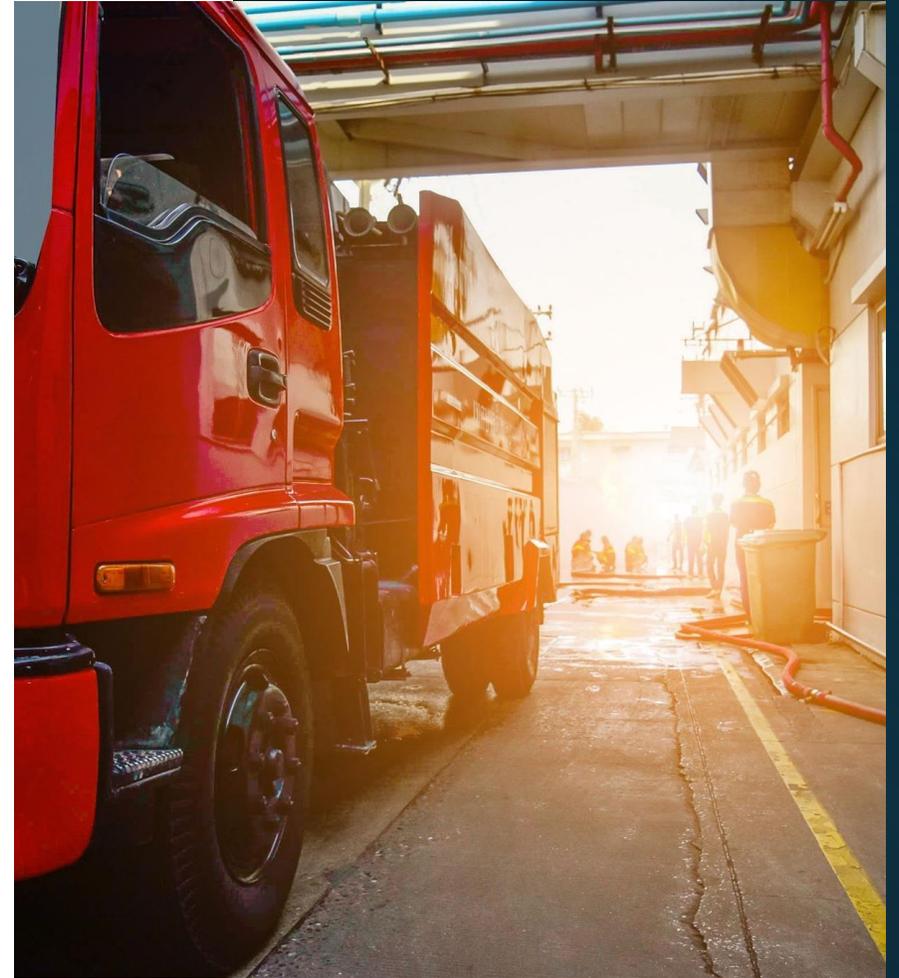
Meridian Township Public Safety Recruitment and Retention Program

December 2024

	2010	2024	% Change
Fire Fighters	30	36	+20%
Calls for Service	4078	6400	+57%
Population	38,255	43,916	+15%

Staffing Outlook Fire

- 2023 End of year hired Two
- 2024 hired four
 - Two additional staff remembers
 - Two Firefighters left (spouses job relocation) and were replaced
- With this recruit and retention program we have one senior employees that will stay an additional year.
- 2025 will have two retirements



How did we get here?

01

December 2023:
Meridian Township
Board approves the
Meridian Township
Public Safety
Recruiting and
Retention Program

02

10% raise for all public
safety employees
January 1, 2024

03

\$5,000 recruiting
bonus for all
employees who bring
forth a recruit (used 3
times so far)

Who did we hire?

Brought back two former officers

Hired one lateral transfer from Eaton County

Hired one recruit from LERTA

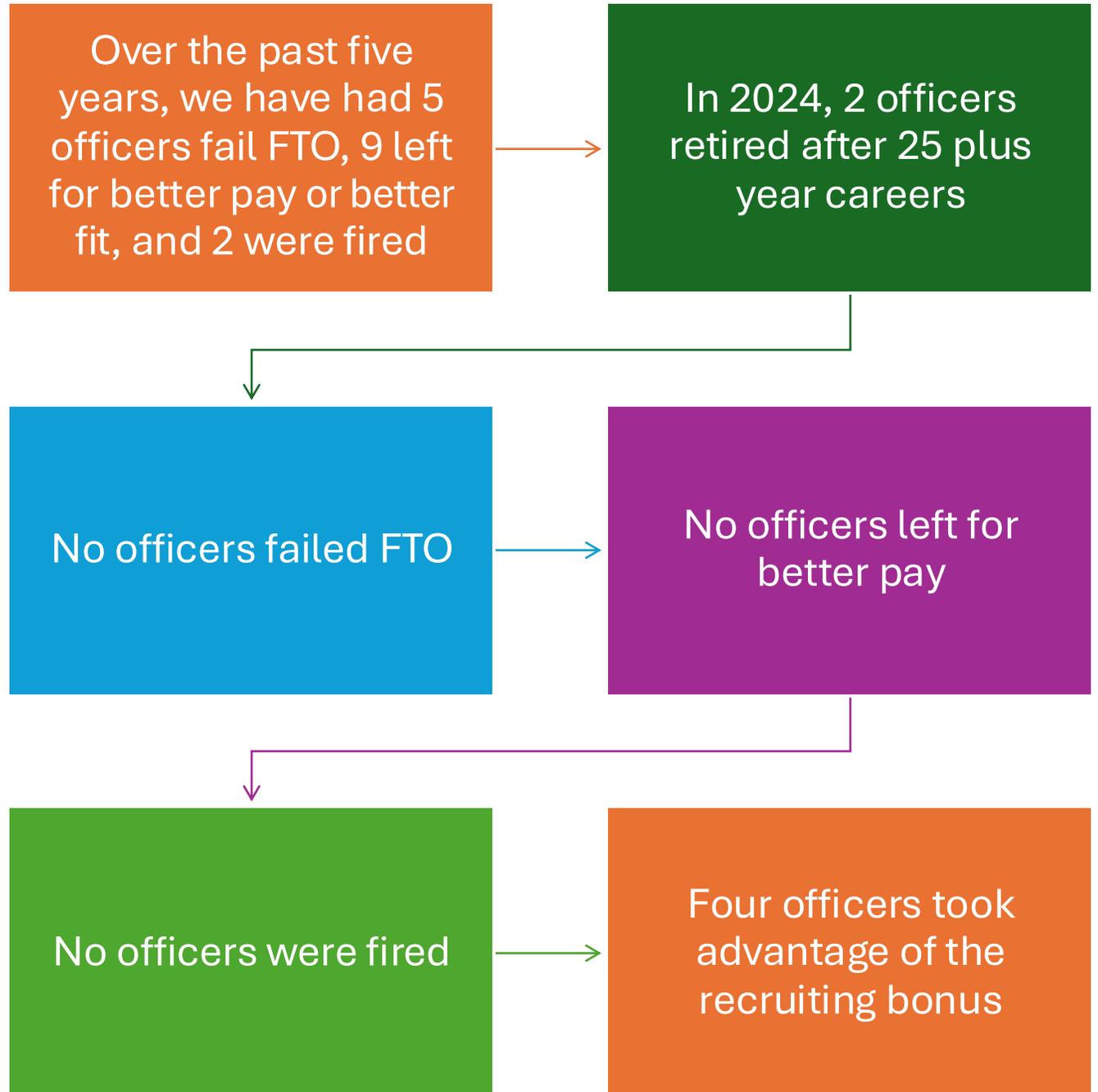
Sponsored and hired five recruits

Currently have three additional sponsored recruits in the academy

Of these eight academy recruits, five worked for MTPD previously as cadets or in our records department

Of the ten we have hired in 2024, four are female

How about Retention?



Impact: 2023 vs. 2024

- December 2023: 30 officers
- Citations issued: 816
- Number of full time investigators: 3
- Number of SRO's: 1

- December 2024: 41 officers
- Citations issued: 2,452 and counting
- Number of full time investigators: 4
- Number of SRO's: 2

2023 Schedule

[Refresh](#)
[Dates](#)
[Filtering](#)
[Reports](#)
[Print](#)
[Device Settings](#)

[Week](#)
[Today](#)
[Week](#)

SATURDAY 12/9	SUNDAY 12/10	MONDAY 12/11	TUESDAY 12/12	WEDNESDAY 12/13	THURSDAY 12/14	FRIDAY 12/15
SHIFTS	SHIFTS	SHIFTS	SHIFTS	SHIFTS	SHIFTS	SHIFTS
		Supervisor - Investigations Sgt. Edward Besonen 0800-1700	Supervisor - Investigations Sgt. Edward Besonen 0800-1700		Supervisor - Investigations Sgt. Edward Besonen 0800-1700	Supervisor - Investigations Sgt. Edward Besonen 0800-1700
Supervisor - Days 2 Sgt. Jason Clements 0600-1800	Supervisor - Days 2 Sgt. Jason Clements 0600-1800	Supervisor - Days 1 Sgt. Christopher Lofton 1000-1800	Supervisor - Days 1 Sgt. Christopher Lofton 0600-1800	Supervisor - Days 2 Sgt. Jason Clements 0600-1800	Supervisor - Days 2 Sgt. Jason Clements 0600-1800	Supervisor - Days 1 Sgt. Christopher Lofton 0600-1800
				Supervisor - Training Sgt. Edward Besonen 0800-1700 SRT		
			Regular Duty - Investigations Ofc. Megan Klein 0800-1800	Regular Duty - Investigations Ofc. Megan Klein 0800-1800	Regular Duty - Investigations Ofc. Megan Klein 0800-1800	Regular Duty - Investigations Ofc. Megan Klein 0800-1800
Regular Duty - Days 2 Ofc. Larry Vandermolen 0600-1800	Regular Duty - Days 2 Ofc. Larry Vandermolen 0600-1800	Regular Duty - Days 1 Ofc. Maggie Cole 0600-1800 Ofc. Larry Vandermolen 0600-1800 cover minimum staffing	Regular Duty - Days 1 Ofc. Maggie Cole 0600-1800 Ofc. Meghan Cole 0600-1800	Regular Duty - Days 2 Ofc. Larry Vandermolen 0600-1800	Regular Duty - Days 2 Ofc. Larry Vandermolen 1000-1800	Regular Duty - Days 1 Ofc. Maggie Cole 0600-1800 Ofc. Meghan Cole 0600-1800
Overtime - Special Event Sgt. Edward Besonen 1400-2200 Meridian Mall Holiday Patrol		Regular Duty - Nights 1 Ofc. David Reinke 1800-0600				
		Regular Duty - Training Ofc. Nathan Wicks 0700-1700	Regular Duty - Training Ofc. Nathan Wicks 0700-1700	Regular Duty - Training Ofc. Nathan Wicks 0700-1700	Regular Duty - Training Ofc. Nathan Wicks 0700-1700	
		ADMIN Leave - Light Duty Ofc. Stacey Bazan 0800-1600	ADMIN Leave - Light Duty Ofc. Stacey Bazan 0800-1600	Light Duty - Light Duty Ofc. Stacey Bazan 0800-1600	Light Duty - Light Duty Ofc. Stacey Bazan 0800-1600	Light Duty - Light Duty Ofc. Stacey Bazan 0800-1600
		TIME OFF	TIME OFF		Training - Training Ofc. Megan Klein 1600-1800 Low light range Sgt. Jason Clements 1600-1800 Low light range	TIME OFF
		Vacation Ofc. Meghan Cole 0600-1800	Sick Leave Ofc. David Reinke 1800-0600			Sick Leave Ofc. David Reinke 1800-0600 C.S.

2024 Schedule

SATURDAY 11/9	SUNDAY 11/10	MONDAY 11/11	TUESDAY 11/12	WEDNESDAY 11/13	THURSDAY 11/14	FRIDAY 11/15
NOTICES	NOTICES	NOTICES	NOTICES	NOTICES	NOTICES	NOTICES
OPEN SHIFTS	OPEN SHIFTS	OPEN SHIFTS	OPEN SHIFTS	OPEN SHIFTS	OPEN SHIFTS	OPEN SHIFTS
No Shifts	No Shifts	No Shifts	No Shifts	No Shifts	No Shifts	No Shifts
Patrol Days	Patrol Days	Patrol Days	Patrol Days	Patrol Days	Patrol Days	Patrol Days
SHIFTS	SHIFTS	SHIFTS	SHIFTS	SHIFTS	SHIFTS	SHIFTS
		Supervisor - Floating Sgt. Edward Besonen 1200-2000	Supervisor - Floating Sgt. Edward Besonen 0600-1600 Mock Assessment in Sumpter Twp	Supervisor - Floating Sgt. Edward Besonen 0600-1800 SRT	Supervisor - Floating Sgt. Edward Besonen 0600-1800	
	Supervisor - Days 2 Sgt. Jason Clements 0600-1800	Supervisor - Days 1 Sgt. Christopher Lofton 0600-1800	Supervisor - Days 1 Sgt. Christopher Lofton 0600-1800	Supervisor - Days 2 Sgt. Jason Clements 0600-1800	Supervisor - Days 2 Sgt. Jason Clements 0600-1400	Supervisor - Days 1 Sgt. Christopher Lofton 0600-1800
Regular Duty - Days 2 Ofc. Larry Vandermolten 0600-1800 Ofc. Michael Hagbom 0600-1800 Ofc. Nathan Wicks 0600-1800 Ofc. Gabriel Burroughs 0600-1615	Regular Duty - Days 2 Ofc. Stacey Bazan 0600-1800 Ofc. Larry Vandermolten 0600-1800 Ofc. Michael Hagbom 0600-1800 Ofc. Nathan Wicks 0600-1800 Ofc. Gabriel Burroughs 1000-1800	Regular Duty - Days 1 Ofc. David Reinke 0600-1800 Ofc. Maggie Cole 0600-1600 Ofc. Meghan Cole 0600-1800 Ofc. Megan Klein 1000-1800	Regular Duty - Days 1 Ofc. David Reinke 0600-1800 Ofc. Megan Klein 0600-1800 Ofc. Meghan Cole 0600-1800 Ofc. Maggie Cole 1000-1800	Regular Duty - Days 2 Ofc. Larry Vandermolten 0600-1800 Ofc. Michael Hagbom 0600-1800 Ofc. Nathan Wicks 0600-1800 Ofc. Gabriel Burroughs 0600-1800 Ofc. Stacey Bazan 1000-1800 TRAINING SRT Negotiator	Regular Duty - Days 2 Ofc. Stacey Bazan 0600-1800 Ofc. Larry Vandermolten 0600-1800 Ofc. Michael Hagbom 0600-1800 Ofc. Nathan Wicks 0600-1800 Ofc. Gabriel Burroughs 0600-1800	Regular Duty - Days 1 Ofc. Megan Klein 0600-1800 Ofc. Maggie Cole 0600-1800 Ofc. Meghan Cole 0600-1800
TIME OFF		TIME OFF	TIME OFF			TIME OFF
Vacation Ofc. Stacey Bazan 0600-1800 cjl Ofc. Gabriel Burroughs 1615-1800 Sgt. Jason Clements 1800-0600		Vacation Ofc. Maggie Cole 1600-1800 cjl	Compensatory Sgt. Edward Besonen 1600-1700 C.S. Sgt. Edward Besonen 1700-1800 C.S.			Vacation Ofc. David Reinke 1000-1800 cjl
		School Resource Officers	School Resource Officers	School Resource Officers	School Resource Officers	School Resource Officers
		SHIFTS	SHIFTS	SHIFTS	SHIFTS	SHIFTS
		Regular Duty - SRO Ofc. Dustin Short 0700-1700 Ofc. Kolby Casaday 0730-1530	Regular Duty - SRO Ofc. Dustin Short 0700-1700 Ofc. Kolby Casaday 0730-1530	Regular Duty - SRO Ofc. Dustin Short 0700-1700 Ofc. Kolby Casaday 0730-1530	Regular Duty - SRO Ofc. Dustin Short 0700-1700 Ofc. Kolby Casaday 0730-1530	Regular Duty - SRO Ofc. Kolby Casaday 0730-1530
Patrol Jump	Patrol Jump	Patrol Jump	Patrol Jump	Patrol Jump	Patrol Jump	Patrol Jump
SHIFTS	SHIFTS	SHIFTS	SHIFTS	SHIFTS		SHIFTS
Regular Duty - Jump 2 Ofc. Blaine Anderson 1400-0200	Regular Duty - Jump 2 Ofc. Blaine Anderson 1400-0200	Regular Duty - Jump 1 Ofc. Isabela Acker 1400-0200	Regular Duty - Jump 1 Ofc. Isabela Acker 1400-0200	Regular Duty - Jump 2 Ofc. Blaine Anderson 0900-1330 SRT		Regular Duty - Jump 1 Ofc. Isabela Acker 1400-0200
		Regular Duty - Field Training	Regular Duty - Field Training			Regular Duty - Field Training

Where do we rank?

01

Meridian Township officers and firefighters are currently the highest paid officers in the tri-county area

02

Our benefits remain second to none

03

Continued updates to our building and equipment

04

Possibility of new assignments such as the traffic team and the addition of another command position



9.A

**CONSENT AGENDA
BOARD
COMMUNICATIONS**

November 21, 2024

To: Meridian Township Board

Dear Board Members,

After further review and careful consideration of the Flowage Easement request for the Inter-Urban Wetland Preserve, members of the Land Preservation Advisory Board (LPAB) would like to bring more information to light for the Township Board's review.

Land Preservation Advisory Board members are first and foremost charged with overseeing management and protection of Meridian Land Preserves. Board members recognize that the Haslett Village development is very important and will provide great value to the community. Our duty to consider the best interest of the Inter-Urban Wetland Preserve and the precedent that this project could set for all land preserves in the Township.

LPAB board members would like the Township Board to consider the following:

- The Flowage Easement Agreement as a request to the LPAB would not prevent certain nutrients, pesticides, and salt runoff from entering the preserve. Reed canary grass (*Phalaris arundinacea*) and phragmites (*Phragmites australis*) are aggressive aquatic invasive species currently present at the preserve, but at manageable levels.
 - Storm water runoff is known to exacerbate the spread of these invasive plants, increasing management efforts from staff and decreasing the diversity of native plants currently residing in the wetland.
 - This concern is part of the reasoning behind the “friendly amendment” addition to the recommendation made by the Land Preservation Advisory Board.
- While it is true that runoff water is currently flowing through the wetland preserve, it is happening at a natural rate, modified by natural topography, soils, and vegetation to slowly make its way to and through the preserve wetland.
 - The location currently proposed for the discharge of the storm water will ultimately affect the hydoperiod for the wetland, altering the speed of water flow into the wetland, the water temperature, and quality of the water (pollutants).
- While the Land Preservation Advisory Board appreciates the idea of saving 0.6 acres of trees located on the developer's property, we feel that the installation of a drainage basin meeting sizing standards in the *Rules of the Ingham County Drain Commissioner* handbook as an alternate option, is a much better protection for the 24.7 acre preserve.
 - The 0.6 acres is a small and less diverse area in comparison to the Inter-Urban Wetland Preserve, much of which will be affected by the storm water discharge being proposed via the flowage easement.
- The last point of concern is the precedent set by this project on the future treatment and allowances for all Meridian Land Preserves. These areas were acquired as part of the land preservation program to protect the integrity of the natural communities for generations to

come. We cannot set a precedent that our protected areas are subject to issues, such as non-preferred uses, that arise with future developments.

In summary given our knowledge of the request being made, the land use context, and the ecology of the preserve land involved, we elect to include the friendly amendment to the motion that was passed; to minimize pollutant loads from fertilizers and pesticides, and to include a compensation amount for preserve land to account for the anticipated loss of land preserve quality if the flowage easement is enacted.

We want to thank you in advance for considering our concerns and hearing our voices, as our board and community cares deeply for our natural areas.

Sincerely,

Steve Thomas, Vice Chair, Land Preservation Advisory Board Member

Yu Man Lee, Land Preservation Advisory Board Member



FOR IMMEDIATE RELEASE
November 25, 2024

CONTACT: Courtney Wisinski, Director of Parks and Recreation
517.853.4600 | wisinski@meridian.mi.us

Meridian Township Year-Round Farmers' Market to Move Indoors
Market to be Held in the Meridian Mall Through April

Meridian Township, MI – Beginning Saturday, November 30, the Meridian Township Farmers' Market will move indoors to the JCPenney corridor of the Meridian Mall (1982 W. Grand River Avenue, Okemos).

The market will run from 10:00 am to 2:00 pm through April. Leading up to Christmas, the market will be held every Saturday. In the new year, the market will be held on the first, third, and fifth Saturdays of each month through the end of April.

The indoor market days are as follows:

- November 30, 2024
- December 7, 2024
- December 14, 2024
- December 21, 2024
- January 4, 2025
- January 18, 2025
- February 1, 2025
- February 15, 2025
- March 1, 2025
- March 15, 2025
- March 29, 2025
- April 5, 2025
- April 19, 2025

Market guests can browse products from a variety of local farms, bakeries, kitchens, crafters, and more.

Supplemental Nutrition Assistance Program (SNAP) recipients can use their Michigan Bridge Card at the Farmers' Market. Double Up Food Bucks are also accepted year-round.

For additional information, please contact the Meridian Township Farmers' Market Manager, Tom Cary, at 517.712.2395 or email farmersmarket@meridian.mi.us. The complete vendor list for each week is located at www.meridian.mi.us/FarmersMarket and is updated before each market.

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The community of Meridian Township is in close proximity to the Michigan State Capitol and Michigan State University. The Township serves the community through exceptional services, beneficial amenities and an outstanding quality of life. It is a welcoming community that celebrates quality education, recreation and lifestyles.





FOR IMMEDIATE RELEASE
November 27, 2024

CONTACT: Scott Hendrickson, Township Supervisor
517.853.4250 | hendrickson@meridian.mi.us

Meridian Township Board to Interview Finalists for Township Manager Position
Board to Select New Township Manager on December 17

Meridian Township, MI – The Meridian Township Board will hold a special meeting on Tuesday, December 3, 2024, to interview finalists for the Township Manager position.

Interviews are open to the public and will be held from 1:30 pm to 4:30 pm in the Town Hall Room of the Meridian Township Municipal Building (5151 Marsh Road, Okemos). The interviews will also be streamed live on HOMTV, Meridian Township’s government access channel.

Following the interviews, a public reception with the candidates will take place in the Town Hall Room from 4:45 pm to 6:00 pm. The public, along with Meridian Township staff, will have the opportunity to meet with the candidates.

The Township Board will then select the next manager at their regularly scheduled meeting on Tuesday, December 17.

The final candidates and interview time slots for Township Manager are as follows:

- 1:30 pm | Robert Hillard
- 2:30 pm | Timothy Dempsey
- 3:30 pm | Timothy Schmitt

Viewers can watch live coverage of the interviews on:

- Comcast Channel 21 (East Lansing and Meridian Township residents only)
- www.youtube.com/user/21HOMTV
- www.homtv.net
- <http://meridianmi.swagit.com/live>

Questions about the interview process can be directed to Township Supervisor Scott Hendrickson at hendrickson@meridian.mi.us. For questions about HOMTV’s live coverage, please contact Communications Manager Samantha Diehl at 517.853.4378 or diehl@meridian.mi.us.

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**CONSENT AGENDA
PROPOSED BOARD MINUTES**

PROPOSED MOTION:

- (1) Move to approve and ratify the minutes of the ' -i oS"! ;i °Ų £«C " «²i ©> i ® · šªŲ°Ųi Regular Meeting of November , 2024 as submitted. (1)

ALTERNATE MOTION:

- (1) Move to approve and ratify the minutes of the ' -i oS"! ;i °Ų £«C " «²i ©> i ® · šªŲ°Ųi & £±š®! ;i °Ų £«C' «²i ©> i ® , 2024 with the following amendment(s):[insert amendments]

CHARTER TOWNSHIP OF MERIDIAN
SPECIAL MEETING TOWNSHIP BOARD -DRAFT-
5151 Marsh Road, Okemos MI 48864-1198
517.853.4000, Township Hall Room
SATURDAY, NOVEMBER 23, 2024, 10:00am

PRESENT: Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine, Trustee Lentz, Trustee Wilson, Trustee Trezise and Trustee Sundland

ABSENT: None

STAFF: Interim Manager Schmitt, Deputy Manager Dan Opsommer, Deputy Clerk Gordon

1. CALL MEETING TO ORDER

Supervisor Hendrickson called the November 23, 2024, Special Township Board meeting to order at 10:03 am

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Hendrickson led the Pledge of Allegiance.

3. ROLL CALL

Deputy Clerk Gordon called the roll of the Board.

Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine, Trustee Lentz, Trustee Wilson, Trustee Sundland and Trustee Trezise present at 10:03 am

4. PRESENTATION

NONE

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Hendrickson opened comments from the public at 10:04 am

Supervisor Hendrickson closed comments from the public at 10:04 am

6. APPROVAL OF AGENDA

Treasurer Deschaine moved to approve the Agenda. Supported by Trustee Wilson

VOICE VOTE: YEAS: Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine, Trustee Lentz, Trustee Wilson, Trustee Trezise, and Trustee Sundland

NAYS: NONE

Motion carried: 7-0

7. BOARD DISCUSSION ITEMS

A. 2024 Township Community Survey Results

Interim Manager Schmitt gave an overview of the community survey results. Deputy Manager Opsommer answered questions regarding roads and street updates. Board members asked questions.

B. 2025 Township Board Goal Setting

The board discussed different goals for 2025. Staff will put together goals and bring back to board at a future meeting.

C. Township Board Liaison Appointments

Clerk Demas was appointed to Communications Commission, Election Commission, Land Preservation Advisory Board.

Trustee Lentz was appointed to Tri-County Regional Planning Commission, Environmental Commission.

Trustee Trezise was appointed to Lansing Economic Area Partnership. He asked to be removed from his Environmental Commission appointment.

Treasurer Deschaine was appointed to Groundwater Management Board, Pension Board

Trustee Wilson asked to be removed from her Pension Board appointment.

8. COMMENTS FROM THE PUBLIC

Supervisor Hendrickson opened comments from the public at 2:00 pm

Supervisor Hendrickson closed comments from the public at 2:00 pm

9. OTHER MATTERS AND BOARD MEMBER COMMENTS

Treasurer Deschaine indicated that he would like to have a board retreat to discuss board operations.

10. ADJOURNMENT

Trustee Trezise moved to adjourn. Seconded by Trustee Wilson

VOICE VOTE

YEAS: Clerk Demas, Treasurer Deschaine, Trustee Lentz, Trustee Wilson, Trustee Trezise, and Trustee Sundland, Supervisor Hendrickson

NAYS: NONE

Motion carried: 7-0

The meeting adjourned at 2:02 pm

CHARTER TOWNSHIP OF MERIDIAN
REGULAR MEETING TOWNSHIP BOARD -**DRAFT**-
5151 Marsh Road, Okemos MI 48864-1198
517.853.4000, Township Hall Room TUESDAY,
NOVEMBER 26, 2024, 6:00PM

PRESENT: Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine, Trustee Lentz, Trustee Wilson, Trustee Trezise and Trustee Sundland

ABSENT: None

STAFF: Interim Manager Schmitt, Deputy Manager Dan Opsommer, Deputy Clerk Gordon, Police Chief Grillo, Fire Chief Hamel, Land Stewardship Coordinator Emma Campbell, Parks and Recreation Direct Courtney Wisinski, Neighborhoods and Economic Development Director Amber Clark, Information Technology Director Stephen Gebes

1. CALL MEETING TO ORDER

Supervisor Hendrickson called the November 26, 2024, Special Township Board meeting to order at 6:00 pm

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Hendrickson led the Pledge of Allegiance.

3. ROLL CALL

Deputy Clerk Gordon called the roll of the Board.

Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine, Trustee Lentz, Trustee Wilson, Trustee Sundland and Trustee Trezise present at 6:01pm

4. PRESENTATION

AED Heart Safe Community Program

Chief Hamel gave a presentation about AED defibrillators and distributing to different businesses in the community. Director Clark spoke on how the EDC will be assisting as a fiduciary because it has already been established for the purpose of investing in businesses in the community.

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Hendrickson opened comments from the public at 6:09 pm

Supervisor Hendrickson closed comments from the public at 6:09 pm

6. INTERIM TOWNSHIP MANAGER REPORT

- Farmers Market murals were dedicated on Saturday, November 24th.

- Police and Fire departments have been under staff retention programs for a year, Chief Grillo will be reporting to the Board at the next meeting.
- Pet waste bags will be added along MSU to Lake Lansing trail, per community request.
- Police Department is working on implicit bias training.
- Wished everyone a happy and safe Thanksgiving.

7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS

Treasurer Deschaine announced that property tax bills are arriving next week in mailboxes, including an informational sheet regarding what is in the tax bill. Taxes are due February 14th.

Trustee Wilson thanked Director Wisinski for Farmer’s Market dedication ceremony

Supervisor Hendrickson echoed Trustee Wilson’s words about Farmer’s market and spoke about the retreat on Saturday. He met with Interim Manager Schmitt, Deputy Manager Opsommer, and Ingham County Commissioners Polsdofer and Schafer regarding intergovernmental cooperation for local and County roads. Task force met for senior and community center on 19th with Progressive AE and there will be a second session on December 4th at 10:00 am, in the townhall room.

8. APPROVAL OF AGENDA

Trustee Wilson moved to approve the Agenda. Supported by Trustee Sundland.

VOICE VOTE: YEAS: Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine, Trustee Lentz, Trustee Wilson, Trustee Sundland and Trustee Trezise

NAYS: NONE

Motion carried: 7-0

9. CONSENT AGENDA

Trustee Trezise asked Director Clark for clarity regarding the approval of liquor licenses. Director Clark stated that they are included for the Board to review and approval as indicated in the recent ordinance update, and they must be approved by the State.

