



# EAST LANSING AGENDA

## Zoning Board of Appeals Meeting

6:00 PM - Wednesday, July 1, 2026

East Lansing Public Library - 950 Abbot Road

Public Comment - Email: [coelzba@cityofeastlansing.com](mailto:coelzba@cityofeastlansing.com)

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**MEMBERS**

**Chair**  
Joshua Smith

**Vice Chair**  
Beverly Bonning

Patrick Beatty  
Alan Thelen  
Logan Byrne  
Jessica Sender  
VACANT

**Alternate 1**  
Steven Whelan

**Alternate 2**  
Ed Wagner

**City Council Liaison**  
Steven Whelan

**Staff Liaison**  
Grace McCarthy  
(517) 319-6930

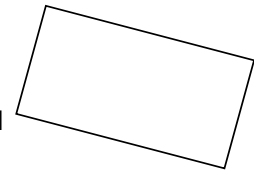
City of East Lansing  
DEPARTMENT OF  
PLANNING,  
BUILDING &  
DEVELOPMENT  
410 Abbot Road  
East Lansing, MI 48823

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JUNE MINUTES

**June 3, 2026 – 6:00 p.m.**

East Lansing Hannah Community Center-819 Abbot Road



**Present:** Byrne, Smith, Thelen, and Whelan

**Absent:** Beatty, Bonning, Sender, and Wagner

**Staff Present:** McCarthy

**1) OPENING**

**1.1) Roll Call**

Chair Smith called the meeting to order at 6:02 pm

At the calling of the roll Beatty, Bonning, Sender, and Wagner were absent. Whelan was present as the alternate.

**1.2) Approval of the Agenda**

**Motion:** It was moved by Smith and seconded by Byrne to approve the agenda as presented. **Vote:** All yeas, motion passed unanimously by a vote of 4 to 0.

**1.3) Approval of the Minutes of April 15, 2026**

**Motion:** It was moved by Byrne and seconded by Thelen to approve April 15, 2026 minutes as presented **Vote:** All yeas, motion passed unanimously by a vote of 4 to 0.

**2) COMMUNICATIONS FROM CITIZENS**

**2.1) Written – None**

**2.2) Verbal – None**

**3) STAFF REPORTS**

McCarthy informed the board that the City Manager’s office has requested that the weekly Council Manager reports be included in all board packets. The board does not need to discuss or take action on

these reports. They are intended to be informational and can also be located on the City's website.

**4) BOARD MEMBER CONCERNS**

**4.1) Disclosure of Conflicts of Interest - None**

**5) NEW BUSINESS**

5.1 A public hearing to consider an application from Kayla Owen, property owner of 970 and 962 Lilac Ave to allow for a lot line adjustment.

The applicant requested to defer the application to the July 1 meeting to have more board members present to hear the request. The public hearing will be noticed for the July 1 meeting.

**6) OLD BUSINESS**

None

**7) ANNOUNCEMENTS**

McCarthy shared that there is an application that has been received for the month of July as well as the rescheduled public hearing from the June meeting.

**8) ADJOURNMENT**

**Motion:** Smith moved to adjourn the meeting at 6:17 p.m. Thelen seconded the motion. **Vote:** All yeas, motion passed unanimously by a vote of 4 to 0.



# CITY MANAGER

Quality Services for a Quality Community

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## MEMORANDUM

**TO:** East Lansing City Council  
**FROM:** John Newman, Acting City Manager  
**DATE:** May 29, 2026  
**SUBJECT:** Council/Manager Communication #21-2026

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City of East Lansing  
OFFICE OF THE CITY  
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### Departmental Updates

#### **City Manager's Office**

##### **Downtown Development Authority**

DDA Executive Director, Lori Mullins, participated in a discussion regarding the SmartZone Local Development Finance Authority (LDFA) with members of the LDFA Board, Lansing Economic Area Partnership (LEAP) staff and others. There was discussion about the LDFA boundaries and goals.

The DDA Board held their regular monthly meeting on May 28. They approved the DDA FY 2027 budget and adopted the tax rate resolution. They also acted on seven other items. In addition, the board heard a presentation on the Downtown Parking Report from Landon Bartley, City of East Lansing Principal Planner, and Caleb Sharrow, City of East Lansing Downtown Parking Administrator, and talked about downtown parking capacity.

Staff is working to develop a DDA Site Amenities program that will allow downtown business owners and property owners to utilize available site furnishings that are owned by the DDA.

A subcommittee of the DDA will be working to evaluate proposals from brokers for professional services to support the marketing and sale of 314, 328, 334, 340, and 344 Evergreen.

The ArtSpace Core Group met with staff from ArtSpace and continued planning for the site visit and community meetings to be held on July 27-29, 2026.

#### **Grants Coordinator**

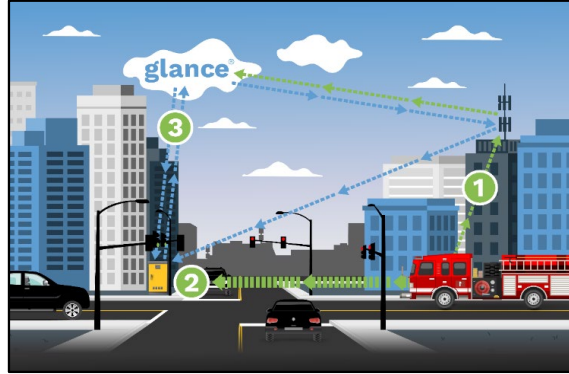
The Grants Coordinator joined ELFD Fire Chief and Interim City Manager John Newman for a presentation at Meridian Fire Station 91 to learn about Glance

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Emergency Vehicle Preemption Device improvements. Preemption systems reduce arrival time of first responders to scenes by providing emergency

vehicles with green lights ensuring they arrive quickly and safely. The information provided during this presentation will allow the Grants Coordinator to accurately describe this equipment if the city decides to pursue funding opportunities to upgrade its existing preemption system. To the right is a visual depiction of



how the Glance preemption and priority system works. This visual depiction is provided by the Applied Information Blog.

