

CHARTER TOWNSHIP OF MERIDIAN
PLANNING COMMISSION
AGENDA

REGULAR MEETING

FEBRUARY 8, 2016

Meridian Municipal Building
5151 Marsh Road, Okemos, MI 48864

Regular Meeting – Town Hall Room

1. Call meeting to order at approximately 7:00 p.m.
2. Approval of agenda
3. Approval of minutes
 - A. January 25, 2016
4. Public remarks
5. Communications
 - A. Kathleen Rogan RE: SUP #16021 (Szuza)
 - B. Larry & Lynne Ezzo RE: SUP #16021 (Szuza)
 - C. Carol Trojanowski RE: SUP #16021 (Szuza)
 - D. Beth Hubbell RE: SUP #16021 (Szuza)
 - E. Gary & Sharon Dawson RE: SUP #16021 (Szuza)
 - F. Carol Trojanowski RE: SUP #16021 (Szuza)
 - G. Linda Peet RE: SUP #16021 (Szuza)
6. Public Hearings
 - A. Special Use Permit #16021 (Szuza), request to establish a group day care home for not more than 12 children at 1211 Ascott Place, Haslett, MI
 - B. Special Use Permit #16021 (Fann), request to establish a group day care home for up to 12 children at 4628 Manitou Drive
7. Unfinished Business
8. Other Business
9. Township Board, Planning Commission officer, committee chair, and staff comment or reports
 - A. New Applications

Planning Commission Agenda

February 8, 2016

Page 2

- i. Rezoning #16-14060 (Meridian Hospitality, LLC), request to amend voluntarily offered condition of Rezoning #14060 to develop the site as an “all-suites” hotel
 - B. Update of Ongoing Projects
 - i. Site Plans Received - None
 - ii. Site Plans Approved - None
- 10. Public Remarks
- 11. Adjournment

Post Script: Pat Jackson

The Planning Commission's Bylaws state agenda items shall not be introduced for discussion or public hearing that is opened 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 (Sub-section 86-189 of the Zoning Ordinance)

**TENTATIVE
PLANNING COMMISSION AGENDA**

**Work Session Meeting
and**

**Regular Meeting
February 22, 2016**

**Meridian Municipal Building
5151 Marsh Road, Okemos, MI 48864**

Work Session Meeting – Administrative Conference Room

1. 2005 Master Plan Update

Regular Meeting – Town Hall Room

1. Public Hearings
 - A. Mixed Use Planned Unit Development #15024 (T.A. Forsberg/Westpac Michigan), request to develop a mixed use planned unit development north of Jolly Road, west of Jolly Oak Road and north of Farrins Parkway
 - B. Special Use Permit #15101 (T.A. Forsberg/Westpac Michigan), request to construct a group of buildings greater than 25,000 square feet in gross floor area
 - C. Rezoning #16-14060 (Meridian Hospitality, LLC), request to amend voluntarily offered condition of Rezoning #14060 to develop the site as an “all-suites” hotel
2. Unfinished Business
 - A. Special Use Permit #16021 (Szuza), request to establish a group day care home for not more than 12 children at 1211 Ascott Place, Haslett, MI
 - B. Special Use Permit #16021 (Fann), request to establish a group day care home for up to 12 children at 4628 Manitou Drive
3. Other Business

**CHARTER TOWNSHIP OF MERIDIAN
PLANNING COMMISSION
REGULAR MEETING MINUTES
January 25, 2016**

DRAFT

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

PRESENT: Commissioners Cordill, DeGroff, Honicky, Ianni, Jackson, Opsommer, Scott-Craig,
Tenaglia, Van Coevering
ABSENT: None
STAFF: Principal Planner Oranchak

1. Call meeting to order

Chair Scott-Craig called the regular meeting to order at 7:06 P.M.

2. Approval of agenda

Commissioner Honicky moved to approve the agenda. Seconded by Commissioner Cordill.

VOICE VOTE: Motion carried unanimously.

3. Approval of Minutes

**Commissioner Ianni moved to approve the Regular Meeting Minutes of January 11, 2016.
Seconded by Commissioner DeGroff.**

Commissioner Opsommer requested staff change the references regarding the amount of acreage for the proposed Chick-fil-A site to provide consistency.

VOICE VOTE: Motion carried unanimously.

4. Public Remarks

Chair Scott-Craig opened the floor for public remarks.

Leonard Provencher, 5824 Buena Parkway, Haslett, requested the Planning Commission consider an additional condition be added for SUP #16011 to provide bicycle parking near the entrance of the hotel in an effort to afford security for the bicycles.

Jeff Kyes, KEBS, Inc., 2116 Haslett Road, Haslett, availed himself for Planning Commission questions relative to Special Use Permit #16011. He noted Malinda Barr is also available to answer technical questions regarding management of the facility. Mr. Kyes responded to earlier public comment by indicating the applicant had no issue with moving bicycle parking near the entrance of the hotel.

Chair Scott-Craig closed public remarks.

5. Communications (None)

6. Public hearings (None)

7. Unfinished Business

A. Special Use Permit #16011 (Marriott), request to construct a 67,000 square foot Courtyard by Marriott with 99 rooms on Jolly Oak Road east of Staybridge Suites

Commissioner DeGroff moved [and read into the record] NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF

MERIDIAN hereby approves Special Use Permit #16011 (PHG Land Development LLC) with the following conditions:

- 1. Approval is granted based on the site plans dated November 19, 2015 prepared by KEBS, Inc., and building elevations dated November 1, 2015 prepared by Mark A. Carlsen subject to revisions as required.**
- 2. Approval is subject to the applicant receiving Township Board approval to construct a building greater than 25,000 square feet in gross floor area.**
- 3. The final site plan, landscape plan, building elevations, building materials and colors, shall be subject to the approval of the Director of Community Planning and Development.**
- 4. Street trees shall be installed along Jolly Oak Road and Meridian Crossing Drive. Species and location of the trees shall be subject to the approval of the Director of Community Planning and Development.**
- 5. Trash and recycling dumpsters shall be enclosed on four sides; the enclosure(s) shall be constructed of brick or stone materials to match the building.**
- 6. All mechanical, heating, ventilation, air conditioning, generators, and similar systems shall be screened from view by an opaque structure or landscape material selected to complement the building. Such screening is subject to approval by the Director of Community Planning and Development.**
- 7. Site and building lighting shall comply with Article VII in Chapter 38 of the Code of Ordinances and shall be subject to the approval of the Director of Community Planning and Development. LED lighting shall be used where feasible.**
- 8. Final utility, grading, and storm drainage plans for the site shall be subject to the approval of the Director of Public Works and Engineering and shall be completed in accordance with the Township Engineering Design and Construction Standards.**
- 9. The applicant shall obtain all necessary permits, licenses, and approvals from the Ingham County Drain Commissioner and the Township. Copies of all permits, licenses, and approval letters shall be submitted to the Department of Community Planning and Development.**
- 10. Copies of the site plan information and construction plans for the project that exist in an AutoCAD compatible format shall be provided to the Township Engineering staff.**
- 11. Any future building additions or expansions shall require a modification to Special Use Permit #16011.**

Seconded by Commissioner Ianni.

Planning Commission and applicant's representative discussion:

- Proposed project is a good fit for this area of the community
- Applicant has not requested any variances
- Project will not have a negative impact on traffic
- Inquiry if this Marriott will allow guests with pets

- Marriott has not yet determined whether they will allow pets in their rooms
- Nearby Staybridge Suites is a pet friendly hotel
- Staybridge Suites is the same group of owners as the Courtyard by Marriott
- Planning Commission suggestion that if pets are allowed, a portion of the landscape be dedicated to a pet friendly walking area and have a specified waste receptacle with mutt mitten stand
- Applicant has stated there is no objection to placing the bicycle parking near the entrance and will make that change on the plans prior to this project going before the Township Board

Commissioner Opsommer moved to add condition #12 which states the applicant will relocate the bicycle parking adjacent to the handicap parking.

The motion died for lack of a second.

ROLL CALL VOTE: YEAS: Commissioners Cordill, DeGroff, Honicky, Ianni, Jackson, Opsommer, Tenaglia, Van Coevering, Chair Scott-Craig

NAYS: None

Motion carried unanimously.

Commissioner Cordill moved [and read into the record] NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby approves Special Use Permit #16011 (PHG Land Development LLC) with the following conditions:

1. Approval of the special use permit is recommended in accordance with the cover sheet prepared by KEBS, Inc. dated November 9, 2015, subject to revisions as required.
2. Special Use Permit #16011 is subject to approval and all conditions placed by the Township Board.

Seconded by Commissioner Honicky.

Planning Commission discussion:

- Size is in keeping with a hotel of this scale
- Proposed project fits the area
- Project will not place undue demand on infrastructure currently in place

ROLL CALL VOTE: YEAS: Commissioners Cordill, DeGroff, Honicky, Ianni, Jackson, Opsommer, Tenaglia, Van Coevering, Chair Scott-Craig

NAYS: None

Motion carried unanimously.

8. Other Business (None)

9. **Township Board, Planning Commission officer, committee chair, and staff comment or reports**
Commissioner Honicky inquired if a small grocery store is still feasible for the Jolly/Okemos Road "region" to provide a place to purchase groceries.

Commissioner Jackson responded it is possible for a food supply facility to be provided within this area. She indicated there is still "room" in the Forsberg MUPUD design for inclusion of a grocery type facility.

Chair Scott-Craig reported his attendance at the January 6, 2016 Environmental Commission (EC) meeting where discussion ensued regarding the Burcham Park solar array, filling vacancies on the EC, particularly the youth positions and Environmental Stewardship Award nominees. He listed the EC goals as shared at the January 6th Joint Board Meeting with Boards and Commissions.