Trustee Wilson moved to approve the Consent Agenda. Supported by Trustee Trezise

ROLL CALL VOTE: YEAS: Clerk Demas, Treasurer Deschaine, Trustee Lentz, Trustee Wilson, Trustee Trezise, and Trustee Sundland, Supervisor Hendrickson

NAYS: NONE

Motion carried: 7-0

10. QUESTIONS FOR THE ATTORNEY

NONE

11. HEARINGS

NONE

12. ACTION ITEMS

NONE

13. BOARD DISCUSSION ITEMS

A. **Special Use Permit #24-18-Okemos Gateway LLC-1614 West Grand River Avenue-Recreational Marijuana Retailer**

Interim Manager Schmitt gave an overview on the process and the changes that were made from when this was presented at a prior meeting. Interim Manager Schmitt outlined the process for Recreational Marijuana applications for the new board members.

Treasurer Deschaine asked if a new application fee was required from the applicants. Interim Manager Schmitt stated that the Board's feedback was accepted, and the applicant was asked to make the corrections but that no action to reject the application was taken. Supervisor Hendrickson clarified that a motion to deny the application would have started the process over.

Board members thanked the applicants for their updates to the application. Trustee Lentz and Trustee Trezise noted that they would be inclined to support a resolution. Interim Manager Schmitt noted that it would be brought back at the next meeting.

B. **Cost Recovery Policy**

Interim Manager Schmitt spoke on the need to have a formal policy. Chief Grillo and Chief Hamel gave background information on how cost recovery money is spent to assist with unexpected items that need to be replaced. Chief Hamel asked for a formal plan to be more transparent on how the money is spent.

Trustee Wilson asked approximately how much this is at the end of the year. Fire Department generally has between \$40,000-\$60,000, Police Department is expected to be around \$30,000. Board members asked questions of how determination was made for spending.

Treasurer Deschaine asked if there is a current cost recovery policy for the Township. Chief Hamel explained how the process goes currently and that this is the final step in implementing the Cost Recovery Ordinance adopted in 2023.

C. **Flowage Easement for the Inter-Urban Wetland Preserve**

Deputy Manager Opsommer presented background information on the need for the easement at the Haslett Village development. He expressed that there were concerns from the Drain Commissioner's office about the original plan presented to them, and that Township Staff is concerned that the developer may lose interest if they cannot make progress. He outlined some benefits the neighboring Land Preserve and trails will receive from the proposed easement.

Treasurer Deschaine indicated that time is running on a tax abatement offered for this property.

Treasurer Deschaine moved to suspend rules and take action. Supported by Clerk Demas.

VOICE VOTE: YEAS: Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine, Trustee Lentz, Trustee Wilson, Trustee Sundland and Trustee Trezise

NAYS: NONE

Motion carried: 7-0

Trustee Trezise asked for more information about the function of the flowage easement. Deputy Manager Opsommer indicated that land preservation staff have inventoried the species in the area and that some would benefit, but that there would be some drawbacks. He also noted that stormscepters and existing wetland will capture sediments and that the system will help to keep contaminants out of groundwater. Any costs associated with failure of the drainage system will be assessed to the developer.

Trustee Lenz asked for more information regarding the clear-cutting area. Deputy Manager Opsommer stated that the County Drain Commissioner will create a conservation easement and there will be around 0.6 acres that will need to be cleared if the developer chooses to install a basin.

Treasurer Deschaine moved to approve the flowage easement between the Charter Township of Meridian and the Ingham County Drain Commissioners Office for the Inter-Urban Wetland Preserve and authorize the Supervisor and Clerk to sign and execute the easement. Supported by Trustee Wilson.

ROLL CALL VOTE YEAS: Treasurer Deschaine, Trustee Lentz, Trustee Wilson, Trustee Trezise, and Trustee Sundland, Supervisor Hendrickson, Clerk Demas

NAYS: NONE

Motion carried: 7-0

D. Agreement to add South Branch to the Haslett Village Square Branch of the Pine Lake Outlet Drain

Deputy Manager Opsommer spoke about the relationship between this Agreement and the previous agenda item regarding the flowage easement; that this agreement creates a public drain where there is not one.

Trustee Trezise moved to suspend rules and take action. Supported by Trustee Wilson.

VOICE VOTE: YEAS: Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine, Trustee Lentz, Trustee Wilson, Trustee Sundland and Trustee Trezise

NAYS: NONE

Motion carried: 7-0

Treasurer Deschaine asked for clarity regarding the portion of the drain on Township property. Deputy Manager Opsommer clarified that there is no buried drain, just land on which the stormwater will flow; the Township is granting an easement to the developer to discharge water onto Township property and allowing the flow path of the water to be a County Drain.

Supervisor Hendrickson asked about what the County is permitted to do on Township property. Deputy Manager Opsommer clarified that anything the County Drain Office wants to do would have to be approved by the Township.

Trustee Trezise moved to approve the agreement to add the south branch to the Haslett Village Square branch of the Pine Lake Outlet Drain pursuant to sections 425 and 433 of public act 40 of 1956, as amended, and authorize the Supervisor and Clerk to sign and execute the agreement. Supported by Trustee Wilson.

ROLL CALL VOTE YEAS: Trustee Lentz, Trustee Wilson, Trustee Trezise, and Trustee Sundland, Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine,

NAYS: NONE

Motion carried: 7-0

14. COMMENTS FROM THE PUBLIC

Supervisor Hendrickson opened public comments at 6:58 pm

Supervisor Hendrickson closed public comments at 6:58 pm

15. OTHER MATTERS AND BOARD MEMBER COMMENTS

NONE

16. CLOSED SESSION- Review of employment applications for Township Manager – MCL 15.268(1)(f)

At 6:59 pm, Trustee Wilson moved to enter closed session to review employment applications for Township Manager under MCL 15.268(1)(f). Supported by Trustee Trezise.

VOICE VOTE YEAS: Trustee Wilson, Trustee Trezise, and Trustee Sundland, Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine, Trustee Lentz,

NAYS: NONE

Motion carried: 7-0

The Board re-entered open session at 7:59 pm.

Supervisor Hendrickson thanked all of the candidates who applied.

Trustee Trezise moved to instruct Amy Cell Talent to contact and arrange for interviews for the top three candidates beginning at 1:30 on December 3rd. Supported by Trustee Wilson

VOICE VOTE **YEAS: Trustee Wilson, Trustee Trezise, and Trustee Sundland, Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine, Trustee Lentz,**

NAYS: NONE

Motion carried: 7-0

17. ADJOURNMENT

Treasurer Deschaine moved to adjourn. Seconded by Trustee Wilson

VOICE VOTE **YEAS: Trustee Wilson, Trustee Trezise, and Trustee Sundland, Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine, Trustee Lentz,**

NAYS: NONE

Motion carried: 7-0

The meeting adjourned at 8:02 pm

Scott Hendrickson
Township Supervisor

Angela Demas
Township Clerk



9.C

To: Board Members
From: Tim Schmitt, Interim Township Manager
Date: December 3, 2024

Charter Township of Meridian
Board Meeting
12/3/2024

MOVED THAT THE TOWNSHIP BOARD APPROVE THE TOWNSHIP
INVOICES/EXPENSES AS FOLLOWS:

COMMON CASH	\$	228,192.67
PUBLIC WORKS	\$	11,389.52
TRUST & AGENCY	\$	-
	TOTAL CHECKS:	\$ 239,582.19
CREDIT CARD TRANSACTIONS 11/20/2024 to 11/26/2024	\$	3,564.87
	TOTAL PURCHASES:	\$ <u>243,147.06</u>
ACH PAYMENTS	\$	<u>7,637.33</u>

11/27/2024 02:45 PM
 User: GRAHAM
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 12/03/2024 - 12/03/2024
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GF53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. A CATERED AFFAIRE INC	AVCB MEALS NOVEMBER 4 & 5	4,230.00	113479
2. AMY CELL LLC	2ND FINAL PMT - PROF EXEC SEARCH SERV - TWP MANAGE	9,250.00	
3. ASAP PRINTING	BUSINESS CARDS - A. DEMAS & N. LENTZ	65.20	
	BUSINESS CARDS - K. ADAMS & N. LENTZ	61.87	
	TOTAL	127.07	
4. AT & T	NOV 7 - DEC 6 2024 - TELEPHONE + INTERNET M1 83100	1,925.76	
5. BOARD OF WATER & LIGHT	11/01/24 - 11/30/24 - STREETLIGHT SERVICE	824.92	
6. BOUNDTREE MEDICAL	ORDER #105689716 - EMS TRAINING PROPS	36.97	
	ORDER #105735583 - TRAINING MANIKINS & ACCESSORIES	538.78	
	TOTAL	575.75	
7. BRD PRINTING, INC	TWP NOTE PADS - P DESCHAIINE, D MULLIETT, K FREIE	620.50	
	FLYER WINTER 2024 TAX BILLS - WHAT IS ON MY WINTER	220.58	
	TOTAL	841.08	
8. BRIAN CANEN	POLICE CLOTHING REIMBURSEMENT	321.11	
9. BRYAN LEROY	POLICE CLOTHING REIMBURSEMENT	325.00	
10. CAPITOL CITY RIFLE CLUB	2025 MEMBERSHIP - CLEMENTS & ROYSTON	160.00	
11. CHERYL L. SO	BELDING CT - REIMB DAMAGE INVISIBLE FENCE REPAIRS	215.86	
12. CINTAS CORPORATION #725	11/18/24- MECHANICS UNIFORMS	52.93	
13. COMCAST	NOV 14 - DEC 13 2024 - INTERNET + TV HOMTV	508.77	113583
14. CREATIVE FINANCIAL STAFFING LLC	WK ENDING 11/24/2024 - UTILITY BILLING - TEMP STAF	1,228.22	
15. DESIGNS BY NATURE	MARSHALL PARK WET MEADOW PLANTING PROJECT	2,975.00	
16. DICKINSON WRIGHT PLLC	NOV 21 2024 SERIES, GENERAL OBLIGATION UNLIMITED T	42,000.00	
17. DOUG STROUSE	POLICE CLOTHING REIMBURSEMENT	218.00	
18. EDGEWOOD VILLAGE APARTMENTS	EMERGENCY RENTAL ASSISTANCE	476.00	113584
19. ELAINE FLORE	FARMERS MARKET	158.00	
20. ELECTRICAL TERMINAL SERVICE	SHOP SUPPLIES	195.26	
21. FD HAYES ELECTRIC	REPAIR RRFB - HAGADORN & SHAW (W. SIDE OF HAGADORN	205.00	
22. FRANK LOWDEN WALSH	DEC 2024 1ST PMT - CONSULTING CONTRACT SERV	9,278.25	
23. HAMMOND FARMS	BRUSH DUMP FEE - PARKS AND PATHWAY MAINTENANCE SUP	31.50	
	BRUSH DUMP FEE - PARKS AND PATHWAY MAINTENANCE SU	31.50	
	TOTAL	63.00	
24. IAN MANDERNACK	POLICE CLOTHING REIMBURSEMENT	251.73	
25. INGHAM COUNTY REGISTER OF DEEDS	1878 HAMILTON - PATHWAY EASEMENT RECORDING FEE	30.00	
26. KAREN EAST	NOV ELECTION MILEAGE REIMB	9.25	
27. KIMBERLY GRAHAM	ELECTION MILEAGE REIMB	9.45	
28. LAFONTAINE AUTOMOTIVE GROUP	MOTOR POOL - PARKS UNIT 667- HANDLE ASY AND LATCH	122.25	

11/27/2024 02:45 PM
 User: GRAHAM
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 12/03/2024 - 12/03/2024
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GF53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
29. LANSING UNIFORM COMPANY	FIRE SHOULDER PATCHES	300.00	
	BESONEN - UNIFORM ITEMS	349.80	
	TOTAL	649.80	
30. LOPEZ CONCRETE CONSTRUCTION	2024 CONCRETE REPAIR CONTRACT - PATHWAY, LRP, FACI	106,047.72	
31. MADISON NATIONAL LIFE INS CO	DEC 2024 LIFE/DISABILITY INSURANCE	3,787.52	
32. MICHELLE PRINZ	FEB 2024 TO NOV 2024 MILEAGE REIMBURSEMENT	29.48	
33. MICHIGAN CAT	ACCT #9024 - UNIT #6 - BACKHOE GLASS KIT HARDWARE	5.33	
	ACCT #9024 - UNIT #6 - BACKHOE GLASS ASSEMBLY	906.31	
	TOTAL	911.64	
34. NORTHSIDE SERVICE	10/19/2024 - TOW BILL - UNIT #150 ENGINE 91	430.00	
35. ORYSZCZAK FAMILY TRUST	FULL REFUND REQUEST FOR COLUMBIA LAND DIVISION FOR	300.00	
36. PRO-TECH MECHANICAL SERVICES	W/O 55051 - SERV CENTER HVAC REPAIRS VALVE/ACTUATO	2,320.82	
37. REBECCA PAYNE	POLICE CLOTHING REIMBURSEMENT	325.00	
38. ROBINSON CAPITAL MANAGEMENT LLC	8/1/24 TO 8/31/24 - INVESTMENT ADVISORY FEES	2,083.33	
	9/1/24 TO 9/30/24 - INVESTMENT ADVISORY FEES	2,083.33	
	TOTAL	4,166.66	
39. SPALDING DEDECKER ASSOCIATES	PROF SERV SEPT 30 2024 TO OCT 27 2024 - 2025 LOCAL	30,462.25	
40. ST MARTHA CONFERENCE OF	EMERGENCY RENTAL ASSISTANCE	500.00	113585
	EMERGENCY RENTAL ASSISTANCE	200.00	113585
	EMERGENCY RENTAL ASSISTANCE	400.00	113585
	TOTAL	1,100.00	
41. ST THOMAS AQUINAS PARISH	EMERGENCY RENTAL ASSISTANCE	300.00	113586
42. STEPHANEY KEROSON	MILEAGE REIMBURSEMENT	14.34	
43. STRYKER MEDICIAL	QUIK-COMBO ELECTRODES	308.30	
44. SUPREME SANITATION	11/01/2024-11/30/2024 - TOWNER ROAD PARK - PORTABL	90.00	
	11/1/2024-11/30/2024 - NANCY MOORE PARK - PORTABLE	90.00	
	11/1/2024-11/30/2024 - HILLBROOK PARK - PORTABLE T	90.00	
	TOTAL	270.00	
45. UNITED STATES POSTAL SERVICE	12/03/2024 BULK MAILING - LETTERS - BRD PRINTING	92.39	113588
46. WILLIAM WRIGHT	NOV ELECTION MILEAGE REIMB	99.09	
TOTAL - ALL VENDORS		228,192.67	

11/27/2024 02:44 PM
User: GRAHAM
DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 12/03/2024 - 12/03/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: PW53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. CONSUMERS ENERGY	ACCT #3000 0011 8335 - INTERURBAN PATHWAY FILE #IN	2,500.00	
2. FERGUSON WATERWORKS #3386	ORDER #000058435 - INSTALLATION PARTS & OPERATING	317.00	
	ORDER #000058435 - INSTALLATION PARTS BRASS ORDER	7,822.14	
	TOTAL	8,139.14	
3. MADISON NATIONAL LIFE INS CO	DEC 2024 LIFE/DISABILITY INSURANCE	525.38	
4. STATE OF MICHIGAN	2025 PESTICIDE LICENSES - MACKENZIE, ELLIS. KENNEL	225.00	
TOTAL - ALL VENDORS		11,389.52	

Credit Card Report 11/20/2024 - 11/25/2024

Transaction Date	Account Name	Transaction Amount	Transaction Merchant Name
11/22/2024	MICHAEL HAMEL	\$48.17	PANERA BREAD #600715 O
11/20/2024	ASHLEY WINSTEAD	\$14.83	LEOS LODGE
11/25/2024	CHRISTOPHER JOHNSON	\$66.41	COSTCO WHSE#1277
11/20/2024	THOMAS BAKER	\$57.94	THE HOME DEPOT #2723
11/20/2024	COURTNEY WISINSKI	\$143.10	GRAND TRAV RESORT
11/22/2024	COURTNEY WISINSKI	\$2.99	MEIJER STORE #025
11/20/2024	KATIE LOVE	\$202.99	CONSUMER ENERGY
11/22/2024	KATIE LOVE	\$15.60	MEIJER STORE #025
11/23/2024	KATIE LOVE	\$92.54	MEIJER STORE #025
11/21/2024	TODD FRANK	\$66.98	HARBOR FREIGHT TOOLS 157
11/23/2024	RICHARD GRILLO	\$22.08	AMZN MKTP US*223Q68AY3
11/24/2024	RICHARD GRILLO	\$32.72	AMAZON MKTPL*LG9T55A13
11/25/2024	RICHARD GRILLO	\$984.62	AMAZON MKTPL*719V83A83
11/20/2024	KEITH HEWITT	\$53.92	THE HOME DEPOT #2723
11/20/2024	MICHELLE PRINZ	\$179.95	AMAZON RETA* LB2IP03G3
11/20/2024	MICHELLE PRINZ	\$287.98	AMAZON.COM*MK7T66EH3
11/20/2024	MICHELLE PRINZ	\$100.00	WWW.MICHIGANCLERKS.ORG
11/20/2024	MICHELLE PRINZ	\$235.00	IIMC
11/25/2024	MICHELLE PRINZ	\$26.98	ASANA.COM
11/25/2024	MICHELLE PRINZ	\$129.17	AMAZON MKTPL*IP6VB07H3
11/22/2024	CATHERINE ADAMS	\$25.18	PETSMART # 0724
11/24/2024	BART CRANE	\$176.87	COMCAST
11/25/2024	SAMANTHA DIEHL	\$216.00	GRAMMARLY CO*XEHYADP
11/25/2024	SAMANTHA DIEHL	\$64.16	WEB*NETWORKSOLUTIONS
11/22/2024	ALLISON GOODMAN	\$119.92	AMZN MKTP US*730V40FH3
11/23/2024	ALLISON GOODMAN	\$38.94	AMAZON MKTPL*KA4VF5DF3
11/22/2024	DAN PALACIOS	\$59.83	THE HOME DEPOT #2723
11/22/2024	CURT SQUIRES	\$100.00	A1 DETAILING & CUSTOMS
TOTAL		\$3,564.87	

ACH Transactions

Date	Payee	Amount	Purpose
11/21/2024	Inv Cloud	\$ 7,428.31	Utility Transaction Fees
11/26/2024	Inv Cloud	\$ 209.02	Water/Sewer
Total ACH Payments		<u>\$ 7,637.33</u>	

REIMBURSEMENT TO TOWNSHIP:

Date	Employee Name	Amount	Summary of Reimbursement	Transaction Reimbursed
11/14/2024	Dan Opsommer	\$49.90	Cottage Inn Pizza	Reimb Twp for Pizza for DPW Staff



To: Board Members
From: Scott Hendrickson, Township Supervisor
Date: December 3, 2024
Re: Board and Commission Reappointments

Please see attached list of current incumbent candidates whose terms expire on 12/31/2024. These incumbent candidates have been contacted and wish to be reappointed for an additional term. The Supervisor recommends these reappointments.

The following motions have been prepared for Board consideration:

MOVE TO REAPPOINT XAVIER DURAND-HOLLIS, DEBORAH FEDEREAU, CHRISTOPHER SILKER, MICHAEL NUSSDORFER, LANNY BRUNETTE, DAVID LICK AND NATHAN IDE TO THE BOARD OF REVIEW FOR A 2 YEAR TERM ENDING 12/31/2026.

MOVE TO REAPPOINT JIM HOUTHOOFD TO THE BROWNFIELD REDEVELOPMENT AUTHORITY FOR A 3 YEAR TERM ENDING 12/31/2027.

MOVE TO REAPPOINT PETER POTTERPIN AND BILL CAWOOD TO THE BUILDING BOARD OF APPEALS FOR A 3 YEAR TERM ENDING 12/31/2027.

MOVE TO REAPPOINT LISA WHITING DOBSON AND MIKE NEVELLS TO THE COMMUNICATIONS COMMISSION FOR A 3 YEAR TERM ENDING 12/31/2027.

MOVE TO REAPPOINT GEORGIA STYKA, YVETTE ROBINSON, KAREN WEBSTER, NARENDRA TURMELLA, KIMBERLY MAINGU AND LISA WHITING DOBSON TO THE COMMUNITY RESOURCES COMMISSION FOR A 2 YEAR TERM ENDING 12/31/2026.

MOVE TO REAPPOINT RENEE KORREY AND TOM STANKO TO THE DOWNTOWN DEVELOPMENT AUTHORITY FOR A 4 YEAR TERM ENDING 12/31/2028.

MOVE TO REAPPOINT JAMES ECKLUND TO THE EAST LANSING MERIDIAN WATER & SEWER AUTHORITY FOR A 3 YEAR TERM ENDING 12/31/2027.

MOVE TO REAPPOINT SHAWN DUNHAM TO THE ECONOMIC DEVELOPMENT CORPORATION FOR A 6 YEAR TERM ENDING 12/31/2030.

MOVE TO REAPPOINT TOM FRAZIER TO THE ENVIRONMENTAL COMMISSION FOR A 3 YEAR TERM ENDING 12/31/2027.

MOVE TO REAPPOINT KRIS PARNELL TO THE LAND PRESERVATION ADVISORY BOARD FOR A 4 YEAR TERM ENDING 12/31/2028.

MOVE TO REAPPOINT TANYA PRATT TO THE LOCAL OFFICIAL COMPENSATION COMMISSION FOR A 2 YEAR TERM ENDING 12/31/2026.

Memo to Township Board
December 3, 2024
Re: Board and Commission Reappointments
Page 2

**MOVE TO CONFIRM THE SUPERVISOR'S REAPPOINTMENT OF ALEXIA MANSOUR
TO THE ZONING BOARD OF APPEALS FOR A 3 YEAR TERM ENDING 12/31/2027.**

**MOVE TO REAPPOINT SANDY DRAKE TO THE CAPITAL AREA DISTRICT LIBRARY
FOR A TERM ENDING 4/15/2027.**

2024 Recommended Reappointments

FIRST NAME	LAST NAME	PUBLIC BODY FULL	TERM EXPIRATION DATE	NEW EXPIRATION DATE
Xavier	Durand-Hollis	Board of Review (2 year term)	12/31/2024	12/31/2026
Deborah	Federeau	Board of Review (2 year term)	12/31/2024	12/31/2026
Christopher	Silker	Board of Review (2 year term)	12/31/2024	12/31/2026
Michael	Nussdorfer	Board of Review (2 year term)	12/31/2024	12/31/2026
Lanny	Brunette	Board of Review (2 year term)	12/31/2024	12/31/2026
David	Lick	Board of Review (2 year term)	12/31/2024	12/31/2026
Nathan	Ide (Alternate)	Board of Review (2 year term)	12/31/2024	12/31/2026
John	Matuszak	Brownfield Redevelopment Authority (3 year term)	12/31/2024	12/31/2027
Jim	Houthoofd	Brownfield Redevelopment Authority (3 year term)	12/31/2024	12/31/2027
Milton	Scales	Brownfield Redevelopment Authority (3 year term)	12/31/2024	12/31/2027
Peter	Potterpin	Building Board of Appeals (3 year term)	12/31/2024	12/31/2027
William	Cawood	Building Board of Appeals (3 year term)	12/31/2024	12/31/2027
Sandy	Drake	Capital Area District Library (2 year term)	4/15/2025	4/15/2027
Lisa	Whiting Dobson	Communications Commission (3 year term)	12/31/2024	12/31/2027
Mike	Nevels	Communications Commission (3 year term)	12/31/2024	12/31/2027
Georgia	Styka	Community Resources Commission (2 year term)	12/31/2024	12/31/2026
Yvette	Robinson	Community Resources Commission (2 year term)	12/31/2024	12/31/2026
Karen	Webster	Community Resources Commission (2 year term)	12/31/2024	12/31/2026
Narendra	Turmella	Community Resources Commission (2 year term)	12/31/2024	12/31/2026
Kimberly	Maingu	Community Resources Commission (2 year term)	12/31/2024	12/31/2026
Lisa	Whiting Dobson	Community Resources Commission (2 year term)	12/31/2024	12/31/2026
Renee	Korrey	Downtown Development Authority (4 year term)	12/31/2024	12/31/2028
Tom	Stanko	Downtown Development Authority (4 year term)	12/31/2024	12/31/2028
James	Ecklund	East Lansing Meridian Water & Sewer Authority (3 year term)	12/31/2024	12/31/2027
Shawn	Dunham	Economic Development Corporation (6 year term)	12/31/2024	12/31/2030
Andrea	Paul	Environmental Commission (3 year term)	12/31/2024	12/31/2027
Tom	Frazier	Environmental Commission (3 year term)	12/31/2024	12/31/2027
Kris	Parnell	Land Preservation Advisory Board (4 year term)	12/31/2024	12/31/2028
Tanya	Pratt	Local Official Compensation Commission (2 year term)	12/31/2024	12/31/2026
Mark	Blumer	Planning Commission (3 year term)	12/31/2024	12/31/2027
Milton	Scales	Planning Commission (3 year term)	12/31/2024	12/31/2027
Alexia	Mansour	Zoning Board of Appeals (3 year term)	12/31/2024	12/31/2027
	Interested in reappointment			
	Needs follow up about serving			
	Not interested in reappointment			



To: Board Members
From: Scott Hendrickson, Township Supervisor
Date: December 3, 2024
Re: Township Board Liaison Appointments

Board members serve as members of, or as liaisons to, the following Boards and Commissions. Due to the recent election, we have vacancies for a Board liaison to the Communications Commission, Land Preservation Advisory Board, Lansing Economic Area Partnership (LEAP), and the Tri-County Regional Planning Commission. At the Board retreat, the Board discussed their interests of serving. From that discussion, below are the new proposed appointments, for a term ending 11/20/28.

Communications Commission-	Demas
Land Preservation Advisory Board-	Demas
Tri-County Regional Planning Commission-	Lentz
Environmental Commission-	Lentz
Community Resources Commission-	Wilson
Economic Development Corporation-	Sundland
Election Commission-	Sundland & Trezise
Groundwater Management Board-	Deschaine
CATA-	Deschaine
Ingham County Materials Management Planning Commission-	Deschaine
Pension Commission-	Deschaine
LEAP-	Trezise
Zoning Board of Appeals-	Trezise

The Board must approve appointments to these positions.

MOVE TO APPROVE THE APPOINTMENTS MADE BY SUPERVISOR HENDRICKSON OF _____, AS BOARD LIAISON, TO THE _____ FOR A TERM ENDING 11/20/2028.



To: Board Members

From: Michael Hamel, Fire Chief
Rick Grillo, Police Chief
Timothy Schmitt, Interim Manager

Date: November 27, 2024

Re: Police and Fire Department Cost Recovery Policy

The State of Michigan permits the collection of fees for emergency police or fire services by authorized ordinance of a township board or legislative body of a municipality. Meridian Township's police and fire departments collect such fees under Chapter 18 of the Code of Ordinances, Emergency Services: Article II: Emergency Response Cost and Recovery.

The Police and Fire Department Cost Recovery Policy outlines a formal process to utilize cost recovery funds for departmental use. The policy states that cost recovery funds must be used during the same fiscal year in which they are billed and the department(s) seeking to use cost recovery funds shall make a request via budget amendment under the following provisions:

- The budget can be amended during the third or fourth fiscal quarter as long as it stays balanced.
- Budget amendments must be made prior to obligating funds in excess of budgeted appropriations.
- Budget amendments may include increased or decreased appropriations or revenues, moving funds between accounts, using fund balance to offset increased expenditures.
- Transfers between the appropriations may be made within the permissions and limits approved by the governing body by the Finance Director, Township Manager, and Township Board.

The following motion is proposed for Board consideration:

MOVE TO APPROVE AND IMPLEMENT THE POLICE AND FIRE DEPARTMENT COST RECOVERY POLICY.

Attachment: Meridian Township Police and Fire Department Cost Recovery Policy

Meridian Township Police and Fire Department Cost Recovery Policy

COST RECOVERY ORDINANCE

The State of Michigan, under MCL 41.806a, permits the collection of fees for emergency police or fire services by authorized ordinance of a township board or legislative body of a municipality. The Charter Township of Meridian has such an ordinance established via Chapter 18 of the Code of Ordinances, Emergency Services: Article II: Emergency Response Cost and Recovery.

ASSESSABLE COSTS

Assessable cost recovery charges are reasonable costs incurred by the Township, or by a private person, corporation, or other assisting government agency, operating at the request or direction of the Township, in connection with an incident involving a below ground, collapsed trench, structural collapse, confined space, high angle or other complex rescue situation or a terrorist act as defined in this article. The term "assessable costs" includes, but is not limited to:

- 1) The costs of providing police, fire, rescue, and emergency medical services at the scene of such an incident.
- 2) All salaries, wages, and compensation of responding, supervising, investigating, reporting, and testifying Township personnel for services rendered in connection with such an incident, its investigation or any prosecution brought in connection with same.
- 3) All salaries, wages, and compensation of responding, supervising, investigating, reporting, and testifying personnel of any assisting government agencies acting at the request or direction of the Township for services rendered in connection with such an incident, its investigation or any prosecution brought in connection with same.
- 4) All costs, expenses, and fees, including actual expert witness and attorney fees, incurred in connection with the prosecution of the responsible party.
- 5) The replacement cost of all equipment, materials and supplies lost or rendered beyond reuse or repair as a result of such an incident.
- 6) All rental or leasing costs incurred for equipment used in connection with such an incident.

COST RECOVERY FUNDS

Cost recovery funds are monies received via billing for assessable incidents under the Meridian Township Cost Recovery Ordinance (Chapter 18 of the Code of Ordinances). Cost recovery funds are deposited into department-specific general revenue accounts. These funds are designated for use by the department involved in the assessable incident in order to recover costs incurred for services rendered during the incident. Due to existing municipal accounting policies and procedures, cost recovery funds must be used during the fiscal year in which they are billed; any remaining cost recovery funds not used during that same fiscal year will be returned to the general fund of Meridian Township.

