



LANSING PLANNING COMMISSION
Regular Meeting
Tuesday, March 4, 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**
 - A. City of Lansing Annual Action Plan, Citywide Needs Hearing and Proposed Funding Allocations FY 2025-2026 1**
 - B. Form-Based Zoning Code, Second Amendment, Zoning Map revision 2**
- 5. COMMENTS FROM THE AUDIENCE (please limit comments to 3 minutes per person)**
- 6. RECESS**
- 7. BUSINESS**
 - A. Consent Items**
 - (1) Minutes for approval: January 7, 2025**
 - B. Old Business**
 - C. New Business**
 - (1) Act-1-2025, Monticello Drive, Street Vacation 3**
- 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: April 1, 2025

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).

**PUBLIC HEARING – PROPOSED FUNDING ALLOCATIONS
FY2025, 7/1/2025 – 6/30/26
NOTICE OF PUBLIC HEARING**

Notice is hereby given that the City of Lansing Planning Board will hold a public hearing to solicit public input on the proposed funding allocations for the City of Lansing's FY 2025 Annual Action Plan which covers the time period July 1, 2025 – June 30, 2026.

TO: ALL LANSING CITIZENS AND ORGANIZATIONS

FROM: LANSING PLANNING COMMISSION

SUBJECT: PUBLIC HEARING – PROPOSED FUNDING ALLOCATIONS

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

TIME: 6:30 p.m.

DATE: Tuesday, March 4, 2025

PURPOSE: TO PROVIDE CITIZENS THE OPPORTUNITY TO EXAMINE AND COMMENT ON PROPOSED OBJECTIVES, GOALS AND PROJECTED USE OF COMMUNITY DEVELOPMENT FUND RESOURCES, INCLUDING THE COMMUNITY DEVELOPMENT BLOCK GRANT, HOME AND EMERGENCY SOLUTIONS GRANT PROGRAMS, TO BE INCLUDED IN THE CITY'S ANNUAL ACTION PLAN SUBMISSION FOR FY 2025 (7/1/2025- 6/30/2026)

For additional information, please contact Doris M. Witherspoon, Senior Planner at doris.witherspoon@lansingmi.gov

PLEASE NOTE – Entitlement Grant Awards for FY 2025 (July 1, 2025-June 30, 2026) have not been announced by HUD as of the date of this publication. Amounts proposed herein for FY 2025 CDBG, HOME and ESG activities are based on prior year entitlement awards. If the grant amounts HUD actually awards to the City of Lansing for CDBG, HOME and ESG are different from the amounts shown above, pro-rata adjustments will be made to the budget amounts proposed for each activity

Funding Allocations

Program Activities and Use of Funds

Annual Action Plan 2025 (7/1/25 - 6/30/26)

City of Lansing Community Development Objectives

The primary objective of Lansing's Housing and Community Development Program is the development of a viable community which will provide standard housing in a suitable living environment, principally to benefit low- and moderate-income persons, preserve and expand existing businesses and industries, and create an atmosphere conducive to stability in neighborhoods.

Provide standard housing in a suitable living environment through rehabilitation, new construction, and improvement of the housing stock primarily in CDBG eligible neighborhoods and in specifically designated housing target areas

Provide housing counseling and assistance that will benefit low and moderate-income households.

Promote home ownership for low and moderate-income households and promote deconcentrating poverty.

Maintain at current levels the number of public and assisted housing units available to low and moderate-income households.

Provide homeless prevention assistance, emergency shelter, street outreach and supportive human services for people with special needs, people who are homeless and those at risk of becoming homeless.

Provide assistance for permanent supportive housing and human services for low- and moderate-income households with a history of chronic homelessness, including those with special needs.

Promote economic opportunity for low and moderate-income individuals by facilitating economic development, providing employment opportunity, sponsoring job training, supporting business development, micro-enterprise lending and business or financial educational programs and initiatives.

Promote economic development to provide jobs, business services and shopping opportunities for residents located in CDBG eligible areas

Provide community and neighborhood services, recreational opportunities and public facilities and promote neighborhood social cohesion to improve the quality of life in CDBG eligible neighborhoods.