Chair Scott-Craig also reported his attendance at the January 7, 2016 Economic Development Corporation (EDC) meeting where 2016 Goals and Objectives were discussed; most notably review of the sign ordinance, support for the Corridor Improvement Authority (CIA), redevelopment of Haslett Village Square, Okemos Downtown Development Authority (DDA) area, Carriage Hills and input into the Farmers Market relocation process. He expressed appreciation for Planning Commissioner attendance at the Joint Meeting of Boards and Commissions. Chair Scott-Craig highlighted the January 14, 2016 Capital Area Transportation Authority (CATA) Open House session on the section of the Bus Rapid Transit (BRT) in Meridian Township, noting some diagrams had four (4) options under consideration. He reported his intent to attend the January 26, 2016 Board meeting to represent the Planning Commission on behalf of the proposed Master Plan consultant contract. Chair Scott-Craig announced the new fire station ribbon cutting ceremony will be held on February 1st at 1:00 P.M.

Commissioner Van Coevering reminded fellow Planning Commissioners of the Board and Commissions Appreciation Event to be held Thursday, January 28th in the Town Hall Room.

A. New Application

- i. Special Use Permit #16021 (Fann), request to establish a group day care home for up to 12 children at 4628 Manitou Drive

B. Update of Ongoing Projects

- i. Site Plans Received - None
- ii. Site Plans Approved
 1. Site Plan Review #15-11 (Meridian Investment Group), review site plan for Red Cedar Flats (MUPUD #15034), 112 residential units
 2. Site Plan Review #16-01 (Okemos Road LLC) to construct a building consisting of eight townhouse units at 3698 Okemos Road

10. Public remarks

Chair Scott-Craig opened and closed public remarks.

14. Adjournment

Chair Scott-Craig adjourned the regular meeting at 7:32 P.M.

Respectfully Submitted,

Sandra K. Otto
Recording Secretary

Harmony Gmazel

From: Carol Trojanowski <ctrojanowski@gmail.com>
Sent: Tuesday, January 12, 2016 4:10 PM
To: Harmony Gmazel
Subject: housing issue

Dear Harmony Gmazel,

I live in Woodside Estates and do not favor anyone running a business from thier house such as a day care proposed by the Andrew and Alyssa Szuma family on Ascot.

This neighborhood is a quiet area full of single residence houses. There are several hundred residents in here and the blocks are accessed by only 4 main entrances including Ascot, Buckingham, Hillview and Woodside streets. Figuring nearly every house has 1-3 or 4 cars cars per address, traffic is fairly dense especially at morning and evening times. Having a house serving up to 12 children would involve another 12 cars minimum entering and exiting the area. This would be disruptive to traffic from residents, school children, school buses, pedestrians, and others and add to the congestion at prime times.

The house requesting this variance does not have a garage as it is used as a family room. They have off street parking for two vehicles but rarely use it. When clients would be accessing the house, you can be sure the owners cars would be parked on the street as would the vehicles from those dropping off children. No off street parking is a detriment to such a business in a neighborhood location.

These residents would do better in an area that has adequate parking where cars would not disturb the residents and regular traffic flow in the neighborhood.

I respectfully request the variance requested by the Szuma family be refused. Please let me know how this turns out.

Thank you,
Carol Trojanowski
5653 Ventura Place
Haslett, MI 48840

--
Carol Trojanowski
517-339-8441 home
517-420-0685 mobile

Art washes from the soul the dust of every day life. Pablo Picasso

Open Folder Drafts

Quota status: 31.89 MB / 1024.00 MB (3.11%)

Drafts: special use permit #16021 (1 of 1)

Mark as: ▼ Move Copy This message to ▼ Back to Drafts
Delete Reply Forward Redirect View Thread Message Source Resume Save as Print Headers

Date: Wed, 13 Jan 2016 12:17:21 -0500 [01/13/2016 12:17:21 PM EST]

From: ezzo@msu.edu

To: gmazel@meridian.mi.us

Cc: carolhelen@me.com

Subject: special use permit #16021

Show this HTML in a new window?

Dear Harmony Gmazel- My wife Lynne and I live at 5643 Ventura Place, Haslett, just around the corner from the proposed daycare site of Andrew and Alyssa Szuma. My wife and I are STRONGLY opposed to this rezoning. The last occupants of this location also seemed to be running a daycare operation and it was always dangerous to drive past or near this house. They have a limited driveway and park their personal vehicles in the street blocking the view from the corner of Ascot and Ventura Place. It was always difficult to make turns at this intersection. There is no parking for a business in our neighborhood and plastic barricades were placed in the STREET warning us of children playing. You had to drive around them. This is a quiet neighborhood and we would like to keep it this way. Has the public mgt. scheduled for the 25th of January been rescheduled? Can you tell us of the new time and place as we will certainly express (in person) our opposition to this rezoning request. Thank You, Larry and Lynne Ezzo 517 290-8593 or 517 290-6584

Delete Reply Forward Redirect View Thread Message Source Resume Save as Print Headers
Mark as: ▼ Move Copy This message to ▼ Back to Drafts

Harmony Gmazel

From: Beth Hubbell <jeremiah@shytoun.com>
Sent: Saturday, January 16, 2016 11:59 AM
To: Harmony Gmazel
Subject: day care request

To The Planning Commission & Whoever else this may concern:

I live in Woodside Estates and feel that having a Day Care on the corner of Ascot & Ventura, would be dangerous to both any families wanting to use this service and to the residents who frequently use the subdivision exit Ascot. This is a highly traveled outlet, and there is really no good area for parking on Ascot where clients would need to park in dropping off children, and it would not be safe for the children coming & going. Please decline this request for safety reasons.

Beth Hubbell
1158 Woodside Dr.
Haslett, Mi 48840

Cell: 517-862-5311

GARY & SHARON DAWSON
5611 WHITE ASH LANE
HASLETT, MI 48840
517-339-5265

February 1, 2016

Charter Township of Meridian
5151 Marsh Road
Okemos, MI 48864-1198

Attention: Ms. Harmony Gmazel - Associate Planner
Community Planning & Development - Planning Division

Re: Special Use Permit Pending # 16021

Dear Ms. Gmazel:

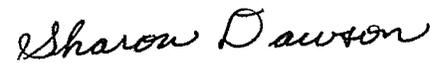
We are writing to express our concern regarding the special use permit referenced above for 1211 Ascot Pl. in Haslett. The purpose of the permit, as indicated on the signage in the front of the home, is "To operate a group child care home for up to 12 children".

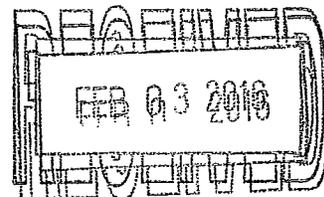
We live in the Chippewa Woods subdivision, approximately 1 ½ blocks from the house on Ascot. We are familiar with the address as we pass it multiple times each week while traveling to or from our home.

We are concerned that a business such as this does not fit in to our respective quiet residential neighborhoods. The increased parking and traffic in this area during drop-off and pickup periods would be especially disruptive and perhaps a safety hazard to the children and everyone else in the community. We are of the opinion that this Special Use Permit should be denied.

Thank you for your consideration.


Gary Dawson


Sharon Dawson



Carol Trojanowski
5653 Ventura Place
Haslett, MI 48840

Harmony Gmazel
Department of Community Planning and Development
5151 Marsh RD
Okemos, MI 48864

February 1, 2016

Dear Planning Commission:

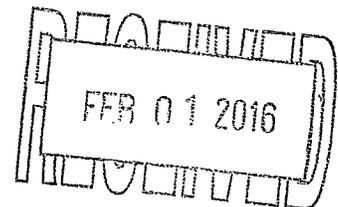
I have many concerns about the proposed 12 client childcare business owned by Andrew and Alyssa Szuma on Ascot in my neighborhood. I have already submitted one letter. Upon further reflection of the proposed variance and its impact on the subdivision, I am also sending along this information:

1. Setting a precedent for a home-based profit making business in a residential neighborhood allows others to do the same.
2. While I understand the need for quality child-care, my research (attached table) clearly shows that there are already slots for approximately 1400 children at this time in the area.
3. There are no other 12 child centers in a private home in Haslett although there are three in Okemos.
4. Because there the former garage at this dwelling is now part of the house and child-care facility, the trash and recycling containers along with other refuse to be disposed of is kept in the driveway of the house. This is unsightly and attracts various animals to explore the contents.

Thank you for considering these objections to the proposed twelve client facility.

Sincerely,

Carol Trojanowski

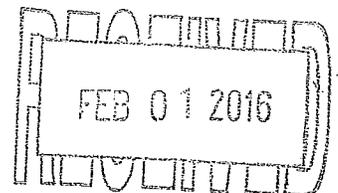


Name	Location	Capacity
Haslett Child Development Center	1546 Haslett RD	100
Gilden Woods	16955 Marsh RD	180
Rocking Horse	5905 Shoeman RD	33
Littlefoot Daycare	331 Piper RD	33
Little Lambs Preschool	5589 Van Atta RD	60
MSU Child Development Center	5750 Academic Way	141
Haslett Public Schools (Wilkshire)	5750 Academic Way	100
Haslett Public Schools (Rayla)	5645 School ST	125
Haslett Public Schools (Murphy)	1175 Lake Lansing RD	100
Children's Enrichment Center	Haslett RD	52
Candy White	1074 Woodside	6
Teresa Ouelette	490 Shoemith	6
Susan Winterstein	331 Piper RD	6
Gilden Woods	2190 Association Way, Okemos	164
Auntie Em's	4513 Ethel, Okemos	12
Busy Day Child Care	4462 Greenwood DR, Okemos	12
Hilarie Krum	1251 Sweetwood, Okemos	12
People offering childcare in Haslett, MI	www.care.com/child-care/haslett-mi	64
Tutor Time of Okemos	2273 Club Meridian, Okemos	164
	Total	1384 slots in existence

[http://childcarecenter.us/michigan/homecare/haslett mi city](http://childcarecenter.us/michigan/homecare/haslett%20mi%20city)

<http://daycare.com/MI-Haslett>

<http://www.dleg.state.mi.us>



Harmony Gmazel

From: Linda Peet <lindalpeet@comcast.net>
Sent: Wednesday, February 03, 2016 5:15 PM
To: Harmony Gmazel
Subject: Szuma special use permit

I have real concerns about allowing 12 children to be at the small house at 1211 Ascot in Haslett, MI. The lot is small and since the garage has been turned into a room, the people that live there must park in the driveway. Where will the staff park? The traffic increase on that short street will be a problem. The noise will also be an issue for those of us that live nearby. Six children was enough of a problem before. I hope this doesn't pass.