## City Clerk's Office



The Clerk's office is wrapping up the May Special Election. Election day was very smooth overall, and all results and paperwork were delivered to the County Clerk at 10:00pm on election night. There was a total of 3,845 voters (16.49%) who voted in this election. The Clerk's office will be submitting a full reimbursement request to Ingham County ISD next week. MCL 168.315 allows the County 84 days to respond

to the reimbursement. The total reimbursement amount will be over \$60,000,

East Lansing was not selected for an audit for this election, which means that the Clerk's office can now begin the cleanup and retention 30 days following the certification date.

The Clerk and Deputy Clerk will be attending Election Cycle Training on Monday, June 1st as part of their accreditation requirements.

The Election Commission will meet on June 2, 2026, where they will be discussing a temporary relocation of Precinct 13.

Ballot orders for the August Primary were sent to the County Clerk this week, and ballots will be arriving at our office in the next two weeks. In mid-June, the Clerk's Office will send out over 6,000 ballots for the August Primary.

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Election Equipment Decertification Update: All election equipment across the State of Michigan is set to be decertified in early 2027 following the end of a 10-year contract with the current vendors. The voting systems RFP with the State is now closed, and the State will now begin evaluating the bids with the Joint Evaluation Committee. Election equipment vendors will be chosen at the County level, and new contracts will be in place by December 2026.

For the month of May, the East Lansing City Council held two regular meetings, one discussion only meeting, and one special meeting totaling around 22 hours of meeting support from the Assistant to City Council and Council Secretary. This caps off Council's almost seven straight weeks of meetings held since April. The Assistant to City Council scheduled for two Councilmembers to participate in the Michigan Municipal League's Core Summit for Elected Officials at the beginning of the month.

Licensing renewals for FY27 were sent out on Thursday. To date, there are 60 restaurants not in compliance with payments to the City, which will result in no license being issued until compliance is met. For those that return their applications and payment by June 30th, new licenses will be issued the following week.

The Clerk's office has been busy fulfilling FOIA requests for the city. To date, we have received 101 requests for 2026.

There are several events that are in the process of department approvals including the following: Michigan State Homecoming Parade, Capital City River Run, Trojan Trails 5k. Pumpstock Music Festival was recently approved, which is set to take place on June 6, 2026, at Bailey Park.

There is currently one position open in the Clerk's Office for a part time Administrative Assistant. Applicants are encouraged to apply here: [Administrative Secretary – Part Time](#)

## **Community and Economic Development**

Community & Economic Development (CED) staff launched marketing for Downtown Stretch, which is this year's summer outdoor fitness programming taking place each Sunday in downtown East Lansing June 7 – August 30. Each class will take place 10am-11am and will be taught by either Yoga State (515 E. Grand River Ave) or Recharged Pilates (565 E. Grand River Ave).

East Lansing PRIDE is taking place on Saturday, June 13. Several items were confirmed related to the event, including the full slate of open floor drag show

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performers and drag story time readers as well as the final list of event vendors (the event is set to feature over 60 vendors).

Following City Council approval, CED staff worked to complete final certifications and submit the City's 2026-2030 CDBG Consolidated Plan and FY2027 CDBG Annual Action Plan to the U.S. Department of Housing and Urban Development.

CED staff plan to issue a Request for Quotes on Friday, May 29, for assistance in developing updated branding for Downtown East Lansing.

Wendy Sylvester Rowan is expanding the Rotating Art Program, with sixteen new frames set to be installed throughout the downtown parking garages.

Director Heather Pope participated in the Lansing Regional SmartZone (LRSZ) meeting on Wednesday, May 27. The discussion was focused on what East Lansing's top priorities are for the SmartZone, possible expansion of the SmartZone boundaries in East Lansing, and programming and funding.

CED staff are updating the Housing Rehabilitation Program application and guidelines, with the goal of assisting one Community Development Block Grant (CDBG) qualified household this year.

## **Department of Public Works and Environmental Services**

### **Engineering:**

Work on Haslett Road from Saginaw Highway to Hagadorn Road is substantially complete and in the punchlist stage. Rowe is the consultant on the project. Michigan Paving is the contractor. The full closure has been removed and the street is open to traffic.

Work is ongoing for the City's CWSRF Rivers Edge project. Dunigan is the contractor and Fishbeck is the consultant. The contractor is currently working on replacing water main along Grand River Avenue ahead of the continued sewer work on Woodmere Avenue as well as across Grand River Avenue. A Grand River Avenue partial closure began Tuesday, May 26 and closed the southern lanes of the street. Eastbound traffic will be utilizing the southernmost westbound lane. The full Grand River Avenue closure is scheduled for this summer from June 8 to July 24.

For the Southeast Marble local streets project, a ballot was sent out on Friday, May 8, 2026, to all residences in the project area for voting on the proposed solution in accordance with the Neighborhood Traffic Calming Action Plan. Proposed measures include six (6) traffic circles strategically placed throughout the neighborhood, raised crosswalks at the John R Street and Mt

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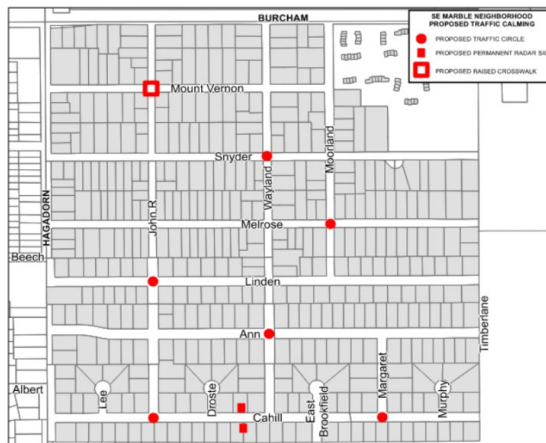
Vernon Avenue intersection near the school, and a pair of permanent radar signs along Cahill Drive. The voting period closed on May 22, and any ballots known or suspected to have been mailed by this date have been tallied. 211 ballots were returned on time with 147 (70%) in support of the measures and 64 (30%) opposed. Based upon this response, the measures will be incorporated into the Local Streets Project(s) design(s). Ballots that arrive late will continue to be logged but are not anticipated to inform the decision at this time. The most frequent reasonings for opposition include: a concern for the cost, a preference for different intersections, the desire to instead reconfigure Hagadorn Rd back to the pre-project layout, and a desire to simply use stop signs instead.



