



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
PLANNING COMMISSION – REGULAR MEETING
December 11, 2017 7PM



1. CALL MEETING TO ORDER
2. PUBLIC REMARKS
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
 - A. November 27, 2017 Work Session
 - B. November 27, 2017 Regular Meeting
5. COMMUNICATIONS
 - A. None
6. PUBLIC HEARINGS
7. UNFINISHED BUSINESS
 - A. Tentative Preliminary Plat #17012 (Mayberry Homes), develop 25 single family lots on 25.5 acres located east of Powell Road, north of Grand River Avenue.
8. OTHER BUSINESS
 - A. Shaping the Avenue/form-based code
 - B. 2018 Planning Commission goals
9. TOWNSHIP BOARD, PLANNING COMMISSION OFFICER, COMMITTEE CHAIR, AND STAFF COMMENTS OR REPORTS
10. PROJECT UPDATES
 - A. New Applications - None
 - B. Site Plans Received - None
 - C. Site Plans Approved – None
11. PUBLIC REMARKS
12. ADJOURNMENT
13. POST SCRIPT: DANTE IANNI

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

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

All comments limited to 3 minutes, unless prior approval for additional time for good cause is obtained from the Planning Commission Chairperson. Meeting Location: 5151 Marsh Road, Okemos, MI 48864

Individuals with disabilities requiring auxiliary aids or services should contact Township Manager Frank L. Walsh, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4258 - Ten Day Notice is Required.

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TENTATIVE PLANNING COMMISSION AGENDA

December 18, 2017

REGULAR MEETING

1. PUBLIC HEARINGS
2. UNFINISHED BUSINESS
3. OTHER BUSINESS
 - A. Shaping the Avenue/form-based code
 - B. 2018 Planning Commission goals

**CHARTER TOWNSHIP OF MERIDIAN
PLANNING COMMISSION
WORK SESSION MINUTES**

November 27, 2017

**5151 Marsh Road, Okemos, MI 48864-1198
Town Hall Room, 517-853-4560**

PRESENT: Chair Ianni, Vice-Chair Scott-Craig, Commissioners Premoe, Cordill, Tenaglia, Lane, Richards
ABSENT: Commissioner Baruah
STAFF: Director of Community Planning and Development Mark Kieselbach, Economic Development Director Chris Buck, Planning Intern Justin Quagliata, Principal Planner Peter Menser

1. Call meeting to order

Chair Ianni called the work session to order at approximately 6:01 p.m.

2. Approval of agenda

Vice-Chair Scott-Craig moved to approve the agenda. Seconded by Commissioner Premoe. Voice vote. Motion carried unanimously.

3. Presentation/Discussion

A. Shaping the Avenue: Form-based code initiative

- Architect Geoffrey Ferrell introduced himself to the Planning Commission and provided an overview of the Shaping the Avenue project. Mr. Ferrell proceeded with a presentation that addressed the intent behind form-based codes and their impact on a community's built environment, along with the features of the draft ordinance language.
- Planner Brad Strader introduced himself to the Planning Commission and provided an overview of the streets component of form-based code. Mr. Strader addressed the intent to transform Grand River Avenue into a type of "Main Street Boulevard" over time, which would create a safer Avenue and the opportunity to allow for pedestrian crossings.
- Commissioner Premoe asked how form-based code might affect properties currently proposed for or under development.
- Principal Planner Menser stated property owners and developers would not have the development standards changed during an ongoing project.

4. Public remarks

- Doris Schwartz, 2209 Kent, voiced concerns over mistakes related to the Methodist Road right-of-way in the draft form-based code. Ms. Schwartz also noted the form-based code district boundary in the proposed regulating plan seemed inconsistent with the PICA in the Master Plan.

- Tim Potter, 4632 Van Atta, commented the draft form-based code only references motor vehicle parking and not bicycle parking.

5. Adjournment

Chair Ianni adjourned the work session at approximately 7:03 p.m.

Respectfully Submitted,

Peter Menser

**CHARTER TOWNSHIP OF MERIDIAN
PLANNING COMMISSION
REGULAR MEETING MINUTES**

DRAFT

**November 27, 2017
5151 Marsh Road, Okemos, MI 48864-1198
517-853-4560, Town Hall Room, 7:13 P.M.**

**PRESENT: Commissioners Lane, Cordill, Ianni, Premoe, Scott-Craig, Richards, Tenaglia
ABSENT: Commissioner Baruah
STAFF: Senior Planner Peter Menser**

1. Call meeting to order

Chair Ianni called the regular meeting to order at 7:14 P.M.