BUDGET AMENDMENT

A budget amendment is the mechanism used to revise the working annual budget for the Township to reflect changes that occur throughout the fiscal year. Once the working budget has been approved by the Township Board, it can be changed only through a budget amendment. A budget amendment is used to reallocate the budget within Township departments for situations including, but not limited to:

- **Emergency Expenditures:** To allocate funds for unexpected emergencies, such as natural disasters, accidents, or urgent repairs.
- **Revenue Adjustments:** To reflect changes in projected revenue, such as higher or lower tax collections, grants, or other income.
- **New Programs or Initiatives:** To fund new programs, projects, or initiatives that were not included in the original budget.
- **Cost Overruns:** To cover expenses that exceed the original budget estimates for specific projects or departments.
- **Reallocation of Funds:** To reallocate funds from one area of the budget to another where there may be a greater need or priority.
- **Grant or Donation Acceptance:** To include additional funds received from grants, donations, or other external sources that were not anticipated in the original budget.
- **Contract Changes:** To account for changes in contracts, such as cost increases or decreases, that impact the budget.
- **Legislative Changes:** To comply with new laws or regulations that require additional funding or reallocation of existing funds.
- **Inflation Adjustments:** To account for inflationary increases in costs of goods and services.
- **Debt Service Adjustments:** To adjust for changes in debt service requirements, such as new borrowing or refinancing of existing debt.
- **Operational Changes:** To fund changes in operational needs, such as new technology, equipment, or supplies.
- **Contingency Allocations:** To allocate funds from a contingency reserve to specific departments or projects facing unexpected costs.
- **End-of-Year Adjustments:** To make necessary adjustments at the end of the fiscal year to ensure budget compliance and proper accounting.

The use of a department's cost recovery revenue must occur via budget amendment under the following provisions:

- The budget can be amended during the 3rd or 4th FY quarter as long as it stays balanced.
- Budget amendments must be made prior to obligating funds in excess of budgeted appropriations.
- Budget amendments may include increased or decreased appropriations or revenues, moving funds between accounts, using fund balance to offset increased expenditures.
- Transfers between the appropriations may be made within the permissions and limits approved by the governing body by the Finance Director, Township Manager, and Township Board.

COST RECOVERY BUDGET AMENDMENT PROCEDURE

The budget amendment form below shall be used to define the funds received through cost recovery efforts and to identify the purpose and intended use of those funds. It shall be filled out by the requesting manager (police and fire chiefs), printed, signed, and sent to the Finance Director for processing.

The requesting unit will complete each field of the form including the name of the department submitting the budget amendment, the current fiscal year, the date of the request, and the name and contact number of the preparer.

The following fields must be completed for each budget amendment request:

- Account Number
- Account Description (outlining the specific reason or explanation for the request)
- Amount of the increase or decrease

When the form has been completed, it should be printed, the required signatures obtained (from each unit affected by the budget amendment), and it should be forwarded to the Finance Director and Township Manager for approval. Upon approval of the Finance Director and Township Manager, it shall be submitted to the Township Board for approval.



Budget Amendment Request Form

Cost Recovery Funds

Fiscal Year: _____ Today's Date: _____

Cost Recovery Account Number: _____

Requesting Department: Fire Police

Contact/Preparer Name: _____

Contact/Preparer Phone: _____

Cost Recovery Funds Received (current fiscal year only):

Amount: _____ Description: _____

TOTAL COST RECOVERY FUNDS RECEIVED:



Budget Amendment Request For Use of Cost Recovery Funds:

Account: _____ Amount: _____
Description:

TOTAL BUDGET AMENDMENT REQUEST:

REMAINING COST RECOVERY FUNDS (current fiscal year only):

Requester Signature: _____

Date: _____

Finance Director Signature: _____

Date: _____

Township Manager Signature: _____

Date: _____



To: Township Board
From: Timothy R. Schmitt, *AICP*, Interim Township Manager
Date: November 27, 2024
Re: Alaiedon Township Building Services Contract

Earlier this year, Staff was approached by Alaiedon Township about taking over their building inspection services in 2025. The Board discussed the matter in September and was generally supportive. Staff has finalized the attached contract and fee structure for the services. After formal approval, we will begin working with Alaiedon in January of 2025.

Motion to approve the Intergovernmental Agreement for Building Services with Alaiedon Township and authorize the Manager to sign the agreement upon approval of Alaiedon Township's Board.

Attachments

1. Alaiedon Intergovernmental Agreement for Building Services
2. September Memo regarding Alaiedon Building Services



INTERGOVERNMENTAL AGREEMENT FOR BUILDING SERVICES

The Agreement entered into this _____, 2024, between Alaiedon Township, a Michigan municipal corporation whose address is 2021 W. Holt Road, Mason, Michigan 48854 ("Alaiedon") and the Charter Township of Meridian, a Michigan municipal corporation whose address is 5151 Marsh Road, Okemos, Michigan, 48864 ("Meridian").

WHEREAS, Alaiedon and Meridian, pursuant to Act 7 of 1967 (ex sess), being MCL 124.501 et seq, and Act 230 of 1972, being MCL 125.1501, may enter into an agreement to provide enforcement of the State Construction Code; and

WHEREAS, Alaiedon and Meridian have individually adopted the State Construction Code and have each assumed responsibility for enforcement within their respective jurisdictions pursuant to MCL 125.1509; and

WHEREAS, Alaiedon and Meridian believe it is in the best interest of each municipality, and therefore desire, to enter into an agreement for building inspection services of the State Construction Code.

NOW THEREFORE, the parties agree as follows:

1. Services to be Performed. Alaiedon and Meridian agree that Alaiedon will use Meridian inspectors to perform building services for enforcement of the Michigan Building Code, the Michigan Rehabilitation Code for Existing Buildings, the Michigan Uniform Energy Code, and the Michigan Residential Code in Alaiedon as mandated by the State Construction Code consistent with Exhibit A attached hereto for scope of services to be performed.
2. Assurance of Services. For the duties specified in Section 1, Services to be Performed, Alaiedon agrees to compensate Meridian at the rate set forth in Exhibit B attached hereto for building service fees.
3. Inspectors. Meridian shall assure that their inspectors will be the only inspectors to perform pursuant to this Agreement, and will perform the services in this Agreement in the manner aforementioned. However, Meridian may in the absence or conflict of their inspectors, use alternative inspectors, only with prior approval of the Alaiedon Supervisor or their designee. Alternative inspectors shall be held to the same terms and conditions contained in this Agreement as are applied to Meridian inspectors.
4. Meridian Employee. All inspectors supplied to Alaiedon by Meridian shall remain at all times solely the agent or employee of Meridian and not Alaiedon. Nothing in this Agreement shall be construed such that either party shall be an employee, agent or partner of the other. Except as otherwise stated in this Agreement, Meridian shall remain solely responsible for the payment of all wages, fringe benefits, disability payments, and charges to be made for equipment, supplies and materials used or expended by the inspector while rendering assistance under this

Agreement. This includes, but is not limited to travel expenses to and from Meridian and Alaiedon locations.

5. Terms of Payment. Alaiedon shall compensate Meridian on a quarterly basis. Meridian will send a quarterly billing statement and Alaiedon will pay same within 30 days of the billing date.
6. Tools, Equipment and Expenses. Meridian shall supply all tools and equipment which are necessary in order for its inspectors to furnish the agreed upon services. Meridian shall be responsible for all expenses incurred by its inspectors while performing services pursuant to this Agreement, including the travel and mileage expenses of its inspectors.
7. Litigation. Meridian shall allow its inspectors to appear as a witness in legal proceedings as necessary.
8. Municipal Authority. This Agreement shall not be construed to restrict or limit the authority of either Alaiedon or Meridian in performing any official power or duty as authorized by law.
9. Term. This Agreement shall become effective when signed by both parties and shall be for a term of one (1) year. This Agreement shall be automatically renewed for like successive one (1) year periods unless the same is terminated as set forth herein. This Agreement may be terminated at any time and for any reason, by either Alaiedon or Meridian, upon ninety (90) days advance written notice to the Alaiedon Supervisor or the Meridian Township Manager.
12. Complete Agreement. The Agreement contains the entire agreement between Alaiedon and Meridian with respect to the Alaiedon's use of Meridian inspectors and it supersedes any prior oral or written understandings or agreements.
13. Applicable Law. Both Alaiedon and Meridian shall comply with all applicable laws in performing services called for under this Agreement. This Agreement shall be construed in accordance with the laws of the State of Michigan.
14. Notices. Service of any notices given hereunder will be complete upon personal delivery or if sent by certified mail to Meridian, or to Alaiedon, at the addresses set forth above; further, service of any notice served by mail shall be effective upon the date on which such notice is deposited in a receptacle of the United States Postal Service property addressed and with adequate postage fully prepaid.
15. Binding Effect and Assignment. All of the covenants and provisions contained herein shall extend to and be binding upon the respective successors, legal representatives, and permitted assigns of the parties. Neither Alaiedon nor Meridian shall delegate or assign their duties or rights under this agreement without the express written consent of the other party. The benefits to be received by Alaiedon or Meridian hereunder shall not be paid or extended to any other individual or entity without the written consent of both of the parties of this Agreement.

16. Conflict of Interest. Meridian agrees that it presently has no interest and shall not acquire any interest direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. Meridian further agrees that in the performance of this Agreement, no persons having any such interest shall be utilized. If Meridian discovers such a conflict, they must immediately notify Alaiedon. Selection of an alternative inspector shall be governed by Paragraph 3 (above).
17. Waiver. Any waiver, modification, alternation or amendment of this Agreement shall not be effective unless it is in writing and signed by both parties.
18. Governmental Immunity. By signing this Agreement, neither Alaiedon nor Meridian waives its governmental immunity nor any defenses available to it or its elected or appointed officers, employees, agents, or volunteers under Michigan law.
19. Authorization. The person signing this Agreement on behalf of the parties certify by their signatures that they are duly authorized to sign on behalf of said parties and that this Agreement has been authorized by said parties.
20. Severability. If any provision of this Agreement is invalid or unenforceable, it shall be ineffective only to the extent of such invalidity without invalidating the remainder of such provision or the remaining provisions of this Agreement, and the other provisions hereof shall be liberally construed to effectuate the purpose and intent of this Agreement.
21. No Third-Party Beneficiaries. This Agreement shall not confer any rights or remedies upon any third party other than the parties in this Agreement and their respective successors and assignees.

IN WITNESS THEREOF, the parties hereto have executed this Agreement effective as of the date and year first written above.

WITNESS:		ALAIEDON TOWNSHIP
		By:
		Steve Lott, Supervisor
WITNESS:		CHARTER TOWNSHIP OF MERIDIAN
		By:
		Timothy Schmitt, Interim Township Manager

EXHIBIT A

SCOPE OF SERVICES TO BE PERFORMED INTERGOVERNMENTAL AGREEMENT FOR BUILDING SERVICES

Alaiedon and Meridian agree that Alaiedon will use Meridian inspectors to perform services for enforcement of the Michigan Building Code, the Michigan Rehabilitation Code for Existing Buildings, the Michigan Uniform Energy Code, and the Michigan Residential Code in Alaiedon Township as mandated by the State Construction Code consistent with the following:

- A. Perform plan reviews using plan reviewers registered under article 10 of the skilled trades regulation act, MCL 339.6001 to 339.6023.
 - i. Plan reviewers shall communicate directly with applicants when requesting additional information necessary to demonstrate compliance with the respective building codes and copy Alaiedon for record keeping purposes.
- B. Perform inspections using inspectors registered under article 10 of the skilled trades regulation act, MCL 339.6001 to 339.6023.
 - i. Alaiedon shall make direct contact with Meridian inspectors regarding services. The inspectors will respond to a request for an inspection within 24 hours from the time they receive the request from Alaiedon to make an inspection during Meridian Township's regular Building Department hours, excluding weekends and holidays on which Meridian offices are closed or on those occasional days when inspectors are scheduled for training.
 - ii. Inspectors shall perform all inspections in accordance with the Michigan State Construction Code and applicable regulations and laws.
 - iii. Inspectors will complete inspections per the agreed upon schedule as relayed to customer by Alaiedon staff at the direction of the Meridian Inspector, typically within 24 hours, between 1-4 p.m. If the Inspector will arrive earlier or later than the specified time, or need to reschedule to a different day, the inspector will contact the applicant directly to make the arrangements and inform Alaiedon staff for record keeping.
 - iv. Meridian Township will supply Inspectors with inspection stickers. Inspectors will leave a sticker at the job site stating the inspection results and any comments. Inspectors will enter inspection results and comments for the permit record directly into BS&A.
- C. Make determinations that structures or equipment are unsafe.
- D. In emergency situations, issue orders to connect or disconnect utilities.
- E. In emergency situations, issue orders to vacate premises.
- F. Process and deliver any Stop work orders in coordination with Alaiedon Staff.
- G. As needed, Meridian shall maintain access to the Alaiedon BS&A Building.net system. Township Inspectors will utilize access to the Alaiedon BS&A system as necessary to review information and to record inspection results and comments.
- H. Provide information upon request to supplement Alaiedon's response during audits conducted by the Insurance Services Office, Inc., typically done once every three calendar years.
- I. Respond to requests for information to support questions from applicants and Alaiedon staff.
- J. Inspectors shall perform all services for Alaiedon in accordance with the applicable professional standards and in a manner consistent with the standard level of skill and care in the construction code industry. Meridian Township represents and warrants to Alaiedon that

its inspectors have the capability, experience and certification required to perform the services contemplated by the Agreement consistent with such standards.

- K. Alaiedon Township shall hold Meridian Township harmless for inspections done by parties other than Meridian inspectors prior to the effective date of this Agreement.
- L. Alaiedon will be responsible for the following administration and enforcement activities consistent with the following:
 - i. Alaiedon will adopt and administer codes as mandated by the State Construction Code in the Township and will make the required updates to codes in effect in consultation with the Meridian Township Inspectors and recommendations of the ISO.
 - ii. Prepare and maintain application materials and information as necessary to administer and enforce building permits.
 - iii. Receive applications for building permits.
 - iv. Receive payments of fees and fines on behalf of the governmental subdivision.
 - v. Process and deliver correction notices.
 - vi. Process and deliver any of the following after its issuance has been approved by the building official:
 - a. In nonemergency situations, orders to connect or disconnect utilities.
 - b. In nonemergency situations, orders to vacate premises.
 - c. Building permits.
 - d. Temporary or permanent certificates of use and occupancy.
 - e. Orders to suspend, revoke, or cancel a building permit or certificate of occupancy.
 - f. Violation notices.
 - g. Notices to appear or show cause.
 - h. Orders to remedy noncompliance.

EXHIBIT B

**INTERGOVERNMENTAL AGREEMENT FOR BUILDING SERVICES
FEES TO BE CHARGED**

**MERIDIAN TOWNSHIP BUILDING SERVICE RATE
EFFECTIVE January 1, 2025**

1. \$75 per inspection
2. No residential plan review charge
3. Commercial plan review on an hourly basis (\$75 per hour)
4. No mileage charge

WITNESS:		ALAIEDON TOWNSHIP
		By:
		Steve Lott, Supervisor
WITNESS:		CHARTER TOWNSHIP OF MERIDIAN
		By:
		Timothy Schmitt, Interim Township Manager



To: Board Members

From: Timothy R. Schmitt, *AICP*
Interim Township Manager &
Director of Community Planning and Development

Date: September 13, 2024

Re: Alaiedon Township Building Services

Staff was recently approached by the Alaiedon Township regarding their building inspection services. Their long time inspector is retiring and they are looking into options to replace that service. They are aware of our building services contract with Mason and are seeking a similar arrangement.

Staff met with officials from Alaiedon to discuss a potential arrangement and believe that Meridian Township would be able to provide service similar to the City of Mason in this situation. Currently, we drive through Alaiedon Township on our way to Mason when we do inspections or plan review for the City. Additionally, Alaiedon’s permit volume is extremely small in comparison to our current workload.

Residential	Total permits	Homes	Pole Barns/Sheds	Decks	Pools	Solar – on roof	Misc.
2024	31	3	6	10	3	4	5
2023	41	5	7	8	4	5	12
2022	40	5	5	10	3	4	13
2021	43	8	7	15	0	2	11

Commercial	Total permits	New Construction	Interior Remodel	Additions	Cell Towers
2024	6	1	4	1	
2023	11	2	8	1	
2022	3	0	2	0	1
2021	14	5	8	1	

The only area where the workload would increase would be with commercial plan review, but they average less than one commercial permit a month, so this would not be a major imposition on our work. This is also the only area where we will need to have a more detailed discussion with them about fees, as their current structure inadequate for commercial plan review.

Prior to working on a formal contract with Alaiedon for both Board’s review, Staff would like to discuss this issue with the Meridian Township Board, to confirm whether or not we are interested into entering into this agreement. We look forward to discussing this matter at the Board meeting.



To: Township Board

From: Timothy R. Schmitt, AICP, Interim Township Manager and Director of Community Planning and Development

Date: November 27, 2024

Re: Special Use Permit #24-23 – Okemos Gateway LLC – 1614 West Grand River Avenue – Recreational Marijuana Retailer

Okemos Gateway LLC 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. The Subject Property is approximately 2.4 acres in size and is zoned C-2 – Commercial. The property is located on the north side of West Grand River Avenue, just east of Central Park Drive. The site was in the original overlay area for potential medical marijuana licenses and is still in the amended overlay districts that were approved by the Township Board for recreational marijuana. This special use permit application follows the Township Board’s approval of the adult use marijuana conditional license on July 23, 2024.

The Planning Commission held a public hearing on the proposal at its meeting on September 9, 2024 and received no input from the general public. The Planning Commission further discussed the matter at their September 23, 2024 meeting and voted unanimously to approve the Special Use Permit to operate an recreational marijuana retailer. The Township Board discussed the application at their regular meeting on November 12, 2024 and expressed concern over the quality of their SUP application. The Applicant has provided an updated application, which was reviewed by the Board at their November 26th meeting and found to be acceptable. At that meeting, the Board generally agreed to consider a resolution for approval at their next meeting.

As a reminder, Staff is providing the Special Use Permit criteria for direct review by the Board members. There are no additional review criteria under the Zoning Ordinance for the matter in question.

Sec. 86-126 Review Criteria

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

The applicant shall assure that:

- (1) The project is consistent with the intent and purposes of this chapter.
- (2) The project is consistent with applicable land use policies contained in the Township's comprehensive development plan of current adoption.
- (3) The project is designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the same area.
- (4) The project will not adversely affect or be hazardous to existing neighboring uses.
- (5) The project will not be detrimental to the economic welfare of surrounding properties or the community.

Special Use Permit 24-23 – Recreational Marijuana Retailer
Okemos Gateway – 1614 West Grand River

- (6) The project is adequately served by public facilities, such as existing roads, schools, stormwater drainage, public safety, public transportation, and public recreation, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide any such service.
- (7) The project is adequately served by public sanitation facilities if so designed. If on-site sanitation facilities for sewage disposal, potable water supply, and stormwater are proposed, they shall be properly designed and capable of handling the long term needs of the proposed project.
- (8) The project will not involve uses, activities, processes, materials, and equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
- (9) The project will not directly or indirectly have a substantial adverse impact on the natural resources of the Township, including, but not limited to, prime agricultural soils, water recharge areas, lakes, rivers, streams, major forests, wetlands, and wildlife areas.

Staff has identified no concerns in reviewing the Special Use Permit criteria, based on the application submitted and the previously reviewed licensing information, and would **recommend approval** of the Special Use Permit.

Township Board Options

The Township Board may approve or deny the proposed special use permit for the proposed recreational marijuana retailer. Staff would offer the following motion for the Township Board's use in discussing the matter. The Township Board should explicitly outline their reasons for approval or denial, based on the SUP standards outlined previously in this memo.

Move to adopt the resolution approving Special Use Permit 24-23, a request from Okemos Gateway LLC to establish a recreational marijuana retailer at 1614 West Grand River Avenue (Parcel Id No 33-02-02-22-426-001). The subject property is zoned C-2, Commercial, and the property is located within the Marijuana Business Overlay District.

Attachments

1. Resolution for Approval of SUP #24-23
2. Township Board Packet Information from November 26, 2024 meeting

RESOLUTION TO APPROVE

**Special Use Permit #24-23
Okemos Gateway LLC – 1614 West Grand River
Recreational Marihuana Retailer**

RESOLUTION

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at 5151 Marsh Road, Okemos, MI 48864 on the 3rd day of December 2024, at 6:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, Okemos Gateway LLC has submitted a request to establish an approximately 4,000 square foot adult use marihuana retailer in a proposed new building at 1614 West Grand River Avenue, identified as Parcel I.D.# 33-02-02-22-426-001; and

WHEREAS, the 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 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 Township Board approved the permit for an adult use marihuana conditional license on the subject property at its meeting on June 18, 2024; 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 applicant was required to submit for Special Use Permit approval within 60 days of the Board’s approval of their conditional license, which the applicant did; 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 recommended approval to the Township Board at their meeting on September 23, 2024; and

WHEREAS, the Township Board reviewed the request at their November 12, 2024 meeting and asked the applicant to correct a number of inconsistencies in the data on their application form, which the applicant completed; 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

**Resolution to Approve
SUP #24-23 (Okemos Gateway LLC)
Page 2**

WHEREAS, the proposed project meets the operational requirement for marihuana establishments found in Section 40-71 of the Code of Ordinances.

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.

NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby approves Special Use Permit #24-23, subject to the following conditions:

1. Approval is in accordance with the site plan prepared by NF Engineers, dated January 24, 2020.
2. Approval is in accordance with the floor plans prepared by the Rogvoy Architects, dated August 2, 2019.
3. Approval is subject to the applicant receiving approval of an Adult Use Marihuana Facility permit by the Director of Community Planning and Development.
4. 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.
5. The applicant shall obtain and maintain any and all other applicable permits, licenses, and approvals necessary to operate the proposed commercial medical marihuana retailer 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.
6. Any proposed future expansion, additions, or revisions to the proposed tenant space, building, or site, will require an amendment to Special Use Permit #24-23.
7. All applicable conditions from previous approvals for the construction of the shopping center shall remain in effect.
8. A sign permit shall be required to install a wall sign on the building.
9. The retailer shall remain in compliance with the operational requirements established in Section 40-31 of the Code of Ordinances.
10. 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: _____

**Resolution to Approve
SUP #24-23 (Okemos Gateway LLC)
Page 3**

NAYS: _____

STATE OF MICHIGAN)

) ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the Township Board 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 Township Board on the 3rd day of December, 2024.

Angela Demas
Township Clerk



PRIOR MEMO

To: Board Members

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

Date: November 26, 2024

Re: Special Use Permit #24-18 – Okemos Gateway LLC – 1614 West Grand River
Avenue – Recreational Marijuana Retailer

Okemos Gateway LLC 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. The Subject Property is approximately 2.4 acres in size and is zoned C-2 – Commercial. The property is located on the north side of West Grand River Avenue, just east of Central Park Drive. The site was in the original overlay area for potential medical marijuana licenses and is still in the amended overlay districts that were approved by the Township Board for recreational marijuana. This special use permit application follows the Township Board’s approval of the adult use marijuana conditional license on July 23, 2024.

The Planning Commission held a public hearing on the proposal at its meeting on September 9, 2024 and received no input from the general public. The Planning Commission further discussed the matter at their September 23, 2024 meeting and voted unanimously to approve the Special Use Permit to operate an recreational marijuana retailer. The Township Board discussed the application at their regular meeting on November 12, 2024 and expressed concern over the quality of their SUP application. The Applicant has provided an updated application, which is attached.

Staff memorandums outlining the SUP request and minutes from the Planning Commission meetings at which the request was discussed are attached for the Board’s review.

Township Board Options

The Township Board may approve or deny the proposed special use permit. If the Board amends the proposal, the request may be referred back to the Planning Commission for a recommendation. A resolution will be provided at a future meeting.

Attachments

1. Updated Application and Related Information
2. Staff memorandums dated September 9, 2024 and September 23, 2024
3. Planning Commission resolution recommending approval
4. Planning Commission minutes dated September 9, 2024 (Public Hearing) and September 23, 2024 (Recommendation)

**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 The W.Investment Holdings - AmmarW. Alkhafji
 Address of Applicant 29580NorthwesternHighway, Southfield, MI 48075
 Telephone - Work 248.559.5555 Home _____ Fax _____ Email ammar@winvestorsgroup.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 1614 w. Grand River; 33-02-22-426-001
 Legal description (please attach if necessary) attached
 Current zoning C2 - Commercial District
 Use for which permit is requested / project name Commercial
 Corresponding ordinance number _____
- C. Developer (if different than applicant) same as above
 Address _____
 Telephone – Work _____ Home _____ Fax _____
- D. Architect, Engineer Planner or Surveyor responsible for design of project if different from applicant:
 Name Nowak and Fraus Engineers Rogvoy Architects
 Address 46777 Woodward. Pontiac. MI 48342 32500 Telegraph. Bingham Farms. MI 48025
 Telephone – Work 248.332.7931 Home _____ Fax Tel: 248.540.7700
- E. Acreage of all parcels in the project: Gross 2.4 Net _____
- F. Explain the project and development phases:
- G. Total number of:
 Existing: structures 0 bedrooms n/a offices n/a parking spaces n/a carports n/a garages n/a
 Proposed: structures 1 bedrooms n/a offices n/a parking spaces 34 carports n/a garages n/a
- H. Square footage: existing buildings n/a proposed buildings 4,000
 Usable Floor area: existing buildings n/a proposed buildings 4,000
- I. If employees will work on the site, state the number of full time and part time employees working per shift and hours of operation:
- J. Existing Recreation: Type n/a Acreage _____
 Proposed Recreation: Type n/a Acreage _____
 Existing Open Space: Type residential lawn Acreage 2.4
 Proposed Open Space: Type commercial lawn Acreage 1.2

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

Part II

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

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

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

Part III

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

Yes No (Please check one)

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



Signature of Applicant

11/20/2024
Date

Ammar Alkhafaji
Type/Print Name

Fee: _____

Received by/Date: _____



CIVIL ENGINEERS
LAND SURVEYORS
LAND PLANNERS

LEGAL DESCRIPTION

PARCEL 3

The East 145 feet of the following description: Beginning at a point 1123.75 feet West of the East quarter post of Section 22, Town 4 North, Range 1 West, thence West 351 feet, thence South 748 feet to the center of Grand River Road, thence Easterly along center of said road 351 feet; thence North 746 feet to beginning, Meridian Township, Ingham County, Michigan.

Address: 1614 W. Grand River Avenue
Tax ID No.: 33-02-02-22-426-001

NOWAK & FRAUS ENGINEERS

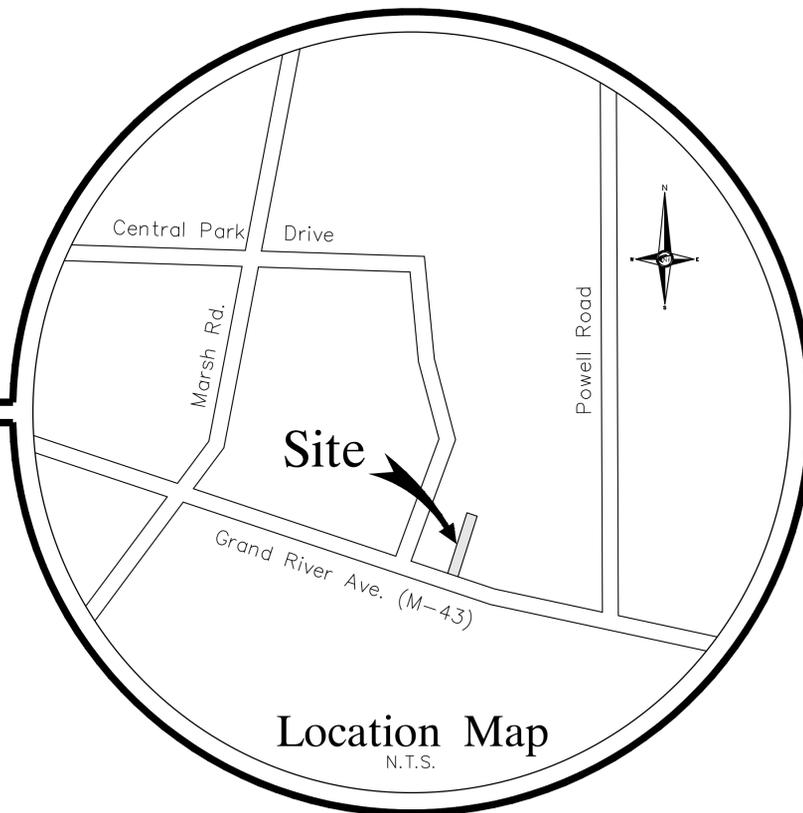
46777 WOODWARD AVENUE
PONTIAC, MI 48342-5032

WWW.NOWAKFRAUS.COM

VOICE: 248.332.7931
FAX: 248.332.8257

Meridian Township,
Ingham County, Michigan
SITE PLAN PACKAGE

Prepared For:
W Investment Holdings



REVISIONS:	
2020-01-24	Revise per Meridian Township

Owner

W INVESTMENT HOLDINGS
29580 NORTHWESTERN HWY.
SUITE 100,
SOUTHFIELD, MI 48034
CONTACT: AMMAR W. ALKHAFAJI
PHONE: (248) 559-5555

Architect

ROGVOY ARCHITECTS
32500 TELEGRAPH ROAD
SUITE 250
BINGHAM FARMS, MICHIGAN 48025
CONTACT: MARK DRANE
PHONE: (248) 540-7700

Civil Engineer

NOWAK & FRAUS ENGINEERS
46777 WOODWARD AVENUE
PONTIAC, MICHIGAN 48342
CONTACT:
MR. JEFFREY J. HUHTA, P.E., P.S.
PHONE: (248) 332-7931
EMAIL: JHUHTA@NFE-ENGR.COM

Landscape Architect

NOWAK & FRAUS ENGINEERS
46777 WOODWARD AVENUE
PONTIAC, MICHIGAN 48342
CONTACT:
MR. GEORGE A. OSTROWSKI, R.L.A.
PHONE: (248) 332-7931
EMAIL: GOSTROWSKI@NFE-ENGR.COM

SHEET INDEX

C0	COVER SHEET
C1	BOUNDARY/TOPOGRAPHIC/TREE SURVEY - SOUTH
C2	BOUNDARY/TOPOGRAPHIC/TREE SURVEY - NORTH
C3	TREE SURVEY
C4	SITE PLAN
C5	DEMOLITION PLAN
L1	TREE PRESERVATION PLAN
L2	LANDSCAPE PLAN

Project Name:

**1614 W. Grand River
Proposed Provisioning Center**

LEGAL DESCRIPTION (PARCEL 3 PER RECORDS)

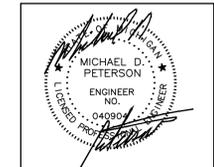
Address: 1622 W. Grand River Avenue
Tax ID No.: 33-02-02-22-401-003

PARCEL 3

The East 145 feet of the following description: Beginning at a point 1123.75 feet West of the East quarter post of Section 22, Town 4 North, Range 1 West, thence West 351 feet, thence South 748 feet to the center of Grand River Road, thence Easterly along center of said road 351 feet; thence North 746 feet to beginning, Meridian Township, Ingham County, Michigan.