**Figure 1:** Traffic circles provide obstructions which require drivers to slow down to navigate around them. They can be placed in most intersections without changing the geometry of the curbline. Similar measures can be found in the Bailey Neighborhood.



**Figure 2:** Raised crosswalks provide elevated surfaces which require drivers to slow down to navigate over them. Special emphasis pavement markings are typically used in conjunction with the structure to draw attention to the presence of the device.



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## **Environmental Sustainability:**

**Illegal Tree Removal Enforcement:** Staff have responded to multiple incidents of illegal tree removal, including the removal of four City street trees within the historic district and a full clear-cut of mature woodland on Coleman Road. Both cases are being actively pursued for enforcement and mitigation under the City's tree ordinance.

**DPW Solar Array:** An RFP is currently open for an approximately 200 kW solar array at the Department of Public Works facility. The installation will incorporate pollinator landscaping beneath the array. Staff anticipate bringing a contract recommendation to Council in July. The project is eligible for a 30% direct payment from the U.S. Treasury under the Federal Inflation Reduction Act's elective pay provisions, significantly reducing the City's net project cost.

**Recycling Infrastructure Grant Closeout:** The City's recycling infrastructure improvements continue to demonstrate strong operational results. Monthly hauling trips have dropped from 70 to 90 per month to just 3 to 5, with corresponding reductions in staff time and transportation costs. The grant period closes in late June, and staff are completing final closeout documentation.

**Energy Efficiency and Conservation Block Grant - Federal Reimbursement:** In 2023 the City received a formula-based award under the Federal Energy Efficiency and Conservation Block Grant (EECBG) program, which was used to purchase the City's first two fully electric fleet vehicles. The City submitted for reimbursement in early 2025 and was told to expect a 30-day turnaround. Following the presidential transition, all communication and reimbursements were suspended without notice. This week, approximately 18 months after submittal, federal program managers re-engaged with staff, and it appears likely the City will receive the approximately \$100,000 owed.

## **Operations:**

This week, the Sewer Division made a storm pipe repair at the Woodland Pass and Kendale Blvd intersection and a catch basin repair at the Elizabeth Street and Grove Street intersection.

The Water Division installed new water services at 238, 211, and 217 Milford Street.

The Parks Division has been collecting storm debris that has been set out by residents. Staff are collecting yard waste bags with stickers and bundles of sticks (without stickers) throughout the week in response to the storm event that took place last Monday, May 18. Friday, May 29, will be the last day of collection for this special storm debris cleanup. Parks staff also cleaned up

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landscaping around the East Lansing Aquatic Center and laid 40 yards of fresh mulch in preparation for the opening this weekend.

## **Fire Department**

Eleven new candidates participated in the written examination and physical agility assessment this week. All candidates successfully completed the testing process, with two candidates meeting all education and certification requirements for firefighter/paramedic. Oral board interviews are scheduled for Wednesday, June 3, 2026.



Communication and collaboration efforts are ongoing with the Fire Chiefs from Meridian Township, Bath Township, and Lansing Township Fire Departments to coordinate joint training sessions. The continuation of automatic aid agreements with these departments has highlighted the necessity of developing a comprehensive training program that promotes unified task assignments, effective communication, operational objectives, and adherence to department policies.

Paramedic students from Lake Superior State University and Lansing Community College are successfully progressing through their internships with ELFD Field Training Officers.

## **Human Resources**

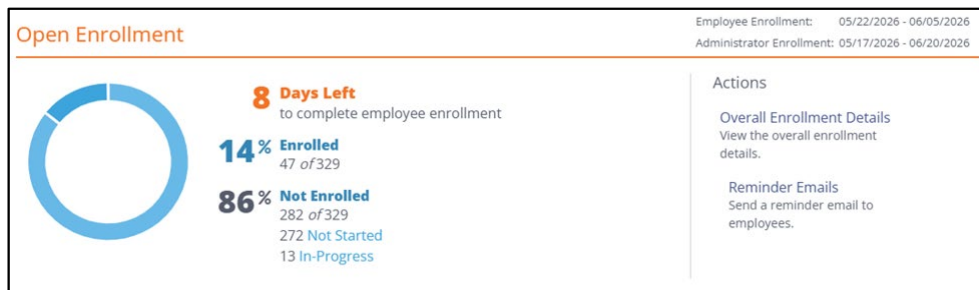
This week marks the first full week of open enrollment for the plan year beginning July 1, 2026. This year, we implemented a passive open enrollment process, meaning only employees who wish to make changes to their benefits are required to log into the system and complete enrollment. Employees who do not take any action will have their current elections automatically carry over into the new plan year.

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As of today, 47 employees have completed the enrollment process, and an additional 13 have started but not yet finalized their elections. These participation numbers are consistent with what we would expect during a passive enrollment period.

Last year, the City implemented PlanSource as its benefits administration software. Prior to that, open enrollment was conducted entirely on paper. The transition to PlanSource now allows HR to monitor enrollment activity and participation in real time, as reflected in the data below.