2. Public Remarks

Richard Lycos, 5570 Earliglow, spoke in opposition to Special Use Permit #17051 and said even though there is a sign ordinance the daycare operator has a sign in her yard. The applicant stated the sign was from the Michigan Department of Human Services to acknowledge her efforts to improve the quality of her daycare.

3. Approval of Agenda

Commissioner Cordill moved to approve the agenda as written.
Seconded by Commissioner Premoe
VOICE VOTE: Motion approved unanimously.

4. Approval of Minutes

A. November 13, 2017 Regular Minutes

Commissioner Richards moved to approve the minutes as written.
Seconded by Commissioner Scott-Craig
VOICE VOTE: Motion approved unanimously.

5. Communications

Email communication from Nicholas Roberts, 5604 Earliglow Lane, RE: SUP 17051

6. Public hearings-NONE

7. Unfinished Business

A. Tentative Preliminary Plat #17012 (Mayberry Homes), develop 25 single family lots on 25.5 acres located east of Powell Road, north of Grand River Avenue.

Principal Planner Menser outlined the proposed preliminary plat for review.

Commissioner Scott-Craig said he would like to see the stub option remain rather than changing it to a cul-de-sac due to the likelihood of future development of the surrounding properties.

An informal poll of the Commissioners indicated they would like a resolution to approve Special Use Permit #17051 prepared for the next meeting.

B. Special Use Permit #17051 (Al Saedi), establish group child care home for up to 12 children at 5596 Earliglow Lane.

Principal Planner Menser reviewed Special Use Permit #17051 for discussion, he commented the Planning Commission has discretion over where and what type of fencing will be required, he said staff is recommending a 6 foot privacy fence be installed along the Haslett Road frontage. Principal Planner Menser stated the other option for fencing would be a fence around just the required 600 square feet play area.

Commissioner Scott-Craig commented he would like to see a fence that surrounded the entire property for the children's safety but the option of a fence surrounding the play area would be safe for the children as well.

Commissioner Premoe stated he felt the option of a 6 foot privacy fence along Haslett Road would be the best option.

Commissioner Premoe moved to approve Special Use Permit #17051.
Seconded by Commissioner Cordill.

ROLL CALL VOTE:

YEAS: Commissioners Premoe, Cordill, Scott-Craig, Richards, Lane, Tenaglia and Chair Ianni

NAYS: None

MOTION CARRIED 7-0.

8. Other Business

A. Shaping the Avenue/form-based code

Commissioner Premoe commented the Planning Commission needs to put energy into learning all there is to know about form-based code.

Principal Planner Menser said the consultants were proposing the form-based code to be applied to the Grand River Corridor on an optional basis and to the Downtown Okemos area as mandatory. He commented the form-based code would possibly make the process for developers easier by reducing the number of reviews and meetings required to get approval for a project.

Commissioner Richards asked if the surrounding local governments were adopting the same form-based code to provide continuity from community to community.

Principal Planner Menser said most of the local governments were exploring the option of using form-based code.

Commissioner Tenaglia said she liked the idea of the Township having the ability to provide guidance on development.

Commissioner Scott-Craig commented he thought it would be a good idea to use a specific property as an example to show what the process would be like under the current Township ordinances and form-based code.

Commissioner Premoe stated he would like to see an example of how form-based code would change the Township's process. He reminded the Commission using form-based code would be giving away some power that could not be easily regained.

B. 2018 Planning Commission goals

Principal Planner Menser said a list of possible goals was provided and asked if the Commissioners had any items to add. He said at the next Township Board meeting the Township Board would have their list of goals completed.

Commissioner Scott-Craig commented the Planning Commission should really explore form-based code in 2018 and a revision of the Mixed Use Planned Use Development Ordinance should be included and mentioned the possibility of looking into affordable housing issues.

9. TOWNSHIP BOARD, PLANNING COMMISSION OFFICER, COMMITTEE CHAIR, AND STAFF COMMENTS OR REPORTS

Commissioner Scott-Craig mentioned the Master Plan was approved by the Township Board and Peter Menser was recently promoted from Senior Planner to Principal Planner.

