



**LANSING PLANNING BOARD**  
**Regular Meeting**  
**Tuesday, December 6, 2022, 6:30 p.m.**  
**Neighborhood Empowerment Center**  
**600 W. Maple Street, Lansing, MI 48906**

**AGENDA**

- 1. OPENING SESSION**
  - A. Roll Call**
  - B. Excused Absences**
- 2. APPROVAL OF AGENDA**
- 3. COMMUNICATIONS**
- 4. PUBLIC HEARINGS**
  - A. Community Development Block Grant, Annual Action Plan, Citywide Needs Hearing, Fiscal Year 2023 .....1**
- 5. COMMENTS FROM THE AUDIENCE (please limit comments to 3 minutes per person)**
- 6. RECESS**
- 7. BUSINESS**
  - A. Consent Items**
    - (1) Minutes for approval: November 1, 2022.....2**
    - (2) 2023 Planning Board Meeting Schedule.....3**
  - B. Old Business**
  - C. New Business**
- 8. REPORT FROM PLANNING & ZONING OFFICE**
- 9. COMMENTS FROM THE CHAIRPERSON**
- 10. COMMENTS FROM BOARD MEMBERS**
- 11. PENDING ITEMS: FUTURE ACTION REQUIRED**
- 12. ADJOURNMENT**

Next Regularly Scheduled Meeting: January 3, 2023

*For special accommodations, please give 24 hours notice prior to the meeting by calling Sue Stachowiak in the Planning Office at 517-483-4085 or by dialing (tty 711).*

**NOTICE OF CITYWIDE PUBLIC HEARING  
COMMUNITY NEEDS HEARING**

**TO:** Citizens of the City of Lansing

**FROM:** Andy Schor, Mayor

Notice is hereby given that the City of Lansing Planning Board will hold a public hearing to solicit public input on community needs and priorities for housing, public facilities and economic development. As required by the U.S. Department of Housing and Urban Development (HUD), the City of Lansing is in the development stages of its Annual Action Plan for Fiscal Year 2023 which covers the time period July 1, 2023 – June 30, 2024.

The annual planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from the following block grant programs: Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG). These program funds have been historically used for such activities as: housing rehabilitation, weatherization, public services, economic development, public improvements, new construction, down payment assistance and programs/services to assist the homeless.

The City encourages participation at public hearings to allow citizens an opportunity to provide input and indicate needs, views and proposals for the use of CDBG, HOME, and ESG program funds, more specifically regarding housing and non-housing community development needs within the City of Lansing relevant to preparation of the plan.

Comments received will be considered in drafting the City's Annual Action Plan. The proposed use of CDBG, HOME and ESG program funds will be submitted to Lansing City Council for approval. Please note that identifying housing and community development needs in the Lansing area is a community effort and public participation is strongly encouraged.

*This is an opportunity for all citizens and neighborhood organizations to participate in the planning process and influence future programming and use of these federally funded programs.*

**PLACE:** Neighborhood Empowerment Center  
600 W. Maple Street  
Lansing, MI 48906

**TIME:** 6:30 p.m.

**DATE:** Tuesday, December 6, 2022

If you cannot participate in the hearing and wish to submit comments, or if you have questions about the public hearing, please contact Doris Witherspoon, Senior Planner of the City of Lansing Development Office, 316 North Capitol Avenue, Lansing, MI, [doris.witherspoon@lansingmi.gov](mailto:doris.witherspoon@lansingmi.gov), (517) 483-4063.

## ANNUAL ACTION PLAN 2023 - 2024- SCHEDULE OF EVENTS

### ANNUAL ACTION PLAN, 2023 (7/1/2023- 6/30/2024) ENVIRONMENTAL REVIEW PROCESS CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) FY 2022

#### 2022

- |    |                                                                                                                                                                      |                     |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 1. | Publish Notice of Public Hearing on housing needs, priority non-housing CD needs, use of Federal formula program funds, Community meetings                           | Week of November 4  |
| 2. | Public Hearing on housing needs, priority non-housing CD needs, use of Federal formula program funds.                                                                | December 6          |
| 3. | Publish notice of public hearing on Proposed Statement of Community Development Objectives and Projected Use of Funds for Federal formula Programs for FY 2023-2024. | Week of December 16 |