Linda Peet

Sent from my iPad

Harmony Gmazel

From: Kathleen Rogan <kathleenkrogan@gmail.com>
Sent: Thursday, February 04, 2016 2:11 PM
To: Harmony Gmazel
Subject: special use permit at 1211 Ascot Place, Haslett

Dear Harmony,

In regard to the proposed group child care home at the corner of Ascot and Ventura Place, I continue to have serious concerns. (sp. sue permit #16021).

One concern is the noise that 12 children will create in the neighborhood. Personally, I like the quietness of living in Woodside Estates where I have resided for 24 years. I am retired and this is where I spend my time.

Another concern I have is the appearance of the property. The front of my house faces the side of the house of the proposed group home, and I can easily view the back yard from my 2nd level window. Currently there is a child's car and an 18 gallon tub on its side in the middle of the back yard. The yard is not well maintained. In the summer there are visible weeds and sparse grass in the back yard in addition to toys that are left in the yard. In addition large garbage cans are left in the front of the house all the time. With 10 more children, the appearance of the property can only deteriorate.

A third concern is the traffic. There is no way that picking up and dropping off up to 10 children per day is not going to cause a lot of traffic especially considering the garage has been changed to living space and the driveway is the only place for cars including the cars for the residents and the staff.

Until recently the side of the house of the proposed group home was landscaped naturally with trees and bushes and no fence. It was pleasant from my point of view. In the neighborhood, most properties blend together in a natural setting with few fences and for the most part only those that blend with the natural landscape.

While I understand the desire to have a group home, I am very concerned about the affect of a group home to me personally as well as the affect of it in the neighborhood as a whole. Thank you for your consideration.

Sincerely,

Kathleen Rogan
339-3995

**Special Use Permit
#16021 (Szuma)
February 8, 2016**

APPLICANT: Alyssa Szuma
1211 Ascot Place
Haslett, MI 48840

STATUS OF APPLICANT: Owner/Operator

REQUEST: To operate a group child care home for up to twelve children

ZONING: RA (Single Family-Medium Density)

LOCATION: 1211 Ascot Place, Haslett

AREA OF SUBJECT SITE: Approximately 0.32 acres

EXISTING LAND USE: Residential/Child Care Home for up to 6 unrelated children

MASTER PLAN DESIGNATION: Residential 1.25 – 3.5 du/a

**EXISTING LAND USES
IN SURROUNDING AREA:** North: Residential
South: Residential
East: Residential
West: Residential

**CURRENT ZONING
IN SURROUNDING AREA:** North: RA (Single Family-Medium Density)
South: RA (Single Family-Medium Density)
East: RA (Single Family-Medium Density)
West: RA (Single Family-Medium Density)

**COMP PLAN DESIGNATION
IN SURROUNDING AREA:** North: Residential 1.25 – 3.5 du/a
South: Residential 1.25 – 3.5 du/a
East: Residential 1.25 – 3.5 du/a
West: Residential 1.25 – 3.5 du/a

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

TO: Planning Commission

FROM:


Harmony Gmazel, AICP
Associate Planner

DATE: February 1, 2016.

RE: Special Use Permit #16021 (Szuma), request to operate a group child care home for up to twelve children at 1211 Ascot Place, Haslett

Alyssa Szuma has requested a special use permit to operate a group child care home for up to twelve children at 1211 Ascot Place in Haslett. The 0.32 acre site is zoned RA (Single Family-Medium Density).

The proposed group home will operate 6am to 7pm per day, Monday through Friday. The applicant has stated two staff members (the owners) will be on-site at all times.

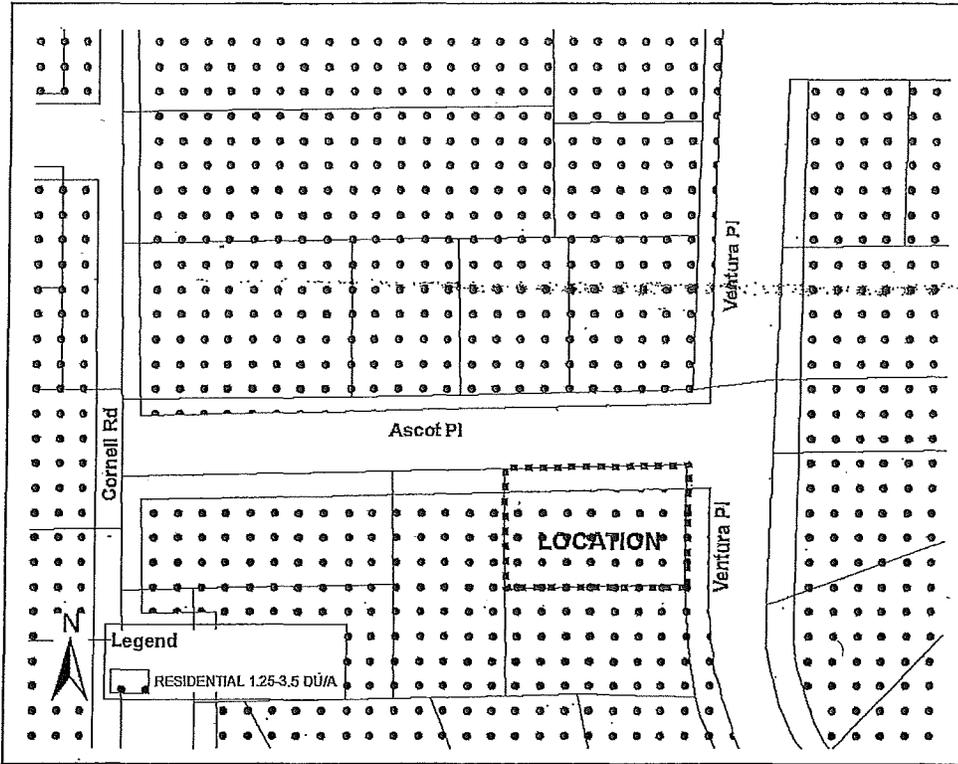
Child daycare group homes are similar in scope and activities with other Educational and Social Institutions listed in Section 86-654(c)(3) of the Meridian Township Code of Ordinances and evaluated as a non-residential use permitted by special use permit in a residential district.

The State of Michigan licenses group child care homes serving up to twelve unrelated children. A State of Michigan license is currently in effect on this site to operate a home childcare site for up to six unrelated children. The State includes the operators own children in the total number of children allowed. The applicant's children account for two of the current six children enrolled at the site's daycare home.

Master Plan

The 2005 Master Plan designates the subject site in the Residential 1.25-3.5 du/acre category. The Site is surrounded by Residential 1.25-3.5 du/acre on the east, west, north and south sides.

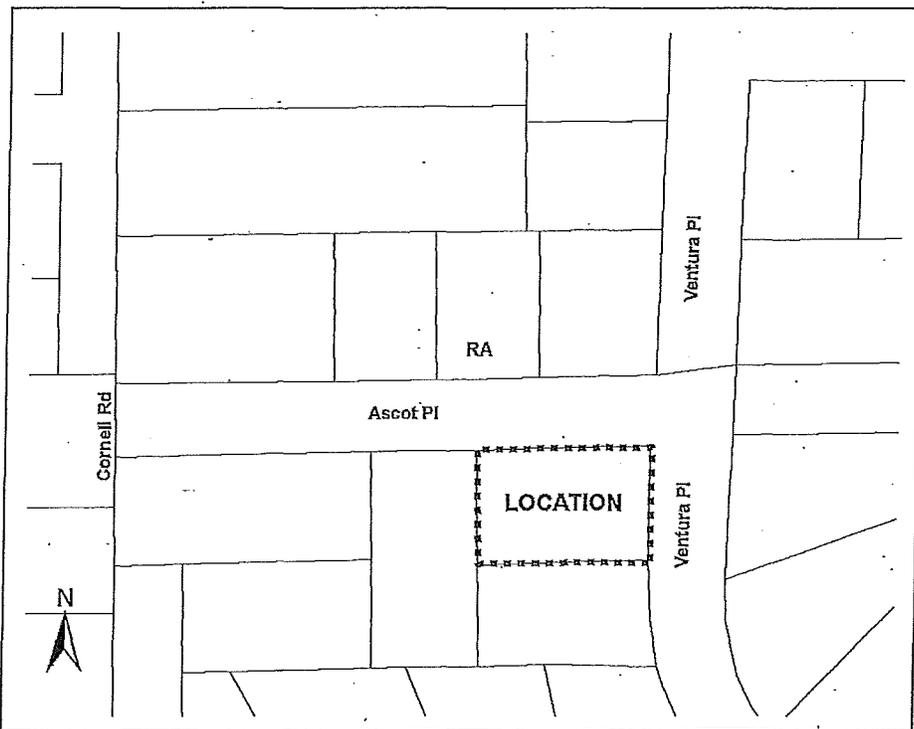
FUTURE LAND USE MAP



Zoning

The 0.32-acre parcel is zoned RA (Single Family-Medium Density).

ZONING MAP



Streets & Traffic

The site has frontage on Ascot Place and Ventura Place with the driveway located on Ascot Place. Cornell Road is directly to the west of the neighborhood. Ascot Place and Ventura Place are classified as "local" streets while Cornell Road is a "collector" street. Sidewalks are present on all three streets.

Staff Analysis

Alyssa Szuma proposes to operate a pre-school for no more than 12 children at any one time at 1211 Ascot Place. The State of Michigan requires pre-schools be licensed as a "group day care home." The Township's zoning ordinance identifies group day care homes as a nonresidential use permitted by special use permit in a residential district (Section 86-654).

To better understand the daily process for pick-up and drop-off traffic at the site, the applicant provides a snapshot of expected morning and afternoon drop-off times. A typical morning drop-off period will extend from 6:30am to 9:30am. The flow of vehicles to and from the site in the morning hours is expected to be the following:

6:30am-7:30am - 3 cars staggered
7:30am-8:30am - 3 cars staggered
8:30am-9:30am - 2 cars staggered

A typical afternoon pick-up period will extend from 3:30pm to 6:30pm. The expected flow of vehicles to and from the site in the afternoon hours is expected to be the following:

3:30pm-4:30pm - 2 cars staggered
4:30pm-5:30pm - 3 cars staggered
5:30pm-6:30pm - 3 cars staggered

In the process of issuing licenses the State of Michigan inspects the property for such items as outdoor play area and equipment (600 square feet on the group day care home premises or within walking distance); water hazards; home maintenance and safety; water and sewer service; heating, ventilation and lighting; electrical service and maintenance; exit and escape requirements; smoke detectors; and emergency plans. If building alterations are needed to comply with state regulations permits from the Township will be required.