Address: 1614 W. Grand River Avenue
Tax ID No.: 33-02-02-22-426-001

NFE JOB # J987-02



CIVIL ENGINEERS
LAND SURVEYORS
LAND PLANNERS

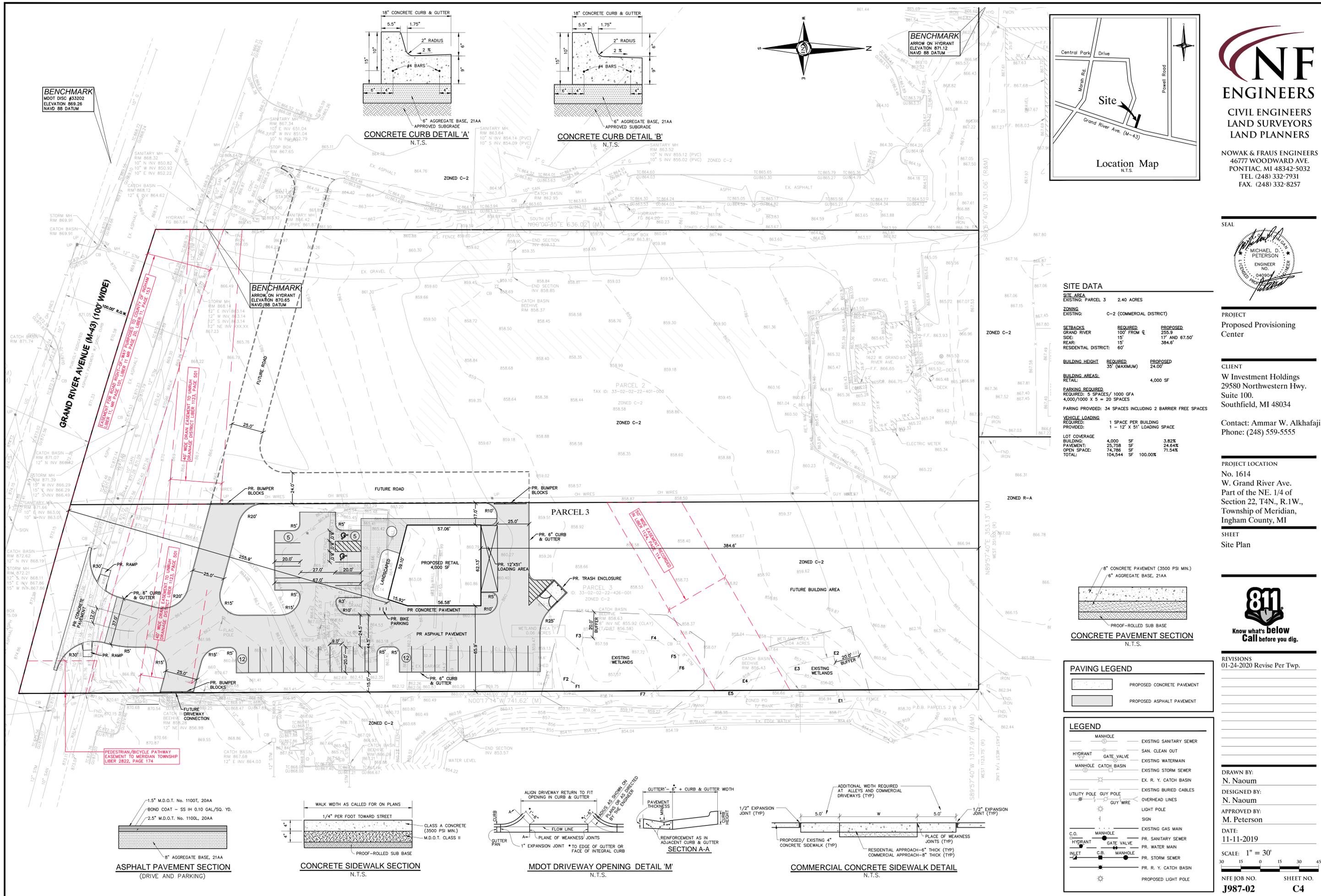
NOWAK & FRAUS ENGINEERS
46777 WOODWARD AVE.
PONTIAC, MI 48342-5032
TEL. (248) 332-7931
FAX. (248) 332-8257

Tree Inventory List
 Job Number: J987 TS
 Job Location: 1614 West Grand River, Meridian Twp., Okemos
 Client: LaFontaine

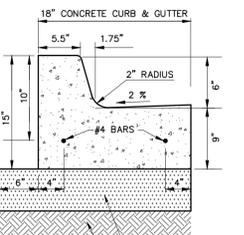
Condition Description Notes:
 "Good" - no observed structural defects
 "Fair" - minor structural defects, marginal form, some insect activity noted
 "Poor" - major structural defects, poor form, insect infested

*Structural defects may include decayed wood, cracks, root problems, weak branch unions
 cankers, poor tree architecture, dead/failed branches due to various causes

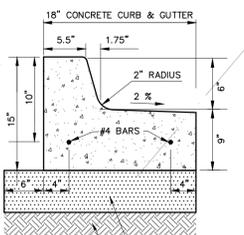
Tree #	Botanical Name	Common Name	Dia.	Type	Other Dia.	Condition	Comments
178	Malus spp.	Crabapple spp.	9	Twin	8	Good	
179	Pinus nigra	Austrian Pine	14			Dead	
180	Pinus sylvestris	Scotch Pine	12			Poor	Insect damage, extensive crown deadwood
181	Picea pungens	Colorado Blue Spruce	10			Poor	90% dead
182	Picea pungens	Colorado Blue Spruce	18			Poor	Unidentified needle disease
183	Picea pungens	Colorado Blue Spruce	13			Poor	Unidentified needle disease
184	Picea pungens	Colorado Blue Spruce	10			Poor	Unidentified needle disease
185	Pinus sylvestris	Scotch Pine	22			Fair	Trunk has been girdled by old fencing
186	Picea pungens	Colorado Blue Spruce	14			Fair	Unidentified needle disease
187	Picea pungens	Colorado Blue Spruce	9			Fair	Unidentified needle disease
188	Pinus sylvestris	Scotch Pine	14			Good	
189	Acer saccharum	Sugar Maple	15			Poor	40% dead
190	Pinus sylvestris	Scotch Pine	12			Good	
191	Picea pungens	Colorado Blue Spruce	8			Good	
192	Acer platanoides	Norway Maple	14			Fair	Declining, low vigor, small branch deadwood
193	Picea pungens	Colorado Blue Spruce	15			Fair	Unidentified needle disease
194	Pinus sylvestris	Scotch Pine	16			Fair	Unidentified needle disease
195	Picea pungens	Colorado Blue Spruce	22			Fair	Unidentified needle disease
196	Acer platanoides	Norway Maple	13			Good	
197	Acer platanoides	Norway Maple	19			Good	
198	Acer platanoides	Norway Maple	9			Good	
199	Pinus strobus	Eastern White Pine	17			Good	
200	Pinus strobus	Eastern White Pine	15			Dead	
201	Pinus strobus	Eastern White Pine	18			Good	
202	Pinus resinosa	Red Pine	18			Good	
203	Pinus strobus	Eastern White Pine	18			Good	
204	Pinus strobus	Eastern White Pine	26			Good	
205	Pinus strobus	Eastern White Pine	24			Poor	Trunk hollow detected
206	Acer platanoides	Norway Maple	21			Fair	Small basal trunk injury, wood exposed, some decay
207	Acer platanoides	Norway Maple	14			Good	
208	Acer platanoides	Black Walnut	22			Good	
209	Juglans nigra	Black Walnut	20			Good	
210	Acer negundo	Boxelder	15			Poor	Excessive trunk lean
211	Picea glauca	White Spruce	8			Poor	Unidentified needle disease
212	Pinus sylvestris	Scotch Pine	14			Fair	Being choked by grape vines
213	Pinus sylvestris	Scotch Pine	15			Poor	Being choked by vines
214	Pinus sylvestris	Scotch Pine	14			Fair	Being choked by vines
215	Pinus sylvestris	Scotch Pine	9			Dead	
216	Pinus sylvestris	Scotch Pine	8			Dead	
217	Ulmus americana	American Elm	10			Good	
218	Pinus sylvestris	Scotch Pine	15			Dead	
219	Acer saccharum	Sugar Maple	14			Fair	Basal trunk injury, wood exposed, some decay
220	Platanus occidentalis	Sycamore	26			Good	
221	Acer platanoides	Norway Maple	14	Multiple	12, 11	Good	
222	Betula populifolia	Gray Birch	13			Good	
223	Morus alba	White Mulberry	10			Good	
224	Ulmus americana	American Elm	17			Good	
225	Juglans nigra	Black Walnut	10			Good	
226	Juniperus virginiana	Eastern Red-cedar	8			Good	
227	Juniperus virginiana	Eastern Red-cedar	8			Good	
228	Juniperus virginiana	Eastern Red-cedar	8			Good	
229	Acer platanoides	Norway Maple	26			Poor	Extensive trunk decay
230	Acer platanoides	Norway Maple	15			Good	
231	Acer saccharinum	Silver Maple	30	Twin	8	Good	Weak trunk union with included bark, decay suspected
232	Acer saccharinum	Silver Maple	30	Multiple	28, 10	Fair	Unbalanced crown, large bow in trunk
233	Acer saccharinum	Silver Maple	30			Fair	Basal trunk decay
234	Acer platanoides	Norway Maple	20	Twin	17	Poor	
235	Malus spp.	Crabapple spp.	10	Multiple	6, 4	Good	
236	Salix spp.	Willow spp.	48	Twin	36	Poor	Poor structure
237	Morus alba	White Mulberry	6			Fair	
238	Acer negundo	Boxelder	8			Fair	Limb deadwood, weak branch attachments
239	Acer negundo	Boxelder	8			Poor	Excessive trunk lean
240	Acer negundo	Boxelder	9			Poor	Leaning & growing into cyclone fence
241	Acer negundo	Boxelder	18	Twin	15	Poor	Excessive trunk lean
242	Acer negundo	Boxelder	15			Poor	Excessive trunk lean
243	Picea abies	Norway Spruce	30			Good	
244	Acer negundo	Boxelder	10			Poor	Trunk decay, growing into fence, poor structure
245	Prunus avium	Sweet Black Cherry	9			Good	
246	Celtis occidentalis	Northern Hackberry	17			Good	
247	Rhamnus catherica	Common Buckthorn	10			Fair	Poor structure, being choked by vines
248	Acer negundo	Boxelder	15			Fair	
249	Juglans nigra	Black Walnut	9			Good	
250	Acer negundo	Boxelder	9			Poor	Basal trunk decay, leaning, poor structure
251	Morus alba	White Mulberry	8	Twin	6	Poor	Weak trunk union, slime flux
252	Acer platanoides	Norway Maple	18			Good	
253	Acer platanoides	Norway Maple	20			Good	
254	Prunus serotina	Black Cherry	9			Good	
255	Prunus serotina	Black Cherry	28			Good	
256	Prunus avium	Sweet Black Cherry	11			Good	
257	Acer platanoides	Norway Maple	13			Good	
258	Acer platanoides	Norway Maple	15			Good	
259	Abies concolor	White Fir	16			Good	
260	Morus alba	White Mulberry	14			Poor	Basal trunk decay, 50% of tree is missing
261	Abies concolor	White Fir	18			Good	
262	Picea pungens	Colorado Blue Spruce	26			Good	
263	Abies concolor	White Fir	12			Good	
264	Pinus sylvestris	Scotch Pine	28	Twin	24	Good	
265	Abies concolor	White Fir	8			Good	
266	Abies concolor	White Fir	14			Good	
267	Abies concolor	White Fir	9			Good	
268	Pinus sylvestris	Scotch Pine	16	Multiple	13, 10	Poor	Insect damage, crown deadwood
269	Abies concolor	White Fir	14			Good	
270	Abies concolor	White Fir	16			Good	
271	Pinus sylvestris	Scotch Pine	18			Poor	90% dead
272	Abies concolor	White Fir	17			Good	
273	Abies concolor	White Fir	9			Good	
274	Pinus sylvestris	Scotch Pine	13			Poor	Limb deadwood, insect damage
275	Pseudotsuga menziesii	Douglas-fir	26			Good	
276	Pseudotsuga menziesii	Douglas-fir	14			Good	
277	Tilia americana	Basswood	6	Twin	6	Good	
278	Picea pungens	Colorado Blue Spruce	18			Good	
279	Acer saccharum	Sugar Maple	9			Good	
280	Malus spp.	Crabapple spp.	12			Fair	
281	Acer platanoides	Norway Maple	12			Good	
282	Gleditsia triacanthos	Honeylocust	20			Good	
283	Gleditsia triacanthos	Honeylocust	14			Good	
284	Acer saccharum	Sugar Maple	16			Good	
285	Ulmus americana	American Elm	14	Twin	9	Good	
286	Acer platanoides	Norway Maple	10			Good	
287	Juglans nigra	Black Walnut	11			Good	
288	Acer platanoides	Norway Maple	11	Multiple	9, 9, 8, 6	Poor	Large in-rolled trunk seam, extensive decay probable
289	Pseudotsuga menziesii	Douglas-fir	11			Dead	
290	Juniperus virginiana	Eastern Red-cedar	9			Fair	
291	Pseudotsuga menziesii	Douglas-fir	15			Good	
292	Juniperus virginiana	Eastern Red-cedar	9			Good	
293	Acer platanoides	Norway Maple	38			Poor	Some insect damage, basal trunk decay
294	Acer platanoides	Norway Maple	16			Good	
295	Juniperus virginiana	Eastern Red-cedar	9			Dead	
296	Juniperus virginiana	Eastern Red-cedar	9	Twin	8	Fair	
297	Juniperus virginiana	Eastern Red-cedar	14			Fair	
298	Juniperus virginiana	Eastern Red-cedar	15			Fair	
299	Malus spp.	Crabapple spp.	22			Poor	Extensive basal trunk decay
300	Picea pungens	Colorado Blue Spruce	14			Fair	Unidentified needle disease
301	Prunus serotina	Black Cherry	18			Good	
302	Pinus spp.	Pear	15	Multiple		Good	
303	Pinus spp.	Pear	15			Good	
304	Malus spp.	Crabapple spp.	8	Multiple		Fair	
305	Malus spp.	Crabapple spp.	9	Multiple		Fair	
306	Pseudotsuga menziesii	Douglas-fir	18			Good	
307	Abies concolor	White Fir	20			Good	
308	Acer saccharum	Sugar Maple	26			Fair	Declining
309	Picea pungens	Colorado Blue Spruce	12			Fair	Unidentified needle disease
310	Malus spp.	Crabapple spp.	15			Fair	
311	Picea pungens	Colorado Blue Spruce	15			Fair	
312	Picea glauca	White Spruce	14			Good	
313	Picea glauca	White Spruce	15			Good	
314	Pseudotsuga menziesii	Douglas-fir	16			Good	
315	Pseudotsuga menziesii	Douglas-fir	15			Good	
316	Pseudotsuga menziesii	Douglas-fir	14			Good	
317	Pseudotsuga menziesii	Douglas-fir	14			Good	
318	Pseudotsuga menziesii	Douglas-fir	16			Good	
319	Pseudotsuga menziesii	Douglas-fir	30			Good	
320	Acer negundo	Boxelder	16			Poor	Poor structure, large bow in trunk
321	Malus spp.	Crabapple spp.	14	Multiple		Fair	
322	Acer saccharinum	Silver Maple	41			Good	
323	Malus spp.	Crabapple spp.	18	Multiple		Fair	
324	Malus spp.	Crabapple spp.	13			Poor	Extensive trunk decay
325	Pinus strobus	Eastern White Pine	34			Fair	Trunk hollow detected
326	Pinus strobus	Eastern White Pine	18			Good	
327	Pinus strobus	Eastern White Pine	15			Good	
328	Pinus strobus	Eastern White Pine	26			Poor	In-rolled trunk seam, extensive basal trunk decay
329	Picea pungens	Colorado Blue Spruce	13			Good	
330	Gleditsia triacanthos	Honeylocust	24			Good	
331	Cercis canadensis	Redbud	16			Good	
332	Acer saccharum	Sugar Maple	18			Fair	Extensive trunk decay
333	Acer saccharum	Sugar Maple	20			Good	Declining
334	Malus spp.	Crabapple spp.	9	Multiple		Poor	Insect damage, basal trunk decay
335	Acer platanoides	Norway Maple	12			Poor	Limb deadwood, dieback & decay
336	Juniperus virginiana	Eastern Red-cedar	14			Fair	
337	Juniperus virginiana	Eastern Red-cedar	11			Good	
338	Ulmus americana	American Elm	28			Good	
339	Pinus spp.	Pear	11	Multiple	5, 3	Fair	
340	Pinus spp.	Pear	10			Poor	Extensive trunk deadwood
341	Pinus spp.	Pear	12	Twin	5	Fair	
342	Malus spp.	Crabapple spp.	14	Twin	10	Poor	
343	Acer platanoides	Norway Maple	8			Good	
344	Acer platanoides	Norway Maple	8			Good	
345	Acer platanoides	Norway Maple	9			Good	
346	Acer platanoides	Norway Maple	8			Good	
347	Acer platanoides	Norway Maple	8			Good	
348	Acer platanoides	Norway Maple	9			Good	
349	Picea pungens	Colorado Blue Spruce	22			Good	
350	Acer saccharum	Sugar Maple	12			Good	
351	Acer saccharum	Sugar Maple	12			Good	
352	Acer saccharum	Sugar Maple	14			Good	
353	Acer saccharum	Sugar Maple	8			Good	
354	Picea glauca	White Spruce	8			Fair	
355	Pseudotsuga menziesii	Douglas-fir	12			Fair	
356	Acer saccharum	Sugar Maple	12			Good	
357	Acer saccharum	Sugar Maple	14			Good	
358	Picea pungens	Colorado Blue Spruce	9			Fair	Unidentified needle disease
359	Picea pungens	Colorado Blue Spruce	14			Fair	Unidentified needle disease
360	Pseudotsuga menziesii	Douglas-fir	22			Poor	Terminal leader has failed
361	Acer saccharum	Sugar Maple	13			Good	
362	Acer saccharum	Sugar Maple	16			Good	
363	Acer saccharum	Sugar Maple	15			Good	
364	Liquidambar styraciflua	Sweetgum	11			Good	
365	Acer saccharum	Sugar Maple	11			Good	
366	Juglans nigra	Black Walnut	12			Good	
367	Acer platanoides	Norway Maple	11			Good	
368	Acer platanoides	Norway Maple	8			Fair	Small trunk injury, wood exposed, some decay
369	Gleditsia triacanthos	Honeylocust	12			Good	
370	Acer platanoides	Norway Maple	9			Good	
371	Platanus occidentalis	Sycamore	30			Good	
372	Acer platanoides	Norway Maple	28			Good	
373	Picea pungens	Colorado Blue Spruce	8			Fair	
374	Picea pungens	Colorado Blue Spruce	8			Dead	
375	Acer saccharum	Sugar Maple	13			Good	
376	Acer platanoides	Norway Maple	13			Good	
377	Picea pungens	Colorado Blue Spruce	9			Fair	
378	Acer platanoides	Norway Maple	9			Good	
379	Malus spp.	Crabapple spp.	9	Multiple		Fair	
380	Prunus avium	Sweet Black Cherry	9			Good	
381	Robinia pseudoacacia	Black Locust	12			Good	
382	Juglans nigra	Black Walnut	9			Good	
383	Juniperus virginiana	Eastern Red-cedar	13			Good	
384	Robinia pseudoacacia	Black Locust	15			Good	
385	Juniperus virginiana	Eastern Red-cedar	8			Good	
386	Juniperus virginiana	Eastern Red-cedar					



BENCHMARK
 MDOT DISC #33202
 ELEVATION 869.26
 NAVD 88 DATUM



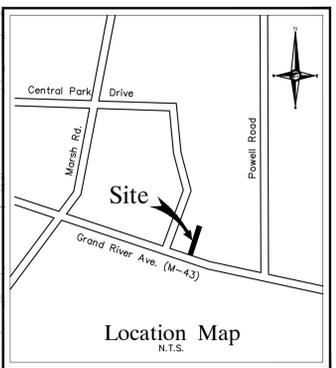
CONCRETE CURB DETAIL 'A'
N.T.S.



CONCRETE CURB DETAIL 'B'
N.T.S.



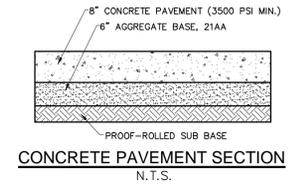
BENCHMARK
 ARROW ON HYDRANT
 ELEVATION 871.12
 NAVD 88 DATUM



Location Map
N.T.S.

SITE DATA

SITE AREA	EXISTING: PARCEL 3	2.40 ACRES
ZONING	EXISTING:	C-2 (COMMERCIAL DISTRICT)
SETBACKS	REQUIRED	PROPOSED
GRAND RIVER	100' FROM E	255.9'
SIDE	15'	17' AND 67.50'
REAR	15'	384.6'
RESIDENTIAL DISTRICT	60'	
BUILDING HEIGHT	REQUIRED	PROPOSED
RETAIL	35' (MAXIMUM)	24.00'
BUILDING AREAS:		4,000 SF
PARKING REQUIRED:	5 SPACES/ 1000 GFA	
4,000/1000 X 5 = 20 SPACES		
PARKING PROVIDED:	34 SPACES INCLUDING 2 BARRIER FREE SPACES	
VEHICLE LOADING	1 SPACE PER BUILDING	
PROVIDED:	1 - 12' X 51' LOADING SPACE	
LOT COVERAGE	4,000 SF	3.82%
BUILDING:	25,768 SF	24.64%
PAVEMENT:	74,786 SF	71.54%
OPEN SPACE:	104,544 SF	100.00%
TOTAL:		

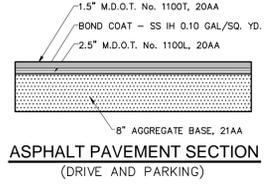


PAVING LEGEND

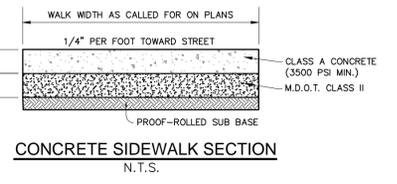
[Symbol]	PROPOSED CONCRETE PAVEMENT
[Symbol]	PROPOSED ASPHALT PAVEMENT

LEGEND

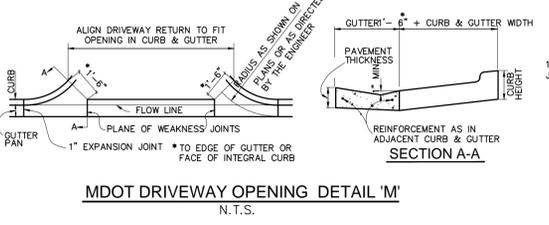
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[Symbol]	CATCH BASIN	EX. R. Y. CATCH BASIN
[Symbol]	UTILITY POLE	EXISTING BURIED CABLES
[Symbol]	GUY POLE	OVERHEAD LINES
[Symbol]	GUY WIRE	LIGHT POLE
[Symbol]		SIGN
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[Symbol]	INLET	PR. R. Y. CATCH BASIN
[Symbol]	MANHOLE	PROPOSED LIGHT POLE



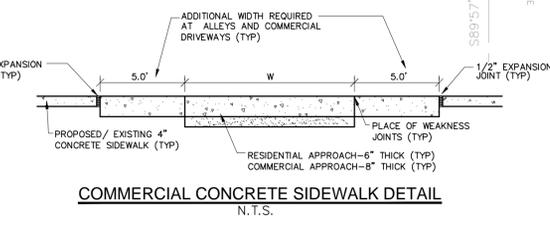
ASPHALT PAVEMENT SECTION
(DRIVE AND PARKING)



CONCRETE SIDEWALK SECTION
N.T.S.



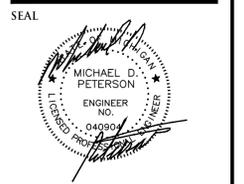
MDOT DRIVEWAY INTEGRAL DETAIL 'M'
N.T.S.



COMMERCIAL CONCRETE SIDEWALK DETAIL
N.T.S.



NOWAK & FRAUS ENGINEERS
 46777 WOODWARD AVE.
 PONTIAC, MI 48342-5032
 TEL. (248) 332-7931
 FAX. (248) 332-8257



PROJECT
 Proposed Provisioning
 Center

CLIENT
 W Investment Holdings
 29580 Northwestern Hwy.
 Suite 100.
 Southfield, MI 48034

Contact: Ammar W. Alkhafaji
 Phone: (248) 559-5555

PROJECT LOCATION
 No. 1614
 W. Grand River Ave.
 Part of the NE 1/4 of
 Section 22, T4N., R.1W.,
 Township of Meridian,
 Ingham County, MI

SHEET
 Site Plan

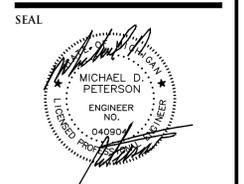
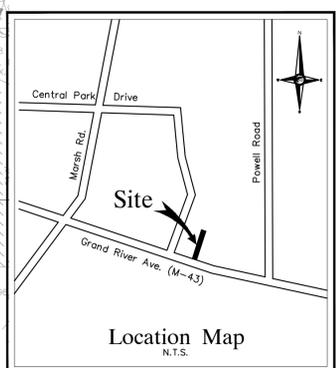
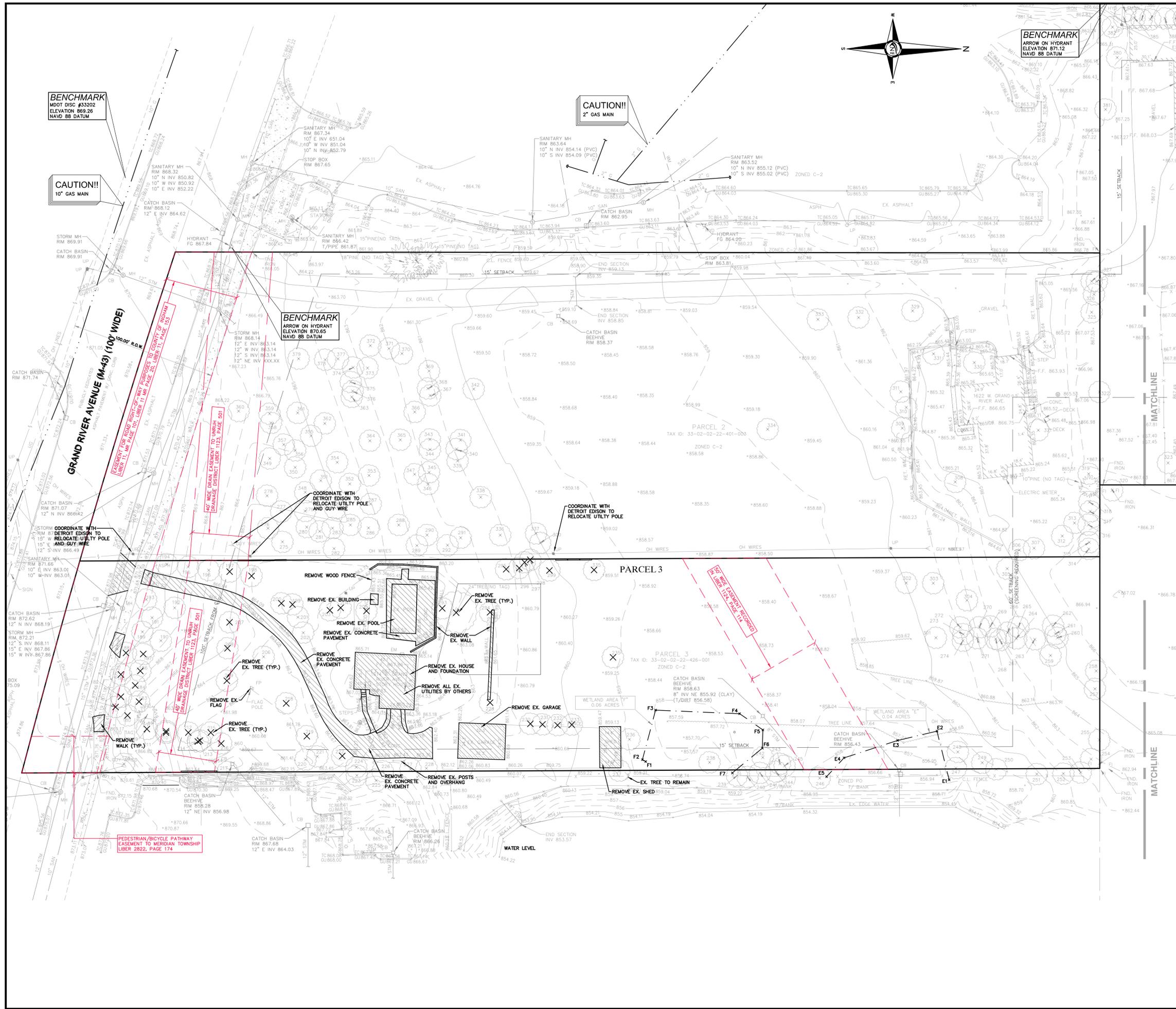


REVISIONS
 01-24-2020 Revise Per Twp.