Commissioner Richards attended the recent Transportation Commission meeting regarding the road diet proposed for Lake Lansing Road between Hagadorn Road and Saginaw Highway which would be paid for with Federal Grant funds.

10. Project Updates

11. Public Remarks-NONE

12. Adjournment

Chair Ianni adjourned the regular meeting at 8:03 p.m.

Respectfully Submitted,

Angela M. Ryan
Recording Secretary



To: Planning Commission

From: Peter Menser, Senior Planner

Date: December 5, 2017

Re: Tentative Preliminary Plat #17012 (Mayberry Homes), establish Silverstone Estates, a single family subdivision consisting of 25 lots on 25.5 acres located east of Powell Road and north of Grand River Avenue.

The Planning Commission last discussed Tentative Preliminary Plat #17012 at its meeting on November 27, 2017. At the meeting the Planning Commission indicated support for the plat as it was approved in 2016, with Silverstone Way designed to include stub streets at the north and east property lines for potential future road connections. A resolution to recommend approval of the tentative preliminary plat is attached that incorporates the same conditions of approval that were imposed on the tentative preliminary plat by the Township Board in 2016, which included, among other conditions, the paving of Powell Road from Grand River Avenue to the northern extent of the plat, approval of the requested waiver to permit Lots #1, #24, and #25 to front on Powell Road, and the establishment of a 20 foot wide landscape buffer for those same lots along Powell Road.

Planning Commission Options

The Planning Commission may recommend approval, approval with conditions, or disapproval of the tentative preliminary plat (TPP) within 60-days of the plat being filed with the Township. The application was deemed complete on October 16, 2017 therefore the Planning Commission must make its decision no later than the December 11, 2017 regular meeting. A resolution to recommend approval of the tentative preliminary plat with conditions is attached.

- **MOTION TO ADOPT THE RESOLUTION APPROVING TENTATIVE PRELIMINARY PLAT #17012**

Attachment

1. Resolution to recommend approval.

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 11th day of December 2017, at 7:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, Mayberry Homes has requested tentative preliminary plat approval for a single family subdivision consisting of twenty-five lots located on the east side of Powell Road, north of Grand River Avenue; and

WHEREAS, the Planning Commission held the public hearing for Tentative Preliminary Plat #17012 at its meeting on November 13, 2017, and has reviewed the staff material forwarded under cover memorandums dated November 10, 2017 and November 21, 2017; and

WHEREAS, the proposed density of 0.98 dwelling units per acre meets the condition of approval established in Rezoning #15040 of not greater than on dwelling unit per acre; and

WHEREAS, the proposed tentative preliminary plat complies with the Township's Land Division Ordinance and with the Land Division Act of the State of Michigan (MCL 560.101 et seq., as amended); and

WHEREAS, all lots in the proposed tentative preliminary plat meet or exceed the minimum lot width and minimum lot area requirements of the RAA (Single Family-Low Density) zoning district; and

WHEREAS, the proposed tentative preliminary plat will be adequately served by public water and sewer utilities; and

WHEREAS, the applicant has requested a waiver from Section 62-61(c) of the Code of Ordinances to allow Lot #1, Lot #24, and Lot #25 to face Powell Road, a collector street.

NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of Tentative Preliminary Plat #17012, subject to the following conditions:

1. Approval is recommended based on the revised Tentative Preliminary Plat dated October 2, 2017 and received by the Township on October 5, 2017 prepared by Enger Surveying and Engineering.
2. Approval is recommended for the requested waiver from Section 62-61(c) of the Code of Ordinances to permit Lot #1, Lot #24 and Lot #25 to face Powell Road, a collector street.