Increase security and safety in neighborhoods by supporting public safety and crime prevention initiatives, public educational programs, and citizens' awareness in CDBG eligible areas.

Improve the city's transportation, public facilities, and infrastructure systems in CDBG eligible areas.

Protect and improve the city's physical environment, including preventing or eliminating blight, removing lead or other safety hazards, preserving historic resources, mitigating flood hazards, promoting healthy housing, and improving energy fitness in housing occupied by low and moderate-income households.

Promote fair housing objectives.

Provide affordable housing and economic development that benefits low- and moderate-income people in the context of mixed-use development along transit corridors.

COMMUNITY DEVELOPMENT BLOCK GRANT

Homeowner Housing Rehabilitation	Loans and grants for rehabilitation and Emergency Repair of owner-occupied housing units through city sponsored programs, and rehabilitation in conjunction with affordable housing efforts sponsored by nonprofit housing corporations, public and private developers, and other state and federal agencies, as well as lead hazard reduction, emergency housing rehabilitation, technical assistance to nonprofit housing corporations, ADA ramps, and hazard remediation.
Proposed funding amount: \$1,457,614	
Rental Unit Rehabilitation	Includes loans and grants for rehabilitation of rental housing units through city sponsored programs. Includes funds to meet healthy housing standards and/or lead hazard reduction regulations in rehabilitated structures
Proposed funding amount: \$533,497	
Blight Removal	Includes acquisition, maintenance and security of properties acquired through programs, and activities related to acquisition, disposition, relocation, and clearance of dilapidated and blighted structures. Funds may also be used to acquire and clear properties in the flood plain. Includes staff time associated with this activity.
Proposed funding amount: \$1,000	
Public Services (limited to 15%)	Includes services for low- and moderate-income individuals such as: education, youth and senior programs, neighborhood clean-ups, community gardens, home repair classes. Services are for low- and moderate-income individuals and/or those in CDBG-eligible areas located within the Lansing city limits.
Proposed funding amount: \$ 203,158 (15% of CDBG)	
Economic Development and Business Technical Assistance	Loans, technical assistance, and training to low- and moderate-income owners of and persons developing micro-enterprises within or planning to locate within the Lansing city limits. Technical assistance to individuals and for-profit businesses including workshops, technology assistance, and façade improvement loans/grants. Creation of jobs to benefit low and moderate-income city of Lansing residents. Technical assistance to individuals and for-profit businesses including workshops, technology assistance, façade improvement loans/grants, market analysis, business promotion, referrals for the attraction of new business and expansion of existing business within CDBG-eligible areas of Lansing.
Proposed funding amount: \$ 30,000	
CDBG General Administration (limited to 20%)	Includes staff and other costs associated with preparation of required Consolidated Planning documents, environmental clearances, fair housing activities and citizen participation activities associated with the delivery of CDBG, HOME and other state and federal programs. Includes planning and general administration costs associated with delivery of CDBG and other state and federal programs. Includes indirect administrative costs and building rent paid to the city.
Proposed funding amount: \$406,317	

TOTAL CDBG	\$2,631,586 Includes FY25 allocation estimate of \$2,031,586 plus an estimated \$500,000 in unspent funds and an estimated \$100,000 of Program Income
-------------------	---

HOME

Down Payment Assistance	Funds provided to homebuyers for down payment and closing costs for purchase of a single-family home located within the Lansing city limits. Up to \$10,000 will be available as a 0% interest second mortgage for homebuyers with income at or below 80% of median income. Assistance limited to first-time homebuyers. May include staff time and/or homeownership counseling fees associated with this activity.
Proposed funding amount: \$100,000	
Homeowner Housing Construction and Rehabilitation (ADR)	Includes funds for loans and grants for housing construction and rehabilitation with non-profit and for-profit developers, including CHDOs. HOME funds allocated for housing developed in partnership with the city, including Supportive Housing Program (SHP) and Acquisition, Development and Resale (ADR) activities. Projects may include new construction and rehabilitation activities with non-profit and for-profit developers, including CHDOs. Funds may be used for staff time associated with these activities
Proposed funding amount: \$397,543	
CHDO Set-aside (15% minimum required)	Reserved for housing developed, sponsored, or owned by CHDOs in partnership with the city.
Proposed funding amount: \$ 101,258.31	
Community Housing Development Organization (CHDO) Operating (limited to 5%)	Funds reserved at option of the City to provide operating funds to CHDO's utilizing the City's HOME funds to produce affordable housing in the community.
Proposed funding amount: \$33,753	
HOME General Administration (limited to 10%)	Includes staff and general administration costs to deliver the HOME program.
Proposed funding amount: 67,506	
TOTAL HOME	\$700,060.31 Includes estimated allocation of \$675,060.31 and estimated \$25,000 in Program Income.