Additionally, contract negotiations continued this week with the IAFF, and we are scheduled to hold our first bargaining session with the ELIEU union, which represents DPW employees. At that point, the City will be in active negotiations with all six bargaining units.

Director Emily Kenney will also begin negotiations next week with the Court union regarding a wage reopener. This will leave the two Library unions as the only bargaining units with contracts expiring on June 30, 2026, for which bargaining dates have not yet been scheduled.

## Parks, Recreations & Arts

The East Lansing Family Aquatic Center opens for the 2026 season Saturday, May 30, and will remain open through Sunday, August 23. Regular hours are 11am - 7pm daily, weather permitting. Choose Lansing visited the Aquatic Center this week to recognize the 25th anniversary of this facility, which opened in 2001.



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Staff are continuing to prepare for summer camps and programs at the Hannah Community Center. Summer drama and recreation camps and the Andre Hutson Basketball camp start on June 8. School-age childcare camps start on June 15.

The Hannah Community Center lobby elevator modernization project is scheduled to begin June 22. The elevator will be out of service for up to three weeks. Department staff will be available to assist community members with using the building's service elevator to access services on the second floor of the building, including public meetings, classes and room rentals. Additionally, stairway access to the second floor will not be impacted.

### Capital Improvement Project Status

Status	Project
Design & Engineering	NTT Extension – Soccer Complex to Coolidge Road
	NTT Improvements – White Park Boardwalk
	Henry Fine Park – Replace Pedestrian Bridge
	ELHCC Sidewalk Replacement
Scheduled	Elevator Modernization – ELHCC Lobby Elevator

### **Planning, Building & Housing Department**

#### **Housing:**

100 Lake Lansing Road - Meijer gas station is continuing to make progress. Concrete masonry unit (CMU) walls are going up and site work continues to progress.

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111 E. Saginaw - Sheetz has submitted for a building permit. It is currently in the review process, and plan review comments will be sent to them by the first of the week.

With the weather getting warmer, inspections have doubled and permit applications are increasing steadily each day. It is going to be a busy summer!

## **Parking:**

Memorial Day was free parking in the downtown parking system.

For maintenance activities, the DDA dumpster room on the 100 block was cleaned, graffiti was removed from multiple garages and parking garage stairwells were washed.

Principal Planner Landon Bartley, Deputy Downtown Parking Administrator Jennifer Lacasse and Downtown Parking Administrator Caleb Sharrow presented the annual Planning & Zoning Downtown Parking Report to the DDA.

Parking staff met with engineers for final preparations to bid out the upcoming parking facility repairs project for all city garages downtown.

## **Planning:**

Principal Planner Landon Bartley participated in the MSU Center for Community & Economic Development's Spring Thinkers and Doers event on Tuesday, May 26, which took a look at the intersection of AI with community engagement. This aligns with the Planning & Zoning division's work towards an ordinance to regulate data centers. A staff workgroup, which also includes representation from the Planning Commission, Commission on the Environment, and local subject matter experts, will meet in June and July with a goal of developing draft ordinance language for Council to introduce as soon as July. A moratorium on new data centers adopted by Council in March is currently set to expire in mid-September.

On Wednesday, Senior Planner Alycia Reiten participated in a meeting of MSU's Mass Timber Catalyst Program, which considered many technical aspects of mass timber construction, which has been incentivized in East Lansing since late 2024. This is relevant to a project the Planning Commission considered on Wednesday evening, The Howard, which is a 12-story mass timber (& LEED Gold) building proposed at the current location of the Student Book Store. The Planning Commission ultimately recommended Council approval of that site plan request, which will tentatively go before Council for consideration at their June 16, regular meeting.

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Other items considered by the Planning Commission on Wednesday evening were a proposed rezoning at 825 W Lake Lansing Road, recommended for approval; a site plan for expansion of the Brightwell facility at 3512 Coolidge Road (no action taken); Ordinances 1564 & 1570 to rezone many properties in the northern tier from their current DeWitt Township zoning, left over from 425 transfers about 25 years ago (recommended for approval). Finally, the Planning Commission recommended the Council NOT adopt proposed Ordinance 1572, which was intended to provide a mechanism for properties to be removed from existing Residential Rental Restriction Overlay districts under very limited circumstances.

Also on Wednesday, Landon Bartley participated in a stakeholder call with CATA and their consultants about several potential changes to CATA routes and services. CATA has hosted community meetings about the changes both at EL Public Library and in Lansing and seeks community feedback on the proposals. An online survey is available until June 12. The survey and additional information about the changes can be found at: <https://www.cata.org/RoadAhead>.

## **Police Department**

May 21-27, 2026: ELPD Officers responded to 718 Calls for Service and Self-Initiated Activity (more than one officer may have responded to one call) and responded to or initiated 165 Traffic Stops (more than one officer may have been present at one traffic stop). Removing all duplicate calls, Officers responded to 318 Calls for Service and Self-Initiated Activity and responded to or initiated 87 Traffic Stops throughout the City.

*Enjoy your weekend!!*



# CITY MANAGER

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## MEMORANDUM

**TO:** East Lansing City Council  
**FROM:** John Newman, Acting City Manager  
**DATE:** June 5, 2026  
**SUBJECT:** Council/Manager Communication #22-2026

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### Departmental Updates

#### **City Manager's Office**

##### **Downtown Development Authority**

DDA Executive Director, Lori Mullins, participated in a Lansing Economic Area Partnership (LEAP) Regional Strategy Roundtable meeting with Community and Economic Development Director Heather Pope and other economic development leaders from around the region.

In support of redevelopment efforts, Mullins met with Chris Potterpin and Rochelle Trotter of PK Companies to discuss plans for the future Emerald Point Apartments and new development incentives. Mullins also spoke with Tony Lentych at the Michigan State Housing Development Authority (MSHDA) about housing development programs and incentives.

