



**AGENDA**  
CORRIDOR IMPROVEMENT AUTHORITY  
June 22, 2017 6:00 pm

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1. CALL TO ORDER
2. MISSION: The Corridor Improvement Authority of the Charter Township of Meridian is dedicated to establishing the Grand River Avenue corridor in Meridian Township as a prime business and recreation destination in the Tri-County region. The Authority is focused on creating programs and projects that invigorate the streetscape and build partnerships among corridor property owners, business owners, and residents.
3. APPROVAL OF AGENDA
4. CONSENT AGENDA
  - a. Communications
  - b. Minutes - May 17, 2017
5. PUBLIC COMMENT
6. NEW BUSINESS
  - a. CIA Board Vacancy - Applicants
7. OLD BUSINESS
  - a. Proposed CIA Work Plan
8. CHAIR REPORT
9. STAFF REPORT
  - a. Update - Development Projects
10. OPEN DISCUSSION/BOARD COMMENTS
11. PUBLIC COMMENT
12. NEXT MEETING DATE:
  - a. Next Meeting Date July 19, 2017 - 6:00 p.m.
13. ADJOURNMENT

CHARTER TOWNSHIP OF MERIDIAN  
CORRIDOR IMPROVEMENT AUTHORITY  
5151 MARSH ROAD, OKEMOS, MI 48864  
WEDNESDAY, MAY 17, 2017, 6:00 PM – MINUTES (DRAFT)

**MEMBERS**

**PRESENT:** Supervisor Ron Styka, Todd Huhn, Kellie Johnson, Bruce Peffers, Barry Goetz, Brian Jones

**MEMBERS**

**ABSENT:** Chris Rigterink, Chris Nugent, Mark Epolito, Sr.

**STAFF**

**PRESENT:** Director of Community Planning & Development Mark Kieselbach, Associate Planner/Economic Development Coordinator Ben Motil

**OTHERS**

**PRESENT:**

1. CALL MEETING TO ORDER

a. Vice Chair Johnson called the meeting to order at 6:00 p.m.

2. MISSION STATEMENT

Vice Chair Johnson asked Member Jones to read the Mission Statement as follows:

The Corridor Improvement Authority of the Charter Township of Meridian is dedicated to establishing the Grand River Avenue corridor in Meridian Township as a prime business and recreation destination in the Tri-County region. The Authority is focused on creating programs and projects that invigorate the streetscape and build partnerships among corridor property owners, business owners, and residents.

3. APPROVAL OF THE AGENDA

**MOTION BY MEMBER PEFFERS TO APPROVE AGENDA. SUPPORTED BY MEMBER HUHN. MOTION APPROVED 6-0.**

4. CONSENT AGENDA

**MOTION BY SUPERVISOR STYKA TO APPROVE CONSENT AGENDA. SUPPORTED BY MEMBER JONES. MOTION APPROVED 6-0.**

5. PUBLIC COMMENT

None.

6. NEW BUSINESS

a. Goals & Objectives – Development of a Work Plan

Staff provided a summary of the CIA Goals of the Michigan Avenue Corridor Conceptual Development Plan. Discussion was held by the CIA Board regarding how to establish the objectives for each of their 2017 Goals. The Goals provide a framework, the work plan sets the milestones and timeline for completion. Discussion included:

- Suggestions regarding round table discussions at upcoming CIA meeting.
- Timeframe for roundtable discussions.
- Prioritizing agenda for roundtable discussions.
- The ultimate goal of roundtable discussions including idea sharing, as well as engaging stakeholders.
- Roundtables would be useful in attaining community buy-in for the CIA.
- Examples could be provided to the public about the type of design guidelines and architectural styles for the corridor.
- Topics could include improvements to the right-of-way, transportation, and walkability.
- Signage issues could be addressed, particularly wayfinding signs entering the corridor.
- The roundtable discussion would be held at the September CIA meeting.
- Improving recognition of corridor entry ways.
- Signs that would allow the Township to identify itself as well as the corridor.
- The Township Complete Streets ordinance.