EMERGENCY SOLUTIONS GRANT (ESG)

Street Outreach	Street Outreach activities.
Proposed funding amount: \$5,460	
Homeless Prevention	Homeless Prevention activities.
Proposed funding amount: \$60,055	
Administrative Activities (limited to 7.5%)	Funds provided to offset the cost of administering emergency solutions program.
Proposed funding amount: \$12,738	
Homeless Management Information System (HMIS)	Funds will be provided for HMIS and comparable database costs.
Proposed funding amount: \$ 5,460	
Shelter Operation	Funds provided to shelter providers to cover cost of maintenance, operations, insurance, utilities, and furnishings in shelter facilities.
Proposed funding amount: \$ 98,271	
TOTAL ESG	\$181,593

SUMMARY

Fifty-One Year Community Development Resources

Program	Annual Action Plan
CDBG Entitlement Grant	\$2,031,586
Previous Year (PY)	\$500,000
Program Income (PI)	\$100,000
HOME Program Funds	\$675,060.31
Program Income (PI)	\$25,000
ESG Program Funds	\$181,984
TOTAL	\$3,513,630.31

Administrative, management and operation costs for the above programs include the administration, management, and operations of the eligible activities, **as well as other federal and state community development programs in which the city is now or may be participating.**

Department of Economic
Development and Planning
Rawley Van Fossen, Director



Planning & Zoning Office
316 N. Capitol Avenue, Suite D-1
Lansing, Michigan 48933
PH: 517.483.4066
www.lansingmi.gov/planning

MEMORANDUM

TO: Lansing Planning Commission

FROM: Planning & Zoning Office

DATE: March 4, 2025

SUBJECT: Form-Based Zoning Code, Second Amendment, Zoning Map revision

During on-going discussions with the City Council Committee on Development and Planning, it was brought to the attention of Planning and Zoning Office staff that most of the neighborhood bounded by S Holmes St. (west), E Kalamazoo St. (north), Mifflin Ave. (east), and I-496 (south), that had been zoned R-6a Residential, was proposed to become R-3 (renamed from R-6b).

R-6a allowed for a maximum of one detached dwelling unit, while R-6b allowed for up to six dwelling units in one principal building.

Staff proposed to condense the number of zoning districts with no or few differences in site layout requirements or allowable land uses to make the overall code and map easier to understand and administer.

The second amendment to the Zoning Ordinance proposes to combine R-1, R-2, and R-3 into the proposed R-1. R-4, R-5, and R-6a would become R-2, and R-6b would be R-3. Because of these combinations, no area was intended to be upzoned without a change to the future land use map and more input from residents and stakeholders.

