



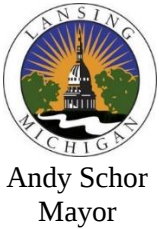
LANSING PLANNING COMMISSION
Regular Meeting
Tuesday, October 1, 2024, 6:30 p.m.
Neighborhood Empowerment Center
600 W. Maple Street, Lansing, MI 48906

AGENDA

- 1. OPENING SESSION**
 - A. Roll Call**
 - B. Excused Absences**
- 2. APPROVAL OF AGENDA**
- 3. COMMUNICATIONS**
- 4. PUBLIC HEARINGS & ITEMS FOR ACTION**
- 5. COMMENTS FROM THE AUDIENCE (please limit comments to 3 minutes per person)**
- 6. RECESS**
- 7. BUSINESS**
 - A. Consent Items**
 - (1) Minutes for approval: September 3, 2024 1**
 - B. Old Business**
 - C. New Business**
 - (1) Act-5-2024, 701 W Jolly Road, Purchase of Property 2**
- 8. REPORT FROM PLANNING & ZONING OFFICE**
- 9. COMMENTS FROM THE CHAIRPERSON**
- 10. COMMENTS FROM COMMISSION MEMBERS**
- 11. PENDING ITEMS: FUTURE ACTION REQUIRED**
- 12. ADJOURNMENT**

Next Regularly Scheduled Meeting: **Wednesday** November 6, 2024

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).



LANSING PLANNING COMMISSION
Regular Meeting
September 3, 2024 - 6:30 p.m.
Neighborhood Empowerment Center
600 W Maple Street, Lansing, MI

MINUTES – DRAFT

1. OPENING SESSION

Mr. Hovey called the meeting to order at 6:32 p.m.

- a. Present: Katie Alexander, Josh Hovey, Monte Jackson, Shane Muchmore (arrived at 6:35 pm), Ted O'Dell, John Ruge
- b. Absent: Tony Cox
- c. Staff: Andy Fedewa

2. APPROVAL OF AGENDA – The agenda was approved by unanimous consent

3. COMMUNICATIONS

An email correspondence from Karen Dietrich was included in the agenda packet.

4. PUBLIC HEARINGS & ITEMS FOR ACTION – None

5. COMMENTS FROM THE AUDIENCE

Kelly Havens, Tecumseh River Rd. stated that the co-applicants did not communicate with neighbors to discuss concerns about their special land use permit request and spoke in opposition of SLU-1-2024.

Karen Dietrich, representative of SLU-1-2024, spoke on 1950 N Waverly Rd.'s operations, license in good standing with the Michigan State Department of Licensing and Regulatory Affairs (LARA), and spoke in support of SLU-1-2024.

6. RECESS – Not taken.

7. BUSINESS

A. Consent Items

- (1) Minutes for approval: August 7, 2024

The minutes from the August 7, 2024 Planning Commission meetings were approved without objection.

B. Old Business

- (1) **SLU-1-2024, 1950 N Waverly Road, Special Land Use Permit for an Adult Foster Care Home 7-12 residents in the “R-2” Residential district**

Mr. Fedewa reintroduced the request and stated that the publicly-available original licensing report, a renewal inspection report, and a special investigation report were included in the agenda packet for review. Mr. Fedewa stated that the facility is in good standing with LARA with a valid license for six residents. Mr. Fedewa stated that the Lansing Police Department confirmed they have responded to 23 calls to the subject address since January 2023.

Mr. Ruge asked for more details about the calls. Mr. Fedewa responded that staff did not ask for nor did the Police Department share details, based on privacy concerns and Freedom of Information Act rules. Mr. Muchmore asked if there is any way to confirm there have been additional calls that were not elevated to a police response.

Mr. Ruge commented on special land use permit requests during his tenure on Planning Commission and stated that he believes successful applicants conduct neighborhood outreach and open communication. Mr. Ruge recommended the applicants communicate with their neighbors to quickly address any concerns and to help the residents of the home integrate with the community.

Mr. Muchmore commented on his hesitancy to permit twelve residents in a single-family home and the need to expand the house to facilitate the increase.

Mr. Hovey asked the applicants to address the Commission. Mr. Mengistu spoke on their business operations.

Mr. Ruge made a motion to recommend approval of SLU-1-2024, 1950 N Waverly Road, Special Land Use Permit for an Adult Foster Care Home 7-12 residents in the “R-2” Residential district. Without support, the motion failed.