Per MCL125.3206(4) of the Michigan Zoning Enabling Act from which Meridian Township derives its zoning authority, the Township shall issue a special use permit for a group child care home if it meets all the following listed standards and may issue the permit if the group day care home does not meet them.

1. *Located no closer than 1,500 feet, as measured along a public street, to:*
 - a. *Another licensed group child care home*

Staff has researched the State's on-line data base and found no other group day care homes within 1,500 feet of 1211 Ascot Place.

- b. An adult foster care small group home or large group home licensed under the adult foster care facility licensing act, 179 PA 218, MCL 400.701-400.737.*

Staff has researched the State's on-line data base and found no small or large group adult foster care homes within 1,500 feet of 1211 Ascot Place.

2. *Has appropriate fencing for the safety of the children in the group child care home as determined by the local unit of government.*

A fence is in place surrounding the site's rear yard which includes a play area for the children.

3. *Maintains the property consistent with the visible characteristics of the neighborhood.*

After a search of Township records staff found no property violations for the subject site.

4. *Does not exceed 16 hours of operation during a 24-hour period. The local unit of government may limit but not prohibit the operation of a group child care home between the hours of 10 p.m. and 6 a.m.*

Application materials indicate the school will operate Monday through Friday between the hours of 6:30 a.m. and 7:00 p.m., for a total of 12.5 hours per day, five days per week.

5. *Regulations governing signs used by a group child care home to identify itself.*

The applicant states in the application document she does not intend to install a sign. If, in the future, a sign is proposed it may be no larger than two square feet, non-illuminated and installed on the front façade of the building to maintain the residential character of the area.

The state act also states the local unit of government may inspect and enforce a group child care home for the home's compliance with the local unit of government's zoning ordinance but may not be more restrictive than the statute allows.

Planning Commission Options

The Planning Commission may approve, approve with conditions or deny the special use permit. A resolution will be provided for a decision at a future meeting.

Attachments

1. Special Use Permit Application and supporting documents

**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 Andrew and Alyssa Szuma
Address of Applicant _____
1211 Ascot Place Haslett, MI 48840
Telephone - Work 517.253.8627 Home 734.904.7458 Fax _____ Email alyssaszuma@gmail.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 1211 Ascot Pl Haslett, MI 48840 Parcel #: 33-02-02-11-453-004
Legal description (please attach if necessary) _____
Lot 19 Woodside Estates NO2, Meridian Twp
Current zoning RA
Use for which permit is requested / project name Group Child Care Home/Little Acorns Education Center
Corresponding ordinance number _____
- C. Developer (if different than applicant) _____
Address _____
Telephone - Work _____ Home _____ Fax _____
- D. Architect, Engineer Planner or Surveyor responsible for design of project if different from applicant:
Name _____
Address _____
Telephone - Work _____ Home _____ Fax _____
- E. Acreage of all parcels in the project: Gross _____ Net _____
- F. Explain the project and development phases:
- G. Total number of:
Existing: structures 1 bedrooms 4 offices 1 parking spaces 4 carports 0
garages 1 Proposed: structures 0 bedrooms 0 offices 0 parking spaces 0 carports
0 garages 0
- H. Square footage: existing buildings 2910 proposed buildings NA
Usable Floor area: existing buildings 1455 proposed buildings NA
- 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: One fulltime employee, 8am to 5pm Monday-Friday.
- J. Existing Recreation: Type _____ Acreage _____
Proposed Recreation: Type _____ Acreage _____

Existing Open Space: Type _____ Acreage _____
 Proposed Open Space: Type _____ Acreage _____

- K. If Multiple Housing:
- Total acres of property _____
 - Acres in floodplain _____ Percent of total _____
 - Acres in wetland (not in floodplain) _____ Percent of total _____
 - Total dwelling units _____
 - Dwelling unit mix:

Number of single family detached:	for Rent _____	Condo _____
Number of duplexes:	for Rent _____	Condo _____
Number of townhouses:	for Rent _____	Condo _____
Number of garden style apartments:	for Rent _____	Condo _____
Number of other dwellings:	for Rent _____	Condo _____

L. The following support materials must be submitted with the application:

1. Nonrefundable Fee.
2. Legal Description of the property.
3. Evidence of fee or other ownership of the property.
4. Site Plan containing the information listed in the attachment to this application.
5. Architectural sketches showing all sides and elevations of the proposed buildings or structures, including the project entrance, as they will appear upon completion. The sketches should be accompanied by material samples or a display board of the proposed exterior materials and colors.
6. A Traffic Study, prepared by a qualified traffic engineer, based on the most current edition of *Evaluating Traffic Impact Studies: A Recommended Practice for Michigan Communities*, published by the State Department of Transportation.
 - a. A traffic assessment will be required for the following:
 - 1) New special uses which could, or expansion or change of an existing special use where increase in intensity would, generate between 50 to 99 directional trips during a peak hour of traffic.
 - 2) All other special uses requiring a traffic assessment as specified in the Township Code of Ordinances, Chapter 86, Article IV, Division 2.
 - b. A traffic impact study will be required for the following:
 - 1) New special uses which would, or expansion or change of an existing special use where increase in intensity would, generate over 100 directional trips or more during a peak hour of traffic, or over 750 trips on an average day.
 - 2) All other special uses requiring a traffic assessment as specified in the Township Code of Ordinances, Chapter 86, Article IV, Division 2.
7. Natural features assessment which includes a written description of the anticipated impacts on the natural features at each phase and at project completion that contains the following:
 - a. An inventory of natural features proposed to be retained, removed, or modified. Natural features shall include, but are not limited to, wetlands, significant stands of trees or individual trees greater than 12 inches dbh, floodways, floodplains, waterbodies, identified groundwater vulnerable areas, slopes greater than 20 percent, ravines, and vegetative cover types with potential to sustain significant or endangered wildlife.
 - b. Description of the impacts on natural features.
 - c. Description of any proposed efforts to mitigate any negative impacts.

The natural features assessment may be waived by the Director of Community Planning and Development in certain circumstances.

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 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.
- (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

AS
Signature of Applicant

12/22/15
Date

Alyssa Szuma
Type/Print Name

Fee: _____

Received by/Date: _____

SUP Request Standards

1. The application for a special use permit is consistent with the intent and purpose of this chapter.
2. This application for a special use permit for a group child care home is consistent with applicable land use policies contained in the Township's comprehensive development plan of current adoption.
3. A group child care home is designed, operate, and maintained so as to be harmonious and appropriate in appearance with the existing and intended character of the general vicinity. The classroom is contained in the converted garage area. The outside appearance of the home remains the same, with the garage door left in place. The enrolled families enter and exit the property through the side gate and side garage door, directly into the classroom. The playground is fully fenced in, with a 3-foot fence located on the road-side perimeter. The fencing was installed by contractors through Lowe's. All other fencing is 6 foot high. The group child care home will operate Monday-Friday from 6:30am to 7:00pm; closing all major holidays and one week in the summer.
4. A group child care home will not adversely affect or be hazardous to the exiting neighboring uses. The group child care home will spend, at most, three hours outside per weekday; with the majority of the day being spent in the classroom. No additional structures will be built and children will remain inside the fenced areas.
5. A group child care home will not be detrimental to the economic welfare of surrounding properties or communities.
6. This group child care home is adequately serviced by the existing roads, schools, storm water drainage, public safety, public facilities, and public recreations. It is located in the Haslett School district and serviced by Meridian Township for emergency services. The neighborhood is located off of Cornell Road, between E Grand River Avenue and Haslett Road.
7. This home this group child care home will be located in is well serviced by the existing sanitation services.
8. This group child care home will not be detrimental to any persons, property, or general welfare to the surrounding community. Families will drop off and pick up their children at different times in the morning and evening. The families will use the existing driveway and will enter the home through the side gate. The one staff member will park in the driveway, still leaving room for the families.
9. This group child care home will not directly or indirectly have a substantial adverse impact on the surrounding natural resources. No new structures will be added and the footprint of the home will remain untouched.

January 24, 2016

Dear Neighbor,

I am writing in regards to my proposed special use permit at 1211 Ascot Pl. I wanted to take a moment to introduce myself, my program, and address some concerns that have been voiced.

For as long as I can remember, I have had a passion for teaching young children. In 2009, I graduated from the University of Michigan with my BGS in Children and Families. I pursued career opportunities with child protective services in Oklahoma and the Department of Defense in New York. With my husband's time in the Army complete, I am finally able to return to my true passion – teaching! We are beyond excited to be part of a family-friendly neighborhood where our two young children will grow up.

It is my belief that high quality early education is vital to the development and growth of a child as well as the community as a whole. Home daycare providers serve a critical role in the community. We oftentimes are more accessible to families while offering a smaller learning setting. High quality care allows more families to continue working, supporting their families, and contributing to their communities. I pride myself in offering a high quality program. Currently, my family home daycare is rated as a 3-star facility by Michigan's Great Start to Quality. I offer a Montessori-inspired curriculum and organic meals.

It is my understanding that there are some concerns regarding the pending special use permit. This special use permit will allow me to become a group family home, providing care for no more than 12 children at one time. My two young children are included in that 12; therefore, I will only be permitted to provide care for 10 children at any one time.

The safety of the children in my care is of the utmost importance. To ensure children remain safe, they will remain inside my fully fenced yard during outside play. Families are required to personally walk with their child(ren) in and out of my home; preventing them from wondering into the road. Since the children in my care will only play outside in the fenced yard, barricades will not be placed in the road or on the sidewalks at any time by me or my assistant.