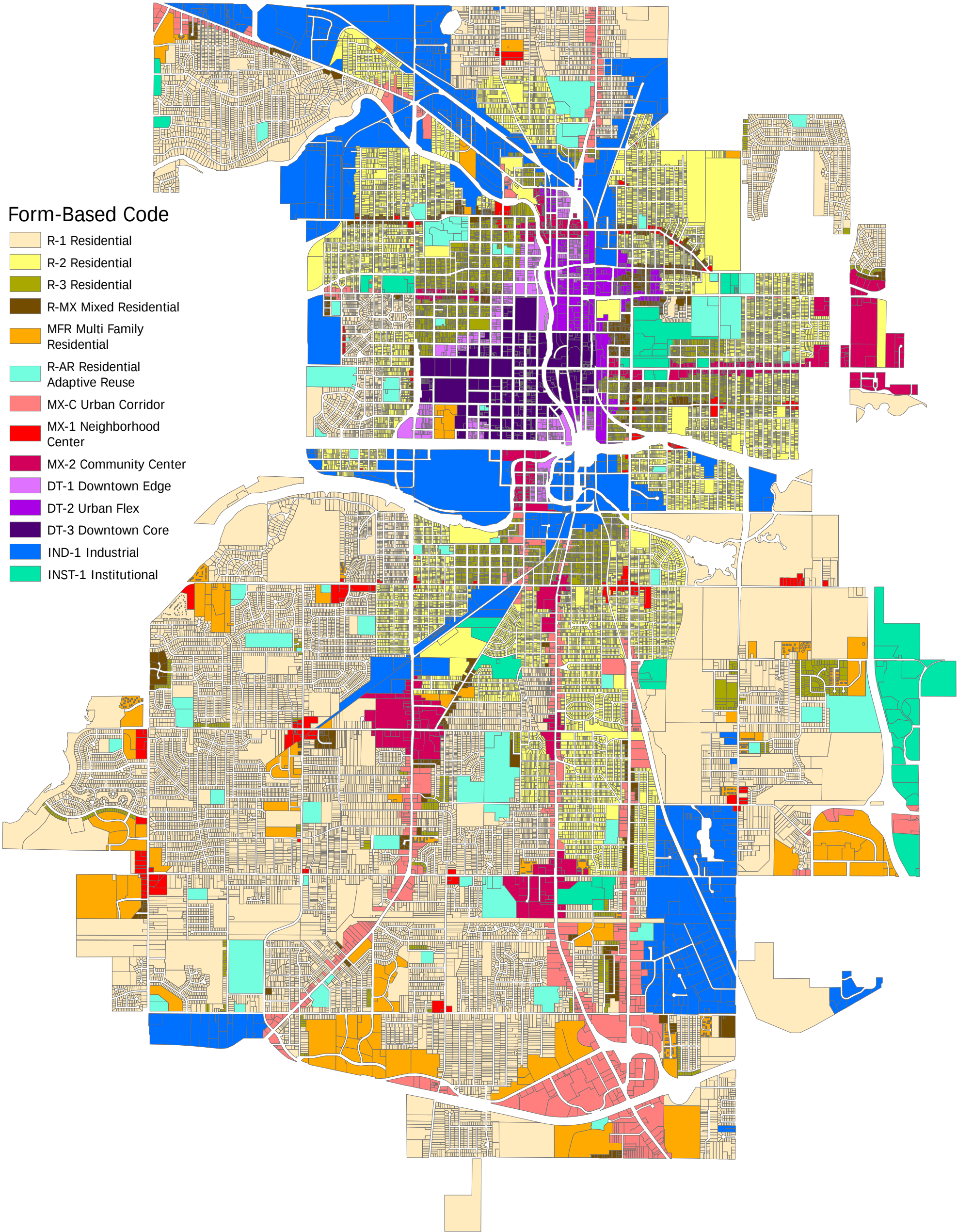
Due to this mapping error staff has resubmitted the proposed zoning map (attached) for public hearing and Planning Commission recommendation.

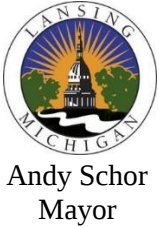
City of Lansing Form Based Zoning Code Map

Second Amendment DRAFT

Form-Based Code

- R-1 Residential
- R-2 Residential
- R-3 Residential
- R-MX Mixed Residential
- MFR Multi Family Residential
- R-AR Residential Adaptive Reuse
- MX-C Urban Corridor
- MX-1 Neighborhood Center
- MX-2 Community Center
- DT-1 Downtown Edge
- DT-2 Urban Flex
- DT-3 Downtown Core
- IND-1 Industrial
- INST-1 Institutional





Andy Schor
Mayor

LANSING PLANNING COMMISSION
Regular Meeting
January 7, 2025 - 6:30 p.m.
Neighborhood Empowerment Center
600 W Maple Street, Lansing, MI

MINUTES – DRAFT

1. OPENING SESSION

Ms. Alexander called the meeting to order at 6:32 p.m.