Mr. Jackson made a motion, seconded by Mr. O’Dell, to recommend denial of SLU-1-2024, 1950 N Waverly Road, Special Land Use Permit for an Adult Foster Care Home 7-12 residents in the “R-2” Residential district.

Mr. Ruge stated that communities need these facilities and that he does not recall subsequent complaints about the ones the Planning Commission has recommended for approval.

Ms. Alexander stated the facility has operated for one year and eight months and recommended the facility to operate longer to address neighborhood concerns before expansion.

Mr. Hovey seconded Ms. Alexander’s comments and stated his concerns about the lack of evidence for outreach and communication with the surrounding neighborhood.

On a roll-call vote the motion carried 5-1. Mr. Ruge cast the dissenting vote.

C. New Business – None

- 8. REPORT FROM PLANNING & ZONING OFFICE – None**
- 9. COMMENTS FROM THE CHAIRPERSON – None**
- 10. COMMENTS FROM COMMISSION MEMBERS – None**
- 11. PENDING ITEMS: FUTURE ACTION REQUIRED – None**
- 12. ADJOURNMENT – The meeting was adjourned at 6:59 p.m.**

Act-5-2024, 701 W Jolly Rd., Purchase of Property - STAFF REPORT

An Act 33 Review is a planning level review of the **location, character, and extent** of public improvements and City property transactions. Act 33 Reviews are conducted by the City of Lansing pursuant to the provisions of the Michigan Planning Enabling Act (P.A. 33 of 2008) and Section 208 of the Lansing Code of Ordinances.

APPLICANT	City of Lansing, Clerk's Office
PROPOSAL:	Purchase of Real Property, 701 W Jolly Road
PARCEL(S):	701 W Jolly Rd. - PID # 33-01-05-04-101-313
CURRENT OWNER(S):	The Salvation Army 525 N Pennsylvania Ave. Lansing, MI 48912
EXISTING LAND USE	Use: Vacant office – former community center and food pantry, Zoning: MX-1 Neighborhood Center
PROPERTY SIZE AND SHAPE:	99,968 sq. ft., 2.416 acres, L-shape
SURROUNDING ZONING & LAND USE	North: MX-1; convenience store East: R-2; church South: R-2; residential West: MX-1, R-2; motor vehicle sales, residential

ANALYSIS

BACKGROUND:

The City of Lansing proposes to purchase the property at 701 W Jolly Rd. to renovate the building into the City Clerk's permanent elections offices. These offices were formerly housed in the 2500 S Washington Ave. building with the Lansing Public Media Center before the property was identified for the new public safety complex. The offices then moved temporarily to 1221 Reo Rd.

Use of offices separate from City Hall for election operations has been in effect for over twenty years and multiple City Clerks. There is not sufficient space within City Hall for these operations given the type and amount of equipment used by the City for elections and the need to train hundreds of election workers on a regular, on-going basis. Currently there are 40 precincts spread throughout the city. 701 W Jolly Rd. is located relatively in the center of the southside along a major street corridor (Jolly Rd.) and in between two others (MLK Jr. Blvd. and Cedar St.).

LOCATION:

The subject property is located along W Jolly Rd, east of S. Washington Ave., 4.6 miles from City Hall. Please see Aerial.

CHARACTER:

The subject property is a vacant, with a one-story commercial/office building, 13,254 square feet, built in 1990. The building is of ample size to host city offices and equipment storage. The property has 100 parking spaces. The existing zoning designation, MX-1 Neighborhood Center allows professional office use by-right.

EXTENT:

The extent of the acquisition is one parcel roughly 2.416 acres with an existing building to facilitate permanent elections offices for the City Clerk.

AGENCY REFERRALS

Agency Referrals were sent for informational purposes.