A workgroup of the DDA met to evaluate proposals from brokers for professional services to support the marketing and sale of 314, 328, 334, 340, and 344 Evergreen. The group plans to bring a recommendation to the DDA at the June 25 meeting.

Staff are continuing to work on safety improvements in the downtown including additional lighting and improvements to the camera system. Coordination with DPW is continuing on improved vehicle barrier systems.

The first DDA Coffee Hour, formerly "Downtown Discussion" meeting with stakeholders is scheduled for June 23rd from 9:30 to 10:30 at the Marriott Hotel's first floor event space. Downtown stakeholders will receive email invitations and a notice will be posted on the website. The topic for this Coffee Hour will be LEAP's new Retail Strategies program.

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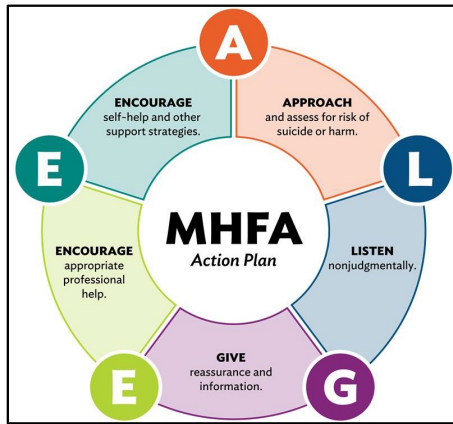
Quality Services for a Quality Community

The DDA and DMB members are working to provide input on a downtown score card that will be used to begin Michigan Main Street participation and support prioritization of staff and board activities.

## Grants Coordinator

### *ELPD Social Work and Prime Time Senior Programs*

The Grants Coordinator worked with Director of Prime Time Senior Programs Alesha Williams, and ELPD Social Worker Taylor Knickerbocker to submit a grant application for the Michigan Health Endowment Fund Healthy Aging Program. If awarded, this project will improve access to prevention and early intervention mental healthcare and fraud prevention resources for seniors living in Ingham, Clinton, and Eaton counties. As a key focus of this project, ELPD social workers will deliver Mental Health First Aid training to local providers who work with older adults who live in their homes. The graphic below depicts the ALGEE method, the cornerstone of mental health first aid



(citation: National Council for Mental Wellbeing. 2025, September 24. Using the 5-Step MHFA Action Plan. Mental Health First Aid Blog).

This proposed project aligns with the following City of East Lansing Strategic Priority: Safe Community: The city ensures the well-being of all residents, workers, and visitors through proactive public safety services, emergency preparedness, and strong community partnerships.

## Communications

Over the past week, the Communications Department collaborated with the Prime Time Senior Programs, East Lansing Police Department Neighborhood Resource Specialists and Parks, Recreation and Arts to publish their monthly newsletters. Additionally, the department continues to publish the E-Dialog weekly on Friday mornings.

Subscribe here: <https://cityofeastlansing.com/enews>

This week, we also started the practice of putting the Council Recap on social media with links to the synopsis, meeting agenda with agenda item reports and YouTube. Subscribe to the City's YouTube channel to get notifications whenever the channel goes live.

<https://www.youtube.com/@CityofEastLansing>

# CITY MANAGER

Quality Services for a Quality Community

Annually, the most popular post on the City's Facebook page is the announcement of the East Lansing Family Aquatic Center opening. This year we had 438 likes or hearts, 84 comments and 174 shares. We also posted or shared about the following:

- Board and Commission meetings
- GLAM Jam Summer Kickoff
- MDOT open house about the U.S. 127 project
- Reminder about the new time for the City Council meeting
- Announced the Community Photo Contest
- Wished everyone a Happy Pride Month with link to the Council resolution and a reminder of East Lansing's proud history as the first City in the U.S. to enact civil rights protections for gay people.
- Downtown Summer Sound Concert on Friday night
- The library's Summer Reading Kickoff Party on June 8
- The new video recap of the Council meeting
- Two water mains on Grand River Avenue near River Street and 617 M.A.C. Ave. with a reminder to sign up for Rave alerts (sign up here: <https://www.cityofeastlansing.com/alerts>)
- Two updates about a car crash at Harrison and Saginaw that resulted in a fatality
- The visit by Mayor Pro Tem Grigsby and Councilmember Singh to Leading Managers

The Community Photo Contest, generously supported by the Downtown Management Board, is now open! Community members can submit photos and have a chance to win great prizes. Aquatics Specialist Dana Kilponen won the grand prize two years ago for this photo of the frog slide. Read more about the contest in this story from WILX:

<https://www.wilx.com/2026/06/02/residents-visitors-invited-enter-east-lansing-photo-contest/>

Submit your five best photos here:

<https://cityofeastlansing.com/photocontest>



Graphic design projects this week included collaboration with the Historic District Commission liaison on a landmark housing brochure; edits to the 2026-2027 strategic priorities report; logo design for the employee cookout on July 31, 2026; and work on the design for the Summer Solstice Jazz Festival T-shirt.

The department responded to several media inquiries, including one from the Lansing State Journal about the charter amendments and another from East Lansing Info about summer construction projects. Please be sure to refer

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Quality Services for a Quality Community

reporters to the interview request form in the media room portal here: <https://cityofeastlansing.com/mediaroom>

We are also putting the finishing touches on the summer issue of the Dialog print newsletter. This publication is mailed to every household in the City, a total of nearly 15,000 addresses.

## **Community & Economic Development**

The DMB launched a new product on the Downtown East Lansing Store: East Lansing PRIDE Tote Bags! The tote bags are \$15 each and all proceeds go to support event expenses related to East Lansing PRIDE, which will take place on Saturday, June 13, 4pm-9pm in downtown East Lansing. You can view and purchase East Lansing PRIDE tote bags, and other downtown East Lansing-branded merchandise, at the following link: <https://www.cityofeastlansing.com/2626/Downtown-East-Lansing-Merchandise>

Sunday, June 7 is the GLAM Jam Summer Kickoff, hosted by the Greater Lansing Area Moms (GLAMoms) in collaboration with the Downtown Management Board. This is a family-friendly festival in downtown East Lansing that will feature various vendors, live music, inflatables, and special appearances from Sparty, Zeke the Wonderdog, ELFD, the CATA Rosa Parks bus, and more! Come join in on the fun 12pm-4pm on Sunday, June 7th.