#### 2023

- |     |                                                                                                                                                     |                     |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 4.  | Public Hearing on Proposed Statement of Community Development Objectives and Projected Use of Funds for Federal formula programs at Planning Board. | February 7          |
| 5.  | Recommendation by Planning Board on the proposed program objectives and projected use of Federal formula program funds.                             | End of February     |
| 6.  | Publish summary of proposed Consolidated Strategy and Plan Submission (CSPS) for FY 2023-2024 and invite written public comments.                   | March-April         |
| 7.  | Transmit proposed CSPS to Mayor.                                                                                                                    | End of March        |
| 8.  | Mayor Transmits proposed CSPS to City Council.                                                                                                      | Beginning of April  |
| 9.  | Public Hearing on proposed CSPS at City Council                                                                                                     | April 17            |
| 10. | Prepare and submit the Environmental Review for CDBG/HOME/ESG in <b>HERO</b> via IDIS                                                               | May 11              |
| 11. | ERR - Complete Request Release of Funds (RROF, 7015.15) Forms, gather Mayor's signature on forms, submit forms including Form 7 to HUD              | May 11- May 29      |
| 12. | Prepare the ERR notebook for the ER 44thYear                                                                                                        | May 11- May 29      |
| 13. | Approval of CSPS by City Council                                                                                                                    | No Later Than May 8 |
| 14. | Deadline for submission of CSPS to HUD,                                                                                                             | May 14              |

- |     |                                                                                                                                                                     |                     |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 15. | CAPER (Consolidated Annual Performance and Evaluation Report<br>Start preparing and collecting<br>data for the end-of-the-year report from<br>grantees, staff, etc. | May 15 – August 31  |
| 16. | Publish Notice of Availability of CAPER 2022-2023<br>(15-day comment period)                                                                                        | Week of September 4 |
| 17. | Input IDIS reporting information                                                                                                                                    | Week of September 4 |
| 18. | Submit the CAPER via IDIS to HUD                                                                                                                                    | September 30, 2023  |

**NOTE:** The above schedule is tentative and is meant to serve as a general guide. Appropriate notifications will be made to establish exact dates, times and locations of public hearings to obtain citizen input.



Andy Schor  
Mayor

**LANSING PLANNING BOARD**  
**Special Meeting**  
**November 10, 2022 - 6:30 p.m.**  
**Neighborhood Empowerment Center**  
**600 W Maple Street, Lansing, MI**

**MINUTES – *Draft***

**1. OPENING SESSION**

**Mr. Ruge called the meeting to order at 6:47 p.m.**

- a. Present: Katie Alexander, Tony Cox, Monte Jackson, Thomas Morgan, & John Ruge
- b. Absent: Farhan Bhatti (excused), Josh Hovey (excused), Marta Cerna
- c. Staff: Sue Stachowiak, Andy Fedewa, Alec Malvetis (Public Service)

Ms. Jackson made a motion, seconded by Ms. Alexander to grant excused absences to Mr. Hovey and Dr. Bhatti. On a voice vote, the motion carried unanimously.

**2. APPROVAL OF AGENDA – The agenda was approved without objection.**

**3. COMMUNICATIONS – Copies of the following email were provided to the Planning Board:**

Email from Ian Graham in opposition to SLU-2-2022

Email from Flo Baerren in opposition to SLU-2-2022

**4. COMMENTS FROM THE AUDIENCE - None**

**5. BUSINESS**

**A. Consent Items**

**(1) Minutes for approval: October, 4 2022**

The minutes from the October 4, 2022, Planning Board meeting were approved without objection

**B. Old Business**

**(1) SLU-2-2022, 340 E Edgewood Blvd., Special Land Use permit for a Self-Storage Rental Facility**

Ms. Stachowiak stated that this is a request by Juniper II, LLC for a Special Land Use permit to allow the building at 340 E. Edgewood Blvd. to be used for a self-storage rental facility. The property is zoned “S-C” Suburban Commercial, which zoning district permits self-storage, as a special land use. Ms. Stachowiak said that the applicant’s proposal includes reserving two 6,800 square foot suites at the northwest corner of the building for commercial use. The proposal also includes reducing the amount of impervious surface by converting a significant amount of the parking lot into green space as depicted on the renderings in the meeting packet.

Ms. Stachowiak said that the issue is whether self-storage is an appropriate use of the property at 340 E. Edgewood, from a land use standpoint only. She said that the City Zoning Ordinance and the Michigan Zoning Enabling Act outline specific criteria that must be used when evaluating special land use permit requests and the decision as to

whether to grant the permit must be based strictly on whether the request complies with that criteria. Ms. Stachowiak said that the issue of how much self-storage already exists is not relevant and not a factor to be considered in the decision.

Ms. Stachowiak stated that staff is recommending approval of the request for a special land use permit to utilize the building at 340 E. Edgewood Blvd. for a self-storage rental business, based on the findings of fact described in the staff report, with the following conditions:

- \* The two 6,800 square foot suites shown the attached plans at the northwest corner of the building are to be reserved for commercial uses that are permitted by right in the “S-C” Suburban Commercial zoning district; and
- \* At least 20% of the existing parking lot is to be converted to green space (note: this will require approval of a plan showing the area to be converted and how it impacts the layout of the parking lot).

**Mr. Morgan made a motion, seconded by Ms. Alexander, to recommend approval of SLU-2-2022, 340 E Edgewood Blvd., Special Land Use Permit for a Self-Storage Rental Facility with the conditions that:**

- Two 6,800 square foot suites inside the building are reserved for commercial uses that are permitted by right in the “SC” Suburban Commercial zoning district; and
- At least 20% of the existing parking lot is to be converted to green space, subject to site plan approval.