STAFF RECOMMENDATION

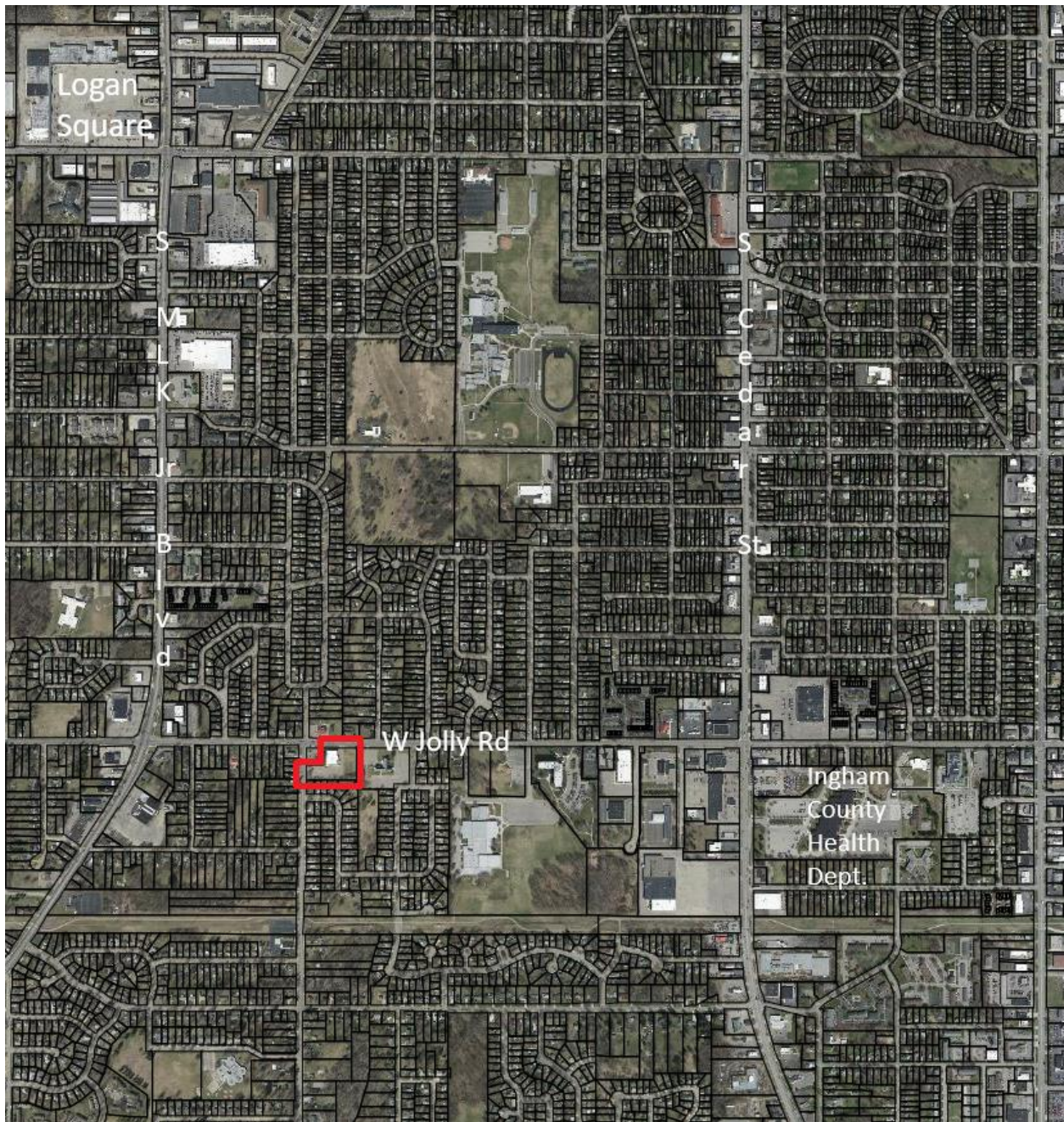
Staff recommends approval of Act-5-2024 as proposed, to support the goals of the City of Lansing and to effectively deliver government services.