Downtown Stretch, the DMB's free outdoor fitness programming, begins on Sunday, June 7. Events will take place each Sunday at 10am at the Elevated Marriott Plaza (NW corner of Albert Ave. and Charles) in downtown East Lansing and will feature a free class instructed by either Yoga State or Recharged Pilates.

This Friday, June 5, 6pm-8pm, the DMB will host the second concert of this summer's Downtown Summer Sound Concert Series, which will feature R&B/Soul band Elements of Soul. All Downtown Summer Sound concerts will take place on the Ann St. Plaza stage in downtown East Lansing.

Wendy Sylvester Rowan is working with ProMec Engineering on the installation of a perpendicular illuminated sign for (SCENE) Metrospace. Wendy is also expanding the rotating art program by adding two freestanding rotating art panels at the Grove Pocket Park and at Bill Sharp Park. These art panels are similar to the art panels in the 400 block of Albert Ave. Wendy continues to work with a student artist from MSU's Arts Living-Learning Community on the whimsical multidirectional sign being installed in Bill Sharp Park, and with MSU on various 2027 collaborative projects.

# CITY MANAGER

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Heather Pope participated in the LEAP Regional Strategy Roundtable Discussion on the 2050 Economic Vision for the Greater Lansing Region and attended the Lansing Regional Chamber of Commerce Economic Club meeting on Thursday, June 4.

Heather Pope, Matt Apostle, Landon Bartley, and Elaine Hardy met to continue advancing solutions for the unhoused and to strengthen regional collaboration, with plans to bring together key stakeholders in the near future.

## **Department of Public Works**

### **Operations:**

The Streets Division performed skip paving on Delta Street and Walbridge Drive and started crack sealing efforts on City roadways this week. Staff have been preparing for GLAM Jam and have also been completing restorations of water and sewer cuts that have taken place over the past few months.



The Parks Division added trash barrels at Bailey Park and along Albert Avenue downtown in preparation for two festivals occurring this weekend. Two new, donated benches were installed, one at Bailey Park and one along the trail nearest to Azaadiikaa Park. Staff completed the spring cleanup of the East Lansing Aquatic Center ahead of its opening for summer. There were also eight new flowerpots that were added along Grand River Ave. near the intersections of MAC and Abbot.

The Sewer Division made repairs to sanitary pipes on Cahill Drive and near the intersection of Beech Street and Park Lane. A manhole on Lantern Hill Drive and a catch basin on Old Canton Lane were also repaired. Staff thoroughly cleaned the vehicle storage garage in anticipation of re-striping that will take place for a new parking arrangement at DPW.

# CITY MANAGER

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Quality Services for a Quality Community

## **Engineering:**

Staff attended the Transportation Commission meeting on Monday, June 1. The Commission discussed the Graduate's revised plans and made a motion of recommendation to replace the previous recommendation. The new recommendation no longer includes conversion of Evergreen into a one-way street.

Staff conducted a final walkthrough of the Haslett Road reconstruction project. The consultant is Rowe and the contractor is Michigan Paving. Rowe has prepared and sent a punch list for the project.

Staff met with MDOT, City of Lansing and Board of Water and Light (BWL) for a monthly signal coordination meeting. Several intersections were discussed. The interconnect at Saginaw and Hagadorn and Haslett and Hagadorn was discussed. The problem was that previous BWL staff adjusted the signal timing that were not recorded in the timing permit and therefore are not a part of the upgraded signal. A consultant will be looking at the timing permits of both intersections to create a new timing permit for Hagadorn and Haslett. There is no timeline for implementation at this moment.

## **Fire Department**

On Tuesday, June 2, a meeting was held with the Deputy Chiefs, Training Chief, and Fire Marshal to discuss departmental accountability and to align staff with the organization's goals and operational strategies.

On Thursday, June 4, a meeting was conducted with all fire officers to communicate the established goals and operational direction from the previous meeting. Additional topics were addressed, and assignments were delegated accordingly.

Interviews were conducted with five finalists for the open Firefighter/Paramedic position on Wednesday, June 3. Background checks are currently underway for the remaining two candidates.

Fire personnel responded to a rollover accident on Wednesday afternoon involving two vehicles, which resulted in the death of one passenger.

## **Parks, Recreations & Arts**

The East Lansing Family Aquatic Center opened for the 2026 season on May 30. The facility has welcomed 2,028 swimmers in the first five days of the season, an increase of 600 visitors from the beginning of 2025. Additionally, lifeguards have performed six water rescues so far this season. This is consistent with past seasons and demonstrates the importance of the rigorous training that all

# CITY MANAGER

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lifeguard staff complete prior to opening the facility each season. The Aquatic Center will remain open through Sunday, August 23.

The East Lansing Farmers Market (ELFM) opens for the 2026 season this weekend. The market runs every Sunday, June 7 to October 25, from 10am-2pm. The market features up to 24 vendors each Sunday with fresh, farm-grown Michigan produce and locally made products. The first 100 visitors on opening day will receive a free ELFM shopping tote.

Staff are finalizing preparations for summer camps and programs at the Hannah Community Center. Summer drama and recreation camps and the Andre Hutson Basketball camp start on June 8. School-age childcare camps start on June 15.