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

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

3. COMMUNICATIONS - None

4. PUBLIC HEARINGS & ITEMS FOR ACTION

A. Form-Based Zoning Code, Accessory Dwelling Unit Amendment, Councilmember Hussain version

Mr. Fedewa introduced an amendment to the draft ordinance that would allow accessory dwelling units (ADUs), to require either the principal or accessory dwelling to be occupied by the property owner. This amendment was proposed by Councilmember Hussain during discussion in the Council Committee on Development and Planning. Mr. Fedewa stated that staff had considered this requirement when they were drafting the proposed ordinance but ultimately chose not to include it. Staff found that although many communities include a homeowner requirement within their ADU ordinance, most seem to eventually rescind it to encourage the building of new housing units. Mr. Fedewa stated that city staff would have to verify the occupancy status for these properties going forward and inform residents the necessity of deed restrictions or covenants.

Mr. O'Dell commented that too many regulations may discourage new housing units from being built.

Mr. Muchmore spoke on his experience living in a community that allowed ADUs, some of the issues they created, and his agreement that a property owner living on-site makes them more responsible for the condition of the units and available to address issues.

Mr. Hovey opened the public hearing.

Jeff Deehan, Dymaxion Development, spoke in support of accessory dwelling units being legalized.

Seeing no one else wishing to speak, Mr. Hovey closed the public hearing.

Mr. Ruge made a motion, seconded by Mr. Muchmore, to approve the Councilmember Hussain version of the Form-Based Zoning Code, Accessory Dwelling Unit Amendment.

Mr. Ruge stated that Councilmember Hussain's amendment is only one change and it is sensible for the property owner to be available for maintenance.

Ms. Alexander and Mr. Hovey spoke on their support for the original draft to encourage the building of new housing units.

On a roll call vote the motion failed 2-5. Ms. Alexander, Mr. Cox, Mr. Hovey, Mr. Klont, and Mr. O'Dell cast the dissenting votes.

5. **COMMENTS FROM THE AUDIENCE** – None

6. **RECESS** – Not taken.

7. **BUSINESS**

A. **Consent Items**

(1) Minutes for approval: December 3, 2024

The minutes from the December 3, 2024 Planning Commission meetings were approved without objection.

B. **Old Business** – None

C. **New Business**

(1) **Act-7-2024, 1801 N Washington Ave., Utility Easement**

Mr. Fedewa introduced a request from Consumers Energy to create a 12-foot wide easement along the southwest, west, and north borders of Reasoner Park at 1801 N Washington Ave. Consumers would install new natural gas distribution lines within unimproved parkland that would service the surrounding neighborhood. N Capitol Ave. between Russell St. and W Reasoner St. was vacated in 1966 and will also hold utility infrastructure, but has an existing utility easement.

Mr. Muchmore asked if any park improvements will be affected by the utility work. Mr. Fedewa stated that the easement area is unimproved and that the proposed agreement will prohibit the City from installing any amenities within the area.

Mr. Muchmore made a motion, seconded by Mr. Cox, to recommend approval of Act-7-2024, 1801 N Washington Ave. Utility Easement, as proposed. On a voice vote the motion carried unanimously (7-0).

(2) **Act-8-2024, 520 S Washington Ave., Use of Rights-of-Way**

Brendan Fox, Dymaxion Development, introduced Dymaxion Development's request for easements to permit building encroachments in the W Lenawee St. and S Washington Ave. rights-of-way. These easements would facilitate the new Ovation Center for Music and Arts (the Ovation), as designed by Albert Kahn Associates. The building encroachments as proposed would allow for two roof overhangs 50 feet above finished grade along W Lenawee St. and S Washington Ave, two ramps at the

northeast entrance and an accompanying roof overhang, and a building overhang that would serve as space for a black box theater.

Mr. Fedewa spoke on some of the comments made by the Public Service Department. Public Service stated the city does not have any existing infrastructure under the proposed overhangs and that sewer separation work under the S Washington Ave. and W Lenawee St. is scheduled for 2029 and 2034, respectively so the Ovation utility plan is being reviewed under site plan review. Mr. Fedewa stated that building code compliance is also being verified under site plan review.

There were comments made about sidewalk maintenance and a statement that the City is ultimately the owner and operator of the Ovation. Mr. Fox stated that explicit directions can be included in the operating agreement that is being drafted.