**Resolution to Recommend Approval
Tentative Preliminary Plat #17012 (Mayberry)
Page 2**

3. The applicant shall obtain all necessary permits and approvals from the Ingham County Drain Commissioner, Ingham County Road Department, Michigan Department of Environmental Quality (MDEQ), Ingham County Health Department, and the Township. Copies of all permits and approval letters shall be submitted to the Department of Community Planning and Development.
4. Final utility plans shall be subject to the approval of the Director of Public Works and Engineering and shall be completed in accordance with Township Engineering Design and Construction Standards.
5. Storm sewer leads shall be provided to each lot in the subdivision. The final location of the leads shall be subject to the approval of the Director of Public Works and Engineering. All residences constructed in the subdivision shall be connected to an approved outlet.
6. An overall grading plan for the subdivision shall be required with detailed construction plans, prior to issuance of any building permits.
7. Prior to any construction or grading on the site the applicant shall install silt fencing at the upland edge of water feature setbacks. The silt fencing shall be removed after construction once the area is stabilized and vegetation has been established.
8. Powell Road shall be paved from the northern extent of the plat southward to Grand River Avenue in accordance with the requirements of the Ingham County Road Department.
9. A paved shoulder shall be constructed along Powell Road as shown on the Pedestrian-Bicycle Master Plan. The final location of the paved shoulder shall be subject to the approval of the Director of Public Works and Engineering and the Ingham County Road Department. The design and construction of the pathway shall be in accordance with Ingham County Road Department and Township Engineering Design and Construction Standards.
10. Five foot wide concrete sidewalks shall be constructed along both sides of Silverstone Way. The final location of the sidewalk shall be subject to the approval of the Director of Public Works and Engineering. The design and construction of the sidewalk shall be in accordance with Township Engineering Design and Construction Standards.
11. The natural vegetation strip associated with wetlands and open county drains shall be clearly identified with permanent markers. The size, number, location, and the language on the markers shall be subject to the approval of the Director of Community Planning and Development.
12. Street trees shall be required along the east side of Powell Road and along both sides of Silverstone Way within the subdivision. Species and location of the trees shall be subject to the approval of the Director of Community Planning and Development and the Ingham County Road Department.
13. Any wellhead(s) located on the site shall be properly closed and abandoned per the requirements of the Ingham County Health Department and the Township, prior to the issuance of any permit for construction activity, including grading permits.

**Resolution to Recommend Approval
Tentative Preliminary Plat #17012 (Mayberry)
Page 3**

14. An emergency vehicle turnaround shall be installed at the end of Silverstone Way. The dimensions and location of the turnaround shall be subject to final approval by the Meridian Township Fire Department and Ingham County Road Department.

ADOPTED: YEAS: _____

NAYS: _____

STATE OF MICHIGAN)

) ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified Chairperson of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Planning Commission on the 11th day of December, 2017.

Dante Ianni, Chair
Meridian Township Planning Commission

MICHIGAN PLANNER



American Planning Association
Michigan Chapter

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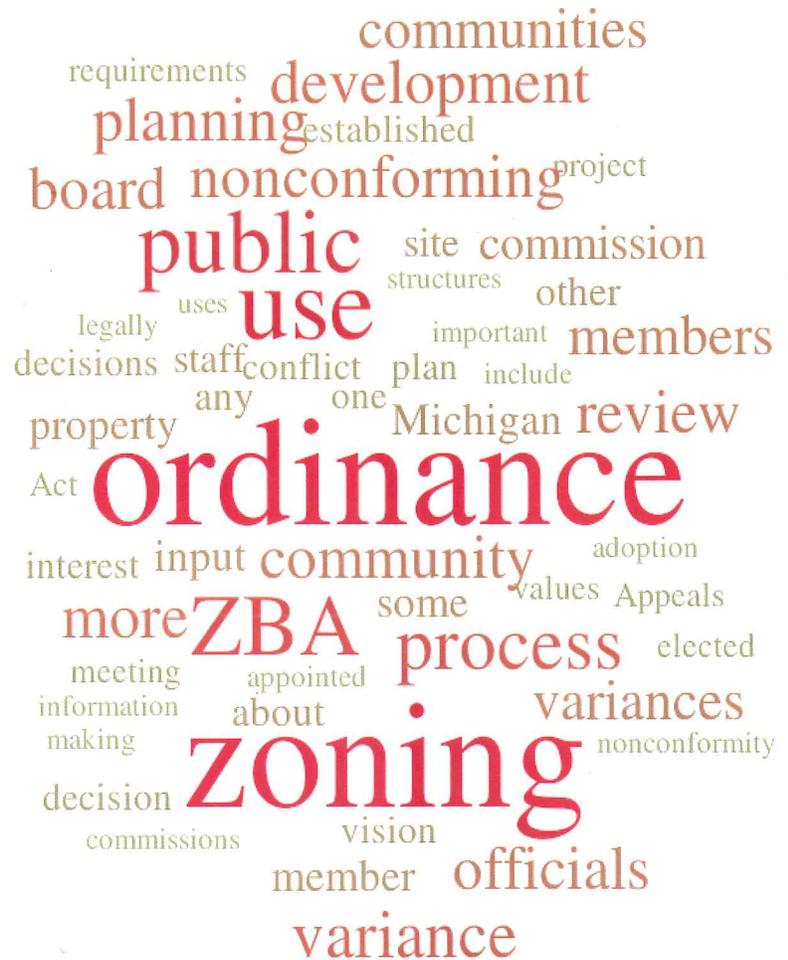
THE OFFICIALS ISSUE