DRAWN BY:
 N. Naoum
DESIGNED BY:
 N. Naoum
APPROVED BY:
 M. Peterson

DATE:
 11-11-2019

SCALE: 1" = 30'
 30 15 0 15 30 45
NFE JOB NO. **SHEET NO.**
1987-02 **C4**



PROJECT
 Proposed Provisioning
 Center

CLIENT
 W Investment Holdings
 29580 Northwestern Hwy.
 Suite 100.
 Southfield, MI 48034

Contact: Ammar W. Alkhafaji
 Phone: (248) 559-5555

PROJECT LOCATION
 No. 1614
 W. Grand River Ave.
 Part of the NE. 1/4 of
 Section 22, T4N., R.1W.,
 Township of Meridian,
 Ingham County, MI

SHEET
 Demolition Plan



TOPOGRAPHIC SURVEY NOTES

ALL ELEVATIONS ARE EXISTING ELEVATIONS, UNLESS OTHERWISE NOTED.
 UTILITY LOCATIONS WERE OBTAINED FROM MUNICIPAL OFFICIALS AND RECORDS OF UTILITY COMPANIES, AND NO GUARANTEE CAN BE MADE TO THE COMPLETENESS, OR EXACTNESS OF LOCATION.
 THIS SURVEY MAY NOT SHOW ALL EASEMENTS OF RECORD UNLESS AN UPDATED TITLE POLICY IS FURNISHED TO THE SURVEYOR BY THE OWNER.

LEGEND	
	EXISTING SANITARY SEWER
	EXISTING SAN. CLEAN OUT
	EXISTING WATER MAIN
	EXISTING STORM SEWER
	EX. R. Y. CATCH BASIN
	EXISTING BURIED CABLES
	OVERHEAD LINES
	LIGHT POLE
	SIGN
	EXISTING GAS MAIN
	EXISTING UTILITY TO BE REMOVED
	EXISTING UTILITY TO BE ABANDONED
	INDICATES EXISTING TREE TO BE REMOVED
	INDICATES AREAS OF PAVEMENT, BUILDINGS, ETC. TO BE REMOVED

DRAWN BY:
 N. Naoum
 DESIGNED BY:
 N. Naoum
 APPROVED BY:
 M. Peterson
 DATE:
 11-11-2019
 SCALE: 1" = 30'
 NFE JOB NO. **J987-02** SHEET NO. **C5**



DNVK 4 LLC
1614 GRAND RIVER MERIDIAN TOWNSHIP
A PREMIUM MARIHUANA RETAIL CENTER

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BUSINESS STARTUP PLAN

1. EXECUTIVE SUMMARY

DNVK 4 LLC is a marihuana company, founded with marihuana customers in mind. The company was inspired by the personal experiences of the ownership group, witnessing first-hand the positive impact that marihuana can provide for individuals and those experiencing health issues.

The company was founded by Darren Naimi and Marvin Karana, both experienced businessmen. Darren is passionate about helping medically ill people with alternatives to live a better life, combined with his experience as an operator of several family owned retail businesses and operation of multi-family properties he will prove to be a valuable owner. The owners have the experience necessary to help DNVK 4 truly thrive. Marvin Karana is a local attorney who graduated from Wayne State University Law School and has, both business and retail experience. Marvin is the principle of Karana Law and the manager of several commercial properties in Michigan and California. Marvin is also one of the few licensed Metro PCS Master Agents in the State of Michigan. This involved several background checks from Metro PCS.

DNVK 4 is planning to open a **medical and adult use retail marihuana center** in Meridian Township, provided that the company is successful in the application process. The designs for the facility are well under way. This will help to expedite the development of the dispensary process to ensure timely providing of marihuana to customers and the licensed patients and caregivers in compliance with the Township and State of Michigan regulatory scheme.

MISSION STATEMENT:

DNVK 4 will provide a comfortable, safe and a secure environment with knowledgeable and passionate team members who care about improving the lives of its customers and the lives of others in the community. Our team will provide expert education and superior products along with exceptional customer service through the experienced leadership of Darren and Marvin.

OBJECTIVES:

- Provide an uninterrupted supply of high-quality marihuana for all qualifying customers
- Implement a marihuana safety and educational program in cooperation with our community partners
- Implement standard operating procedures to ensure uniformity in all operations
- Create a program that requires employee training and familiarity with operating procedures prior to assigning employees to critical tasks

2. TIMELINE

With the time required to finish construction, receive final approval, and acquire inventory, the company anticipates opening for business in the late 2024 or early 2025 , which may change depending on municipal approval.

PHASE 1: PERMITTING

Marvin Karana and Darren Naimi have all received pre-qualification status with the State of Michigan and can begin construction upon receiving a Township approval.

PHASE 2: STAFFING AND Training

Before and during the build out of the facility, the company will begin its employee recruitment and hiring process. Employees will be required to submit to the required background checks set forth by the State. Once approved for employment, each employee will be required to attend training for their position. This will include both classroom and hands-on job experience encompassing all tasks in the marihuana center, compliance with rules and regulations, and in-depth knowledge of marihuana. This training will ensure our staff is prepared to begin working with customers in the company's facilities as we open for business. Due to the fluid regulatory environment and continuing technological innovations in the industry, the company will provide ongoing education and training programs.

PHASE 3: VENDOR SELECTION

Prior to opening, the General Manager and Inventory Control Manager will begin reaching out to licensed vendors in the state in order to get to know their sales and management teams. Part of our selection process will require a facility tour to observe the processes of each potential vendor. This will also include fact-finding on each product offered by the vendors and the potential uses for each.

As vendors and products are selected, they will be added to our product acquisition list. Depending on production lead time of certain products, arrangements may be made with producers to ensure they arrive at DNVK 4 in a timely manner.

PHASE 4: COMMENCEMENT

DNVK 4 has considered the current number of marihuana customers in the State of Michigan and is forecasting demand based on this information. We will commence initial product acquisition based on these estimates. Sales and inventory will be closely monitored by the Inventory Control Manager to ensure that each marihuana center has adequate supplies to prevent lost sales due to insufficient variety or volume of products.

3. OPERATIONS OVERVIEW

DNVK 4 will adopt Standard Operating Procedures (SOPs) to ensure the secure, safe, consistent and proper handling and distribution of marihuana. The SOPs will include step-by-step instructions on every task within the facility, providing the guidelines of conduct for facility personnel and the procedures necessary to comply with all regulations.

DNVK 4 SOP document will include definitions, purpose, policies, procedures, and quality control checks for every operation in the facility. The definitions detail industry-specific terms and acronyms used throughout each document. The purpose establishes the goal of each procedure. The policy section provides the standard that the procedure must achieve. The procedure section presents a step-by-step process for the completion of individual tasks in the facility and includes examples of all the logs, forms, charts and diagrams required for record keeping.

MARIHUANA CENTER

Once a customer has been verified and checked in by the Security Associate stationed in the secure entry vestibule, they will be permitted to enter and can approach the marihuana center Service Counter once a Marihuana Center Agent is available. If all Marihuana Center Agents are serving other customers, overflow customers will be asked to wait in the designated waiting area. While serving the customer, the Marihuana Center Agent will ask the customer several questions relating to their medical use and their qualifying condition (if applicable) and will offer guidance for possible treatment options based on the information provided by the company's training program.

In addition to providing marihuana, Marihuana Center Agents are expected to spend an average of 10-15 minutes with new customers to familiarize them with our facility and the resources we offer, educate the customer on our product offerings, and assess the customer's needs. Marihuana Center Agents will spend an average of 5-10 minutes with returning customers and will discuss the effectiveness of the treatment methods the customer has tried, and provide further guidance as needed.

DNVK 4 will offer several forms of marihuana. All products offered by the Company will be inspected for compliance with the standards established by the State of Michigan, following the processes detailed in the Company's SOP manual.

4. PRODUCT LINE

DNVK 4 will seek to offer marihuana, concentrates, and infused products in order to accommodate the needs and preferences of a wide variety of customers. All marihuana items offered by DNVK 4 will be cultivated and manufactured according to standards typically required in commercial agricultural production facilities. As part of the product acquisition process, the General Manager and Inventory Control Manager will tour the facilities of prospective suppliers to observe handling practices and ensure they meet the established standards. All marihuana items received will be required to undergo strict quality control inspections prior to being accepted into our inventory. Any noncompliant items will be rejected, and the facility that produced the product will be notified.

DRY FLOWER

Dried marihuana is the most popular consumption method for marihuana customers nationwide. Because of this, the bulk of the inventory carried by DNVK 4 will be in the form of dried marihuana.

DNVK 4 will provide a wide range of marihuana strains from licensed producers in the State of Michigan. The dried marihuana will be sold in pre-packaged, individual child-resistant containers, to protect the produce but also to simplify inventory tracking and promote loss prevention.

EXTRACTS

Extracts and oils take several forms and are a preferred consumption method for many marihuana customers. DNVK 4 will provide select extracts from licensed producers.

Extracts (e.g., wax, shatter, live-resin, rosin, CO₂ Oil, distillate, crystallite, etc.) will be sold in pre-packaged units of 0.5 grams and 1.0 grams. Extracts may also be offered in the form of pre-filled atomizer cartridges for use with electronic cigarettes in assorted sizes of 100-1000 milligrams. All products will be sold in certified child-resistant packaging and will comply with the labeling standards established by the State of Michigan.

MARIHUANA-INFUSED PRODUCTS

Marihuana-infused products including edible and topical products will be stocked in smaller quantities by DNVK 4, due to their lower demand by marihuana customers. DNVK 4 will not accept any product that is made to look like a commercially-produced candy or other item that may cause the product to appeal to children. All Infused products will be clearly labeled to show that they contain marihuana.

5. MARKETING & SALES

To be responsible and support the rules in the State of Michigan, the Company will not engage in any sort of public advertisement including radio, television, billboards, or bus stops. Our marihuana centers will only be identified by signage sufficient to signify the Company's location. The company's website will require age verification and display our business hours, available product types, and address and telephone number.

In addition to advertising on our own website, DNVK 4 will host a menu of our products on Weedmaps™ and Leafly™. These websites are designed to assist customers in finding marihuana centers in their area, as well as specific products to help treat their symptoms. Leafly™, in particular, offers a wide range of information available for each strain in an extensive, searchable database. Customers can base search parameters on their specific symptoms. Both of these sites include landing pages that require visitors to confirm they are either a registered medical marihuana patient or over the age of 21 to enter.

DNVK 4 will work hard to maintain an excellent reputation for offering high quality marihuana in a safe, friendly, customer-focused environment. Our concerted efforts will engender word-of-mouth recommendations as the primary mechanism to drive our sales.

6. ORGANIZATION & ROLES/STAFFING

GENERAL MANAGER

Role: The General Manager is responsible for the overseeing the operations of the marihuana center including developing and implementing company policies, coordinating with department managers, and helping to ensure the facility performs according to plan.

Qualifications:

- Minimum 5 years' managerial experience
- Strong communication skills
- Demonstrates people management skills and development capability
- Demonstrates successful leadership
- Strong organizational skills
- Proficiency in technology software, desktop electronics, MS Office (Word, Excel, Outlook, PowerPoint)
- Fluent in spoken and written English
- First aid training, OSHA training
- Highly regulated industry related experience a plus

SHIFT MANAGER

Role:

The Security Manager ensures the security of the facility, the inventory, the staff and the customers. This person is responsible for ensuring that contracted 24/7 security personnel adhere to the policies and procedures of DNVK 4.

Qualifications:

- Minimum Bachelor's Degree in Business Management, Operations and/or Logistics, Project Management or related fields
- Minimum 5 years' experience in management or operations, proof of successful team management and leadership
- Strong communication skills with the ability to direct staff, and take responsibility for the communication
- People management skills and capability
- Strong organizational skills
- Proficiency in technology software, desktop electronics, MS Office (Word, Excel, Outlook, PowerPoint)

QUALITY ASSURANCE MANAGER/ SHIPPING MANAGER

Role: This position is responsible for ensuring the marihuana center remains in compliance with all state requirements. This individual will be responsible for keeping abreast of all regulatory changes and updates to the state laws and

regulations as well as educating the entire provisioning center team of applicable changes. This individual is also responsible for ensuring that received products are compliant with packaging, labeling and shipping requirements.

Qualifications:

- Bachelor's degree in Business, Management, Operations, Engineering or related fields is required or equivalent experience
- Five or more years of experience in a similar position, preferably in a regulated industry
- Experience recording and reporting data
- Proficiency in technology software, desktop electronics, MS Office (Word, Excel, Outlook, PowerPoint)
- Experience in similar positions

INVENTORY CONTROL MANAGER

Role: This individual is responsible for tracking of all inventory. Responsibilities include management of the seed-to-sale inventory tracking system software and hardware, management of all inbound and outbound product, tracking, manifesting and quality control functions.

Qualifications:

- Bachelor's degree in Business, Management, Operations, Engineering or related fields is required or equivalent experience
- Experience recording and reporting data
- Proficiency in technology software, desktop electronics, MS Office (Word, Excel, Outlook, PowerPoint)
- Experience in similar positions

OFFICE MANAGER

Role:

The Office Manager supports all aspects of provisioning center operations.

Qualifications:

- Associate or Bachelor's degree in Business Management, Project Management or related management field
- One to 5 or more years of experience in a similar position, preferably in a regulated industry

SECURITY MANAGER

Role:

The Security Manager ensures the security of the facility, the inventory, the staff and the customers

Qualifications:

- Proven experience as security manager or similar position

- Experience using relevant technology and equipment
- Experience in reporting and emergency response planning
- Excellent knowledge of security protocols and procedures
- State certification or licensure as a security professional, if required
- Solid understanding of budgeting and statistical data analysis
- Working knowledge of MS Office
- Excellent communication and interpersonal skills
- Outstanding organizational and leadership skills
- Committed and reliable
- High school diploma; Further education in security administration or similar field will be an asset

MARIHUANA CENTER AGENT

Role: This position is responsible for customer-service duties as assigned and will be cross-trained for other facility duties. Performs all the tasks in the provisioning center, including: providing exceptional patient (customer) service, a complete understanding of offered products, and inventory, point-of-sales software, and cash management.

Qualifications:

- High school diploma or equivalent
- Good people skills
- Experience in customer-facing jobs
- Basic knowledge of marihuana uses and benefits
- Ability to work as part of a team
- Adaptability and flexibility
- Experience recording and reporting data
- Proficiency in technology software, desktop electronics, MS Office (Word, Excel, Outlook, PowerPoint)

7. EMPLOYEE HIRING, TRAINING, AND COMPENSATION

HIRING PRACTICES

DNVK 4 is committed to forming a diverse, inclusive employee team dedicated to excellence and equity in health and wellness. The company intends to achieve this through education, training, advocacy, and outreach to the local community. The management team will engage with employee recruiting companies to source at least two or more qualified candidates in the Township and employ the chronically underemployed. We will inform the recruiting company of our diversity goals to help them tailor our recruiting process. In DNVK 4's commitment to the local economy, a job fair will be held in the Township to help achieve this. The Company anticipates employing between 15 to 20 people for all positions including skilled, unskilled and professional employees, with at least 8 of these being full time employees.

All members, employees, contractors, or other individuals who may enter the licensed facility unescorted on a regular basis will be required to submit to an annual background check. All personnel will be required to notify management

within 24 hours of any event that would disqualify them from employment in the marihuana industry. All employees will register with and be approved by the State of Michigan prior to beginning work for DNVK 4.

TRAINING

Management will provide hands-on training to all employees in each position at DNVK 4. Every employee, regardless of position and experience, will complete a New Hire Training program within the first two days of employment. This program will be developed by our management team as a way to bring new employees up to speed quickly by providing them with the information they need to succeed at DNVK 4. As the company prepares the marihuana center to open its doors, we will bring educators to our facility to train our staff on-site and to help get the business started. Employees will receive training on our standard operating procedures during their New Hire Orientation and will be given a refresher course annually thereafter, or as changes in policies or the law require. Written training content will always be available as for all employees to review.

DNVK 4 will use a manual of standard operating procedures, lectures from qualified professionals, and periodical quizzes for managers to ensure our staff remains appropriately trained. Employees will also be encouraged to take advantage of special lectures, leadership training, and other educational opportunities that may arise.

COMPENSATION

DNVK 4 is committed to paying a competitive per hour rate to all of its employees. In addition, a select number of employees will be paid a minimum salary of 200% of the federal poverty level for a family of two (adjusted each year to the federal guideline). Each employee will be entitled to a performance review after 90 days of working for the company, and each year after that on the anniversary of their hire. While raises in pay are not guaranteed, they may be granted based on the merits of the performance review.

Employees will be eligible to receive certain benefits depending on their employment status such as maternity and sick leave, health insurance, 401-k, and educational seminars. The company has also budgeted for two weeks of paid time off for eligible employees. There will be a bi-weekly payroll structure.

EMPLOYEE INTEGRITY

Code of Ethic Policy will be provided to each employee

DNVK 4 LLC
29500 Telegraph Rd Ste 250
Southfield MI 48034

A description of the type of Facility proposed and the anticipated or actual number of employees.

REQUIRED INFO	RESPONSE
A description of the type of Facility proposed and the anticipated or actual number of employees.	<ul style="list-style-type: none">• The facility type will be a Marihuana Retail Center and Medical Marihuana Provisioning Center• The Company anticipates employing between 15 to 20 people for all positions including skilled, with at least 8 of these being full time employees.

DNVK 4 LLC
29500 Telegraph Rd Ste 250
Southfield MI 48034

Security Plan

REQUIRED INFO	RESPONSE
<p>A security plan meeting the requirements of Section 40-31(3) of the Ordinance, which shall include a general description of the security systems(s), current centrally alarmed and monitored security system service agreement for the proposed Permitted Premises, and confirmation that those systems will meet State requirements and be approved by the State prior to commencing operations.</p>	<ul style="list-style-type: none"> • The Applicant will install cameras to monitor all entrances, along with the interior and exterior of the Permitted Premises. • Robbery and burglary alarm system will be professionally monitored and operated 24 hours, 7 days a week. • Applicant will install a locking safe permanently affixed to the Premises that shall store all Marihuana and cash remaining in the facility overnight • Applicant will ensure all Marihuana in whatever form stored at the Permitted Premises shall be kept in a secure manner and shall not be visible from outside the Permitted Premises, nor shall it be grown, processed, exchanged, displayed or dispensed outside the Permitted Premises • Applicant will ensure all security recordings and documentation shall be preserved for at least 48 hours by the Permit Holder and made available to any law enforcement upon request for inspection. • The Applicant has a security system to alert owner and police to possible tampering in addition to having a security guard • The facility is equipped with an entry/exit, glass breakage, panic buttons, and motion sensors • Security system meets and/or exceeds guidelines set by the MMFLA/MRTMA Rules.

- A -

FACILITY AND BUILDING

Building/Facility is described herein as a “Marijuana Retail Center” (“Center”) located at (1614 Grand River)

The building is typical of a brick & mortar building. It is located at 1614 Grand River , with access driveways entering from adjacent the roadways into the parking lot. The parking lot is situated on the East of the building and is accessible from Grand River.

The business has a front exterior door which will be tempered glass encased in a steel frame. The business also has two rear entry, steel doors with steel frames. One enters into the delivery area and the other enters into a secured “private” hallway. There is also a “Steel Bay door” that enters into the delivery area at the rear of the building.

The Center is easily identified from the front parking lot and adjacent roadway. The lot itself is asphalt and is free from any visible obstructions and parking for customers is ample directly in front of the facility.

The facility has a “flat roof” typical of that of a “retail building” covered in asphalt with metal vents exposed, and air conditioning units installed. The vents and air conditioning units are to be secured properly with no access points visible to the interior of the building.

INTERIOR LAYOUT

Access into the interior of the Center is gained through three access points, one being the public glass front entry (magnetic doors,) one through a “Card Swipe” access door into to the private hallway and the other being the “Care Swipe” business/private rear access into the Delivery Area.

The interior comprises of a reception area, waiting room area and sales area, with a separate dividing wall to the product sales area. Entry into the sales area is through a secured magnetic safety door type “buzz and lock” system manned by a security professional.

The customer identification “Check Desk” is located in/near the middle of the reception area facing the lobby/waiting room. The reception check desk is manned by an employee and is used for the purpose of identification of MM cards and/or documents, prior to entry into the sales area.

The sales area will consist of display cabinets and shelving. A bar/counter top is located in the sales area where customers will be greeted and sales transactions will occur. There is both a separate entry door and exit door, into and out of the sales area. This will provide an extra level of security and provide for a smooth egress through the building.

Customers, upon exiting the Center can utilize the exit door into the reception area leading to the main entry/exit door in order to exit the building.

The facility has two restrooms (Men's & Women's) located within the reception area, the restrooms are standard bathrooms with no obstructions or outside access points.

The Exterior windows consist of a high grade "Safety/Security glass" and are "Smoked" in order to provide for another level of security and so no marijuana can be viewed from the exterior. The front exterior door is made of high-quality strength materials with reinforced steel door jam and locking system. The rear exterior doors are high grade metal door/jam Security doors with reinforced hinges and locking systems.

LIGHTING: EXTERIOR AND INTERIOR

Exterior lighting is provided by commercial grade Halogen & LED lights with plastic faces and metal encasements, mounted on the exterior of the building. Exterior lighting is ample and sufficiently illuminates the outside of the building and roof. The lighting for the parking lot consist of concrete based, metal pole type lighting system. This system provides for ample illumination of the parking lot and surrounding area.

The Interior lighting of the facility is a combination of "Halogen & LED" type of lights. Lighting in every room is ample and all lights are operated by wall-mount switches.

GUARDS

The facility has a designated "Security Guard Station" located near the front of the building between the customer waiting area and the product sales area. The Guard on-duty is a fully licensed CPL holder and has met all standards of training to perform his/her duty as it pertains to Facility Security.

The Guard is dressed in "business casual" attire of khaki pants and a black polo shirt with the logo of the Security Company prominently displayed on the front. The Guards are carrying Kydex type retention holsters with the duty weapon on his/her belt, along with a "magazine" carrier and extra magazines.

(APPLICANT WILL FIRST MEET WITH LOCAL OFFICIALS AND POLICE DEPARTMENT BEFORE EMPLOYING ARMED SECURITY)

The Facility utilizes a dedicated (24/7) guard service, with a guard stationed inside the building during the hours of operation. At the end of the business day and once the building is secured for the night. A guard will conduct "**roving patrols**" utilizing a vehicle outside of the facility, in the parking lot during hours of non-operation. This will help provide for a multi-level security matrix that will ensure the safety of the customers and employees.

The area surrounding the facility is clear and free of any obstructions. Routine mowing and trimming of trees/vegetation will be conducted periodically to ensure a safe and clean environment.

The Asphalt parking lot will be maintained regularly and any or all defects (i.e. cracks, potholes, heaving's etc.) Will be addressed immediately and repaired as soon as possible. This will provide for a safe level traffic and foot travel area.

ACCESS AREAS FOR STAFF AND NON-STAFF BUSINESS ASSOCIATES

The Center will utilize strict access control point procedures to help deter and prevent any unauthorized entry into the facility or on its premises.

All employee/staff shall enter the building through the designated entry door located at the front of the facility. Only authorized employee/staff will have direct access to the sales and product areas of the facility. Only those "Select" employees/staff will have direct access to the secured management office and product storage area.

All "Non-Staff" business associates (i.e. Sales reps, Vendors, etc.) will have prior authorization from the facilities owner(s) or their designee, before being allowed access to the secured areas of the building. All "Non-Staff" business associates shall be escorted or monitored at all times while in secure areas conducting business.

"Under "NO" circumstances shall any non-authorized personnel be allowed access of any kind, into the "Vault" area of the facility without direct authorization from the owner(s) or their designee. This is a no exception rule and shall be strictly enforced at all times"

CUSTOMER AND DESIGNATED CAREGIVER ACCESS

Any and all Customers or their designated Caregiver(s) shall access through the front entry door of the facility. Once in the waiting room, the Customer and/or Caregiver shall present the employee receptionist with the proper, and up to date documentation, in order to receive approval/authorization to enter the product sales area of the facility.

(Only when the documentation has been verified by staff, the Customer and/or Caregiver will be allowed to purchase products at the facility.)

Customers and/or Caregivers will enter the sales area of the facility through designated "Magnetic Lock"

security entry door. Once the Customer and/Caregiver has completed their purchase/transaction. They shall leave through the designated exit door.

The Entry and Exit doors into the sale area shall be kept separate and utilized accordingly. This will ensure not only a level of privacy for the customers, but will add another layer of security so no two security doors are open at the same time.

NON-CUSTOMER PUBLIC ACCESS

Any and all “Non-Customer” individuals shall enter the facility through the front security access door. The individual(s) will be greeted by the employee receptionist and they shall inquire as to the nature of the individuals visit, in order to ascertain what service if any the business can provide for them.

(If it is determined that the individual has no legitimate reason to be inside the building, they will be politely asked to leave the premises.)

INTERNAL ACCESS POINT CONTROL

The “Internal Access Point Control” or IAPC, shall be utilized and strictly adhered too. An authorized employee, designee or Security Guard shall maintain control of the IAPC at all times and shall monitor all individuals within the interior of the facility. At no time shall the IAPC be left unattended or without proper supervision.

(The “Internal Access Point Control” is critical to facility security and all rules pertaining to the IAPC shall be strictly enforced without exception.)

- B -

ELECTRONIC SECURITY SYSTEMS

The Center will utilize state of the art 24/7 Video Surveillance and Alarm Security Systems, that will meet or exceed the requirements set forth by the State of Michigan under the Medical Marijuana Act/Law and Township of Meridian requirements.

VIDEO SURVEILLANCE SYSTEM

The facility will be equipped with a 24/7 Digital Watchdog security system, CATT-EYE compliant equipment, with a “tie-in” to the CATT-EYE programming system, using 2-u Chassis Blackjack servers with 24tb hard drive, Axis M3046V 4MP WDR 2.4m cameras & Axis Q6055E-S 60HZ 1080 PTZ with mount & P3225-VE MKII 1080 VANDM IP66. Using CAT 6 CMP cable runs with a CISCO 24 Port Poe Switch and a 2U WATT Box back-up battery & 10U Wall Mount Rack. With Smartphone technology and storage. Provided by “Low Voltage Designs” of Bloomfield Hills, Michigan.

(The VSS is operational 24/7 & covers all areas where Marijuana is sold, packaged, stored, weighed, received or transferred and also cover all entrances, along with the interior and exterior)

MONITORING AND STORAGE

The Center will provide 24/7 monitoring of all Video Surveillance Systems of both the interior and exterior of the facility. During the hours of operation, the Video Surveillance System or VSS shall be monitored at all times by a facility employee, designee or security guard. The monitoring of the VSS will be through the integrated video monitoring system located at the guard station or via the Smartphone technology/application.

During hours of non-operation, the VSS will continue to record and monitor the building 24/7. The information and data will be retained in the facilities servers.

The storage for the VSS shall be through both onsite & offsite computer servers, and the DATA saved/stored for no less than 45 days. Access of stored information will only be authorized by the facility owner or his/her designee, and the stored information shall not be disseminated without permission, and all HIPAA Laws will apply.

INTRUSION AND MOTION DETECTION

The facility is equipped with 24/7 Intrusion & Motion detection sensors throughout the building and storage area. The sensors are placed in strategic locations to help monitor the facility after hours and are designed to “trip/active” when motion or a moving object is detected. The sensors will then activate the building alarm system, and alerts will be sent to the 24-hr monitoring agent, the owner or designee and local police/law enforcement.

Also, an alert will be sent to the owner, manager or designee via Smartphone technology informing them of an activation. The owner, manager or designee will have the ability through Smartphone technology to login into the VSS and view the facility in “real time” to determine the type of intrusion.

BURGLAR ALARM SYSTEM

The facility will be equipped with a 24/7, Linear Emerge Elite door security system, with Vista 20p control pad & a 6160rf Key Pad along with back up battery and transformer. A Trilogy T-2 2700 Door Keypad with 18/6 STR OAS 1-M RL Gray & 10/2 STR JKT 1-M. With Long Range motion detectors and zone expander, Audio Siren with tamper proof housing. Honeywell 5816 WHWM glass breakage sensors on all exterior windows, along with Honeywell 1B 100D Beam roof sensors.

PANIC BUTTON

The facility will be equipped with a “Panic Button” and the location shall not be disclosed to anyone not directly associated with the Center facility. The button will be accessible to designated employees and shall be used in case of an emergency or critical incident. Once activated an alert will be sent to the local Law Enforcement and/or the Emergency Dispatch center.

The Panic Button is to be utilized whenever there is a critical incident or a threat where the onsite Security Guard is incapacitated or is unable to address the threat without causing further risk to the Staff or Customers.

FIRE ALARM

The facility will be equipped with a state-of-the-art Fire Alarm and suppression system. The system can be activated manually by simply pulling down on one of the Emergency Activation levers or will automatically activate when a sensor detects smoke or fire.

requesting fire personal to respond to the facility with their fire suppression equipment.