## Capital Improvement Project Status

Status	Project
Design & Engineering	NTT Extension – Soccer Complex to Coolidge Road
	NTT Improvements – White Park Boardwalk
	Henry Fine Park – Replace Pedestrian Bridge
	ELHCC Sidewalk Replacement
Scheduled	ELHCC Lobby Elevator Modernization (starting June 22)

## Planning, Building & Housing and Parking



The department hosted an Ice Cream Float gathering on Wednesday, June 3. We had visitors from many departments stop by for a sweet treat (photo left)! It was a great way to kick-off summer.

Trades inspectors completed 100 inspections at Meridian township this week (29 Electrical, 48 mechanical, and 23 plumbing). Permit applications have doubled from April to May as we enter our busy season.

Housing Inspectors attended the annual Michigan Association of Housing Officials Conference. The conference takes place in Traverse City over three days and inspectors attend many classes that count towards maintaining their certification. The conference brings in housing inspectors from many regions in the state and is a great opportunity to connect with other municipalities and share experiences. Housing Commission met on Thursday, June 4, and discussed the diverse housing ordinance and potential fee-in-lieu proposal.

# CITY MANAGER

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Parking Staff advertised to bidders for the upcoming parking facility repairs project at our six downtown parking garages. A pre-bid meeting is planned for Wednesday, June 10. A camera has been installed in the Albert Avenue parking garage alley elevator. We are progressively working on adding cameras in all garage elevators for safety considerations and to monitor for vandalism. All free-time meters throughout downtown were tested for functionality this week. Free time meters are located all through downtown from Bailey Street to Valley Court Park. All electric vehicle charges were tested this week. There are 8 EV chargers in the downtown parking system. The average overall utilization of the chargers is 43%. 200 block DDA dumpster room was pressure-washed. A fire service vendor was contacted regarding necessary maintenance of the Charles Street Garage fire suppression system. Finally, several parking staff members plan to attend a lunch & learn about homelessness on Monday, June 8.

Senior Planner Alycia Reiten attended the Monday, June 1 meeting of the Transportation Commission, where the Commission discussed respective traffic studies for two development proposals moving through the land use review process. Those developments include "The Howard" proposed at 401, 421 & 427 E Grand River, and an additional one at 530 Albert, which would be constructed behind the businesses in the 500 block of E Grand River, such as Peanut Barrel. The Transportation Commission also discussed road and parking changes proposed by The Graduate Hotel, which is seeking to address some of the issues caused by valet parking demands. All of these projects are expected to come before Council for review this summer.

On Wednesday, June 3, the Zoning Board of Appeals met, but the single variance request regarding a shared driveway at 962-970 Lilac was deferred until the next meeting, on July 1. On Thursday, June 4, staff from several departments attended a meeting of the Lansing Economic Club, where the discussion focused on growth and regional competitiveness in the Lansing area. Looking ahead to next week, the Planning Commission will meet on Wednesday, June 10, for three public hearings - a proposed mixed use building at 530 Albert, and two proposed zoning code amendments related to sustainability and closing a diverse housing 'loophole' that was unintentionally created in late 2024. The Historic District Commission will meet on Thursday, June 11, for five public hearings related to various requests for changes to historic properties - largely repair or replacements of chimneys, roof & gutter, or siding.

## **Police Department**

May 28 through June 4, 2026: ELPD Officers responded to 594 Calls for Service and Self-Initiated Activity (more than one officer may have responded to one call) and responded to or initiated 126 Traffic Stops (more than one officer may have been present at one traffic stop). Removing all duplicate calls, Officers

# CITY MANAGER

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responded to 337 Calls for Service and Self-Initiated Activity and responded to or initiated 96 Traffic Stops throughout the City.

June 1, 2026: Neighborhood Resource Officer Emma Wilkins coordinated the East Lansing Safety Patrol Picnic at Patriarche Park. P.A.C.E. Ofc. Sharif Tauqi assisted with transporting equipment and Capt. Adrian Ojerio, Det. Katey Harison, Det. Jordyn Willis, Police Social Worker Taylor Kickerbocker, Sup. Paul Weidner, and Ofc. Gio Washington all interacted with the students.



## **Prime Time Senior Programs**

On Thursday, May 28, the Prime Time team and 50 participants traveled to Comerica Park to watch the Tigers play! It was a fantastic trip despite the team's loss to the Los Angeles Angels. It was hard to beat the beautiful weather and all-you-can-eat ballpark fare we were treated to!

The Seniors Commission held their regular meeting on Monday, June 1. They heard from Justin Drwencke, Director of Parks Recreation and Arts, on the potential renovation of the third floor of the Hannah Community Center. Seniors Commission is passionate about this project and finding a path forward.

This week we begin our newest Speaker Series on Holistic Health. Nine different sessions are being offered this quarter on topics such as forest bathing, vibroacoustic therapy, interactive drumming, and more!

An application for a grant through Michigan Health Endowment Fund was submitted this week to support collaborative efforts between Prime Time Senior Programs and East Lansing Police Department to offer Mental Health First Aid and Fraud Prevention training to local senior service providers and older adults. We anticipate hearing a decision on grant awards in the fall of 2026.

*Enjoy your weekend!!*



# CITY MANAGER

Quality Services for a Quality Community

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## MEMORANDUM

**TO:** East Lansing City Council  
**FROM:** John Newman, Acting City Manager  
**DATE:** June 12, 2026  
**SUBJECT:** Council/Manager Communication #23-2026

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City of East Lansing  
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### Departmental Updates

#### **City Manager's Office**

##### **Downtown Development Authority**

The DDA is continuing to support planning efforts to advance its goals for the downtown. One goal is to have a housing development program that creates a diverse mix of housing choices for everyone. In support of that goal, the ArtSpace Core Group met to continue planning for the ArtSpace site visit meetings to be held July 27-29. Site visit meetings will be focused on providing income-restricted housing aimed at attracting artists to live and possibly work in the downtown. Staff also continued to work toward a coordinated West Downtown Area Plan which would inform next steps for the Evergreen Properties, as well as other development opportunities and public space improvements in the DDA district west of Abbot Road.