Respectfully submitted,

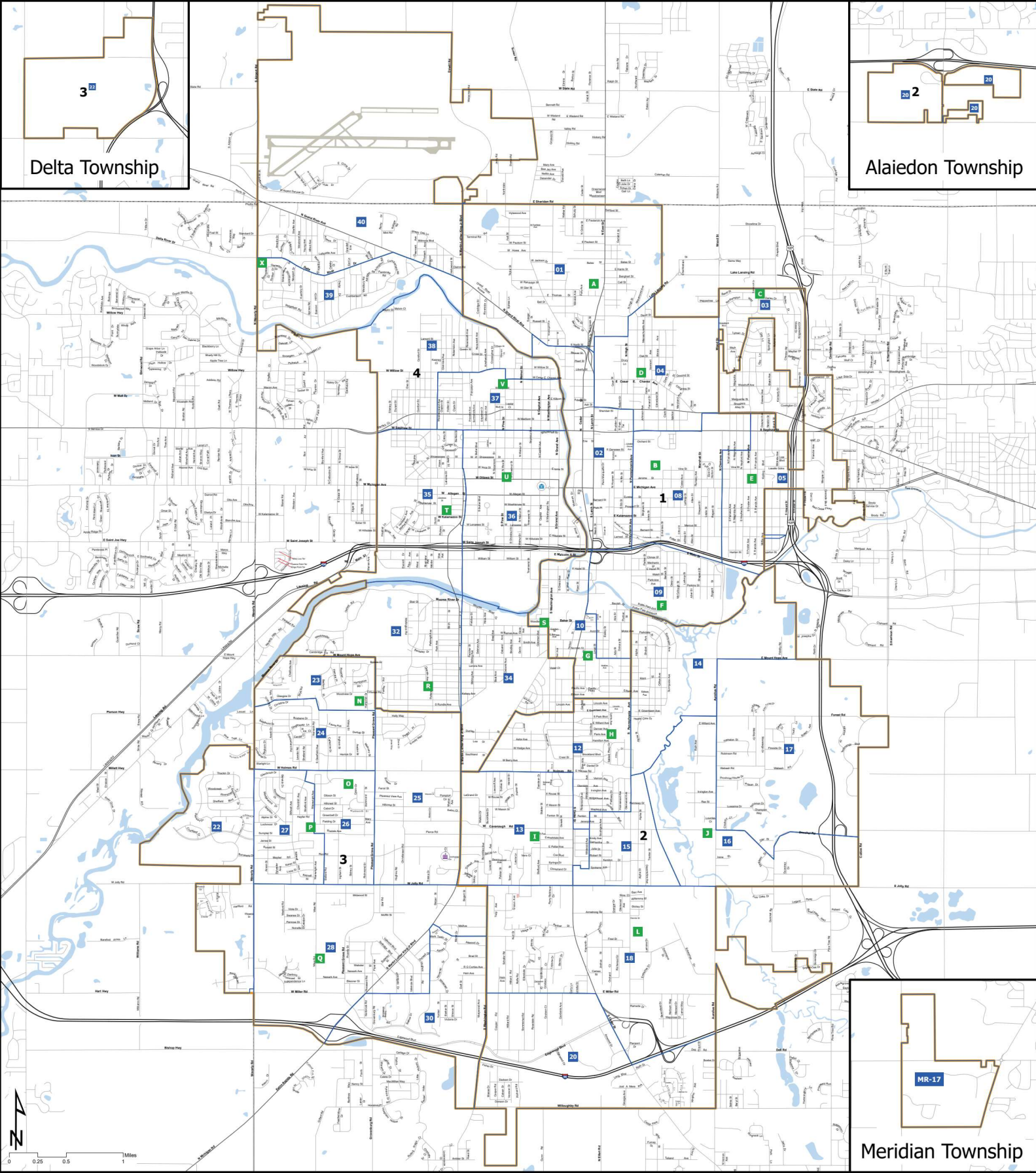
Andy Fedewa, Planner

Act-5-2024, 701 W Jolly Rd., Purchase of Property - STAFF REPORT

Aerial:



Precinct and Polling Location Map



Precinct #	Map ID	Polling Place	Address	Precinct #	Map ID	Polling Place	Address	Precinct #	Map ID	Polling Place	Address
1	A	Gier Community Center	2400 Hall St.	15	J	Parker Memorial Baptist Church	1802 E. Cavanaugh Rd.	28	Q	Alfreda Schmidt Southside Comm. Center	5825 Wise Rd.
2	B	Don Johnson Fieldhouse	400 N. Pennsylvania Ave.	16	J	Parker Memorial Baptist Church	1802 E. Cavanaugh Rd.	29	Q	Alfreda Schmidt Southside Comm. Center	5825 Wise Rd.
3	C	Post Oak School	2320 Post Oak Ln.	17	J	Parker Memorial Baptist Church	1802 E. Cavanaugh Rd.	30	R	Dr. Eva Evans Welcome Ctr. (Formerly Elmhurst)	2400 Patterson Ave.
4	D	Grand River Head Start	1107 E. Cedar Chavez Ave.	18	L	Unitarian Universalist Church of Greater Lansing	5009 S. Pennsylvania Ave.	31	S	Broad House Church	1518 S. Washington Ave.
5	E	Foster Community Center	200 N. Foster Ave.	19	L	Unitarian Universalist Church of Greater Lansing	5009 S. Pennsylvania Ave.	32	T	Letts Community Center	1220 W. Kalamazoo St.
6	F	Don Johnson Fieldhouse	400 N. Pennsylvania Ave.	20	L	Unitarian Universalist Church of Greater Lansing	5009 S. Pennsylvania Ave.	33	T	Letts Community Center	1220 W. Kalamazoo St.
7	G	Patton Park Zoo	1301 S. Pennsylvania Ave.	21	Q	Alfreda Schmidt Southside Comm. Center	5825 Wise Rd.	34	U	First Presbyterian Church	510 W. Ottawa St.
8	H	Bethlehem Lutheran Church	549 E. Mount Hope Ave.	22	Q	Alfreda Schmidt Southside Comm. Center	5825 Wise Rd.	35	V	Neighborhood Empowerment Center	400 W. Kalamazoo St.
9	I	Lyons School	2901 Lyons Ave.	23	N	Dwight Rich School	2600 Hampton Dr.	36	V	Letts Community Center	1220 W. Kalamazoo St.
10	J	Cavanaugh School	300 W. Cavanaugh Rd.	24	N	Dwight Rich School	2600 Hampton Dr.	37	V	Letts Community Center	1220 W. Kalamazoo St.
11	K	Bethlehem Lutheran Church	549 E. Mount Hope Ave.	25	O	Tabernacle of David	2445 W. Holmes Rd.	38	X	Hope Christian Ministries Int.	3827 Delta River Dr.
12	K	Bethlehem Lutheran Church	549 E. Mount Hope Ave.	26	O	Tabernacle of David	2445 W. Holmes Rd.	39	X	Hope Christian Ministries Int.	3827 Delta River Dr.
13	L	Bethlehem Lutheran Church	549 E. Mount Hope Ave.	27	P	Dr. Halk Professional Dev. Ctr. (Formerly Waterwright School)	4200 Waterwright Ave.	40	X	Hope Christian Ministries Int.	3827 Delta River Dr.



For election information, visit lansingvotes.com
Or contact the City Clerk's Office at:
city.clerk@lansingmi.gov
517-483-4131



ACT 33 REVIEW APPLICATION

CITY OF LANSING
PLANNING OFFICE

Reset Form

Print Form

FILE NUMBER: ACT-_____

DATE SUBMITTED:_____

Applicant: _____

Address (including zip code): _____

Phone number: _____

Fax number: _____ Email: _____

Interest in Property:

☐ Owner ☐ Represent owner ☐ Option to buy

☐ Other: _____

If applicant of not the owner, or if there is more than one owner, provide the following information (attach additional sheets if necessary):

Name of owner(s): _____

Address (including zip code): _____

Phone number(s): _____

Fax number: _____ Email: _____

SUBJECT PROPERTY GENERAL INFORMATION:

Address (if any): _____

Location description: _____

Permanent parcel #: _____

Legal description (see note below):

Applicant's proposal:

REQUESTED ACTION: (please check one)

_____ City Acquisition of Property

_____ Street or Alley Closure

_____ City Sale of Property

_____ Vacation of R.O.W

_____ Significant Change of Use of City Property

_____ Other: _____

What positive impacts (if any) will occur as a result of approving this proposal?

What negative impacts (if any) will occur if this proposal is not approved?

What negative impacts (if any) will occur as a result of approving and implementing your proposal?

Please fill out this application **COMPLETELY** and make sure that the following items are included:

Maps describing proposal. Maps should be readable and drawn to a specific scale.

Any other materials, brochures, pictures, etc. which will further explain the proposal.

NOTE:

If the action applied for will result in transfer of legal title from the City to the applicant or another or if the City otherwise requires, the applicant agrees to provide at the applicant's expense:

- A certified legal description
- Title insurance
- An appraisal
- An environmental report for the property

or to pay for same at closing, whichever the City determines.

FEES:

Involving land sales over \$50,000	\$100.00
Involving land sales under \$50,000	\$50.00

Signature of applicant:

Chris Snipe / 09/23/2024
Date

Signature of owner(s):

_____/_____
Date

_____/_____
Date

_____/_____
Date

SUBMIT THE FULLY COMPLETED APPLICATION TO THE ADDRESS BELOW.

For assistance, please contact:

PLANNING OFFICE
316 N. CAPITOL AVE., SUITE D-1
LANSING, MI 48933
(517) 483-4066
FAX: (517) 483-6036