7. OLD BUSINESS

a. List of businesses/stakeholders in Corridor

- Staff provided a list of the businesses within the Corridor.
- The list included the address as well as the name of the business.
- Member Peffers organized the list into categories.
- Member Peffers will share his list with staff to be distributed at the next CIA meeting.
- The categories are as follows:
  - 19 automotive buildings
  - 13 bank buildings
  - 37 eatery buildings
  - 8 fitness/wellness buildings
  - 10 grocery buildings
  - 1 hospitality building
  - 3 housing buildings
  - 3 mall type buildings
  - 16 medical buildings
  - 24 vacancies/no use
  - 1 office building
  - 4 other-type buildings
  - 2 property management buildings
  - 20 residence buildings

**Corridor Improvement Authority Minutes (Draft)**

**May 17, 2017**

**Page 3**

- 46 retail buildings
- 38 service buildings

8. CHAIR REPORT

None.

9. STAFF REPORT

Development Projects Update - Staff provided updates on the status of proposed and ongoing projects within the Township.

- Director Kieselbach summarized the Stockwell Shopping Center and the Elevation project.

10. OPEN DISCUSSION/BOARD COMMENTS

- Supervisor Styka updated the CIA on the following items:
  - The Meridian Township Brownfield Redevelopment Authority
  - Complete Streets Program at Ingham County

11. PUBLIC COMMENT

None.

12. ADJOURNMENT

The meeting adjourned without objection at 6:53 p.m.

**-The next meeting will be on Wednesday, June 21, 2017 at 6:00 p.m.-**

Chris Nugent, Chairperson



**To:** CIA Board

**From:**

*Benjamin M. Motil*

**Benjamin M. Motil  
Associate Planner/Economic Development Coordinator**

**Date:** June 13, 2017

**Re:** CIA Board Vacancy - Applicants

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The CIA Board may make a recommendation to the Township Board to fill the vacant CIA seat. Once the CIA has made their recommendation, the Township Supervisor and Township Board vote on final approval of the applicant.

As per Public Act 280 of 2005, the CIA board must consist of the Township Supervisor, and not less than five (5) or more than nine (9) members. A majority of the members must own property or have a business interest in the CIA district. At least one (1) member must be a resident living either in the CIA district or within one-half mile from the district boundary.

The current Applications for Public service on file include applicants who are already either appointed or are serving as an alternate to other Township boards and committees. Applications include Eric Langdon, who is serving as an alternate to the Communications Commission; Benjamin Louagie, who serves on the Board of Review; Aaron Richmond, who serves on the Community Resources Commission; and the final applicant is Brian P. Czubak.

**Attachments:**

**1. Applications for Public Service**

G:\Community Planning & Development\Planning\CIA\Memos\2017\June

# CHARTER TOWNSHIP OF MERIDIAN

Elizabeth Ann LeGoff  
Brett Dreyfus  
Julie Brixie  
Frank L. Walsh

Supervisor  
Clerk  
Treasurer  
Manager



Milton L. Scales  
Ronald J. Styka  
John Veenstra  
Angela Wilson



## APPLICATION FOR PUBLIC SERVICE

I am interested in service on one or more of the following public bodies as checked below:

- |   |   |
|---|---|
| <input type="checkbox"/> Assessing Board of Review*   | <input type="checkbox"/> Elected Officials Compensation Commission* |
| <input type="checkbox"/> Board of Water and Light Representative*                           | <input type="checkbox"/> Environmental Commission                   |
| <input type="checkbox"/> Building and/or Fire Board of Appeals and Building Hearing Officer | <input type="checkbox"/> Lake Lansing Watershed Advisory Committee* |
| <input type="checkbox"/> Capital Area Transportation Authority (C.A.T.A.)                   | <input type="checkbox"/> Land Preservation Advisory Board           |
| <input checked="" type="checkbox"/> Communications Commission*                              | <input type="checkbox"/> Park Commission (elected/appointed)        |
| <input type="checkbox"/> Community Resources Commission                                     | <input type="checkbox"/> Pension Trustees                           |
| <input type="checkbox"/> Corridor Improvement Authority*                                    | <input checked="" type="checkbox"/> Planning Commission             |
| <input type="checkbox"/> Downtown Development Authority*                                    | <input type="checkbox"/> Township Board (elected/appointed)         |
| <input type="checkbox"/> East Lansing-Meridian Water & Sewer Authority                      | <input type="checkbox"/> Transportation Commission*                 |
| <input checked="" type="checkbox"/> Economic Development Corporation                        | <input type="checkbox"/> Zoning Board of Appeals                    |
|   | <input checked="" type="checkbox"/> Other                           |

(\*Special conditions restrict eligibility for appointment)

Indicate areas not included above which may warrant special attention or study that are of interest to you:

CIA

Summarize your reasons for applying for this type of public service:

I would like to serve as a resource in Meridian Twp in any way my skills and experience allow  
Describe education, experience or training which will assist you if appointed. (Attach resume if available)  
see resume

Name: Eric Langdon

Occupation: Fundraising Director Place of Employment: Capital Area Humane Society

Home Address: 3917 Jonquill Lane

Phone: (days) 517-749-3550 (evenings) 517-749-3550 E-mail ealangdon@yahoo.com

Signature: Date 10/25/16

Other than the Downtown Development Authority Board and the Economic Development Corporation, persons appointed to Meridian Township boards and commissions must be a resident and elector (if of voting age) of the Township during the term of office. Excessive absences may be cause for review of appointment.