THE PLANNING COMMISSION AND ZONING BOARD OF APPEALS make some of the most important decisions in a community that have impacts far into the future. Weighing various interests and doing it in a fair manner can be tricky. Education and training of elected and appointed officials is important to the long term sustainability of a community, and can help when those decisions are most difficult. MAP membership provides resources for your community's leadership. 75% of MAP's members are elected and appointed officials from townships, villages and cities throughout Michigan. MAP welcomes you to dig into this issue of the magazine to develop new skills or get a refresher on themes with which you are already familiar.

THE PUBLIC OFFICIAL'S ROLE IN EXPEDITED REVIEW

Striking a balance between moving a development proposal efficiently and quickly through the municipal review process while also ensuring that all regulatory requirements are met; that the project meets the values and standards established by the community; and that the community's vision is being implemented through the development is no easy feat. Developers want a quick and easy experience and municipalities want a project that has staying power. Streamlining the development review process doesn't mean a community has to compromise on quality or consistency with plans so long as everyone understands the new rules. And it's never been more competitive. Investors and developers are looking for communities that have contemporized development review processes, and your community's processes can make or break a decision to invest.

As the economy rebounds and local dockets become filled with agenda items, planning commissions and zoning boards must be sensitive to the needs of developers while at the same time



protecting local interests. The Michigan Economic Development Corporation's Redevelopment Ready Program understands this economic reality, and its community certification requirements consider how well local review processes have been modernized. While the RRC program targets cities and villages, township and counties must also consider the impact their review processes have on investment and development decisions.

Read on to learn how your community can adapt to evolving development review best practices.

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The Public Official's Role in Expedited Review, continued from page 1

AS THE ECONOMY CONTINUES TO PICK UP, so too come the reactionary voices expressing opposition toward new projects and an increasing distrust in government officials to make decisions. Balancing public input during the development review process can be challenging to manage in the face of new development projects seeking a speedy and smooth approval process. Time is money for developers, who will be more likely to choose a location for their project when there is a predictable process and an expectation that their project will be approved in a timely manner. But does speeding up the review process hinder the public's ability to provide input?

Gathering public input, a critical component of the planning profession, can sometimes be perceived as a necessary evil that solicits negativity and opposition, especially when it comes to a controversial development proposal where NIMBY-induced input can delay or kill a proposal. Instead of waiting until a public hearing toward the end of the review process, after an applicant has spent countless hours and dollars on developing and refining a project, communities should shift toward garnering public input and support earlier. Put the onus on the developer at the front end of the development process to meet with neighbors, host a charrette, and solicit positive buy in for their overall concept. That way, once they enter into the formal review process with more detailed plans, they have a greater chance of support rather than opposition as they approach that fateful public hearing. [The September *Michigan Planner E-dition* had citizen participation guides and ordinances from a variety of municipalities.]

Even better is to elicit public involvement during the development of the master plan, redevelopment



vision, and subsequent zoning revisions, when the future of the community and the character of new development is discussed.

Proactive community engagement is a tenet of the MEDC's Redevelopment Ready Communities® program, which also advocates for a predictable development review process. Replacing public hearings with administrative review does not need to come at the expense of public participation. It just shifts when it happens. Broad support of community's vision that is garnered through a thorough master planning process can result in an ordinance and development review process that expedites projects that implement that vision. Be explicit about the character and size of redevelopment the community seeks in the plan and amend the zoning to reflect that. A form-based code can be a particularly useful tool in outlining a community's vision and eliminates some of the guess work for a developer.

Once a conceptual plan has been vetted through early public input, the developer can proceed with detailed plans that meet the ordinance. Assuming the legwork is done up front, both by the community (with

their thorough master planning and zoning process) and the developer (seeking early input from neighbors), the actual development review process should be fast and predictable.