Since families' work schedules vary, children will usually arrive over a period of two or more hours in the morning and leave during a similar period in the late afternoon. This reduces the number of vehicles likely to stop at my home at any one time, as do siblings or carpoolers arriving together. Personal and staff vehicles will not be parked on the road for more than 10 minutes at a time. Families usually stay no more than 10 minutes at a time while dropping off or picking up their child(ren), as they have commitments and timeframes to meet. I will instruct my families to not park close to the stop sign, in an attempt to keep that corner a safe traffic stop. By implementing these measures, my group home should not increase congestion or danger on our street.

I encourage you to visit my website at www.littleaeducation.com to gain a better understanding of my program. Feel free to stop by to see my classroom – we love visitors on the weekends and in the evenings! Please contact me should you have any concerns or questions. I am more than happy to discuss my program and any concerns you have in more detail. I am confident with open communication we will accomplish a mutually beneficial solution.

I look forward to meeting you!

Warmest Regards,

Alyssa Szuma

517.253.8627



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMUNITY AND HEALTH SYSTEMS

MIKE ZIMMER
DIRECTOR

November 9, 2015

Alyssa Szuma
1211 Ascot Pl
Haslett, MI 48840

RE: Registration # DF330378478
Little Acorns Education Center
1211 Ascot Pl
Haslett, MI 48840

Dear Ms. Szuma:

This letter is a follow-up to the department's findings regarding the 90 day inspection conducted at your home on 11/05/2015. The purpose of this inspection was to determine compliance with applicable licensing statutes and rules for Family and Group Child Care Homes.

A. Description of Facility

Rooms and levels approved for child care use: Ms. Szuma resides in a single family, ranch style home located in a quiet residential neighborhood in Haslett, MI.

The main floor of the home is approved for child care. This includes the kitchen/dining area, living room where the children will nap, a bedroom for the younger children to nap in pack and plays, a room near the kitchen area where the children will eat and complete art and sensory play, a bathroom, and the garage that has been converted into a classroom. The classroom is insulated and is connected to the heater. The garage doors have been replaced as walls. The classroom is an open part of the main floor of the home. There is more than enough space for the licensed capacity of six children.

Areas not approved: The master bedroom on the main floor and the basement are not approved for child care use.

Ages of children served: Ms. Szuma is open to serving children of all ages.

Equipment: There is an adequate amount of equipment for the various developmental stages and age groups. The equipment is nicely stored on shelves and in labeled bins

making it very accessible to the children. Ms. Szuma has a large supply of equipment. She does plan to rotate the equipment so the children have exposure to many items throughout the year and there is never too much to overwhelm the children. .

Proposed days and hours of operation: Ms. Szuma's child care home will operate Monday through Friday from 6:30 a.m. to 7:00 p.m..

Previous or concurrent licenses, including children's foster care: Ms. Szuma has not been a licensed child care provider in the past. She has worked in child care centers and has a Bachelor's Degree in Children and Family, a CDA, an associate degree in early childhood education and a Master's Degree in Public Administration.

She does not have a children's foster care license.

Exiting information (including second floor and basement): Exiting from the main floor is out the front or back doors of the home and there is a side door in the classroom leading directly to the outdoors.

Outdoor play area description: Outdoor play will occur on the side of the home. It is entirely fenced and Ms. Szuma will provide direct supervision when children are outdoors. There are mature trees for shade. A play structure with two swings, a slide and a climbing structure is located on pea stone. She also has Little Tykes play equipment such as a small slide and a sand box available for the children.

Additional information:

- Pets? No Yes If yes, describe. The family has two small dogs, a Yorkie/Pomeranian mix and a Chihuahua/ Pomeranian mix.
- Hot tubs or spa pool? No Yes If yes, are there appropriate barriers?
- Swimming pool? No Yes If yes, describe pool and barriers.
- Other water hazards? No Yes If yes, describe.
- Fireplace or wood burning stove? No Yes If yes, describe. A wood burning fireplace is located in the living room. The family has not used it and at this time do not have any plans to use it. It was inspected at the time of licensing.
- Fireplace/wood burner in use during child care hours? No Yes If yes, describe barriers to protect children from burns.
- Explain any variances, if any. There are no variances granted for this family home.

B. Rule/Statutory Violations

This 90-day inspection involved a review of all applicable family child care home administrative rules and statutes. Verification of compliance included direct observations of the physical environment and the program, discussions with the registrant, and a review of the home's records, including children's records. Children's records include child information cards and child in care statements/receipts.

Your facility was found to be in compliance with the requirements of Act No. 116 of the Public Acts of 1973, as amended and the applicable licensing rules.

The department provides technical assistance to meet the licensing requirements and consultation to improve services.

Please contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please contact the local office at (517) 284-9720.

Per MCL 722.113g, this report must be filed in your Licensing Notebook.

Sincerely,

Maureen McNamara

Maureen McNamara, Licensing Consultant
Bureau of Community and Health Systems
Suite 1
1720 E. Main
Owosso, MI 48867
(989) 277-9779

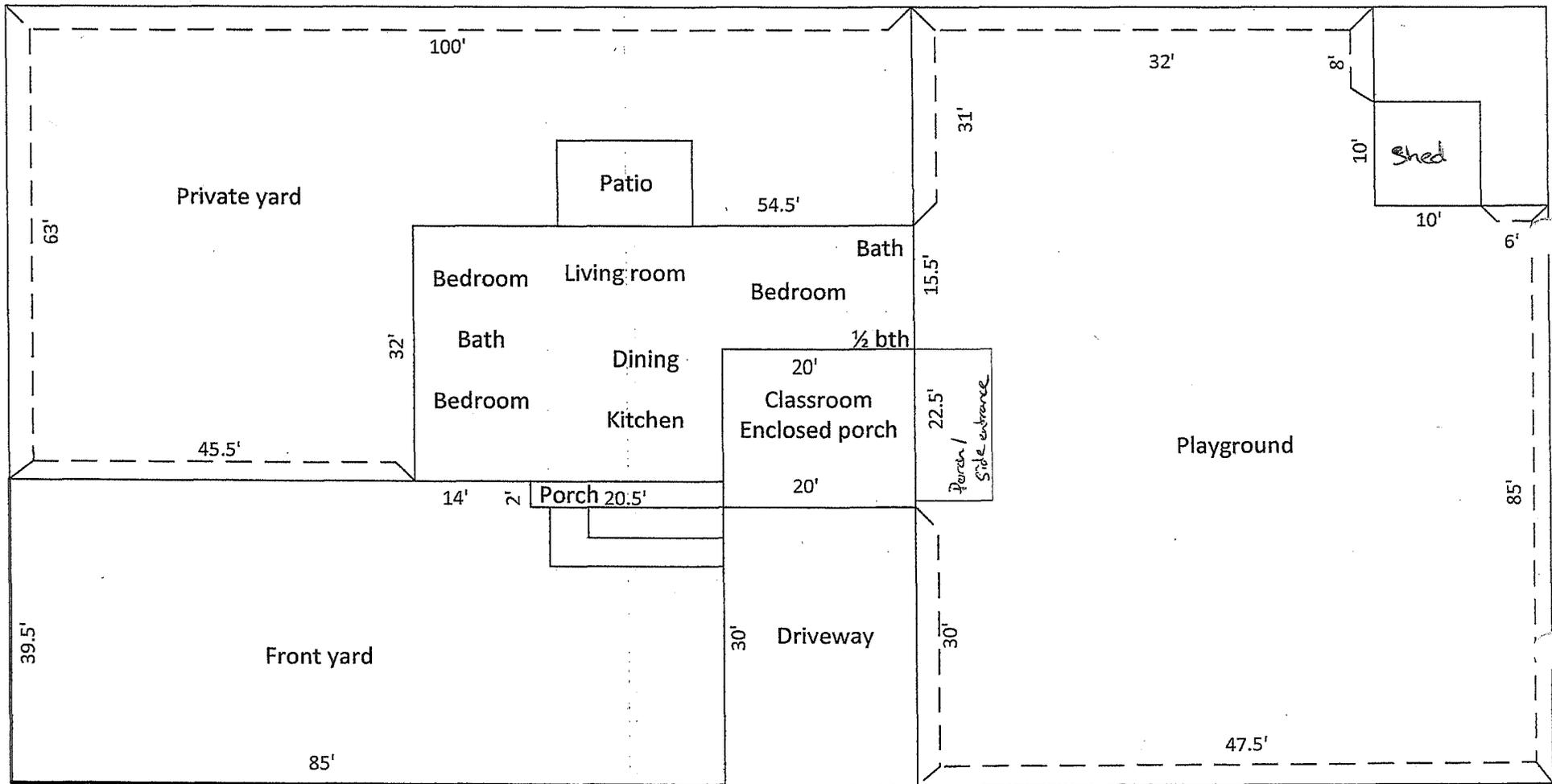
Approved By:

Rose A. Rafferty-Aguirre

November 9, 2015

Rose A. Rafferty-Aguirre
Area Manager

Date



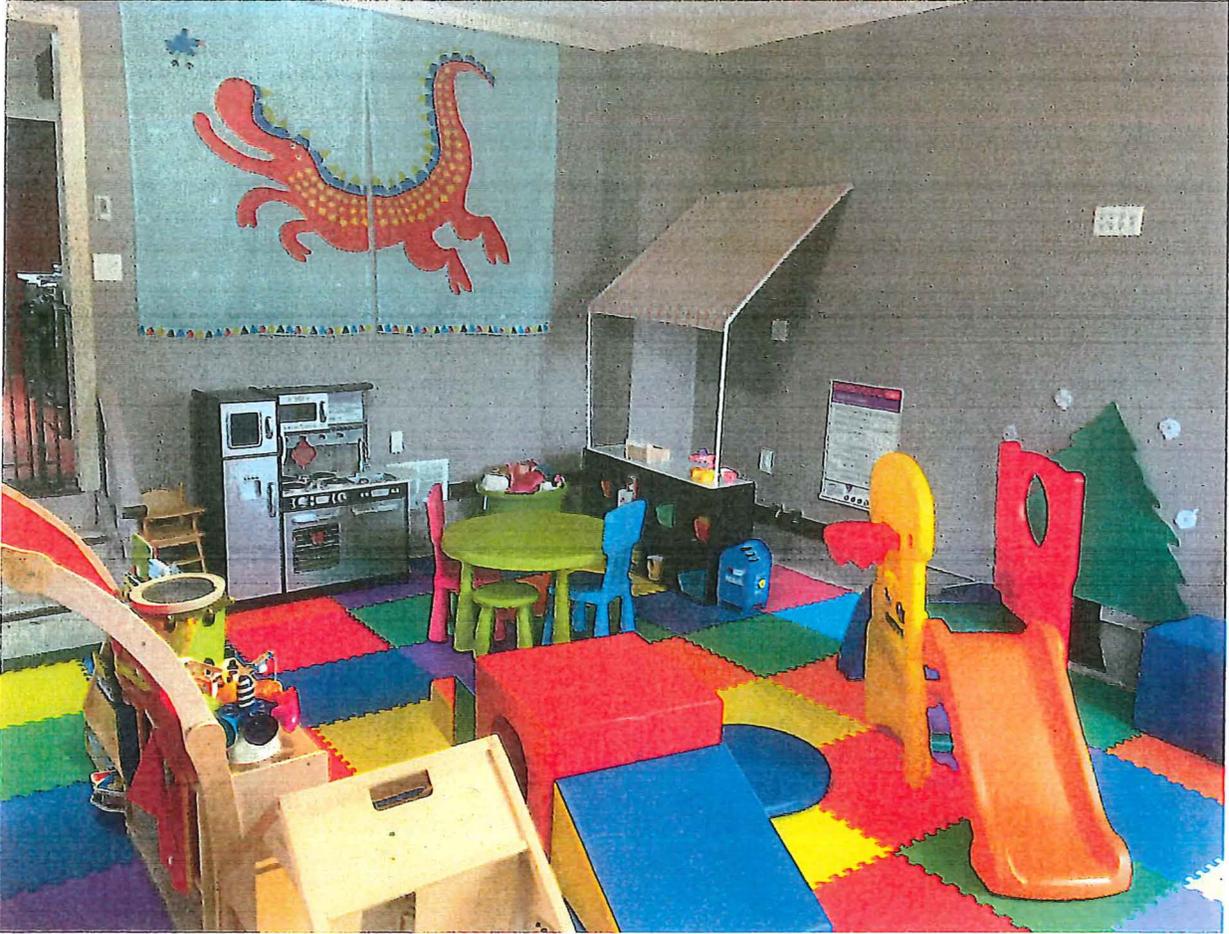
--- Fence



Front of house with 3 foot privacy fence for the playground section of the yard



Front of House with 6 foot privacy fence for the private section of the backyard



Another view of the classroom/converted garage from the side entrance.



The view from the side entrance of the classroom/converted garage.



Side entrance into the classroom/converted garage. This is in the playground section of the yard.



Playground section of the yard with the shed



Back of the yard looking towards the road.

**Special Use Permit
#16031 (Fann)
February 8, 2016**

APPLICANT: Jacqueline and Eric Fann
4628 Manitou Drive
Okemos, MI 48864

STATUS OF APPLICANT: Owner/Operator

REQUEST: To operate a group childcare home for up to twelve children

ZONING: RAA (Single Family-Low Density)

LOCATION: 4628 Manitou Drive, Okemos

AREA OF SUBJECT SITE: Approximately 0.344 acres

EXISTING LAND USE: Residential/Child Care Home for up to 6 unrelated children

MASTER PLAN DESIGNATION: Residential 1.25 – 3.5 du/a

**EXISTING LAND USES
IN SURROUNDING AREA:** North: Residential
South: Residential
East: Residential
West: Residential

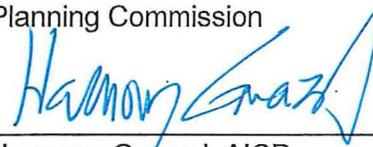
**CURRENT ZONING
IN SURROUNDING AREA:** North: RAA (Single Family-Low Density)
South: RAA (Single Family-Low Density)
East: RAA (Single Family-Low Density)
West: RAA (Single Family-Low Density)

**COMP PLAN DESIGNATION
IN SURROUNDING AREA:** North: Residential 1.25 – 3.5 du/a
South: Residential 1.25 – 3.5 du/a
East: Residential 1.25 – 3.5 du/a
West: Residential 1.25 – 3.5 du/a

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

TO: Planning Commission

FROM: 
Harmony Gmazel, AICP
Associate Planner

DATE: February 1, 2016

RE: Special Use Permit #16031 (Fann), request to operate a group child care home for up to twelve children at 4628 Manitou Drive

Jacqueline and Eric Fann have requested a special use permit to operate a group child care home for up to twelve children at 4628 Manitou Drive in Okemos. The 0.344 acre site is zoned RAA (Single Family-Low Density).

The proposed group home will operate 5:30am to 6pm per day, Monday through Friday. The applicant has stated that she and her husband are the two staff members who will be on-site at all times.

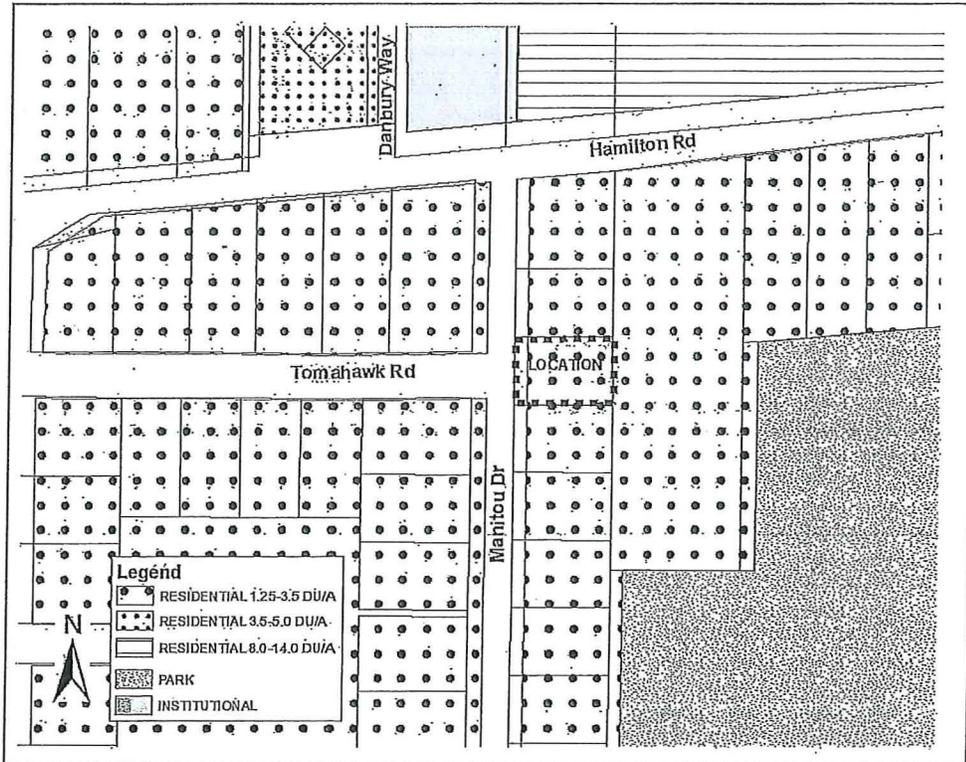
Child daycare group homes are similar in scope and activities with other Educational and Social Institutions listed in Section 86-654 (c)(3) of the Meridian Township Code of Ordinances and evaluated as a non-residential use permitted by special use permit in a residential district.

The State of Michigan licenses group childcare homes serving up to twelve unrelated children. A State of Michigan license is currently in effect on this site to operate a home childcare site for up to six unrelated children. The State includes the operator's own children in the total number of children allowed in a group day care home. The applicant's children will account for three of the total allowed.

Master Plan

The 2005 Master Plan designates the subject site in the Residential 1.25-3.5 du/acre category.

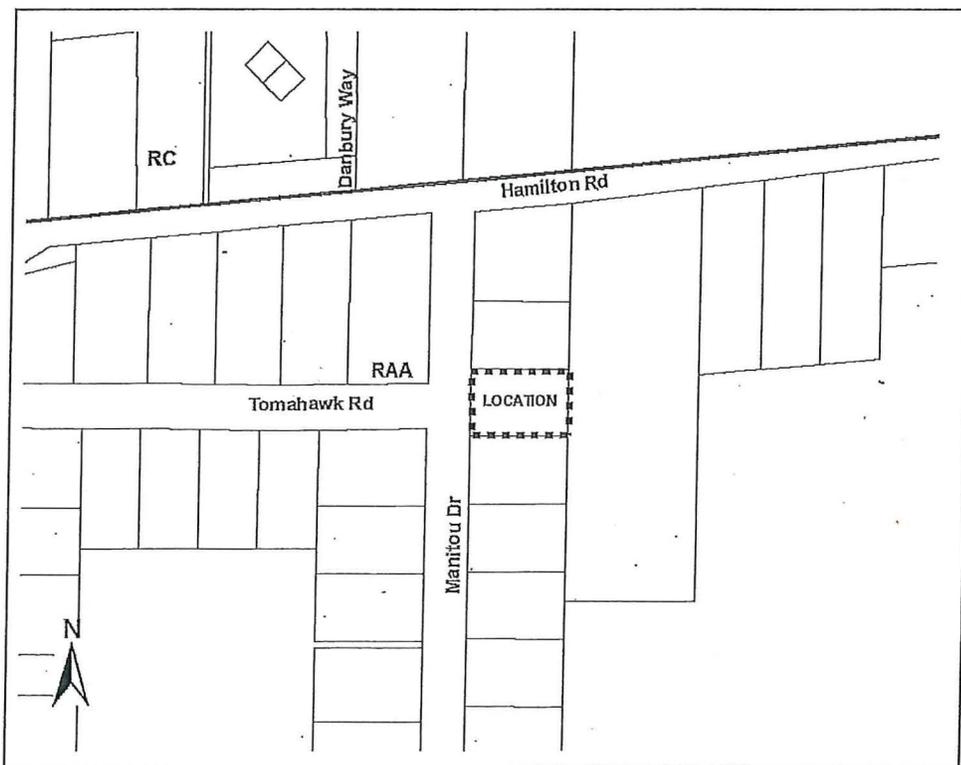
FUTURE LAND USE MAP



Zoning

The 0.344-acre parcel is zoned RAA (Single Family-Low Density). It is surrounded by RAA.