(PLEASE USE BACK IF NEEDED)

The policy for appointment of candidates to the various public service positions is based on the following criteria: desire to serve, experience, expertise, availability of time to serve, and maintenance of equitable geographic representation. In most instances it will be desirable to develop further information through a personal interview. This application will be retained in township files for two years. Please return this form to the Office of the Clerk, Charter Township of Meridian.

FOR OFFICE USE ONLY			
Date Received	11.2.16	Distro: EL FW	Application # CC 1605
Registered Voter:	Y/N	JG PM MK	CIA 1605 EDC 1607
Date Appointed:		B) MEMBERS	PC 1610

Revised: October 19, 2015

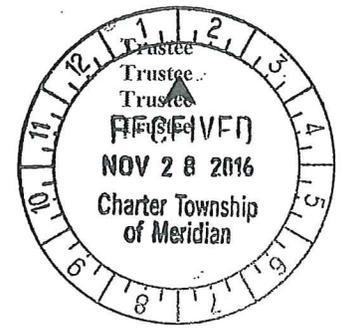


# CHARTER TOWNSHIP OF MERIDIAN

Elizabeth Ann LeGoff      Supervisor  
 Brett Dreyfus              Clerk  
 Julie Brixie                 Treasurer  
 Frank L. Walsh              Manager



Milton L. Scales  
 Ronald J. Styka  
 John Veenstra  
 Angela Wilson



## APPLICATION FOR PUBLIC SERVICE

I am interested in service on one or more of the following public bodies as checked below:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Assessing Board of Review*                              | <input type="checkbox"/> Elected Officials Compensation Commission*  |
| <input type="checkbox"/> Board of Water and Light Representative*                           | <input type="checkbox"/> Environmental Commission                    |
| <input type="checkbox"/> Building and/or Fire Board of Appeals and Building Hearing Officer | <input type="checkbox"/> Lake Lansing Watershed Advisory Committee*  |
| <input checked="" type="checkbox"/> Capital Area Transportation Authority (C.A.T.A.)        | <input checked="" type="checkbox"/> Land Preservation Advisory Board |
| <input type="checkbox"/> Communications Commission*   | <input type="checkbox"/> Park Commission (elected/appointed)         |
| <input type="checkbox"/> Community Resources Commission                                     | <input checked="" type="checkbox"/> Pension Trustees                 |
| <input checked="" type="checkbox"/> Corridor Improvement Authority*                         | <input checked="" type="checkbox"/> Planning Commission              |
| <input checked="" type="checkbox"/> Downtown Development Authority*                         | <input type="checkbox"/> Township Board (elected/appointed)          |
| <input type="checkbox"/> East Lansing-Meridian Water & Sewer Authority                      | <input type="checkbox"/> Transportation Commission*                  |
| <input checked="" type="checkbox"/> Economic Development Corporation                        | <input type="checkbox"/> Zoning Board of Appeals                     |
|   | <input checked="" type="checkbox"/> Other                            |

(\*Special conditions restrict eligibility for appointment)

Indicate areas not included above which may warrant special attention or study that are of interest to you:

Summarize your reasons for applying for this type of public service: *A responsibility to contribute to the functioning of our communities and the welfare of Meridian township citizens.*

Describe education, experience or training which will assist you if appointed. (Attach resume if available) *Attached*

Name: Benjamin J. Louagie  
 Occupation: COO Place of Employment: Michigan State Medical Society, PSZ Inc.  
 Home Address: 6118 Skyline Drive  
 Phone: (days) (517) 930-1288 (evenings) (517) 930-1288 E-mail louagie b @ hotmail . com  
 Signature Benjamin Louagie Date 11/22/2016

Other than the Downtown Development Authority Board and the Economic Development Corporation, persons appointed to Meridian Township boards and commissions must be a resident and elector (if of voting age) of the Township during the term of office. Excessive absences may be cause for review of appointment.