Mr. Jackson asked staff to speak to Ian Graham’s concerns about the expected reduced customer traffic in this area due to the proposed development. Ms. Stachowiak replied that, while Mr. Graham made some very good points, the concern remains that it is highly unlikely that a “better” use will come forward any time soon and the self-storage and the two commercial suites will produce their own customer demands. Currently there is no customer traffic because the site has been vacant for so long.

Mr. Cox expressed concern about allowing a non-trip generating, non-customer-oriented business on a site that is located along a major commercial corridor where it is easily accessible to the expressway I-96 and is adjacent to other active retail, restaurant and entertainment uses that are succeeding. Mr. Cox stated that the location should be considered in a different viewpoint within the Special Land Use permit criteria.

Mr. Ruge asked if the applicant would be open to converting a larger portion of the parking surface to greenspace. Ms. Stachowiak and the applicant replied that they wanted to be mindful of the two future commercial suites and the number of parking spaces those businesses may require.

Mr. Ruge requested a friendly amendment to the motion that the condition for greenspace include low-impact and green infrastructure design elements primarily in the form of bio-swales or rain gardens that filter and clean the water as it absorbs into the ground.

**Mr. Morgan and Ms. Alexander accepted the friendly amendment from Mr. Ruge. On a roll call vote, the motion, as amended, carried 4-1. Mr. Cox cast the dissenting vote.**

**C. New Business**

**(1) Act-7-2022, Acquisition of Easement for Sidewalk, 0 Par Place**

Mr. Malvetis stated this application was submitted by the Public Service Department to facilitate the installation of a section of sidewalk. The subject property lies along Hullett Road at the intersection with Carnoustie Drive. The property is within an agreement for conditional transfer of property, commonly referred to as a 425 Agreement, and has come to be commonly called the “College Fields” development.

The proposed easement will facilitate the construction of a length of sidewalk approximately 71 feet long that will complete the missing section along Carnoustie Drive, while avoiding an existing lamp post.

The extent of the easement is confined to the southwest corner of the subject parcel, 20 feet north of the corner, and 29.25 feet west of the corner, for a triangle-shaped piece of land roughly 344.2 square feet.

**Mr. Morgan made a motion, seconded by Ms. Alexander to recommend approval of Act-7-2022, Acquisition of Easement for Sidewalk, 0 Par Place, as proposed. On a voice vote the motion carried 5-0.**

**(2) Discussion regarding attendance at meetings**

The Planning Board decided to discuss this matter at a future meeting.

- 6. REPORT FROM PLANNING MANAGER - None**
- 7. COMMENTS FROM THE CHAIRPERSON - None**
- 8. COMMENTS FROM BOARD MEMBERS - None**
- 9. PENDING ITEMS: FUTURE ACTION REQUIRED - None**
- 10. ADJOURNMENT –Mr. Ruge adjourned the meeting at 7:20 p.m.**



# PLANNING BOARD

## MEETING SCHEDULE

### 2023

| DATE                                | TIME    | PLACE                                                      |
|-------------------------------------|---------|------------------------------------------------------------|
| Tuesday, January 3, 2023            | 6:30 PM | Neighborhood Empowerment Center<br><b>600 W. Maple St.</b> |
| Tuesday, February 7, 2023           | 6:30 PM | Neighborhood Empowerment Center<br><b>600 W. Maple St.</b> |
| Tuesday, March 7, 2023              | 6:30 PM | Neighborhood Empowerment Center<br><b>600 W. Maple St.</b> |
| Tuesday, April 4, 2023              | 6:30 PM | Neighborhood Empowerment Center<br><b>600 W. Maple St.</b> |
| Tuesday, May 2, 2023                | 6:30 PM | Neighborhood Empowerment Center<br><b>600 W. Maple St.</b> |
| Tuesday, June 6, 2023               | 6:30 PM | Neighborhood Empowerment Center<br><b>600 W. Maple St.</b> |
| <b>Wednesday, July 5, 2023*</b>     | 6:30 PM | Neighborhood Empowerment Center<br><b>600 W. Maple St.</b> |
| Tuesday, August 1, 2023             | 6:30 PM | Neighborhood Empowerment Center<br><b>600 W. Maple St.</b> |
| Tuesday, September 5, 2023          | 6:30 PM | Neighborhood Empowerment Center<br><b>600 W. Maple St.</b> |
| Tuesday, October 3, 2023            | 6:30 PM | Neighborhood Empowerment Center<br><b>600 W. Maple St.</b> |
| <b>Wednesday, November 8, 2023*</b> | 6:30 PM | Neighborhood Empowerment Center<br><b>600 W. Maple St.</b> |
| Tuesday, December 5, 2023           | 6:30 PM | Neighborhood Empowerment Center<br><b>600 W. Maple St.</b> |