All Fire Alarm systems shall pass a fire safety inspection by the Bureau of Fire Services (BFS.) The Department or its authorized Agents, or State Fire Marshall or his or her Designee and shall meet all requirements set forth by the State of Michigan.

MAINTENANCE AND TESTING

The Video Surveillance System shall be tested daily and a systems check will be contacted at the beginning of every business day.

The Alarm System shall be assessed every day and checked routinely for any defects, damage or any system deficiencies.

If a defect or malfunction of any of the systems is detected, it shall be immediately reported to the systems vendor and repairs will be made forth with. It is imperative that all systems are operating properly to insure the safety of the Staff and Customers.

- C -

OPERATIONAL SAFETY PLAN

The Operational Safety Plan or “OSP” is a guide for employees, that will address potential situations and how to react. The OSP will give detailed steps and rules to follow that will dictate how the daily functions of the facility will be conducted and what is expected by employees. The OSP and its directives will provide another layer of Security & Protection for all employees and customers. Whenever a situation arises with the facility and an employee needs guidance on how to address the situation, they should refer to the OSP and follow the steps provided within.

EMERGENCY MANAGEMENT AND POLICE/FIRE/EMS

Management shall make every attempt to familiarize themselves with local Law Enforcement and Emergency Services within the community. Management will put forth an effort to introduce themselves to the local Police Department and have an open line of communication to enhance the “Police – Business relationship.” By having an open line of communication with local authorities and their perspective agencies, this will help build a level of trust with the business thus providing another layer of Security.

LAW ENFORCEMENT

In the event there is a “Critical Incident” employees/staff shall immediately call 911 for Emergency Services assistance. In the event the incident is ongoing, the employees/staff shall maintain their safety until the threat has subsided and then call 911 for assistance.

(At no time should an employee/staff member endanger themselves or others in the event a Critical Incident occurs.)

Once the proper authorities arrive on scene, the Staff will cooperate fully with Law Enforcement and assist them with providing information, descriptions, etc. in detailing the incident.

At times it may be necessary for Law Enforcement to conduct routine inspections of the facility and/or building. Staff will assist Officials with their request for inspection(s) and maintain a level of courtesy & professionalism while working with Law Enforcement.

FACILITY OPENING PROCEDURE

During the opening of the facility for the days business, the Security Guard shall arrive one-half hour before opening and conduct a physical assessment of the exterior of the building and a visual assessment of its roof. The Security Guard will then make entry into the building itself deactivating the alarm system and turning on the interior lights.

The Security Guard will conduct a physical assessment of the interior of the facility and check every room within the building (i.e. Offices, Storage, Closets, Bathrooms, Sales Area, etc.) After the building is deemed secure and safe for entry, the Security Guard shall login to the video surveillance system and conduct a system(s) check to insure the equipment is operating properly.

When Staff/Employees arrive at their designated times to begin their work day, they shall provide the Security Guard with the proper identification upon entry.

FACILITY CLOSING PROCEDURE

At the end of the days business, all product will be stored away in the proper storage compartment(s). The day's receipts/revenue will be secured in the facilities vault and the vault door locked.

The Security Guard will assume a position inside the facility where he/she can visually monitor Staff/Employees as they exit the building, in order to ensure their safety as they leave for the evening.

Once the Staff/Employees have exited the building, the Security Guard will then conduct an interior assessment of the facility and check every room within the building (i.e. Offices, Storage, Closets, Bathrooms, Sales Area, etc.) The Security Guard will ensure that no one is inside the facility prior to "locking-up" the building for the evening.

The Security Guard will then secure any interior doors and log out of the Video Surveillance System. Prior to leaving the Security Guard will activate the facility alarm system and lock the exterior door upon exit.

NOTE: All Staff/Employees are subject to search upon leaving the facility, the searches will include but are not limited to Purses, Backpacks, Bags, Lunch Boxes, Jackets, Coats etc. This will provide for another level of security and help to deter theft.

PREVENTING THEFT AND DIVERSION

As with any retail business, at times incidents of theft will occur both by customers and internally by employees. Therefore, the following procedure shall be followed to help mitigate the theft of product and/or revenue from the facility.

As it pertains to consumer theft: at no time shall there be more than the allotted number of customers in the “Sales Counter” area which will be determined by the owners. Customers shall be watched closely as they shop for products and services.

If a customer request to see/handle a product, the employee shall assist the customer with their request, and will keep an accounting of the product that the customer is “handling.” This will ensure that the product is returned in-whole to the employee, if the customer chooses not to purchase the item.

In the event it is suspected a customer has committed a theft, the employee shall immediately inform the Security Guard on-duty and he/she will take the appropriate action.

As it pertains to Internal theft: Upon accepting a condition of employment at the Center, the newly hired employee must agree to allow Security Professionals to search their person upon request (i.e. Bags, Purses, Backpacks etc.)

In order to prevent internal theft of revenue at the facility, a Security Camera will be affixed above the cash sales area and will be monitored by the Security Guard. This camera will also be accessible via Smartphone technology and can be accessed by the Owner or his/her designee for a real time assessment.

At the end of the business day the Manager or designee will conduct an accounting of the day’s receipts and revenue. In the event the accounting is inaccurate and a theft of revenue is suspected, the incident shall be reported to the Owner and Security Guard for documentation.

The Owner and Security Guard will conduct a review of the Security Surveillance footage in order to determine if a theft occurred and who committed the theft.

(If it is suspected that product is being stolen from the facility, an internal audit and inventory of the product shall be conducted. If it is determined that product is indeed missing from the facility. The theft shall be reported to the Department of State Police, and local Law Enforcement authorities within 24 hours of the theft or loss.)

“ONSITE” CONSUMPTION

At no time shall an Employee or Staff member consume Marijuana or Marijuana infused products on the premises of the Center. Employees found to be using Marijuana products on premises will be reported to the Owner or Manager, and the appropriate corrective action will be taken.

INCIDENT LOG AND REPORTING

A log shall be kept by Management in order to document any incidents involving theft of product or revenue. The log will also document incidents between employees and customers (i.e. Arguments, Threats etc.) The log will also be used to document any suspicious person or situation that may occur at the facility.

SUSPICIOUS PERSONS

If an Employee or Staff member encounters a “Suspicious Person” while at the facility, they shall immediately report the person to the Security Guard or Manager. A description of the subject and/or vehicle shall be documented (and if need-be,) reported to local Law Enforcement.

It will be the responsibility of the Security Guard to take appropriate action in dealing with subject and reporting the subject to authorities.

At no time shall the Security Guard give chase or pursue the person in question, it is the sole responsibility of the Security Guard to maintain the safety of the Staff/Employees and the security of the facility at all times.

“At no time should an Employee approach or confront a suspicious person, and by no means should the suspicious person be allowed into the facility.”

-D-

FACILITY OPERATIONS

The Day to Day operations at the Center is critical to the success of the business and to the Safety of its Staff/Employees. The rules set-forth will help ensure guidance and clarity of how daily operation will be conducted.

STAFF

The Staff at the Center are expected to conduct themselves in a safe and professional manner at all times. Staff appearance is representative of the business itself and having a clean, kept appearance, presents a level of professionalism to the customers.

While at the facility, Staff should remain vigilant and be aware of their surrounding when working with customers or visitors. The Staff shall report any perceived threat or suspicious situation to the Security Guard on-duty or the Manager, the Staff shall follow all Safety procedures set forth in the Security Plan.

TRAINING

Owner/Management will provide training upon hiring of new employees and Owner/Management will provide periodical training throughout the year, with updates pertaining to the operation of the business. The training an employee will receive will be determined by the Owner/Management staff and all employees are expected to participate.

Recommended Training for the Center

- Sales and Money exchange protocol
- Proper handling of product and sale items
- Opening and Closing procedure
- Safety and Threat assessment
- Critical Event protocol

SALES AND MONEY EXCHANGE

All Sales of product shall be conducted in the “Sales Counter” area of the facility and no outside sales will be permitted without proper authorization from the Owner/Manager. All transactions shall be documented and the exchange of money will be processed through the cash register.

There shall be no “Side Sales” or sales processed outside of the facility or on its premises. All sales/money exchanges must be completed within the interior of the facility and the policy for product sale strictly adhered to.

MANDATORY CUSTOMER IDENTIFICATION & CARD CHECKS

All customers wishing to conduct business or purchase product for sale at the Center must provide a picture I.D. and present a Medical Marijuana Identification Card. The customer shall present the proper information to the receptionist and the information shall be verified before the customer is allowed into the sales area of the facility.

In the event the receptionist feels the information on the identification card(s) is in-accurate or misrepresented. The receptionist/employee shall contact the on-duty Security Guard or Manager and further inquiries shall be made will made of the customer.

(The Center reserves the right to deny sales/service to any customer who refuses or fails to provide proper identification or a Medical Marijuana card upon request from the receptionist.)

FILE SECURITY/HIPAA

All customer files will be kept in a secured area within the Management office of the facility, and the office door locked at all times, unless when in use.

The customer/customer information kept at the facility belongs strictly to the customer, and at no time shall the customer(s) information be released without “**Expressed Written Consent**” of the customer him/herself.

The files shall be maintained in an organized fashion with periodic updates and/or reviews for accuracy being conducted.

(All rules for the Health Insurance Portability & Accountability Act shall be strictly adhered to.)

HOURS OF OPERATION

The Hours of Operation for the Center will be determined by the Owner/Management and all Opening & Closing protocols shall be strictly adhered to and followed in accordance to the Township of Meridian Ordinance.

A detailed plan indicating the hours of operation, employee staffing with description of employee duties and qualifications, shall be maintained on record at the facility.

-E-**PRODUCT AND REVENUE STORAGE/RECORDKEEPING**

The Product and Revenue kept at the facility both during the hours of operation and during “off- hours” shall be stored appropriately according to protocol. Both the Product and Revenue shall be kept in a secure location at all times and accounted for through internal audits. **(The Center shall maintain detailed recordkeeping and inventory management of all products & revenue at the facility.)**

STORAGE OF PRODUCT “On-Site”

The storage of Product during the hours of operation shall be in the sales area of the facility and kept in display cases or on shelving within the sales area. The Product shall be strictly monitored and accounted for by Staff/employees. Excess product shall be kept in the facility vault and Management will decide what amount of Product will be removed for/or offered for sale. At the end of the days business, all remaining Product shall be stored away in the vault during the “off-hours” that will be permanently affixed to the premise along with the cash.

STORAGE OF REVENUE “On-Site”

Any & All revenue stored “On-Site” will be kept in the facility vault and only accessed by the Owner, Manager or Designee. Funds needed for the daily operation of the business will be retrieved by the Owner, Manager or Designee and those monies used for daily transactions.

The only time the revenue shall be removed from the facility vault will be for the transportation of the revenue to the bank for deposit or to a Secure Transporter facility for storage. Only the Owner, Manager or Designee can authorize the removal and/or transportation of revenue from the facility.

VAULT

A secure vault meeting or exceeding the requirements for the safe storage of both Product and Revenue will be constructed on-site and permanently affixed to the premises. The vault will have strict access requirements and only designated personnel shall have access to the vault or its contents.

Only selected personnel shall have the security code to access the vault room, and only designated personnel shall have the code/combination to access the vault itself. The codes and combination for the vault shall be kept secret at all times and not disseminated.

(The codes and combination(s) shall be changed periodically to provide for a greater degree of security for both the product and revenue.)

DISPOSAL OF DAMAGED OR UNUSABLE PRODUCT AND HAZARDOUS MATERIALS

Any damaged or unusable product scheduled for disposal shall be destroyed according to the guidelines set forth by State of Michigan in the Medical Marijuana Administrative rules and Laws. At no time shall any product scheduled for disposal be sold or kept for personal use.

All product disposed of, shall be documented and entered into the facilities log book. The description of the product, the amount and the mode of disposal shall be documented. The name & initials of the individual who conducted the disposal shall be entered into log, along with Date & Time.

The Center shall maintain “material safety data sheets” for any hazardous materials kept onsite and shall have a working plan for the storage and disposal of such materials. **(The Center will contain no hazardous materials that will be stored on the premises at any time. - Any materials that may be possibly “hazardous” will be household cleaning supplies and will be disposed of and handled per manufacturer label)**

SECURE TRANSPORTATION OF THE PRODUCT AND REVENUE

The transportation of the product and revenue shall be through a “Secure Transporter” per State of Michigan law. DNVK 4’s facility will uniquely have an enclosed “secure garage” for the transporter to enter and exit. After the secured transporter’s vehicle has entered the secure garage, the garage door will close, and product can be safely unloaded. After the product is unloaded and logged into the METRC system, the secure garage door will open, and the secured transporter will exit. This will add another layer of security as all delivery transaction are not visible to anyone. Please see facility plan for layout and rendering of the transporter into the garage. The rules and regulations shall be followed and adhered to as it pertains to the “off-site” transportation or movement of Product or Revenue.

Odor Management Plan

As part of Applicant's commitment to positive community impact, applicant has developed odor mitigation strategies to ensure there are no detectable marijuana odors beyond the property boundary. Applicant has considered potential impacts to its neighbors during facility site selection, facility design, and developing company standard operating procedures (SOPs). Both primary and secondary HVAC systems will be installed to reduce detectable odors outside the facility.

Potential Odor Sources

Packaging - The majority of marijuana items will arrive at the Marijuana Center pre-packaged for individual sale, which will drastically reduce the potential for odors. Bulk flower shipments requiring repackaging for dispensing directly to patients/customers will be separated according to bud size and placed into child-resistant packaging (CRP). Mild odor is emitted during the packaging process, as the cured marijuana is agitated. This also results in a small amount of particulate matter release, which can contribute to emitted odors. The facility will be equipped with an activated carbon filter to absorb a large portion of the odors emitted during packaging and will feature a pre-filter designed to collect particulate matter.

Storage Area – Odors should be minimal in the storage and designated quarantine areas. All packages will remain sealed and enclosed in a box or safe in the product storage area. Any product being stored for disposal will remain sealed until it is destroyed. Employees will make sure that all containers are closed and sealed, and will immediately close any containers noticed open in the storage area. To ensure odors are kept to a minimum, the facility will have an activated carbon filter, similar to that in the packaging room.

Dispensing – Opening display or sample jars prior to patient/customer purchase may generate odors. This exposure is brief, minimizing odors while preserving the integrity of the sample. Dispensing agents will immediately replace the lids of sample jars after allowing patients/customers to smell the sample.

Odor Mitigation Devices

Applicant will install a Photohydroionization (PHI) Unit (see specifications below) as the primary odor mitigation device, designed to eliminate 99.99% of all odors safely and efficiently. In rooms where the odor is more intense, Applicant has elected to use activated carbon filters as a secondary odor reduction method.

Commercial PHI Unit by RGF®



This device is designed to reduce air pollutants such as odors, VOCs (chemical odors such as paint fumes, hydrocarbons, etc.), or smoke, and also kills mold, bacteria, and viruses. The unit is easily mounted into air conditioning and heating system air ducts, which are the primary conduits for odors being released outside the facility. When the HVAC system is in operation the Commercial PHI Unit creates an advanced oxidation process consisting of hydro-peroxides, ozonide ions, super oxide ions and hydroxide ions. All are considered low-r oxidizers that revert back to oxygen and hydrogen during the oxidation of the pollutant. The system comes fully assembled for easy installation.

Germicidal UV light rays have been used for decades by the medical industry as a method for destroying micro-organisms (germs, viruses, bacteria). UV light is dependable and can be easily installed in HVAC ducts or a plenum. Germicidal UV light is effective in reducing only the airborne micro -organisms that pass directly through the light rays. However, germicidal UV light has little to no effect on gases, vapors or odors. Photohydroionization Advanced Oxidation, on the other hand, is very effective on gases, vapors, VOCs and odors.

The combination of safe, low-level ozone (O₃) and UV light enhanced by a hydrated quad-metallic compound target, develops an advanced oxidation reaction that creates, as well as reduces, ozone to safe levels. This process also produces hydro-peroxides, super oxide ions, ozonide ions and hydroxides. By engineering the proper UV light wavelength, in combination with a triple function, no maintenance unit, the PHI Cell provides safe hydro-peroxides, super oxide ions, ozonide ions and hydroxides to purify the air.

With the RGF HVAC PHI Cell® Advanced Oxidation System, micro-organisms are reduced up to 99.99%. Gases, VOCs and odors are also reduced significantly; replaced with ozonide ions, hydro-peroxides, super oxide ion and hydroxides that leave the room fresh, clean, and odor free.

Activated Carbon Filters



Secondary odor mitigation systems include the placement of high-quality, 2.5-in. activated-carbon filters in the HVAC systems. These filters will be affixed to the HVAC intake vents in all rooms where marihuana is packaged, stored, displayed for sale, or otherwise handled.

The carbon filters are designed to reduce and control airborne pollutants such as VOCs, odors, and other gaseous contaminants. The filters act by “scrubbing” the air, absorbing contaminants into the activated carbon material as it passes through to be recirculated throughout the HVAC system. Applicant has selected Can Filter for the provider of these filters. The products are made in North America, and the company has a good reputation for providing high-quality filters for over 30 years. The brand was selected for having the thickest filter material, and the longest shelf life of the various filters Applicant compared.

Service and Maintenance

Employees will be instructed on the routine maintenance of pre-filters and carbon filters during orientation and training. Employees will learn how to disassemble pre- filters and carbon filters for inspection and proper maintenance, along with proper removal and reinstallation.

Pre-filter - Employees will perform maintenance on pre-filters monthly by vacuuming the dust from the pre-filter. Pre-filters will be replaced every 6 months.

Carbon filter - Employees will perform maintenance on carbon filters each year by vacuuming the dust from the outside of the carbon filter. Carbon Filters will be completely replaced every four years.

PHI unit – Employees will routinely inspect the bulb through an inspection sight glass during monthly examinations to confirm the unit is operational. Per manufacturer instructions, the bulbs in this units will be replaced every 18,000 hours, or around every 4 years at an average of 12 hours per day of operation.

All filters and pre-filters will be tagged to identify the employee that installed the device, the date and time of the replacement, and the date by which the device should be replaced. Service and maintenance records will be maintained for all serviceable items in the odor control system. At minimum, these records will contain the following information:

- Date and time of service
- Service performed
- Name of individual performing the service
- Unit number or device number serviced

Odor Complaints and Troubleshooting

The Applicant has developed SOPs to manage complaints or system malfunctions should they arise. As part of routine facility inspections, Applicant's Quality Assurance Manager (QAM) will walk around the perimeter of the facility to confirm there are no detectable odors being emitted. Should any odor be detected, the QAM will record the issue in the related notes in the inspection, and will include the location the odor was detected.

In the event Applicant receives a complaint of odors being emitted from the facility, the Provisioning Center General Manager will complete a complaint form to document the incident, and begin the investigation and resolution process. Once the form has been completed, it will be immediately provided to the manager on duty to take further action. The complaint form will include, at minimum, the following information:

- Date and Time of complaint

- Name of the individual making the complaint
- Description of the complaint
- Name and badge number of the employee recording the complaint

Once an odor mitigation concern has been identified, the management team will follow a diagnostic process to replicate the complaint, pinpoint the possible source, repair or replace items as needed, and confirm the repair has resolved the issue.

MEMO

VIA EMAIL ammar@winvestorsgroup.com

To: **W Investment Holdings, LLC**

From: **Julie M. Kroll, PE, PTOE
Mason Gamble, EIT
Fleis & VandenBrink Engineering**

Date: **December 12, 2023**

Re: **1614 W. Grand River Avenue
Traffic Volume & Trip Generation Comparisons**

1 INTRODUCTION

This memorandum presents the results of the traffic volume comparison and trip generation analysis for the proposed development that includes a provisioning center and mini-warehouse/self-storage facility site, located at 1614 W. Grand River Avenue, in Meridian Township, Michigan. Fleis & VandenBrink (F&V) previously completed a Traffic Impact Study (TIS) for the provisioning center use only, dated January 21, 2020. Since this study was completed, the site plan has been revised and now includes the two(2) uses on the property. Additionally, the traffic volumes utilized in the study were over five (5) years old at this time. Therefore, the Township has requested a comparison of the 2018 traffic volumes utilized in the TIS to the available current traffic volume data and a comparison between the trip generation calculations associated with the previous TIS and the currently proposed development plans for this site.

The scope of the study was developed based on Fleis & VandenBrink's (F&V) understanding of the development program, accepted traffic engineering practice, information provided by Meridian Township, and methodologies published by the Institute of Transportation Engineers (ITE).

2 TRAFFIC VOLUME COMPARISON

The previous 2020 TIS utilized turning movement count data that was collected by Traffic Engineering Associates (TEA) in 2018. Therefore, a comparison with current traffic volume data was evaluated, in order to verify the accuracy of the previous analyses. The MDOT Transportation Data Management System (TDMS) was utilized to review historical traffic volume data and Average Annual Daily Traffic (AADT) volume information along the study roadways of Grand River Avenue and Dobie Road / Central Park Drive. The results of the comparison are summarized in **Table 1**.

Table 1: Traffic Volume (AADT) Comparison

Year	Grand River (At Dobie Rd.)	Dobie Road / Central Park (At Grand River Ave.)	Grand River (E. of Hamilton Rd.)	Average
2018	0%	0%	0%	0%
2019	-4%	0%	-1%	-2%
2020	-20%	-15%	-20%	-18%
2021	+14%	+14%	+5%	11%
2022	+1%	0%	+1%	1%
2023*	+1%	+1%	+1%	1%
Difference (2018 – 2023)	-8%	0%	-14%	-7%

*Estimated Growth Rate

The results of the comparison indicates that the historical AADT (vpd) data has been decreasing on the adjacent roadways since 2018. Therefore, the 2018 TEA turning movement counts that were utilized in the original 2020 TIS are expected to provide a conservative analysis of the current 2023 conditions.

3 TRIP GENERATION ANALYSIS

The number of weekday peak hour (AM and PM) and daily vehicle trips that would be generated by the proposed development was forecast based on data published by ITE in the *Trip Generation, 11th Edition*. It should be noted that the trip generation analysis completed for this site in the F&V 2020 TIS utilized the ITE *Trip Generation, 10th Edition*. No changes to the previous trip generation calculations were made for this comparison. The site trip generation forecast is summarized in **Table 2**.

Table 2: Site Trip Generation Comparison

Scenario	Land Use	ITE Code	Size	Unit	Average Daily Traffic (vpd)	AM Peak Hour (vph)			PM Peak Hour (vph)		
						In	Out	Total	In	Out	Total
Previous Site Plan (1/21/2020 TIS)	Marijuana Dispensary*	882	5,430	SF	1,372	32	25	57	60	59	119
Current Site Plan (2023)	Marijuana Dispensary	882	4,000	SF	844	22	20	42	38	38	76
	Mini Warehouse	151	127,500	SF	185	6	5	10	9	10	19
Difference					-343	-4	0	-4	-13	-11	-24

* ITE Trip Generation 10th Edition

4 CONCLUSIONS

- The results of the traffic volume comparison indicates that the historical AADT (vpd) data has been decreasing since 2018. Therefore, the turning movement counts that were utilized in the original 2020 TIS are expected to provide a conservative analysis of the current 2023 conditions.
- The trip generation comparison indicates that the currently proposed site plan will generate **less trips** than the trip generation projections utilized for the previous 2020 TIS, based on the reduced building size and the updated ITE rates and equations.
- The results of this comparison show that trip generation and the traffic volumes in 2023 are *less* than the analysis that was performed in 2020. Therefore, the proposed development is expected to have less of an impact to the adjacent roadway network than evaluated in the 2020 TIS.

Any questions related to this memorandum, study, analysis, and results should be addressed to Fleis & VandenBrink.

I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Michigan.

Attached: Proposed Site Plan
 2020 Traffic Impact Study

MG:jmk



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.

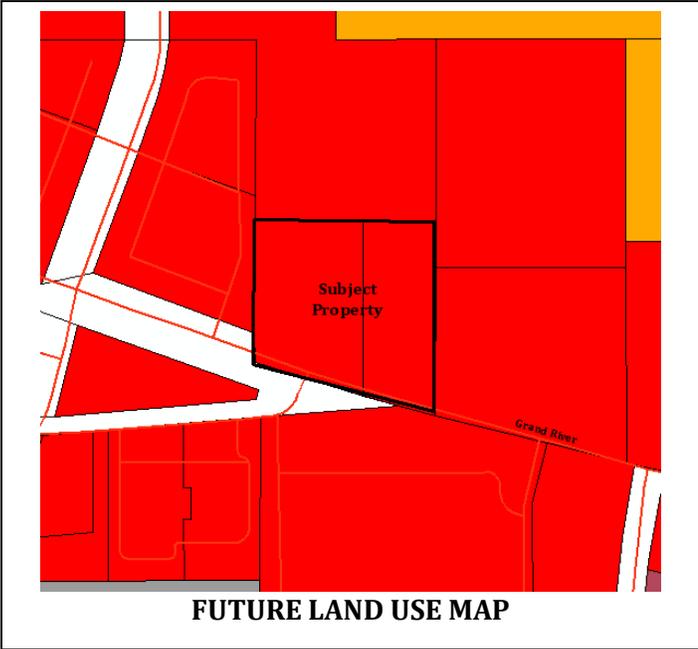


The Future Land Use Map from the 2023 Master Plan designates the subject site in the Commercial category. The same designation applies to all adjacent properties.

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, 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: Vice-Chair Snyder, Commissioners Rombeck, Brooks, Scales, and McConnell

ABSENT: Chair Shrewsbury and Commissioner Blumer

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

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.

CHARTER TOWNSHIP OF MERIDIAN
REGULAR MEETING PLANNING COMMISSION
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 closed the public hearing at 6:38 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.

CHARTER TOWNSHIP OF MERIDIAN
REGULAR MEETING PLANNING COMMISSION
5151 Marsh Road, Okemos MI 48864-1198
517.853.4000, Township Hall Room
Monday, September 23, 2024, 6:30 pm

PRESENT: Vice Chair Snyder, Commissioners Brooks, McConnell, Romback, and Scales

ABSENT: Chair Shrewsbury, Commissioner Blumer

STAFF: Principal Planner Brian Shorkey

1. CALL MEETING TO ORDER

Vice Chair Snyder called the September 23, 2024, regular meeting for the Meridian Township Planning Commission to order at 6:30 pm.

2. ROLL CALL

Vice Chair Snyder called the roll of the Board. All board members were present except Chair Shrewsbury and Commissioner Blumer.

3. PUBLIC REMARKS

Vice Chair Snyder opened public remarks at 6:31 pm

Vice Chair Snyder closed public remarks at 6:31 pm

4. APPROVAL OF AGENDA

Vice Chair Snyder asked to add an agenda item to Other Business to review the agenda for the Michigan Planning Conference and make suggestions to Principal Planner Shorkey for sessions they would like him to attend.

Commissioner McConnell moved to approve the September 23, 2024, regular Planning Commission meeting agenda as amended. Seconded by Commissioner Scales. Motion passed unanimously.

5. APPROVAL OF MINUTES

Commissioner Scales asked that 7A be amended to add the time the hearing closed.

Commissioner Romback moved to approve the Minutes of the September 9, 2024, Planning Commission Regular Meeting as amended. Seconded by Commissioner Brooks. Motion passed unanimously.

6. COMMUNICATIONS

A. Okemos Local Investments - Email

7. PUBLIC HEARINGS

NONE

8. UNFINISHED BUSINESS

A. SUP #24023 – Okemos Gateway

Principal Planner Shorkey gave an overview of the application and the work that has taken place to date. He noted that there is a resolution of approval but if the Commission has more questions for the applicant, they must postpone and ask the applicant to attend a future meeting.

Commissioner McConnell moved to adopt the resolution to recommend approval of SUP #24023 to construct and adult use marijuana retailer at 1614 West Grand River, Okemos MI 48864.

Commissioner Scales moved that the motion be amended to include the additional bullet points stated in the memo. Supported by Commissioner McConnell. Motion passed unanimously.

The motion as amended seconded by Commissioner Romback to include the statements 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.**

Motion passed unanimously.

B. Planning Commission Bylaw Update

Principal Planner Shorkey gave an overview of the process as has occurred to date. He outlined the changes made to meet the Commission’s requests.

Commissioner Romback asked for clarification regarding the differences between the votes which require a portion of the quorum versus those that require a portion of the membership. Principal Planner Shorkey clarified that only Master Plan amendments require two-thirds of the members, other decisions require simple majority of the quorum.

Vice Chair Snyder asked that the wording of 5.4 be changed to use the word “members” only once.

9. OTHER BUSINESS

A. Planning Commission Meeting Resolution

Vice Chair Snyder and Principal Planner Shorkey summarized the discussion that has occurred to date.

Commissioner McConnell moved to adopt the resolution approving the updated 2024 Planning Commission Meeting Schedule. Supported by Commissioner Scales. Motion passed unanimously.

B. Planning Commission Discussion

i. Single-Family Residential Density

Principal Planner Shorkey outlined the changes he made to the maps as requested by the Commission.

Commissioner McConnell asked how the property outside of the Urban Service Boundary might be affected by development. Principal Planner Shorkey indicated that it would be limited by current zoning ordinances.

Commissioner Brooks asked about some of the spaces marked as over ten acres that surround individual parcels. Principal Planner Shorkey stated that they are preserved open space that cannot be subdivided nor built on and are part of Planned Unit Developments. Principal Planner Shorkey noted that, through the process of creating the maps, he has discovered that those parcels may need to be classified differently as Dedicated Open Space.

Commissioner Brooks asked if there is a way to know the history of how lots in the Township have been built out, particularly if the lots have gotten smaller over time. Principal Planner Shorkey stated that there is not a way to break the data out in that manner and said that lots are trending larger. Commissioner Scales commented that the property south of Tihart Road on Powell Road appears to be larger lots.