(PLEASE USE BACK IF NEEDED)

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FOR OFFICE USE ONLY			
Date Received	<u>11.28.16</u>	Distro: <u>RS FW</u>	Application # <u>BOR 1603 LPA-B 1604</u>
Registered Voter:	<u>(Y/N)</u>	<u>BM, MK, DL, JG, PM</u>	<u>CATA 1608 CIA 1607 PT 1603</u>
Date Appointed:		<u>BD MEMBERS</u>	<u>DDA 1605 EDL 1609 PC 1616</u>

Revised: October 19, 2016

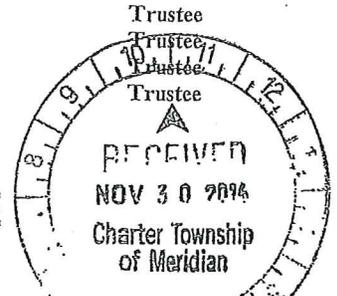


# CHARTER TOWNSHIP OF MERIDIAN

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 Brett Dreyfus              Clerk  
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 Frank L. Walsh             Manager



Milton L. Scales  
 Ronald J. Styka  
 John Veenstra  
 Angela Wilson



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| <input type="checkbox"/> Building and/or Fire Board of Appeals and Building Hearing Officer | <input type="checkbox"/> Lake Lansing Watershed Advisory Committee* |
| <input checked="" type="checkbox"/> Capital Area Transportation Authority (C.A.T.A.)        | <input type="checkbox"/> Land Preservation Advisory Board           |
| <input checked="" type="checkbox"/> Communications Commission*                              | <input type="checkbox"/> Park Commission (elected/appointed)        |
| <input checked="" type="checkbox"/> Community Resources Commission                          | <input type="checkbox"/> Pension Trustees                           |
| <input type="checkbox"/> Corridor Improvement Authority*                                    | <input checked="" type="checkbox"/> Planning Commission             |
| <input checked="" type="checkbox"/> Downtown Development Authority*                         | <input type="checkbox"/> Township Board (elected/appointed)         |
| <input checked="" type="checkbox"/> East Lansing-Meridian Water & Sewer Authority           | <input type="checkbox"/> Transportation Commission*                 |
| <input checked="" type="checkbox"/> Economic Development Corporation                        | <input type="checkbox"/> Zoning Board of Appeals                    |
|   | <input checked="" type="checkbox"/> Other                           |

(\*Special conditions restrict eligibility for appointment)

Indicate areas not included above which may warrant special attention or study that are of interest to you:

Corridor Improvement Authority

Summarize your reasons for applying for this type of public service:

I am a long-time resident of Ingham County. I was born in Lansing and have lived in various Describe education, experience or training which will assist you if appointed. (Attach resume if available)

Bachelor's in Hlstory from MSU, experience leading a diverse team of individuals to achieve

Name: Aaron Richmond

Occupation: Information Technologist I

Place of Employment: Michigan State University

Home Address: 1424 Biscayne Way, Haslett, MI 48840

Phone: (days) 517-256-5455

(evenings) 517-256-5455

E-mail richmo81@msu.edu

Signature Aaron Richmond

Date 11/1/2016

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### FOR OFFICE USE ONLY

Date Received	<u>11.30.16/2.6.17</u>	Distro: <u>RS FW</u>	Application # <u>EDC 1610</u>	<u>CC 1701</u>	<u>CATA 1701</u>
Registered Voter:	<u>Y/N</u>	<u>DJ DG BM DP MK</u>	<u>CIA 1608</u>	<u>PC 1618</u>	<u>EC 1702</u>
Date Appointed:		<u>BD MEMBERS</u>	<u>CRC 1701</u>	<u>PDA 1702</u>	<u>ELMWSA 1701</u>



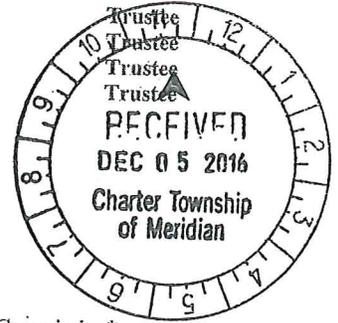
# CHARTER TOWNSHIP OF MERIDIAN

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| <input type="checkbox"/> Board of Water and Light Representative*                           | <input type="checkbox"/> Environmental Commission                   |
| <input type="checkbox"/> Building and/or Fire Board of Appeals and Building Hearing Officer | <input type="checkbox"/> Lake Lansing Watershed Advisory Committee* |
| <input type="checkbox"/> Capital Area Transportation Authority (C.A.T.A.)                   | <input type="checkbox"/> Land Preservation Advisory Board           |
| <input type="checkbox"/> Communications Commission*   | <input type="checkbox"/> Park Commission (elected/appointed)        |
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| <input type="checkbox"/> Economic Development Corporation                                   | <input type="checkbox"/> Zoning Board of Appeals                    |
|   | <input type="checkbox"/> Other                                      |