A submittal that considered public input and meets the standards of the ordinance should be approved by right. Ideally, these proposals should be approved administratively. In a planning climate dominated by an iron-clad site plan review processes and public hearings, this can be a difficult hurdle to overcome for some commissions. Planning commissions and legislative bodies are often comfortable in their role in the review process. It is important to note that making by-right approvals administrative does not eliminate the officials' or the public's roles in the approval process.

Elected officials represent their constituents; they have the power to appoint (and remove) planning commissions and the administrators who are tasked with implementing the public and their representatives' wishes. In a constitutionally limited republic form of government, these representatives, whether elected or appointed, are established to make decisions on behalf of the citizenry. A

transparent and effective government will obtain the input from those who elect them to ensure the policies and regulations implement the overall vision. Residents put their trust in their officials, and by proxy their professional administrative management and staff, to make important decisions for the good of the whole community. Those decisions should be based on adopted regulations, not on political agendas. So when a development project comes forward that meets the vision of the master plan and meets the ordinance, it should be approved. Giving the public a direct say in approval of each and every development project negates the purpose of our representative form of government. Through elections, the public instills trust in their elected officials, who in turn should trust their appointed planning commissions, who in turn should trust the expert opinions of their professional staff who are trained to interpret the established policies and regulations. They have specialized expertise to ensure ordinance requirements are met.

Expedited or administrative review does not take away the role of elected and appointed officials; instead it shifts when and how they provide their input. Communities may decide that very large scale developments still require Planning Commission review. In addition to staff consulting with them on particular projects, planning commissions will stay busy with special land use requests, rezonings, and those sometimes neglected duties like preparing the annual report and Capital Improvements Plan. In addition, important work like master plan or ordinance updates, are often relegated to the end of an agenda or deferred to later meetings. Reducing the amount of development reviews frees up planning commission's time for these types of proactive planning projects. [In the upcoming *Michigan Planner E-dition*, read more about the MEDC's Redevelopment Ready Communities Program.]

Communities across Michigan and the country are competing for new businesses and new development, as the recent second Amazon headquarters recruitment has proven.

In Michigan, having the MEDC's RRC program is an asset to promote and market Michigan's communities as redevelopment-ready. Having the vision, zoning, and review process in place to efficiently implement projects is a major incentive for recruiting outside development and supporting existing local businesses who lack the time and means for an extensive and uncertain plan review. Being redevelopment-ready means a community supports its vision, trusts its process, and is open for business. Instilling predictability and transparency in that process does not come at the expense of public input, but is instead shaped by it.

KATHLEEN DUFFY is a Senior Planner at SAFEbuilt Studio (formerly LSL Planning) in Royal Oak. She is the technical assistance team leader for the RRC program, working closely with MEDC staff and partners across the state to implement its Best Practices through plans, codes, and training. Kathleen specializes in master plans, redevelopment/subarea plans, form-based codes, and public participation.

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ZBA FAQ

YOU'VE JUST BEEN APPOINTED to the Zoning Board of Appeals (ZBA) or you've been on the ZBA for a while, but now there is an uptick in the caseload and you are wondering if you are doing everything that you are supposed to do. This article offers some frequently asked questions regarding the ZBA. The next Michigan Planner E-dition will offer more information about the ZBA.

Why does a community need a ZBA?

Every municipality in the State of Michigan with an adopted zoning ordinance is required to establish a Zoning Board of Appeals. The

Michigan Zoning Enabling Act requires creation of a Zoning Board of Appeals. No exceptions are permitted. Under the Zoning Enabling Act, a city or village council may act as the ZBA and establish rules to govern its procedures as a ZBA.

Is a BZA and a ZBA the same thing?

The Zoning Board of Appeals can be called different names including Board of Zoning Appeals, ZBA, BZA or sometimes just The Board. The ZBA is termed a "judicial" or "quasi-judicial" body. It is composed of appointed residents of the community who act in a judicial capacity under the requirements of the zoning ordinance. The ZBA deals with requests for variances, ordinance

interpretations, and the appeal of administrative decisions by the staff or planning commission.

Who can become a member of the ZBA?

In communities with less than 5,000 residents there must be no less than 3 members and in communities of 5,000 or more residents, no less than 5 members. The legislative body may appoint up to two alternate members who may serve in the place of regular members. An alternate may be called if a regular member is unable to attend one or more meetings. An alternate member may also be used in the place of a regular member who has abstained for reasons of conflict of interest. The term of office is 3 years for regular members. For cities