Commissioner McConnell suggested that the preserved open space areas and other parcels with use restriction be excluded on the next map to allow better ability to focus on the areas that have been or could be developed as Single-Family Residential. Principal Planner Shorkey stated that he could work on it and mentioned that one of the objectives of the Master Plan update is to include a more specific, parcel-by-parcel buildout analysis and this discussion helps achieve that objective.

Vice Chair Snyder asked if there were a way to show how wetlands overlay with this. Principal Planner Shorkey showed an overlay of where delineated wetlands lie on the Township Parcel Viewer.

Commissioner Brooks asked the Commission to help clarify the goal of this exercise, how to define what they need to make better decisions. Commissioner McConnell stated that he wants to know what the land use looks like now and try to project where it may go in the future; how much more can the Township grow and under what conditions. Commissioner Scales stated that it validates some of his assumptions and informs the Commission that they are on track with the Master Plan. Commissioners concurred that the Township is approaching a point where there will be no more buildable land. Commissioner Brooks stated that he would like to know more about density, particularly if a

goal will be to increase density in certain places. Commissioner Brooks stated that this map does help to understand density if an assumption is made about average family size, but that it might be possible to overlay census data. Vice Chair Snyder concurred.

Commissioner Romback asked for clarification about long, narrow lots that cannot be subdivided, what could change to allow those areas to be subdivided. Principal Planner Shorkey stated that it would require an ordinance change to allow private access easements instead of a publicly maintained road.

C. Michigan Planning Conference Courses Discussion

Vice Chair Snyder stated that Principal Planner Shorkey will be attending the Michigan Planning Conference and asked the Commission to offer suggestions for the courses they would like him to take.

Principal Planner Shorkey clarified the courses he will be required to take for certification purposes and asked that they Commissioners suggest courses within those limitations.

The Planning Commission discussed the upcoming course with Principal Planner Shorkey and made several suggestions, which were noted by Principal Planner Shorkey.

Commissioner Scales thanked Principal Planner Shorkey for sharing the agenda with the Commission.

Commissioner Brooks welcomed Principal Planner Shorkey to share pertinent information with the Commission, to which the other Commissioners concurred.

10. REPORTS AND ANNOUNCEMENTS

A. Township Board Update

Principal Planner Shorkey reported that the 2025 budget was approved, also disbandment of the Transportation Commission was discussed, and it will move forward to the next meeting for action. Commissioners McConnell and Scales commented with some history of the Transportation Commission's function.

B. Liaison Reports

Commissioner McConnell reported that a draft report of the 2024 Greenspace Master Plan has been recently submitted to the Environmental Commission and more members may be sought.

Commissioner Brooks outlined the ZBA's discussion regarding the signage at the Playmaker's property and the discussion regarding the variance request for Accessory Dwelling Units

Commissioner Scales reported that the Brownfield Redevelopment Committee authorized the second part of reimbursement request by American House and the Brownfield TIF for the Village of Okemos properties will be revoked because the properties no longer qualify

11. PROJECT UPDATES

A. Project Report

Principal Planner Shorkey stated that there are no changes from the last update, but there may be applications for zoning and SUP for a drive through restaurant on the next agenda.

12. PUBLIC REMARKS

Vice Chair Snyder opened public remarks at 7:44

Vice Chair Snyder closed public remarks at 7:44

13. COMMISSIONER COMMENTS

Commissioner Scales complemented Vice Chair Snyder for leading the meeting well. Vice Chair Snyder thanked him.

Vice Chair Snyder asked if Principal Planner Shorkey would consider sharing the Single-Family Residential Density maps with the Board. He stated that he would talk with Interim Manager Schmitt about sharing the maps. Commissioner McConnell suggested waiting until the Commission has done some more review and discussion.

14. ADJOURNMENT

Vice Chair Snyder called for a motion to adjourn the meeting at 7:45 pm

Commissioner Scales moved to adjourn the September 23, 2024 regular meeting of the Planning Commission. Seconded by Commissioner McConnell. Motion passed unanimously.



To: Township Board Members

From: Brian Shorkey, AICP
Principal Planner

Date: November 26, 2024

Re: Ordinance 2024-08 – RN – Village of Nemoka Updates

Text Amendment #2024-08 is an ordinance update initiated by the Planning Commission to update the language for Sec. 86-377 – Village of Nemoka Mixed Residential District. While continuing to evaluate the Zoning Ordinance following the 2023 Master Plan update, Staff discovered that the language in the Village of Nemoka ordinance contains several incorrect references to other sections of the Zoning Ordinance. In addition, the language in the Village of Nemoka ordinance contains the problematic phrase, “uses permitted by special use permit from the Planning Commission or Planning Director.”

The Planning Commission discussed the RN district language at the regular meetings on March 11, 2024, March 25, 2024, and April 22, 2024. A public hearing was held at the regular Planning Commission meeting on June 10, 2024. This was followed by a unanimous recommendation of approval from the Planning Commission on June 24, 2024.

This proposed amendment eliminates references other sections of the Zoning Ordinance for allowed land uses, special land uses, and dimensional requirements. It also amends the allowed land uses and special land uses to eliminate land uses that are incompatible with the RN district and to bring the special land uses into conformance with Michigan Planning law. Finally, the subjective phrase, “uses permitted by special use permit from the Planning Commission or Planning Director” has been removed.

Township Board Options

The Township Board may approve or deny the proposed text amendment. If the Board amends the proposal, the request may be referred back to the Planning Commission for further analysis and recommendation. A resolution will be provided at a future meeting to Introduce the Ordinance for potential adoption.

Attachments

1. Clean version of Ordinance 2024-08 – Sec. 86-377 – RN – Village of Nemoka
2. Redlined version of Ordinance 2024-08 – Sec. 86-377 – RN – Village of Nemoka
3. Planning Commission resolution recommending approval to the Township Board
4. Staff memorandums dated June 10, 2024 and June 24, 2024

ORDINANCE NO. 2024-08

AN ORDINANCE TO AMEND SECTION 86-377, RN DISTRICT: VILLAGE OF NEMOKA MIXED RESIDENTIAL DISTRICT, OF THE CHARTER TOWNSHIP OF MERIDIAN ZONING CODE TO UPDATE THE STANDARDS THEREIN

THE CHARTER TOWNSHIP OF MERIDIAN ORDAINS:

Section 1. Section 86-377, RN District: Village of Nemoka Mixed Residential District, is hereby amended to read as follows:

(b) Uses permitted by right.

- (1) Single-family dwellings
- (2) Two-family dwellings
- (3) Home occupations
- (4) Other customary accessory uses and buildings, provided such uses and buildings are incidental to the principal use and do not include any activity conducted as a business
- (5) Public parks, playgrounds, and other public open space for recreational uses
- (6) Railroad right-of-way
- (7) The temporary storage of not more than one unoccupied travel trailer or camper trailer upon each lot.
- (8) Public educational institutions
- (9) Private, noncommercial kennels
- (10) Foster family homes and foster family group homes
- (11) Garage sales, for no longer than three days and no more than twice per calendar year on the same property
- (12) Family child care homes
- (13) Family adult care homes

(c) Uses permitted by special use permit.

- (1) Group child care homes
- (2) Development containing a mix of single-family detached dwellings and two-family dwellings; a mix of two-family dwellings and multiple-family dwellings; or a mix of single-family detached dwellings, two-family dwellings, and multiple-family dwellings. In any case the number of single-family dwellings may not exceed more than 50% of the density (dwelling units per acre) allowed for the proposed development. Multiple-family dwellings may be developed at a maximum density of 14 dwelling units per acre.
- (3) Community center when part of a housing project
- (4) Nonresidential structures and uses in accordance with § 86-654

(d) Procedure for obtaining special use permits. The procedures set forth in Section 86-125 shall be followed.

(e) Duration and validity of permit. Special use permits granted in the RN district shall be subject to the provisions of Section 86-128.

(f) Minimum design standards.

- (1) Single-family detached structures.
 - a. Minimum lot area: 8,000 square feet, except that a two-family dwelling shall have 11,000 square feet.

- b. Minimum interior lot width: 65 feet, except that a two-family dwelling shall have 100 feet.
- c. Minimum corner lot width: 70 feet along the street upon which the lot fronts.
- d. Maximum lot coverage: All buildings shall not cover more than 35% of the total area.
- e. Minimum yard dimension:
 - i. Front yards. In accordance with the setback requirements of Section 86-367 for the type of street upon which the lot fronts.
 - ii. Side yards. Seven feet.
 - iii. Rear yards. For lots up to 150 feet in depth, the rear yard shall not be less than 30 feet in depth. For lots over 150 feet in depth, the rear yard shall not be less than 40 feet in depth.
 - iv. Corner lots. A front yard shall be maintained on each street side of a corner lot.
 - v. Through and reverse frontage lots: Principal buildings shall be located in accordance with the front yard setback requirements of § **86-367** for the type of streets upon which the through or reverse frontage lot abuts. Access to residential sites shall be located on the street with the lowest functional classification as illustrated in § **86-367**. All regulations applicable to front yards shall apply, except freestanding accessory buildings or structures proposed for reverse frontage lots shall be located no closer than 30 feet from the right-of-way of the designated rear yard.
- f. Supplementary yard regulations. For permitted reductions in yard dimensions, for permitted yard encroachments, and for placement of accessory buildings in yard areas, refer to Article **V**, Division 4 of this chapter.
- g. Maximum building height. No residential structure shall exceed 2 1/2 stories or 35 feet. Accessory buildings shall not exceed a height of 15 feet on any residential lot. For permitted exceptions to residential building heights, refer to Article **V**, Division 5 of this chapter. For building height limitations for nonresidential structures in residential districts refer to § **86-654**.

(2) Multiple-family structures shall comply with the following minimum design standards.

- a. Minimum lot area: There is no minimum lot area for a multiple-family structure, provided that the density does not exceed 14 units per acre.
- b. Minimum lot width: 100 feet.
- c. Maximum lot coverage: All buildings shall not cover more than 35% of the total area.
- d. Front yard: No less than 25 feet for one- or two-story buildings, with an additional one foot required for each additional one foot the building exceeds 35 feet in height.
- e. Side yards:
 - i. Three families to 10 families shall not be less than 15 feet.
 - ii. Greater than 10 families shall not be less than 25 feet from the property line for one- or two-story buildings, with an additional foot required for each additional foot of height of the building over 35 feet.
- f. Rear yard: Building shall not be less than 40 feet from the property line for one- or two-story buildings, with an additional foot required for each additional foot of height of the building over 35 feet.
- g. Required setbacks: In addition to the foregoing, all buildings shall be located in accordance with the particular setback requirement of § **86-367**.
- h. Distance from a single-family boundary: No single-family, two-family, or multiple-family building designed, erected, or used for three or more families shall be located closer than 50 feet to any single-family residential zone line, nor shall any accessory building to a multiple structure containing three or more dwelling units be located closer than 50 feet to any single-family residential zone line.
- i. Distance between buildings:

1 i. Minimum distance. Buildings with two or more dwelling units shall be located
2 no closer than 25 feet to any other building. Detached single-family dwellings
3 shall be located no closer than 10 feet from any other building.

4 ii. Closed courts. No courts completely enclosed by building structure shall be
5 permitted; however, screen walls not exceeding six feet in height are permitted
6 to enclose what would otherwise be open court. All dimensional requirements for
7 open courts shall apply to such enclosed courts.

8 iii. Open courts.

9 1. Projecting wings of a building that form a court, enclosed on three
10 sides, shall conform to the following when the court face of either
11 wing contains windows from a living room, bedroom, or dining room:

12 a. The minimum distance between wings shall be 50 feet for
13 one-story buildings. For any additional stories added to
14 either wing, the distance shall be increased five feet for each
15 additional story added to either wing.

16 b. The maximum distance that a wing can project from the face
17 of a building shall be 1 1/2 times the horizontal distance
18 between wings.

19 2. Projecting wings of a building that form a court enclosed on three
20 sides shall conform to the following when neither court face of the
21 wings contains a window from a living room, bedroom, or dining
22 room:

23 a. The minimum distance between wings shall be 25 feet for
24 one-story buildings. For any additional stories added to
25 either wing, the distance shall be increased five feet for each
26 additional story added to either wing.

27 b. The maximum distance a wing can project from the face of a
28 building shall be 1 1/2 times the horizontal distance
29 between wings.

30 3. Other yard dimensions:

31 a. Any single-family detached dwelling, two-family dwelling,
32 or multiple-family structure containing three or more units
33 shall not be located closer than 20 feet to any street, access
34 road, driveway, or parking area.

35 b. Any single building or connected building may not exceed
36 200 feet in any one dimension. All buildings shall be so
37 arranged as to permit emergency vehicle access, by some
38 practical means, to all sides.

39 j. Maximum building height. Maximum building height shall not exceed 2 1/2 stories or
40 35 feet, except as noted below. No space below grade level shall be used for dwelling
41 purposes except as follows:

42 i. When the finished floor grade of the space below grade level is no more than
43 four feet below finished outside ground level at any point on the property of that
44 part of the structure enclosing the below-grade dwelling space.

45 ii. On sloping sites when the finished floor grade of the space below grade level is
46 finished outside ground level for at least the length of one wall. In the same
47 instance, such dwelling space have either adequate through- or cross-ventilation.

48 k. Signs. Identifying any of the permitted uses in this district shall be in accordance with
49 those requirements specified in Article **VII** of this chapter.

50 l. Parking requirements. For motor vehicle and bicycle parking requirements, refer to
51 § **86-366** and Article **VIII** of this chapter. In addition, every multiple-family structure
52 shall provide motor vehicle parking facilities which:

- i. Are appropriately spaced and divided by landscaped areas as opposed to one continuous parking lot.
 - ii. Are screened by landscaping and physical structures and, where feasible, depressed below eye level or enclosed.
 - iii. Are served by two points of access to public street when there are 50 or more dwelling units in the project.
 - iv. Are served by access to a public street other than a local street when there are 25 or more dwelling units in the project.
 - v. Shall provide a minimum of 180 square feet in area for each vehicle parking space, each space shall be definitely designated and reserved for parking purposes, and each space shall be accessible separately from a drive.
 - vi. May be allowed within or under any multiple-family structure; however, carports or surface parking shall not be located closer than 20 feet to any multiple-family residential structure.
 - vii. Shall have no parking located farther than 150 feet from one entrance to the multiple-family structure which it is intended to serve.
 - viii. Shall have no commercial repair work, servicing, or selling of any kind conducted on any parking area.
- m. Storage of refuse. All refuse containers, including trash and recycling containers, shall be enclosed on at least three sides by a screening device approved by the Planning Director, subject to the following provisions:
- i. For existing uses receiving a certificate of occupancy prior to the effective date of this section, recycling containers shall be placed adjacent to other refuse containers on-site. If the Planning Director determines that it is not practical to place the container adjacent to other refuse containers on the site, such containers may be placed in parking areas, provided that the space used for the container shall not occupy required parking spaces, and further provided that recycling containers shall be enclosed on three sides by a screening device approved by the Planning Director.
 - ii. For uses receiving a certificate of occupancy after the effective date of this section, recycling containers shall meet the requirements of this section and the requirements for site plan review under Article II, Division 5, of this chapter.
- n. Landscaping required. Landscaping acceptable to the Planning Commission shall be provided in open spaces, around buildings, and within parking areas. No occupancy permit may be issued until landscaping has been inspected and approved or a performance bond equal to the estimated cost has been posted with the Township.
- i. A plan for control of soil erosion which meets the Township's standards for soil erosion and sedimentation control shall be carried out during the construction and completion of the project.
 - ii. When deemed necessary by the Planning Commission, in order to protect surrounding properties, appropriate screening of plant materials, wood, or brick, approved by the Planning Commission, may be required.
- o. Those sites which contain wetlands and/or floodplains shall be permitted a maximum number of units based on the following formula:

$$N = A \times D \times C$$

Where:

N = Maximum number of units permitted.

A = Area of site outside the floodplain and wetland.

D = Allowable density

1 C = 1 + percent of site in floodplain and wetland expressed as decimal

2
3 For purposes of this chapter, wetland areas are those lands which meet the definition of
4 a wetland set forth in § 30301 of the Natural Resources and Environmental Protection Act
5 (MCL § 324.30301). For purposes of this chapter, floodplain areas are those lands which
6 meet the definition contained in § **86-436(b)**.

7
8 **Section 2.** Validity and Severability. The provisions of this Ordinance are severable and the
9 invalidity of any phrase, clause or part of this Ordinance shall not affect the validity
10 or effectiveness of the remainder of the Ordinance.

11
12 **Section 3.** Repealer Clause. All ordinances or parts of ordinances in conflict therewith are
13 hereby repealed only to the extent necessary to give this Ordinance full force and
14 effect.

15
16 **Section 4.** Savings Clause. This Ordinance does not affect rights and duties matured, penalties
17 that were incurred, and proceedings that were begun, before its effective date.

18
19 **Section 5.** Effective Date. This Ordinance shall be effective seven (7) days after its publication
20 or upon such later date as may be required under Section 402 of the Michigan Zoning
21 Enabling Act (MCL 125.3402) after filing of a notice of intent to file a petition for a
22 referendum.

23
24 ADOPTED by the Charter Township of Meridian Board at its regular meeting this **XX**th day of
25 **XXXXXXX**, 2024.

26
27
28 _____
29 Scott Hendrickson, Township Supervisor

30
31
32 _____
33 Angela Demas, Township Clerk

ORDINANCE NO. 2024-08

AN ORDINANCE TO AMEND SECTION 86-377, RN DISTRICT: VILLAGE OF NEMOKA MIXED RESIDENTIAL DISTRICT, OF THE CHARTER TOWNSHIP OF MERIDIAN ZONING CODE TO UPDATE THE STANDARDS THEREIN

THE CHARTER TOWNSHIP OF MERIDIAN ORDAINS:

Section 1. Section 86-377, RN District: Village of Nemoka Mixed Residential District, subsection (b) is hereby amended to read as follows:

(b) Uses permitted by right.

~~(1) All uses permitted by right in the RB district subject to the restrictions and dimensional requirements specified therefor. Single-family dwellings~~

(2) Two-family dwellings

~~(3) Home occupations~~

~~(4) Other customary accessory uses and buildings, provided such uses and buildings are incidental to the principal use and do not include any activity conducted as a business~~

~~(5) Public parks, playgrounds, and other public open space for recreational uses~~

~~(6) Railroad right-of-way~~

~~(7) The temporary storage of not more than one unoccupied travel trailer or camper trailer upon each lot.~~

~~(8) Public educational institutions~~

~~(9) Private, noncommercial kennels~~

~~(10) Foster family homes and foster family group homes~~

~~(11) Garage sales, for no longer than three days and no more than twice per calendar year on the same property~~

~~(12) Family child care homes~~

~~(13) Family adult care homes~~

Section 2. Section 86-375, RN District: Village of Nemoka Mixed Residential District, subsection (c) is hereby amended to read as follows:

~~(c) Uses permitted by special use permit from the Planning Commission or Planning Director. All uses permitted in Subsection 86-376(c) subject to all the procedures and restrictions specified therefor.~~

Section 3. Section 86-375, RN District: Village of Nemoka Mixed Residential District, subsection (d) is hereby amended to read as follows:

~~(d)-(c) Uses permitted by special use permit. All uses permitted in Subsection 86-376(d)(1) subject to all the restrictions specified therefor. In the RN district multiple-family dwellings may be developed at a maximum density of 14 dwelling units per acre.~~

~~(1) Group child care homes~~

~~(2) Development containing a mix of single-family detached dwellings and two-family dwellings; a mix of two-family dwellings and multiple-family dwellings; or a mix of single-family detached dwellings, two-family dwellings, and multiple-family dwellings. In any case the number of single-family dwellings may not exceed more than 50% of the density (dwelling units per acre) allowed for the proposed development. Multiple-family dwellings may be developed at a maximum density of 14 dwelling units per acre.~~

~~(3) Community center when part of a housing project~~

1 (4) Nonresidential structures and uses in accordance with § 86-654

2
3 **Section 4.** Section 86-375, RN District: Village of Nemoka Mixed Residential District, subsection
4 (e) is hereby amended to read as follows:

5
6 ~~(e)-(d)~~ Procedure for obtaining special use permits. The procedures set forth in ~~Subsection 86-376(e)~~
7 Section 86-125 shall be followed.

8
9 **Section 5.** Section 86-375, RN District: Village of Nemoka Mixed Residential District, subsection
10 (f) is hereby amended to read as follows:

11
12 ~~(f)-(e)~~ Duration and validity of permit. Special use permits granted in the RN district shall be subject to
13 the provisions of ~~Subsection 86-376(f) and all other provisions applicable to special use permits contained~~
14 in Article VII of this chapter Section 86-128.

15
16 **Section 6.** Section 86-375, RN District: Village of Nemoka Mixed Residential District, subsection
17 (g) is hereby amended to read as follows:

18
19 ~~(g)-(f)~~ Minimum design standards.

20 (1) Single-family detached structures ~~shall comply with the dimensional requirements for RB~~
21 district construction contained in Subsection 86-374(d).

22 a. Minimum lot area: 8,000 square feet, except that a two-family dwelling shall have
23 11,000 square feet.

24 b. Minimum interior lot width: 65 feet, except that a two-family dwelling shall have 100
25 feet.

26 c. Minimum corner lot width: 70 feet along the street upon which the lot fronts.

27 d. Maximum lot coverage: All buildings shall not cover more than 35% of the total area.

28 e. Minimum yard dimension:

29 i. Front yards. In accordance with the setback requirements of Section 86-367 for
30 the type of street upon which the lot fronts.

31 ii. Side yards. Seven feet.

32 iii. Rear yards. For lots up to 150 feet in depth, the rear yard shall not be less than
33 30 feet in depth. For lots over 150 feet in depth, the rear yard shall not be less
34 than 40 feet in depth.

35 iv. Corner lots. A front yard shall be maintained on each street side of a corner lot.

36 v. Through and reverse frontage lots: Principal buildings shall be located in
37 accordance with the front yard setback requirements of § 86-367 for the type of
38 streets upon which the through or reverse frontage lot abuts. Access to
39 residential sites shall be located on the street with the lowest functional
40 classification as illustrated in § 86-367. All regulations applicable to front yards
41 shall apply, except freestanding accessory buildings or structures proposed for
42 reverse frontage lots shall be located no closer than 30 feet from the right-of-way
43 of the designated rear yard.

44 f. Supplementary yard regulations. For permitted reductions in yard dimensions, for
45 permitted yard encroachments, and for placement of accessory buildings in yard areas,
46 refer to Article V, Division 4 of this chapter.

47 g. Maximum building height. No residential structure shall exceed 2 1/2 stories or 35 feet.
48 Accessory buildings shall not exceed a height of 15 feet on any residential lot. For
49 permitted exceptions to residential building heights, refer to Article V, Division 5 of this
50 chapter. For building height limitations for nonresidential structures in residential
51 districts refer to § 86-654.

1 (2) Multiple-family structures shall comply with the following minimum design standards
2 contained in Subsection 86-376(b).

3 a. Minimum lot area: There is no minimum lot area for a multiple-family structure,
4 provided that the density does not exceed 14 units per acre.

5 b. Minimum lot width: 100 feet.

6 c. Maximum lot coverage: All buildings shall not cover more than 35% of the total area.

7 d. Front yard: No less than 25 feet for one- or two-story buildings, with an additional
8 one foot required for each additional one foot the building exceeds 35 feet in height.

9 e. Side yards:

10 i. Three families to 10 families shall not be less than 15 feet.

11 ii. Greater than 10 families shall not be less than 25 feet from the property line for
12 one- or two-story buildings, with an additional foot required for each additional
13 foot of height of the building over 35 feet.

14 f. Rear yard: Building shall not be less than 40 feet from the property line for one- or two-
15 story buildings, with an additional foot required for each additional foot of height of the
16 building over 35 feet.

17 g. Required setbacks: In addition to the foregoing, all buildings shall be located in
18 accordance with the particular setback requirement of § 86-367.

19 h. Distance from a single-family boundary: No single-family, two-family, or multiple-
20 family building designed, erected, or used for three or more families shall be located
21 closer than 50 feet to any single-family residential zone line, nor shall any accessory
22 building to a multiple structure containing three or more dwelling units be located closer
23 than 50 feet to any single-family residential zone line.

24 i. Distance between buildings:

25 i. Minimum distance. Buildings with two or more dwelling units shall be located
26 no closer than 25 feet to any other building. Detached single-family dwellings
27 shall be located no closer than 10 feet from any other building.

28 ii. Closed courts. No courts completely enclosed by building structure shall be
29 permitted; however, screen walls not exceeding six feet in height are permitted
30 to enclose what would otherwise be open court. All dimensional requirements for
31 open courts shall apply to such enclosed courts.

32 iii. Open courts.

33 1. Projecting wings of a building that form a court, enclosed on three
34 sides, shall conform to the following when the court face of either
35 wing contains windows from a living room, bedroom, or dining room:

36 a. The minimum distance between wings shall be 50 feet for
37 one-story buildings. For any additional stories added to
38 either wing, the distance shall be increased five feet for each
39 additional story added to either wing.

40 b. The maximum distance that a wing can project from the face
41 of a building shall be 1 1/2 times the horizontal distance
42 between wings.

43 2. Projecting wings of a building that form a court enclosed on three
44 sides shall conform to the following when neither court face of the
45 wings contains a window from a living room, bedroom, or dining
46 room:

47 a. The minimum distance between wings shall be 25 feet for
48 one-story buildings. For any additional stories added to
49 either wing, the distance shall be increased five feet for each
50 additional story added to either wing.

container shall not occupy required parking spaces, and further provided that recycling containers shall be enclosed on three sides by a screening device approved by the Planning Director.

ii. For uses receiving a certificate of occupancy after the effective date of this section, recycling containers shall meet the requirements of this section and the requirements for site plan review under Article II, Division 5, of this chapter.

n. Landscaping required. Landscaping acceptable to the Planning Commission shall be provided in open spaces, around buildings, and within parking areas. No occupancy permit may be issued until landscaping has been inspected and approved or a performance bond equal to the estimated cost has been posted with the Township.

i. A plan for control of soil erosion which meets the Township's standards for soil erosion and sedimentation control shall be carried out during the construction and completion of the project.

ii. When deemed necessary by the Planning Commission, in order to protect surrounding properties, appropriate screening of plant materials, wood, or brick, approved by the Planning Commission, may be required.

o. Those sites which contain wetlands and/or floodplains shall be permitted a maximum number of units based on the following formula:

$$N = A \times D \times C$$

Where:

N = Maximum number of units permitted.

A = Area of site outside the floodplain and wetland.

D = Allowable density

C = 1 + percent of site in floodplain and wetland expressed as decimal

For purposes of this chapter, wetland areas are those lands which meet the definition of a wetland set forth in § 30301 of the Natural Resources and Environmental Protection Act (MCL § 324.30301). For purposes of this chapter, floodplain areas are those lands which meet the definition contained in § 86-436(b).

Section 7. Validity and Severability. The provisions of this Ordinance are severable and the invalidity of any phrase, clause or part of this Ordinance shall not affect the validity or effectiveness of the remainder of the Ordinance.

Section 8. Repealer Clause. All ordinances or parts of ordinances in conflict therewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 9. Savings Clause. This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

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

ADOPTED by the Charter Township of Meridian Board at its regular meeting this XXth day of XXXXXXXX, 2024.

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Scott Hendrickson, Township Supervisor

Angela Demas, Township Clerk

RESOLUTION TO RECOMMEND APPROVAL

**Zoning Amendment #2024-06
Village of Nemoka Updates**

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 24th day of June, 2024 at 6:30 p.m., Local Time.

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

ABSENT: Commissioner Blumer

The following resolution was offered by Commissioner McConnell and supported by Vice-Chair Snyder.

WHEREAS, Township Planning Staff discovered incorrect links in Sec. 86-377 – Village of Nemoka Mixed Residential District; and

WHEREAS, Township Planning Staff discussed a potential update to correct the language in Sec. 86-377 at their regular meetings at March 11, 2024, March 25, 2024, April 18, 2024, and May 13, 2024; and

WHEREAS, the draft ordinance would specifically list allowed land uses in Sec. 86-377; and

WHEREAS, the draft ordinance would specifically list allowed special uses in Sec. 86-377; and

WHEREAS, the draft ordinance would specifically list dimensional regulations in Sec. 86-377; and

WHEREAS, the draft ordinance would amend allowed land uses to remove uses that are incompatible with the RN district; and

WHEREAS, the draft ordinance would amend special uses to add Group Child Care Homes to bring the RN district into conformance with State planning law; and

WHEREAS, the draft ordinance would remove subjective language that allows the Planning Director or the Planning Commission to decide what uses are allowed by special use permits beyond those listed; and

WHEREAS, the Planning Commission held a public hearing on the draft ordinance on June 10, 2024.

NOW THEREFORE BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval to the Township Board for Zoning Amendment #2024-06, to amend the zoning ordinance as described in this resolution.

ADOPTED: YEAS: Chair Shrewsbury, Vice-Chair Snyder, Commissioners Brooks, McConnell, Rombach, and Scales



To: Planning Commission

From: Brian Shorkey, AICP
Principal Planner

Date: June 10, 2024

Re: TA #24010 - RN - Village of Nemoka Updates

As Staff has continued evaluating the Zoning Ordinance, it has been discovered that the RN - Village of Nemoka district, Sec. 86-377 in the Zoning Ordinance, contains several incorrect references when references allowed land uses and dimensional regulations. Uses permitted by right include all uses permitted in the RB - Residential district, as well as two-family dwellings. Special uses permitted include all uses permitted in subsection 86-376(c), as well as the problematic phrase, "uses permitted by special use permit from the Planning Commission or Planning Director."

The Planning Commission discussed the RN district language at the regular meetings on March 11, 2024, March 25, 2024, and April 22, 2024. The Planning Commission addressed the issues with references by amending the RN District language to specifically list the regulations. In addition, the Planning Commission proposed to amend the land use regulations to both ensure the character of the Village of Nemoka district and to bring the language up to date.