ZONING MAP



Streets & Traffic

The site has frontage on Manitou Drive, with the driveway located on Manitou Drive. Manitou Drive is classified as a "local" street. Sidewalks are not present.

Staff Analysis

Jacqueline Fann proposes to operate a pre-school for no more than 12 children at any one time at 4628 Manitou Drive. The State of Michigan requires day care businesses of up to twelve children to be licensed as a "group day care home." The Township's zoning ordinance identifies group day care homes as a nonresidential use permitted by special use permit in a residential district (Section 86-654).

To better understand the daily process for pick-up and drop-off traffic at the site, the applicant provides a snapshot of existing morning and afternoon drop-off patterns and times. A typical morning drop-off extends from 5:30am to 9:00am. The flow of vehicles to and from the site in the morning hours will generally reflect the following:

5:30am-6:30am – 1 car
6:30am-7:30am- 1 car
7:30am-9:00am - 3 cars staggered

A typical afternoon pick-up extends from 3:30pm to 6:30pm. The current flow of vehicles to and from the site in the afternoon hours will generally reflect the following:

3:30pm-4:30pm - 1 car
4:30pm-5:30pm - 3 cars staggered
5:30pm-6:30pm – 1 car

In the process of issuing licenses the State of Michigan inspects the property for such items as outdoor play area and equipment (600 square feet on the group day care home premises or within walking distance); water hazards; home maintenance and safety; water and sewer service; heating, ventilation and lighting; electrical service and maintenance; exit and escape requirements; smoke detectors; and emergency plans. If building alterations are needed to comply with state regulations permits from the Township will be required.

Per MCL125.3206(4) of the Michigan Zoning Enabling Act from which Meridian Township derives its zoning authority, the Township shall issue a special use permit for a group child care home if it meets all the following listed standards and may issue the permit if the group day care home does not meet them.

1. *Located no closer than 1,500 feet, as measured along a public street, to:*
 - a. *Another licensed group child care home*

Staff has researched the State's on-line data base and found no other group day care homes within 1,500 feet of 4628 Manitou.

- b. An adult foster care small group home or large group home licensed under the adult foster care facility licensing act, 179 PA 218, MCL 400.701-400.737.*

Staff has researched the State's on-line data base and found no small or large group adult foster care homes within 1,500 feet of 4628 Manitou Drive.

- 2. Has appropriate fencing for the safety of the children in the group child care home as determined by the local unit of government.*

A fence is in place surrounding the site's rear yard which includes a play area for the children.

- 3. Maintains the property consistent with the visible characteristics of the neighborhood.*

After a search of Township records staff found no property violations for the subject site.

- 4. Does not exceed 16 hours of operation during a 24-hour period. The local unit of government may limit but not prohibit the operation of a group child care home between the hours of 10 p.m. and 6 a.m.*

Application materials indicate the school will operate Monday through Friday between the hours of 5:30 a.m. and 6:00 p.m. for a total of 12.5 hours per day, five days per week.

- 5. Regulations governing signs used by a group child care home to identify itself.*

The applicant states in the application document she does not intend to install a sign. If, in the future, a sign is proposed it may be no larger than two square feet, non-illuminated and installed on the front façade of the building to maintain the residential character of the area.

The state act also states the local unit of government may inspect and enforce a group child care home for the home's compliance with the local unit of government's zoning ordinance but may not be more restrictive than the statute allows.

Planning Commission Options

The Planning Commission may approve, approve with conditions or deny the special use permit. A resolution will be provided for a decision at a future meeting.

Attachments

1. Special Use Permit Application and supporting documents

HARTER 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 Jacquelyn and Eric Fann
 Address of Applicant 4628 Manitow Drive, Okemos MI 48864
 Telephone - Work (517) 348-4567 Home _____ Fax _____ Email _____
 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 4628 Manitow Dr, Okemos, MI 48864
 Legal description (please attach if necessary) _____
 Current zoning RAA
 Use for which permit is requested / project name Child care group license (6-12 children)
 Corresponding ordinance number _____
- C. Developer (if different than applicant) _____
 Address _____
 Telephone - Work _____ Home _____ Fax _____
- D. Architect, Engineer Planner or Surveyor responsible for design of project if different from applicant:
 Name _____
 Address _____
 Telephone - Work _____ Home _____ Fax _____
- E. Acreage of all parcels in the project: Gross _____ Net _____
- F. Explain the project and development phases: Change from family care home to group home
- G. Total number of:
 Existing: structures 4 bedrooms _____ offices 4 parking spaces _____ carports _____
 garages _____ Proposed: structures _____ bedrooms _____ offices _____ parking spaces _____ carports _____
 garages _____ no change
- H. Square footage: existing buildings _____ proposed buildings _____
 Usable Floor area: existing buildings _____ proposed buildings _____
- I. If employees will work on the site, state the number of full time and part time employees working per shift and hours of operation: 2 full time ; owner of child care ; husband 6am-10pm
- J. Existing Recreation: Type _____ Acreage _____
 Proposed Recreation: Type _____ Acreage _____

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 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.
- (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

Date

Type/Print Name

Fee: _____

Received by/Date: _____

SUP REQUEST STANDARDS

1. Yes, consistent with intent and purposes of the chapter.
2. Yes, applicable with land use policies
3. Yes, harmonious and appropriate in appearance with the general vicinity.
4. No, not hazardous to neighbors.
5. No, not detrimental to economic welfare of surrounding prosperities.
6. Yes, adequately served by public facilities, roads, schools etc.
7. Yes, adequately served by public sanitation facilities
8. No materials or equipment will be detrimental to anyone or properties.
9. No, the project will not have an adverse impact on natural resources.

WARRANTY DEED

KNOW ALL PERSONS BY THESE PRESENTS: That Joseph L. Nunez, A Single Man whose address is 4628 Manitou Okemos, Michigan 48864 Convey(s) and Warrant(s) to John E. Fann and Colleen S. Bruning-Fann, Husband and Wife whose address is 1834 Holt Road, Williamston, Michigan 48895 the following described premises situated in the Township of Meridian, County of Ingham and State of Michigan, to-wit:

Lot 220 of Tacoma Hills No. 6, Meridian Township, Ingham County, Michigan, according to the recorded plat thereof as recorded in Liber 26 of Plats, Page 18, Ingham County Records.

Commonly known as: 4628 Manitou Drive
Okemos, MI 48864

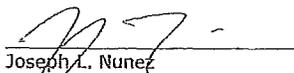
Tax Parcel # 33-02-02-22-358-003

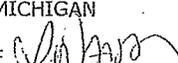
for the full consideration of: TWO-HUNDRED EIGHT THOUSAND AND 00/100 DOLLARS (\$208,000.00)

subject to easement, use, building and other restrictions of record, if any.

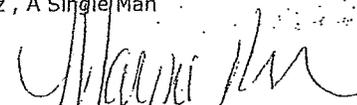
Dated: August 5, 2015

Signed and Sealed:


Joseph L. Nunez

STATE OF MICHIGAN)
COUNTY OF ) ss

The foregoing instrument was acknowledged before me on August 05, 2015, before me appeared Joseph L. Nunez, A Single Man


Print Name: _____
Notary Public County, Michigan
Acting in County _____
My term expires: _____

MARNIE R. RAMON
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF INGHAM
My Commission Expires November 27, 2021

File No. 15028548

Drafted by: Joseph L. Nunez 4628 Manitou Okemos, MI 48864	Return to: John E. Fann 4628 Manitou Drive Okemos, MI 48864
County Treasurer's Certificate	City Treasurer's Certificate

TRI COUNTY TITLE AGENCY, LLC

Residential Property

#69101

Price: \$ 224,800

Status: A



Tax Author: Meridian Township School Dist: OKEMOS
 Zoning: RESI Year Built: 1966
 Key: BB County: INGHAM
 Subdivision: TAC HILLS App Tot Fin SqFt: 3,538
 SqFt/above: 2,357 Basement Sqft: 1,178
 Occupancy: NEG Assoc. Fee/Yr:
 Sewer: PUB Water Heater: GAS
 Water: PUB
 Driveway: BLA
 Basement: FUL, PFN
 Garage: 2.5, ATT, DOO, CON

4628 MANITOU - Okemos 48864

State Eq Value: \$90,000 (Year: 14)

Tax: \$ 4,178 (Year: 13)

Taxable Value: \$90,000 (Year: 14)

Directions: HAMILTON TO MANITOU SOUTH

Broker#: 981 Home Warranty: N

Legal: MP 6647 LOT 220 TACOMA HILLS SUB NO. 6

List Date: 04/10/15 Expire Date: 10/31/15

Land: Up and Thru 1/4

Acreage: 0.34 Land: 100 X 150

	Approx Size	Level	Carpet	Window
Living Room:	21 X 13	1	N	Y
Dining Room:	11.4 X 10.8	1	N	Y
Kitchen:	11.6 X 12	1	N	Y
Bedroom 1:	19.9 X 12.8	1	N	Y
Bedroom 2:	18.8 X 12	1	N	Y
Bedroom 3:	13.3 X 13.8	1	N	Y
Oth Rm 1: BR	11.10 X 9.9	1	N	Y
Oth Rm 2: 4S	16 X 12.6	1	N	Y
Oth Rm 3: LY	7.8 X 7.7	1	N	N
Oth Rm 4: FR	13.2 X 18.6	1	N	Y

	Approx Finished SqFt
Level 3:	0 sqft
Level 2:	1,180 sqft
Level 1:	1,180 sqft
Level B:	1,178 sqft

	F.Baths	Half
Level 3:	0	0
Level 2:	2	0
Level 1:	0	1
Level B:	0	0
Total FB/HB:	2	1

	Section#:
Reserved Items:	N
Parcel#:	020-22-23-58-003
Style:	SIN
Area:	81
Rooms:	10
Bedrooms:	4
Lot Size:	100 X 150

Type: TWO

Heating: GFA

Fireplace: ONE, GAS

Appliances: RAN, OVE, A/C, DIS, DWS, REF, EXH, MIC

Extras: HUM, MAS, 1ST, FEN, SMO, CEI, SAT, CAB

Improvmts: PAT, POR, DEC, FOY, SHE

Terms: CAS, CON

Showing: SGN, CLA, KBX

Exterior: ALU, VIN, BRI

Owner: C/O CB-HB OKEMOS

Phone: 517-719-1436

Office Fax: 517-349-0047

Office: C B Hubbell BriarWood-Okemos

Phone: 517-349-4406

Agent Cell #: 517-719-1436

Salesperson: HALL, SHELLY

Phone: 517-719-1436

Agent Fax: 517-349-0047

Agent Email: SHELLY@SHELLYHALL.COM

Virtual Tour:

Subagency Fee: 0

Buyer Agency Fee: 3

Other Fee:

Var Rate:

Multi-Photo: Y

Dbl Broch: Y

Agent to Agent Remarks: Marvelous family home, 4 Br, 2.5 bath, hardwood floors throughout most of the home. Gorgeous kitchen with corian tops, 3 season room with cathedral ceiling, multiple decks and brick paver patio!