Mr. Fedewa stated that Public Service recommends that a reverter clause be included in the easement agreement to return the use of the subject rights-of-way back to the City if the building is ever demolished. The clause will be verified the Office of the City Attorney.

Mr. O'Dell asked for the occupant capacity. Dominic Cochran answered that occupancy will range from around 100 for the black box theater, to 800 to 2000+ in the main area for seated and unseated events. Mr. Cochran stated that building information and floor plans are included on the Ovation's website.

Mr. O'Dell asked if there will be on-site parking. Mr. Cochran answered that during the planning and design phase of the development it was determined that the venue would need up to 800 parking spaces. Over 1,600 parking spaces are in the vicinity within a city-operated parking ramp, and on on-street parking spaces that will not be collecting fees after 6:00 p.m. on weekdays or at all during weekends.

Mr. Muchmore made a motion, seconded by Mr. Cox, to recommend approval of Act-8-2024, 520 S Washington Ave., use of rights-of-way, as proposed. On a voice vote the motion carried unanimously (7-0).

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 7:05 p.m.

Act-1-2025, Monticello Drive, Street Vacation - 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 Public Service Department

PROPOSAL: Vacate section of Monticello Dr. south of Coachlight Common St.

CURRENT OWNER: City of Lansing

EXISTING LAND USE & ZONING: Use: Street right-of-way. Zoning: n/a

PROPERTY SIZE AND SHAPE: Rectangular, 66' width x 112.64' depth, 7,434 square feet

SURROUNDING ZONING & LAND USE

North:	R-2, single-family residential
South:	MFR, multi-family residential
West:	R-2, single-family residential
East:	R-2, single-family residential

ANALYSIS

BACKGROUND:

The Public Service Department is requesting to vacate a dead-end section of Monticello Dr. south of Coachlight Common St. northeast of the intersection of S Waverly Rd. and W Miller Rd. This street stub does not provide access to any residence. The property was designated an outlot in the original plat and deeded to the City in 1971. Rather than developed as a regular buildable lot, outlots are usually reserved for access points, stormwater management, greenspace, or utilities. Monticello Dr. connected the subdivision and apartment buildings when they were built in 1969 – 1971. It appears the street was closed off sometime between 1986 and 1992 as seen in historic aerials from that time. The street vacation of Monticello Dr. was explored as Act-2-1992, but I have not found evidence of it being heard by Planning Board, nor acted on by City Council.

There have been numerous complaints about trash, illegal dumping, vandalism, and trespassing within the neighborhood connected to this street stub.

City staff explored the feasibility of marketing the property for sale and residential development, however a sewer drain runs through the property rendering it undevelopable. Instead, as with most street vacations the vacated land will be split between the adjoining property owners to the west and east.

The proposed street vacation would have no impact on the city's circulation network.

LOCATION:

This section of Monticello Dr. extends 112' south of Coachlight Common St.

CHARACTER:

This section of Monticello Dr. does not serve any residence and has been terminated at the property line with 5911 S Waverly Rd (Pinebrook Apartments) with a wooden fence that has been damaged. It is not necessary for the circulation network.

EXTENT:

The extent of the vacation would be that section of Monticello Dr. south from Coachlight Common St. running approximately 112.64 feet.

Per the Land Division Act 288 of 1967 the vacated street will be split down the middle and the resulting land divided amongst the adjoining property owners.

AGENCY REFERRALS

Lansing Board of Water and Light (BWL)

- No comment received.

Public Service Department:

- No comment received, but details for this staff report provided by Public Service.

Lansing Fire Department:

- No comment received.

Parks and Recreation Department:

- [Parks and Recreation] has been involved in several meetings in this area specifically regarding vandalism and dumping. This is a good move and will reduce maintenance in this area. Residents who use this as a cut through to the neighborhood/park can enter from further west

Neighborhoods, Arts, and Citizen Engagement Department:

- Supportive of application

Building Safety Office

- No objection.

STAFF RECOMMENDATION

The request can be granted without impact on the circulation network. The City and the Board of Water and Light will execute easement(s) for utilities per the Public Service Department. Staff recommends support of the vacation of this section of Monticello Dr. based on the fact that it is unnecessary for the circulation network and it will save maintenance costs.