The attached redlined draft ordinance update shows the following changes:

1. Under Paragraph (b), Uses Permitted by Right, the reference to the RB district is removed and replaced with the list of uses. The Uses Permitted by Right have been updated to remove golf courses, as golf courses were seen as incongruent with the RN district. In addition, signs have been removed, since there is a separate sign ordinance that regulates signage in the RN district.
2. Paragraph (c), Uses Permitted by Special Use Permit from the Planning Commission or Planning Director, has been deleted in its entirety. Subsequent paragraphs have been relettered accordingly.
3. Under Paragraph (c), Uses Permitted by Special Use Permit, Group Child Care Homes has been added to bring the RN district into conformance with State Planning Law. Additionally, the reference to Incidental Commercial Services has been removed, as these were seen as too intense for the RN district.
4. The references to dimensional regulations have been removed and the regulations have been specifically listed. No changes to the dimensional regulations are proposed.

The Planning Commission may recommend approval as written, recommend approval of a revised version, or recommend denial of the proposed zoning amendment. A resolution will be provided at a future meeting.

Attachment:

1. Sec. 86-377 – Village of Nemoka – Draft Relined Version



To: Planning Commission

From: Brian J. Shorkey, *AICP*
Principal Planner

Date: June 24, 2024

Re: TA #2024-06 – RN – Village of Nemoka Updates

As Staff has continued evaluating the Zoning Ordinance, it has been discovered that the RN – Village of Nemoka district, Sec. 86-377 in the Zoning Ordinance, contains several incorrect references when references allowed land uses and dimensional regulations. Uses permitted by right include all uses permitted in the RB – Residential district, as well as two-family dwellings. Special uses permitted include all uses permitted in subsection 86-376(c), as well as the problematic phrase, “uses permitted by special use permit from the Planning Commission or Planning Director.”

This proposed amendment eliminates references other sections of the Zoning Ordinance for allowed land uses, special land uses, and dimensional requirements. It also amends the allowed land uses and special land uses to eliminate land uses that are incompatible with the RN district and to bring the special land uses into conformance with Michigan Planning law. Finally, the subjective phrase, “uses permitted by special use permit from the Planning Commission or Planning Director” has been removed.

The Planning Commission held a public hearing on the amendment at their regular meeting on June 10, 2024 and indicated support. At this time, Staff would **recommend approval** of the proposed ordinance changes. A resolution to recommend approval of the proposed zoning amendment is provided.

Motion to adopt the resolution recommending approval of Zoning Amendment #2024-06 in accordance with the revised draft ordinance language.

Attachment

1. Resolution recommending approval of Ordinance #2024-06 to the Township Board
2. Clean version of Ordinance #2024-06 – RN District Update
3. Redlined version of Ordinance #2024-06 – RN District Update



To: Board Members
From: Scott Hendrickson, Township Supervisor
Date: December 3, 2024
Re: Township Manager Interviews/Hiring

In August 2024, the Township Board selected Amy Cell Talent to conduct the search for the next Meridian Township Manager. After interviews with the Township Board and key staff members, a job posting and relevant criteria was established for the position. In October, the position was posted and the Board received 57 applications. Of those, 12 finalists were brought forward who met all of the Board's initial criteria representing a wide variety of experience.

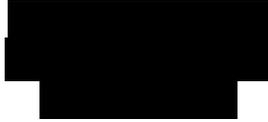
On November 26, the Board met in closed session and three candidates rose to the top of the finalist pool. Amy Cell Talent reached out to these candidates and they were granted interviews on December 3rd in a special meeting. Later, a public meet and greet reception was held for the public and staff to have a chance to meet the candidates and provide feedback via comment cards. This feedback will be provided to the Board prior to their final decision.

This agenda item is set to provide an opportunity and space for the Board, should they wish to discuss the appointment of a Township Manager ahead of the final decision on December 17th.

Attachment:

1. Township Manager Finalists

Robert Charles Hillard



Education:

Master of Public Administration Western Michigan University
Kalamazoo, Michigan - December 1996

Bachelor of Science Western Michigan University
Kalamazoo, Michigan – April 1988
Major: Public Administration
Minor: Communication

Professional Experience:

City of Charlotte - Charlotte, Michigan - City Manager - May 2024 to Present

The City of Charlotte, Michigan, is a city that provides services in the areas of fire, police, emergency preparedness, planning and development, code administration, economic development, water distribution, wastewater treatment and collection, street maintenance, storm sewer management, recycling collection, facility management, parks, as well as administrative services. The City Manager is responsible for the implementation of ordinance and policy directives of a seven-member City Council, as well as the development and implementation of capital plans and fiscal budgets. The City Manager is responsible for personnel management of department directors and support staff. This effort includes staff collaboration in the development of employee policies and negotiations with four labor unions. The City Manager supports the implementation of contract services including information technology, financial services, public works services, and downtown outreach. The City Manager assists departments and staff in supporting many boards and commissions, including the Planning Commission, Airport Advisory Board, Parks Advisory Board, and Downtown Development Authority. The City Manager initiates reviews and implements strategies in the areas of City-owned property development, comprehensive planning, and communication strategies. The City Manager provides positive relationships with many governmental entities including federal, state, county, townships, and cities. The City Manager provides collaborative relationships with many other organizations throughout the City including medical facilities, industrial, downtown businesses, and retail establishments.

City of Oberlin - Oberlin, Ohio - City Manager/Treasurer - December 2016 to Present

The City of Oberlin, Ohio is a city that provides services in the areas of fire, police, dispatch, emergency preparedness, planning and development, code administration, economic development, electric distribution and generation, water treatment and distribution, wastewater treatment and collection, street maintenance, storm sewer management, engineering, refuse collection and recycling services, facility management, parks and recreation, as well as administrative services. The City Manager is responsible for the implementation of ordinance and policy directives of a seven-member City Council, as well as the development and implementation of capital plans and fiscal budgets. The City Manager is responsible for personnel management of department directors and support staff. This effort includes staff collaboration in the development of employee policies and negotiations with five labor unions. The City Manager supports the implementation of contract services including building inspection, information technology, public transportation, downtown outreach, and energy services. The City Manager assists departments and staff in supporting many boards and commissions, including the Planning Commission, Zoning Board of Appeals, Fire Board of Appeals, Open Space Commission, Recreation Commission, Community Improvement Corporation, Historic Preservation Commission, Housing Renewal Commission, Public Utilities Commission, Civil Service Commission, Records Retention Commission, Resource Conservation and Recovery Commission, and Human Relations Commission. The City Manager initiates reviews and implements strategies in the areas of City-owned property development, active transportation, comprehensive planning, and communication strategies. The City Manager provides positive relationships with many governmental entities including federal, state, county, townships, and cities. The City Manager provides collaborative relationships with many other organizations throughout the City including a private college, medical facilities, senior housing, a federal air traffic control center, industrial, downtown businesses, and retail establishments.

City of Allegan - Allegan, Michigan - City Manager/Clerk - September 2005 to July 2016

The City of Allegan, Michigan is a city that provides services in the areas of community development, police, water treatment and distribution, sanitary sewer treatment and collection, utility billing services, street maintenance, parks and recreation, two historical theaters, riverfront amphitheaters, and many other amenities, downtown development and marketing, extensive economic development services, airport facilities, election and voter registration, housing and code enforcement, as well as a fire district, and ambulance services through contracts with multiple jurisdictions. The City Manager worked closely with a seven-member City Council on the development of goals and policies, oversight of department directors and support staff, negotiation of three labor union contracts, the preparation and presentation of capital and other fiscal budgets, and the development and implementation of a variety of economic development programs. The City Manager supported department directors in the support of many boards and commissions, including the Planning Commission, Historic District Commission, Development Committee, Finance Committee, Public Works Committee, Public Safety Committee, Downtown Development Authority, Economic Development Corporation, Downtown Economic Restructuring Committee, Downtown Design Committee, Business Park Association, Airport Advisory Board, Parks Board, and Brownfield Redevelopment Authority. The City Manager was responsible for the financial management, grant development, and implementation for the

organization. Included in this responsibility was maintaining positive relationships with other government units including federal, state, county, townships, and cities. The City Manager was responsible for contract services including building inspection, economic development, and other services. The City Manager provided collaborative relationships with many other organizations to create opportunities for partnerships. The City Manager trained department supervisors to locate grants and financial opportunities to enhance facilities and programs. The City Manager assisted citizens in navigating policy and services, including neighborhood and business support. The City Manager developed and implemented neighbor outreach programs. The City Manager established the Redevelopment Ready Community program in the City which involved system reorganization and State compliance. The City Manager coordinated the Riverfront Outreach project which involved many community listening sessions, grant research and implementation, and project development. The City Manager reorganized the operations of the airport, which included in-house support from the Public Works Department. The City Manager maintained proactive relationships with many institutions including a major pharmaceutical manufacturing facility, medical facilities, county facilities, many industrial, downtown, and retail establishments.

Village of Yellow Springs - Yellow Springs, Ohio - Village Manager - November 2000 to September 2005

The Village of Yellow Springs, Ohio is a village that provides services in the areas of police, planning, code administration, economic development, electric distribution, water treatment and distribution, sanitary sewer treatment and collection, street maintenance, mediation services, natural gas purchasing, refuse collection and recycling services, facility management, as well as parks and recreation which included a community center and pool. The Village Manager was responsible for the implementation of ordinances and policy directives of a five-member Village Council, as well as the development of capital and multi-year fiscal budgets. Also, the Village Manager was responsible for personnel management of department supervisors and support staff. The Village Manager supported many boards and commissions, including the Planning Commission, Zoning Board of Appeals, Community Improvement Corporation, Revolving Loan Fund Committee, Design Advisory Board, Environmental Commission, Airport Advisory Board, and Human Relations Commission. The Village Manager represented the Village on the Springfield Airport Advisory Board, which involved participation with the Air National Guard. The Village Manager was assigned special projects and reports on subjects including Wellhead Protection, Blue Ribbon Finance, Police Chief Search, Downtown Parking Development, Solid Waste Bid, and Employee Manual Updates. The Village Manager was responsible for maintaining positive relationships with other government units including federal, state, county, townships, and other cities. The Village Manager maintained proactive relationships with many institutions including a private college, and many industrial, downtown, and retail establishments.

City of Allegan - Allegan, Michigan - City Manager/Clerk - October 1995 to November 2000

The City of Allegan, Michigan is a city that provides services in the areas of community development, fire, police, water treatment and distribution, sanitary sewer treatment and collection, utility billing services, street maintenance, parks and recreation which included a sports complex, many parks, two historical theaters, riverfront amphitheaters, and many other amenities, downtown development and marketing, promotions, extensive economic development services, airport facilities, election and voter registration, housing and code enforcement, as well as ambulance services through contracts with multiple jurisdictions. The City Manager worked closely with a seven-member City Council on the development of goals and policies, oversight of department supervisors and negotiation of union contracts with three labor unions, the preparation and presentation of annual, multiple years, and capital budgets, and the development and implementation of a variety of economic development programs. The City Manager worked with department directors on providing support for many boards and commissions, including the City Council, Planning Commission, Development Committee, Finance Committee, Public Works Committee, Public Safety Committee, Historic District Commission, Downtown Development Authority, Economic Development Corporation, Economic Restructuring Committee, Design Committee, Tree Commission, Business Park Association, Tax Incremental Finance Authority, Economic Development Corporation, Brownfield Redevelopment Authority, Airport Advisory Board, and Wellness Committee. Further, the City Manager was responsible for the financial management, and grant development and implementation for the organization. The City Manager maintained positive relationships with other government units including federal, state, county, townships, and cities.

Western Michigan University - Kalamazoo, Michigan - Part-Time Instructor - September 1998 to November 2000

Prepared and lectured students in national, state, and local government, as well as governmental budgeting and finance.

City of Allegan - Allegan, Michigan - Assistant City Manager - August 1993 to September 1995

Assisted the City Manager in completing various operations including budget, personnel, and festival management. Provided staff support to the Planning Commission, Historic District Commission, and Parks Commission. Administered and coordinated grants for infrastructure including water, sanitary, stormwater, and streets. Provided direct oversight of airport management, which involved securing funding for many projects, including an airport master plan and taxiway expansions.

Village of Mattawan - Mattawan, Michigan - Village Manager/Clerk - May 1990 to August 1993
Organized construction of a new Village office building. Provided administrative support to the Village Council, Planning Commission, and Zoning Board of Appeals, as well as other Council committees. During this period, a Charter Review Committee was successful in adopting a revised Charter for the Village. Reviewed site plans as Zoning Administrator and worked closely with building inspectors to ensure proper communication. Prepared goal and accomplishment-oriented budgeting, and invested funds to maximize revenue. Managed personnel and coordinated land use, emergency preparedness, and water distribution plans for the community.

West Shoreline Regional Planning Commission - Muskegon, Michigan - Transportation Coordinator - April 1990

Researched corrections alternatives for County Prosecutor, as well as the Muskegon County Law Enforcement Community. Further coordinated the carpool database for the region.

City of Allegan - Allegan, Michigan - Building Official - April 1988 to April 1990

Provided Zoning, Code Enforcement, and processed Historic District applications. The position was responsible for the administration of the Planning Commission, Zoning Board of Appeals, and the Historic District Commission. Revamped rental licensing program to assure consistent neighborhood property inspections. Provided inspection services for soil and sedimentation control permits.

Membership, Certifications, and Board Positions (Past and Present)

FEMA Emergency Management Institute - ICS 300 and 800 Trainings (2019)

FEMA Emergency Management Institute - ICS 100, 200, and 700 Trainings (2006)

International City Managers Association (1990 to August 2024)

International City Managers Association - Credentialed Manager (2008-2013)

Ohio City Managers Association (2017 to May 2024)

Lorain County Mayors and Managers Association (2016 to May 2024)

Oberlin Community Improvement Corporation (2016 - 2021)

Michigan Local Government Managers Association (2006-2014)

Southwest Michigan City/County Managers Association (2006-2016)

Allegan Rotary - Red Rose Award (2014)

Allegan County College Network (2012-2014)

Allegan Area Chamber of Commerce Board Member (2008-2010)

Michigan State University - Business Solutions Professional - Certificate (Summer 2009)

Allegan City Personnel/Finance Committee (2006-2016)

Allegan City Election Committee (2006-2016)

Allegan City Planning Commission (1995-2000, 2006-2015)



October 29, 2024

Ms. Amy Cell
Amy Cell Talent



Dear Ms. Cell:

I am enthused to submit my resume for Meridian Township's manager position. My 30 years of professional experience, including 20 years in local government, make me an ideal candidate for moving the organization forward. I have a demonstrated record as a leader throughout my career, while bringing experience in municipal governance, fiscal management, team building, and intergovernmental relations. My existing relationships within the community would expedite and ease the leadership transition.

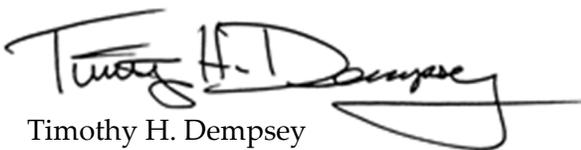
I would approach this role as I have in my current and past positions, practicing servant leadership. I actively work to meet the needs of those I serve, including elected officials, staff, residents, and township stakeholders. This core principle drives my decision making, both internally and externally, which creates relationships of mutual trust and respect that empowers individuals and builds community.

My work in the public, private, and nonprofit sectors has also taught me how to excel at creating and maintaining partnerships with people across political, organizational, socioeconomic, and racial backgrounds. I know what it takes to engage residents and staff, build trust, and reach consensus. My ability to work collaboratively is based on a foundation of strong ethics and transparency.

As a Greater Lansing resident for nearly 20 years, I understand the importance of maintaining Meridian Township's quality of life while simultaneously developing a collective vision to fulfill its tremendous potential. I welcome the opportunity to discuss how my dedication to public service and extensive skills would benefit Meridian Township.

I request that my interest in this position remain confidential. Thank you for your consideration.

Sincerely,



Timothy H. Dempsey

TIMOTHY H. DEMPSEY

CAREER HIGHLIGHTS

- High-performing executive with more than 24 years of management experience, including 15 at a senior level, covering all aspects of organizational operations, including program and project delivery, financial management, and human resources
- Relationship builder with a demonstrated track record of developing strategic partnerships, both internally and externally, to execute complex organizational objectives
- Creative problem solver able to navigate complex political and regulatory environments while delivering successful projects and programs in a timely manner
- Expert in community and economic development having overseen \$500 million of mixed-use and neighborhood redevelopment projects
- Excellent written and oral communicator with the ability to connect with and inspire diverse audiences
- Analytical thinker who understands broad topics and trends while paying attention to nuanced details

AREAS OF EXPERTISE

- | | |
|---------------------------------------|---|
| • Board and commission governance | • Citizen engagement |
| • Budgeting and financial analysis | • Community and economic development |
| • Communications and public relations | • Emergency management |
| • Data-driven decision making | • Grants and contract management |
| • Staff supervision and coaching | • Human- and social-services delivery |
| • Strategic planning and facilitation | • Infrastructure planning |
| • Technology deployment | • Small business innovation and support |

PROFESSIONAL EXPERIENCE

Senior Vice President, *Saginaw Future Inc., Saginaw, MI, 2023–present*

- Support business retention and expansion activities to ensure the stability and growth of local employers by utilizing tax abatement programs, identifying state and federal funding, and connecting with talent resources
- Provide technical assistance to local government partners on economic development strategies and programs
- Assisting multiple townships and solar developers on the approval of community solar projects totaling 445 megawatts and over \$500 million of investment
- Working with a major healthcare provider and the City of Saginaw to advance a workforce housing and neighborhood revitalization project
- Manage initiatives for Michigan’s Prosperity Region 5 (eight-counties), implementing grants with economic development partners to improve strategic site readiness and facilitate the development of workforce housing
- Market potential sites and investment opportunities to attract investment to Saginaw County and secured a Michigan MI Sites “Bronze” designation for a priority industrial park
- Partner with state and federal agencies to leverage development resources and advance projects and local initiatives
- Identify and pursue potential investors to financial support Saginaw Future’s programs and initiatives

Interim Director of Planning, Building, and Development, *City of East Lansing, MI, 2023*

- Served in an interim role on a contractual basis to assist with a critical staffing shortage (refer to prior Director role in 2012-2019 for relevant duties)

Vice President, *Public Sector Consultants, Lansing, MI, 2019–2023*

- Managed the firm’s talent and economics practice, overseeing a portfolio of 15 to 20 simultaneous projects in the fields of community and economic development, government finance and tax policy, and education
- Worked with a diverse array of public sector, nonprofit, and industry association clients at the state, county, and local levels
- Served as the firm’s subject matter expert on local government and fiscal policy
- Provided technical assistance to the Michigan Municipal League’s ServeMICity program, providing support to over 150 local governments
- Facilitated stakeholder sessions to understand complex issues, reach consensus, and developed strategic plans, including for the Michigan Department of Treasury
- Participated in the firm’s leadership team, working closely with the president and CEO to develop strategic and tactical approaches for both internal operations and external marketing
- Supervised a team of six direct reports and several affiliated consultants; managed team budgets and financial goals; and hired, evaluated, and coached staff
- Led the firm’s analytics community of practice, an internal workgroup focused on implementing quality assurance/quality control measures and improving the firm’s data analytics skills
- Responsible for pursuing business development opportunities and meeting sales targets

Deputy City Manager, *City of East Lansing, MI, 2012–2019*

- Served as second-in-command of an \$119 million organization, consisting of more than 400 employees, including primary advisor to the city manager on a broad range of operational and policy matters
- Served as acting city manager during planned and unplanned absences of the city manager
- Worked closely with elected leadership to formulate, evaluate, adopt, and implement public policy
- Extensive training in emergency management, including the Texas A&M Engineering Extension Services Enhanced Incident Management/Unified Command course
- Led an initiative to research and implement Lean Management principles to improve department and organization performance
- Served on collective bargaining teams that negotiated labor agreements with multiple unions
- Delivered frequent presentations at a wide variety of public meetings, workshops, and community events; handled regular media inquiries and worked with communications staff to enhance public relations
- Testified before the Michigan Legislature on municipal issues

Director, Department of Planning, Building and Development, *City of East Lansing, MI, 2012–2019*

Director, Department of Planning and Community Development, *City of East Lansing, MI, 2009–2012*

- Managed five functional divisions (community/economic development, planning/zoning, building, housing, and parking) with 25 full-time and 12 part-time employees, including employee recruitment, hiring, performance reviews, and coaching/mentoring
- Oversaw 12 boards, commissions, and committees/task forces, working closely with residents to formulate public policy and make recommendations to City Council
- Led efforts to update the city’s nonconforming code to encourage rental property improvements
- Facilitated mixed-use redevelopment projects totaling over \$500 million in private and public investment
- Directed the implementation of the city’s new building permit and housing licensing software system
- Supervised the creation of the city’s Comprehensive (Master) Plan
- Developed annual operating and capital budgets exceeding \$11 million and provided ongoing fiscal oversight of revenues and expenses to meet financial goals
- Directed the consolidation of the Department of Planning and Community Development with the Code Enforcement and Neighborhood Conservation, resulting in cost savings of \$150,000
- Responsible for managing a 2,600-space downtown parking system, including implementation of over \$5 million capital improvement plan and a \$1.2 million point-of-sale system

Assistant Director, *City of East Lansing, MI, 2008–2009*

Community and Economic Development Administrator, *City of East Lansing, MI, 2004–2008*

- Staff liaison for the Downtown Development Authority and Downtown Management Board, managing revitalization and business support activities
- Led development of the Technology Innovation Center, associated business incubation activities, and partnership with Michigan State University
- Led development of the Avondale Square housing project, a 26-unit, single-family, mixed-income housing redevelopment utilizing an array of state, federal, and local financing tools
- Facilitated the transition of East Lansing Housing and Neighborhood Services into the regional housing entity Capital Area Housing Partnership
- Participated in the city's Associate Manager Program

Director of Development, *City of Saginaw, MI, 2004*

- Responsible for management of all planning, zoning, and building inspection activities for the city
- Navigated projects with over \$10 million of investment through brownfield, obsolete property, Renaissance Zone (tax free), and historic tax credit approval processes
- Participated in the city's senior leadership team reporting to the city manager

Director, *Saginaw Downtown Development Authority, Saginaw, MI, 2000–2004*

- Led business district revitalization efforts and managed two business district associations (Downtown Saginaw Association and West Saginaw Civic Association)

Executive Director, *Pennsylvania Downtown Center, Harrisburg, PA, 1998–1999*

- Led a statewide membership organization assisting over 100 communities with business district revitalization efforts and managed the Pennsylvania Main Street Program's technical assistance support

Senior Analyst, *J Walter Thompson, Detroit, MI, 1997–1998*

- Managed analytical projects that utilized consumer research data to explain market performance for the restaurant, retail, and automotive industries

Analyst/Senior Analyst, *The Strategic Edge, Inc., Southfield, MI, 1994–1997*

- Undertook local, regional, and national real estate research projects for public and private entities including regional and national retailers

AFFILIATIONS AND ADDITIONAL SKILLS

- Member of the Michigan Economic Developers Association and International Economic Development Council
- Former member of the Michigan Municipal League Land Use and Economic Development Committee
- Experience with Entrepreneurial Operating System and Lean Management principles
- Past lecturer in Geographic Information Systems, Michigan State University Department of Geography
- Volunteer for Saginaw Rescue Mission, and past volunteer for MSU Alternative Spring Breaks, Meals on Wheels, Lansing Rescue Mission, St. John Food Cupboard, and Advent House

EDUCATION

- **Master of Arts** - Geography (Urban Planning and Retail Site Location concentrations)
Miami University, Oxford, Ohio
- **Bachelor of Arts** - Geography (Urban Planning concentration, Urban Studies minor)
State University of New York at Geneseo

Timothy R. Schmitt, *AICP*

October 28, 2024

Supervisor Scott Hendrickson
Treasurer Phil Deschaine
Clerk Deborah Guthrie
Trustee Peter Trezise
Trustee Marna Wilson
Trustee James McCurtis
Trustee Kathy Sundland

Supervisor Hendrickson and Board Members,

I appreciate your support as the Interim Township Manager over the past six months and I am writing to express my desire to become the permanent Township Manager for Meridian Township. My entire career has been in local government and as I have shown over the past six months, my skills are well suited for the role. I have two decades of experience on the front lines of municipal government, serving the general public and forging positive relationships, work I look forward to continuing for many years to come in the Township.

At each of my previous jobs, I have advanced my career, from entry level planning to my current position as the Interim Township Manager and Community Planning and Development Director, building both personal and professional relationships with my peers and the public. In each community, my work has had progressively more responsibility and I have taken a more active and visible role in the community. I can say unequivocally that I have helped every community where I've worked to move forward in a positive manner during my tenure.

I am a personable leader that effectively addresses public problems on a daily basis, while collaborating well with all parties to implement community goals. I believe that work should challenge you and I know that this job will continue to do that for me. I would welcome the opportunity to discuss how I can help continue to improve our Prime Community for decades to come. Thank you for your time and consideration and I look forward to speaking to you further. Consistent with Michigan law, I am requesting confidentiality for my application, until selected as a finalist for interview.

Sincerely,



Timothy R. Schmitt, *AICP*

Timothy R. Schmitt, AICP

EMPLOYMENT HISTORY

Charter Township of Meridian *Interim Township Manager* April 2024 — Present

- Leader of a Staff of 170 full time and over 50 part time employees, all working to implement the goals and vision of the Township Board and continue to build a prime community for all residents.
- Stepped into the leadership role and began working with the MTeam to address issues raised during the separation of the previous manager's employment in order to improve the overall work environment on a go forward basis.
- Oversaw development of the 2025 Township Budget, addressing short term financial challenges, while making investments in targeted programs to benefit the Township's residents and support the Township Board's goals.
- Assumed day to day management of the Utility Billing Department to provide stability to Staff and work towards addressing long term issues in the Department.
- Continued to lead the Community Planning and Development Department, furthering investment in the Community.

Charter Township of Meridian *Director of Community Planning and Development* May 2021 — Present

- Director of Department encompassing long range planning, short range planning, building, and code enforcement, with a Staff of 10.
- Oversaw update of the Township's Comprehensive Plan in 2023, outlining development goals for the following five years.
- Created and lead the creation of a number of Ordinance updates, including an overhaul of the Mixed Use Planned Unit Development ordinance and consolidation of multiple residential zoning districts to ease the development process in the Township.
- Responsible for the implementation and inspection of over \$300,000,000 in private and public investment since 2021 2021.
- Guide for private development through the Brownfield Tax Increment Financing incentive process, in conjunction with the economic development director.
- Main Staff liaison to all local homeowners associations, politicians at all levels, and members of the general public for all issues related to development or construction.

City of Howell
January 2015 — May 2021

Community Development Director

- Project manager for all new private construction, from concept meeting to occupancy, at all scales, including small single-family home additions to hundred thousand square foot additions of operating manufacturing plants.
- Coordinator for two Community Development Block Grants, competitively awarded through the State of Michigan's federal allocation.
 - Complete reconstruction of State Street and nearby alleys into a fully barrier free festival street, including utility rehabilitation and replacement (Initial award: \$1,753,179; Amended award: \$2,021,245).
 - Exterior rehabilitation of two historic buildings at the 'four corners' of downtown (Initial award: \$242,782; Amended award: \$268,914).
 - Designated Environmental Review Officer for completion and certification of the Environmental Review per State and Federal standards.
- Manager for a Transportation Economic Development Fund grant through the Michigan Department of Transportation (MDOT) to reconstruct a major industrial street.
- Guided private development projects through incentive approvals, including:
 - Brownfield Tax Increment Financing for a functionally obsolete building
 - Obsolete Property Rehabilitation Act abatement for an existing building/new use
 - Prepositioned a Commercial Rehabilitation Act district for redevelopment of an underused commercial corridor with new form-based code zoning in place
- Director of all code enforcement activities in the city, including condemnation proceedings on multiple single-family homes and one commercial structure.
- Led Certification into the Redevelopment Ready Communities program as the 30th Michigan community to streamline the development process.
- Began implementation of non-motorized infrastructure in the city, including utilization of the MDOT Training Wheels education program in the city.

City of East Lansing
July 2007 — December 2014

Community Development Analyst

- Project manager for development proposals, encompassing project review, citizen engagement, transition to building and construction, and agency coordination.
- Grant Manager for two grants under the Energy Efficiency Community Block Grant program for modernization of internal lighting in City buildings and a LED streetlight demonstration project.
- Neighborhood liaison to Oakwood and Harrison Meadows neighborhoods, dealing with day-to-day issues in the area and being first point of contact for the residents.
- Construction manager for the Avondale Square development, a mixed income, public private partnership redeveloping an entire City block.
- Historic Preservation Officer for the city, covering over a thousand owner occupied or rental structures, balancing modernization with neighborhood preservation.
- Member of the City's Green Task Force, charged with increasing environmental sustainability in everyday work and creating policies for long term sustainability.

City of Novi
September 2002 — July 2007

City Planner

- Developed a statistical model for the City's ultimate build out, projecting a decade of construction trends and the final residential profile based on existing zoning.
- Team member for development of a Fiscal Analysis of the health of the city and the impacts of Proposal A on the city's finances.
- Project manager for private development requests.

EDUCATION

Master's Degree in City and Regional Planning
The Ohio State University, Columbus, Ohio

Received May 2002

- Specialization in Law and Administration
- President, City and Regional Planning Student Association

Bachelor of Science in Geography
Ohio University, Athens, Ohio

Received May 2000

- Minor in Environmental Studies
- Specialization in Cartography

AFFILIATIONS

The Capital Collective — Co-Founder

Lansing 5:01 — Board Member

Lansing Parks Foundation — Secretary, Founding member

Lansing Chamber of Commerce — 10 Over the Next 10 Award Winner