Desirable, traditional floor plan, first floor features: spacious entry, sizeable living room, gorgeous kitchen, powder room, family room with gas fireplace and 3 season room with cathedral ceiling & access to rear yard and deck. Kitchen offers Corian counter tops, with updated appliances, breakfast seating and sliders to rear deck and yard. Special features include: tons of crown molding oversized, fenced in yard, Huge bedrooms all with hardwood floor, Master suite with private bath. Also, finished lower level game room! The seller is in the process of updating the following items: refinishing some areas of the hardwood flooring; interior painting of living room, dining room, all bedrooms and baths, exterior front door and parts of the front of the home and rear shed and power washing the home and deck.

To whom it may concern:

We, John Fann and Colleen Bruning-Fann property owners of 4628 Manitou Drive, Okemos, MI 48864 approve for Jacquelyn Fann and Eric Fann to operate a group child care home on the premises. We understand a special use permit is necessary and approve of Mr. and Mrs. Fann applying for the permit.

Thank you for your time.

Sincerely,

John Fann

Handwritten signature of John Fann in blue ink.

Colleen Bruning-Fann

Handwritten signature of Colleen Bruning-Fann in blue ink.



Imagery ©2016 Google, Map data ©2016 Google 20 ft

Driveway: 16 ft x 50 ft

Total Area: 34 Acres 100 ft x 150 ft

w = fencing

F. Explain the development phases:

FannTastic Beginnings is an in home childcare program that has been successfully running for more than two years under the current State license. The license provides that we can care for 1-6 unrelated children, and the purpose of the special use permit is to move to caring for 1-12 unrelated children. Once a special use permit is obtained, we must apply to the State of Michigan for a "group childcare license" vs the "family childcare" license we operate under. Once the application is received, the State of Michigan will perform an in home inspection of the home and if in compliance with all laws and regulations will then issue a "group childcare" license. The home will be inspected several times a year by the USDA approved Food Program, Great Start to Quality Program and the State of Michigan to ensure the home is always at the required safety standard.

Since opening, FannTastic Beginnings has held a "no violation" record with the State of Michigan, and has a large client base wanting additional care. Upon a voluntary partnership with the Great Start to Quality Program, FannTastic Beginnings was evaluated and then rated a 4 star daycare program by the Great Start to Quality Program. Only 18 other home childcare programs in the entire state of Michigan hold this rating. Upon approval of the special use permit and "group" childcare license, FannTastic Beginnings has been invited to partner with the Headstart Program as well to assist at risk children.

Department of Licensing and Regulatory Affairs


[Michigan.gov Home](http://Michigan.gov)
[LARA Home](#) | [Contact LARA](#) | [BHCS Home](#) | [State Web Sites](#) | [Complaint Info](#)

Statewide Detail Child Care Centers and Homes

[See Online Reports](#)

Facility Information						
Name:	FANNTASTIC BEGINNINGS CHILD CARE					
Address:	4628 MANITOU DRIVE OKEMOS, MI 48864					
County:						
Phone:	(517)348-4567	License Status:	ACTIVE			
Licensee Information						
Name:	FANN, JACQUELYN					
Address:	4628 MANITOU DRIVE OKEMOS, MI 48864					
Phone:	Same as Facility					
License Information						
Number	Facility Type	Capacity	Effective Date	Expiration Date	Period of Operation	
DF330379323	Family	6	9/28/2015	9/27/2018	Year Round	
Days Open						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
DAY AND EVENING	DAY AND EVENING	DAY AND EVENING	DAY AND EVENING	DAY AND EVENING	DAY AND EVENING	DAY AND EVENING
Services Offered						
Full Day Program:	YES					
Provides:	SERVICES NOT SPECIFIED					
Reports Available						
The reports on this site are available for downloading or viewing using the Adobe Acrobat Reader .						
When rule violations have been cited in a report, the licensee is required to submit a corrective action plan. All child care providers are required to have a licensing notebook on-site and available during regular business hours. The notebook must include all licensing study and special investigation reports issued and related corrective action plans developed after 5/27/10. Reports and corrective action plans are also available through the Freedom of Information of Act .						
Inspection Report						

Original and Renewal Licensing Study Report

- Completed in response to the initial or renewal application for license on Child Care Centers and Group Child Care Homes.

Inspection Report

- These reports include Interim, 90 Day, and 10% Sample Inspections.

- Interim Inspections are conducted for Centers and Group Homes at or near the mid point of the effective dates of the license.
- 90 Day Inspections are completed within 90 days of the issuance date of Family Child Care Home certificate of registration.
- 10% Sample Inspections are conducted on a random 10% sample of Family Child Care Homes in each county each year.

Special Investigation Report

- Special Investigation Reports are conducted in response to rule related complaints received regarding a facility.

[Return to Search](#)

[New Search](#)

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RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMUNITY AND HEALTH SYSTEMS

MIKE ZIMMER
DIRECTOR

October 15, 2015

Jacquelyn Fann
4628 Manitou Drive
Okemos, MI 48864

RE: Registration # DF330379323
Fann, Jacquelyn
4628 Manitou Drive
Okemos, MI 48864

Dear Ms. Fann:

This letter is a follow-up to the department's findings regarding the 90 day inspection conducted at your home on 10/09/2015. The purpose of this inspection was to determine compliance with applicable licensing statutes and rules for Family and Group Child Care Homes.

A. Description of Facility

Rooms and levels approved for child care use: Ms. Fann will be using the main floor of her home for child care. This includes the living room, dining room, kitchen, nap room and a large room that she calls the learning room. There is more than enough space for the licensed capacity of six children.

Areas not approved: The basement and upstairs of the home are not approved for child care use.

Ages of children served: Ms. Fann is open to serving children of all ages.

Equipment: There is a large supply of equipment for the various developmental stages and age groups. Ms. Fann is participating with the Great Start to Quality and has her equipment sorted and organized in bins located on shelves so it is accessible to the children.

Proposed days and hours of operation: Ms. Fann will operate Monday through Sunday, from 5:00 a.m. to 11:00 p.m.

Previous or concurrent licenses, including children's foster care: Ms. Fann has been a licensed child care provider in the past (DF330357561 and DF330280836). She recently moved and therefore had to reapply for a family home certificate of registration. She does not have a children's foster care license.

Exiting information (including second floor and basement): Exiting from the main floor is out the front or back doors of the home.

Outdoor play area description: Outdoor play will occur in the backyard of the home. The area is entirely fenced and there is mulch underneath Little Tykes play equipment. She does not have any large climbing structures at this time. There are mature trees for shade.

Additional information:

- Pets? No Yes If yes, describe. The family has one dog that is a golden and labador retriever mix named Oliver and three cats who are Pete, Einstein and Zim.
- Hot tubs or spa pool? No Yes If yes, are there appropriate barriers?
- Swimming pool? No Yes If yes, describe pool and barriers.
- Other water hazards? No Yes If yes, describe.
- Fireplace or wood burning stove? No Yes If yes, describe. The fireplace is gas. Ms. Fann states she would only use the gas fire place during child care hours in an emergency situation. We discussed the need for an inspection if she was to ever use the gas fireplace during child care hours.
- Fireplace/wood burner in use during child care hours? No Yes If yes, describe barriers to protect children from burns.
- Explain any variances, if any. There are no variances granted for this family home.

B. Rule/Statutory Violations

This 90-day inspection involved a review of all applicable family child care home administrative rules and statutes. Verification of compliance included direct observations of the physical environment and the program, discussions with the registrant, and a review of the home's records, including children's records. Children's records include child information cards and child in care statements/receipts.

Your facility was found to be in compliance with the requirements of Act No. 116 of the Public Acts of 1973, as amended and the applicable licensing rules.

The department provides technical assistance to meet the licensing requirements and consultation to improve services.

Please contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please contact the local office at (517) 284-9720.

Per MCL 722.113g, this report must be filed in your Licensing Notebook.

Sincerely,

Maureen McNamara

Maureen McNamara, Licensing Consultant
Bureau of Community and Health Systems
Suite 1
1720 E. Main
Owosso, MI 48867
(989) 277-9779

Approved By:

Rose A. Rafferty-Aguirre 10/15/2015

Rose A. Rafferty-Aguirre
Area Manager

Date

Great Start to Quality
Start here for Quality Early Childhood Education

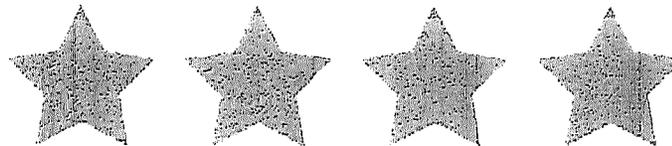


Certifies that

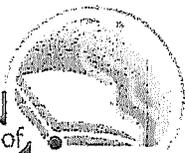
Fann Tastic Beginnings Child Care

is quality-rated and working to continuously improve
with Great Start to Quality

2014 — 2016



MICHIGAN
Department of
Education



A handwritten signature in black ink, appearing to read 'Susan Broman'.

Susan Broman
Office of Great Start

A handwritten signature in black ink, appearing to read 'Sheri Butters'.

Sheri Butters
Early Childhood Investment Corporation