Respectfully submitted,

Andy Fedewa, Planner

Exhibit A: Aerial

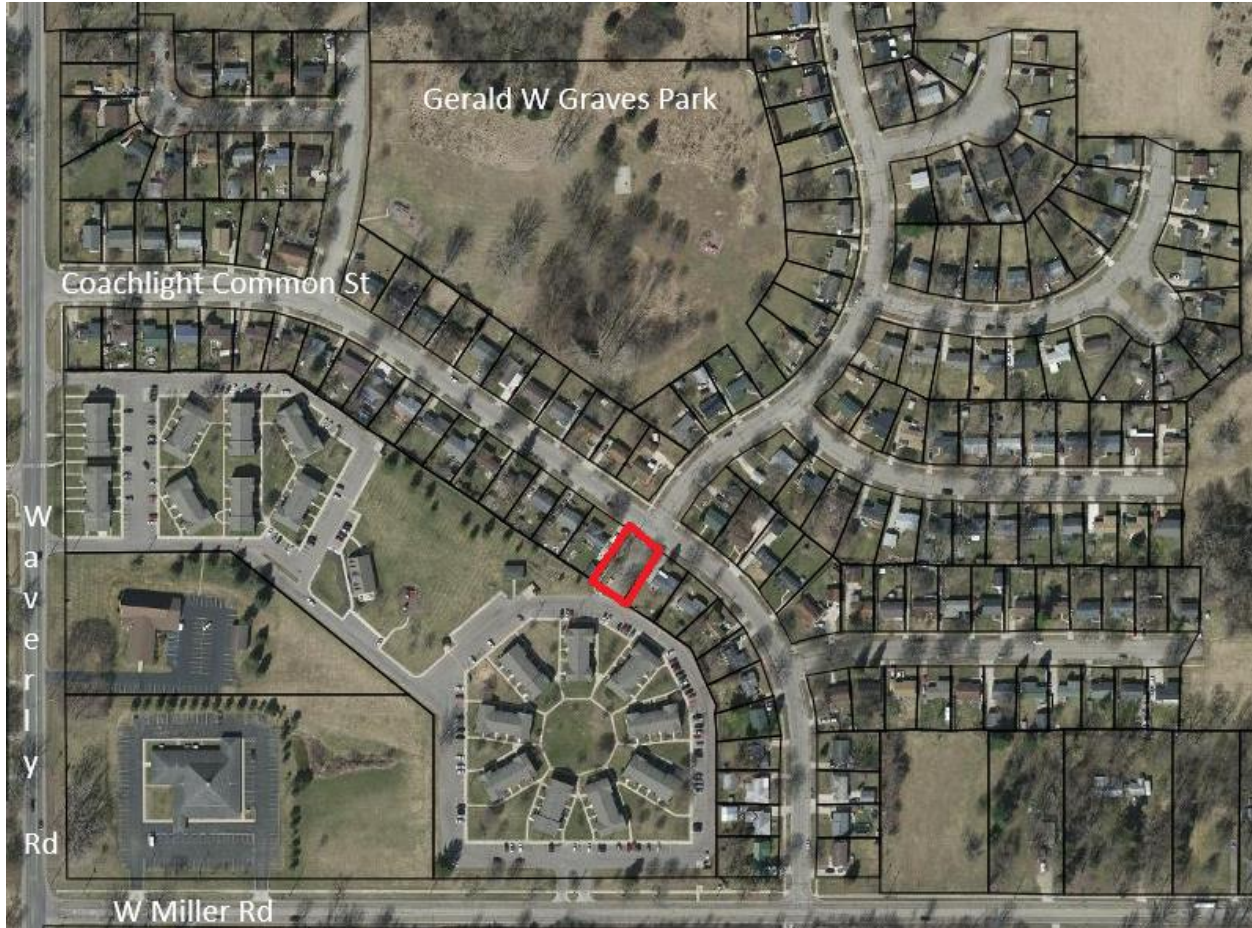


Exhibit B: Sewer Drain

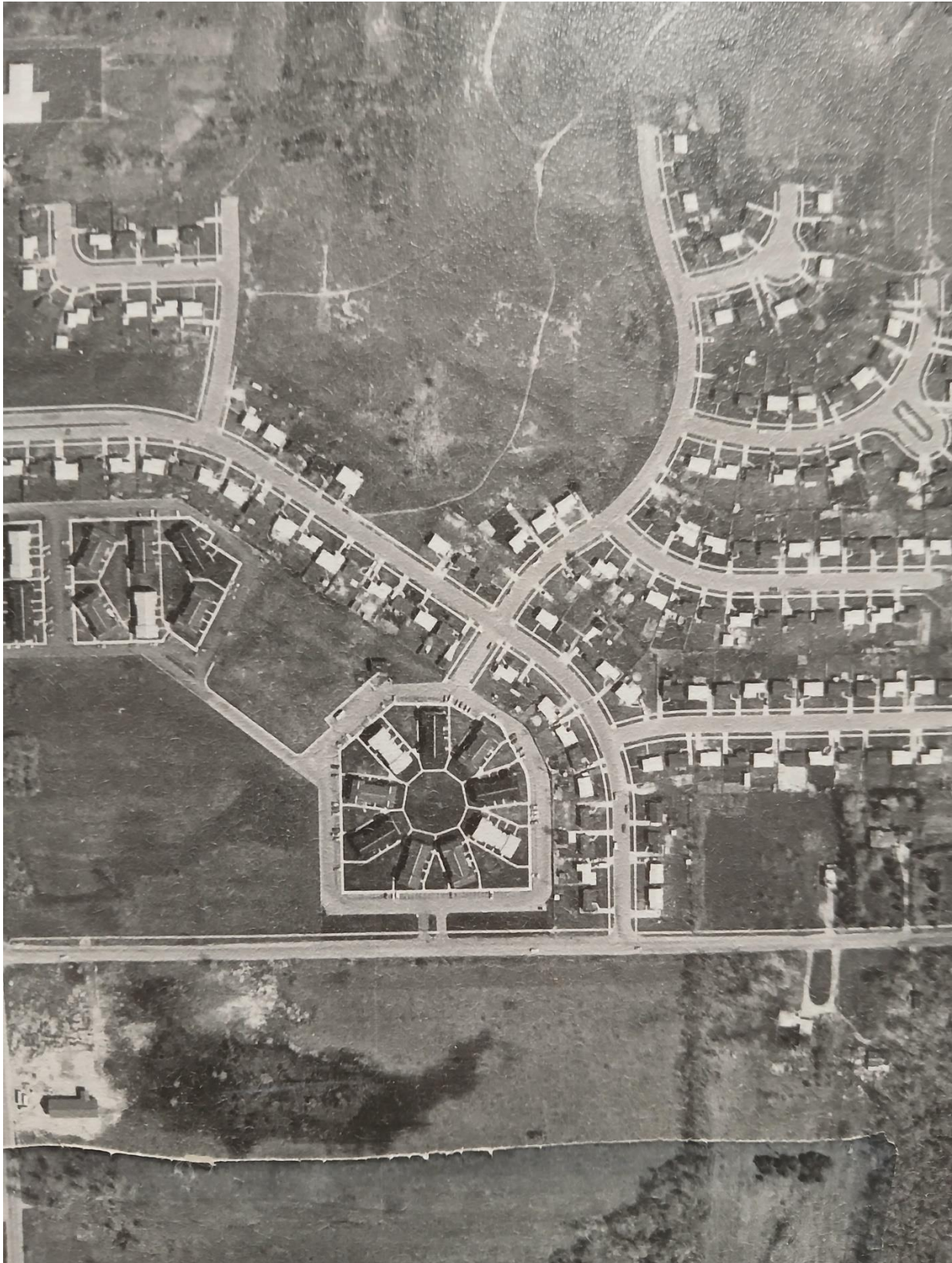


Act-1-2025, Monticello Drive, Street Vacation - STAFF REPORT

Exhibit C: September 2023 Google Streetview images



Exhibit D: 1973 Aerial



Act-1-2025, Monticello Drive, Street Vacation - STAFF REPORT

Exhibit E: Plat Map (excerpt)