(\*Special conditions restrict eligibility for appointment)

Indicate areas not included above which may warrant special attention or study that are of interest to you:

Summarize your reasons for applying for this type of public service:

To maintain Meridian Township as the beautiful place to live, raise a family and retire. Describe education, experience or training which will assist you if appointed. (Attach resume if available)

Please see detailed resume attached

Name: Brian P. Czubak

Occupation: Sales Place of Employment: 3M

Home Address: 1884 Birchwood Drive

Phone: (days) 517-599-3858 (evenings) 517-599-3858 E-mail brianczubak@yahoo.com

Signature *Brian P. Czubak* Date 11/29/2016

Other than the Downtown Development Authority Board and the Economic Development Corporation, persons appointed to Meridian Township boards and commissions must be a resident and elector (if of voting age) of the Township during the term of office. Excessive absences may be cause for review of appointment.

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FOR OFFICE USE ONLY			
Date Received	<u>12.5.16</u>	Distro: <u>RS FW</u>	Application # <u>CIA 1610</u>
Registered Voter:	<u>Y/N</u>	<u>MK</u>	<u>DDA 1607 PC 1619</u>
Date Appointed:		<u>BD MEMBERS</u>	

Revised, October 19, 2016





**To:** CIA Board

**From:**

  
\_\_\_\_\_

**Benjamin M. Motil**

**Associate Planner/ Economic Development Coordinator**

**Date:** June 14, 2017

**Re:** Proposed CIA Work Plan

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The intended design of the proposed CIA work plan is to assist in the creation of a positive environment for investment along the corridor. Balanced and targeted objectives provide a framework for implementing the 2017 Goals of the CIA. The attached document provides a snapshot guideline to further the overall goals of the CIA to strengthen the corridor and therefore the local economy.

This work plan intends to assist the CIA in developing an inventory of future economic development strategies. The work plan may also help categorize current ongoing economic development projects and programs in Meridian Township.

For the sake of organization, the Work Plan objectives are categorized under one of the eight goals of the CIA. The number of the goal or the order of the objective in no way designate a specified priority level. In reality, many of the proposed objectives and listed projects overlap and can generally spur progress in more than one goal or area. The proposed work plan can be edited at your discretion.

Attachment:

1. Meridian Township Corridor Improvement Authority 2017 Work Plan Draft

G:\Community Planning & Development\Planning\CIA\Memos\2017\June

MERIDIAN TOWNSHIP  
CORRIDOR IMPROVEMENT AUTHORITY  
2017 WORK PLAN (DRAFT)

GOAL 1: Promote a consistent and pleasing aesthetic style for buildings, grounds, and public right-of-way.

- **Objective:** Identify and coordinate streetscape improvements needed throughout the corridor to achieve the desired traditional look for Township. This will include items such as brick pavers, street trees, lights, benches, waste receptacles, etc.

GOAL 2: Provide a common vision for corridor businesses.

- **Objective:** This will be accomplished through SWOT analysis and roundtable discussions in the community. Data will be collected and compiled to gather community vision for the corridor. By gaining better insight of how the collective, “common vision” is defined in the community, the CIA can provide a better framework of design for corridor businesses.

GOAL 3: Strive to increase safety and accessibility for pedestrians & cyclists.

- **Objective:** This will be accomplished through creation of a path and sidewalk system that provides safe refuge for non-motorists while traveling along the corridor and between buildings.
- **Objective:** Review the Township pathway plan that identifies the most appropriate treatment for each section of the corridor. This pathway plan will include more precise cost estimates so the Township can seek grants and alternate ways to assist property owners.

GOAL 4: Promote smart growth on the corridor and include infill development while discouraging sprawl.

- **Objective:** Create a long-range development strategy that focuses on solid growth, expanded employment and stable tax revenues.
- **Objective:** Institute an early warning system for business closings, relocations and layoffs. Objective: Identify corridor companies ripe for expansion. Remove barriers to their growth.

GOAL 5: Improve recognition of corridor entry ways and signage.

- **Objective:** Designate attractive corridor entryways with landscaping, signage, lighting and architectural features like brick knee walls. A sample design is under review by the Meridian Township Sign Branding Committee.

GOAL 6: Encourage business recruitment and expansion.

- **Objective:** Coordinate with the Meridian Township EDC to supplement and review business retention methods and results. Contribute comments and observations to relevant staff and committees.

GOAL 7: Improve the Township's reputation within the business community and promote communication.

- **Objective:** Develop a joint marketing strategy with involvement of the business community that brings together resources for advertising, special events and public relations.
- **Objective:** To effectively market the corridor, a branding effort must be undertaken that creates a clear, positive image to potential shoppers, visitors, investors, etc. This image must then be promoted over multiple media platforms in a comprehensive, consistent manner to educate and inform the public.
- **Objective:** Prepare marketing materials that can be presented to developers, retailers and real estate firms promoting the Corridor. This may include brochures, exhibits, trade area data, web site materials, social media activities, etc.

GOAL 8: Strive to increase business relationships with regional partners.

- **Objective:** Encourage corridor business owners to join regional partners, such as the Lansing Chamber of Commerce and the Meridian Area Business Association.
- **Objective:** Attend regional partner networking events, such as monthly MABA meetings.

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## CHARTER TOWNSHIP OF MERIDIAN Development Projects

May 26, 2017 – June 13, 2017

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### New Business

- New Oakland Family Mental Health Center - 2300 Jolly Oak Rd
- Juice Nation - 2838 Grand River Ave.

### Project Updates

- Hannah Farms East: Proposed project of group of buildings greater than 25,000 square feet at Eyde Parkway/Hannah Boulevard. Planning Commission recommended approval on 3/27/17. Public hearing held on the 5/2/17 Township Board meeting. Scheduled for discussion on 6/20/17 at Township Board meeting.
- 1619 Haslett Rd: Request to demolish and reconstruct gas station, public hearing held on 2/13/17. Planning Commission recommended approval on 3/13/17. Public Hearing held on 4/18/17 at Township Board meeting. Approved at 6/6/17 Township Board meeting, subject to separate streetscape approval.

### Under Review

- Stockwell shopping center - Site plan under review for 11,000 square foot, multi-tenant shopping center with drive-through window at 1560 Grand River Ave. Pending variances decision.
- Elevation/Okemos Pointe: Phase 1 building permits under review, 170 residential units in 8 buildings.
- Marriot Courtyard Hotel: Completed site plan review, 64,000 square feet, 4-stories, with 97 rooms.

### Under Construction

- Great Lakes Interiors: 5,600 square foot office furniture warehouse at 2076 Towner/Saginaw Highway. Summer 2017.
- Holiday Inn Express: Currently under construction, 4 story, 62,900 square feet, 112 rooms. Winter 2017.
- Red Cedar Flats: 3 of 4 buildings under construction. 11,000 square foot commercial space, 112 residential units. Fall 2017.
- Costco: site work underway, expected to open before Thanksgiving 2017.
- Eyecare Associates of Haslett: new optometrist office at 5700 Marsh Rd, expected to open Summer 2017.



## CHARTER TOWNSHIP OF MERIDIAN Development Projects

May 26, 2017 – June 13, 2017

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- Chamberlain Townhouses: site prep underway for 19,500 square foot, 8 unit townhouse project at 1730 Chamberlain Drive. Expected to open Fall 2017.

### Boards & Commissions Updates

- Corridor Improvement Authority: The CIA has selected their Chair and Vice-Chair. They have approved their Mission Statement as well as their Goals and Objectives. The CIA is drafting a Work Plan to assist in the ongoing development of the Grand River Ave. corridor. The CIA currently has a vacancy and is discussing potential applicants.
- Downtown Development Authority: The DDA recently pre-paid \$50,000 of their loan for the downtown Okemos lighting poles. The 2017 Spring streetscape project has been kicked off with banners, hanging flower baskets, with flower planters soon to come. Additionally, the DDA recently agreed to participate in the Haslett Kiwanis Club's Flags Over Meridian program in order to further improve the streetscape.
- Economic Development Corporation: The EDC is reviewing strategies to best assist in the revitalization of Meridian Business districts. Discussion items include business retention & expansion (BRE), a façade improvement grant, and a social media strategy for promoting businesses in the Township.