Lori Mullins is participating in an International Downtown Association training on Friday, June 12, that is focused on Data-Based Storytelling, and looks forward to using the knowledge gained to support communication about downtown activities and investment.

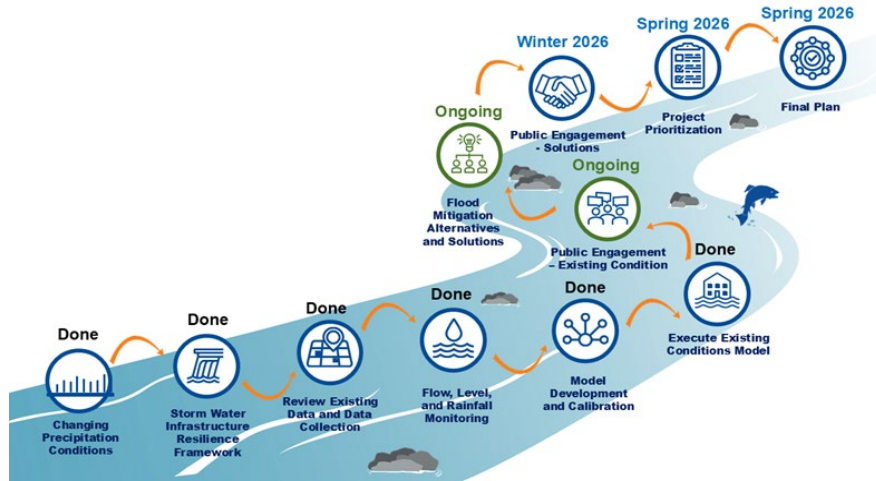
#### **Grants Coordinator**

The Grants Coordinator worked with Engineering Administrator Stephen Clayton, Senior Project Planner Dani Stahlin, and Environmental Sustainability & Resiliency Manager Cliff Walls to move the city to the next stage in the grant application process for the Michigan State Police Emergency Management & Homeland Security Division FY24 and FY25 Building Resilient Infrastructure & Communities (FY25 BRIC) program. The City of East Lansing is proposing to conduct two flood mitigation activities in key areas of the city that are prone to flooding. These projects stemmed from the development of the city's Wet Weather Resiliency Plan. The figure below shows the 11 tasks that the city

# CITY MANAGER

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implemented to develop an actionable plan (source: [East Lansing Wet Weather Resiliency Plan Virtual Open House](#))



This is a U.S. Department of Homeland Security FEMA grant opportunity; the State of Michigan is the pass-through entity. At this stage, the Michigan State Police Emergency Management & Homeland Security Division will review the city's application and request revisions before final submission to the federal government.

This proposed project aligns with the following City of East Lansing Strategic Priority:

- Sound Infrastructure & Environmental Sustainability. Ensures access to a reliable utility infrastructure that delivers safe, clean water, manages wastewater and stormwater treatment and provides effective storm water management.

## **Community & Economic Development**

This Saturday, June 13, 2026, is East Lansing PRIDE. The fifth annual East Lansing PRIDE will take place from 4pm - 9pm along Albert Avenue between Abbot Road and M.A.C. Avenue. The event will feature this year's open floor drag show pageant to determine the 2026 East Lansing PRIDE title holder, as well as live music, drag story time, 50 plus local vendors, free giveaways, community art activities, and more! CED staff anticipate this will be the biggest East Lansing PRIDE yet, with more vendors than ever before, a stage extension on Ann St. Plaza, expanded drag story time, and the addition of a keynote speaker (Bobby Hoffman from FOX 47 will be giving a brief address at 6PM). East Lansing PRIDE is hosted by the East Lansing Downtown Management Board in collaboration with the Spartan Housing Cooperative and is made possible by the generous support of Raising Cane's Chicken Fingers, MSU

# CITY MANAGER

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Federal Credit Union, Dave's Hot Chicken, Consumers Energy, Splash of Color, and the Dr. Martin Luther King Jr. Commission of Mid-Michigan.

On Friday, June 12, 2026, from 5pm – 7pm, the East Lansing Downtown Management Board is partnering with SCENE Metrospace on a reception celebrating the Michigan Pride Juried Exhibition that is installed in SCENE June 11 – July 23. The event will feature two drag performers from East Lansing PRIDE as a teaser for what is to come the next day at East Lansing PRIDE.

Wendy Sylvester Rowan received four bids in response to the Skywalk Lighting Project RFP. The bids are being reviewed with Bryan Thomas, the City's Electrical Inspector, to choose the winning bid. Wendy is also working to determine a new interior location for the Honeycomb Microgallery that was previously installed in the 400 block E. Grand River Ave alley and is working with 508 Fab to create two new freestanding rotating art panels, that will be installed at Grove Pocket Park and Bill Sharp Park.

Community & Economic Development Director Heather Pope participated in the SmartZone Visioning Session #3 led by Public Sector Consultants. The sessions are to drive the conversation of the governance structure and program administration for the Lansing Regional SmartZone. Heather also attended the quarterly Lansing Economic Area Partnership (LEAP) Board of Directors meeting

## **Department of Public Works Operations**

Over the weekend, the Streets Division assisted with the closure and subsequent reopening of Albert Avenue for the GLAM JAM Summer Kickoff event. The crew has also been preparing for East Lansing PRIDE, which kicks off on Friday, June 12. In addition, Streets Division staff completed skip paving on Charles Street behind the Marriott hotel.



# CITY MANAGER

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This week, the Sewer Division completed a manhole repair on Lantern Hill Drive.

The Water Division performed water service replacements at 251 Milford Street, 617 M.A.C. Avenue, 518 Gunson Street, 524 Gunson Street, and 544 Gunson Street. Staff continue to work with M.L. Chartier to complete water service line material verification across the City.

The Parks Division placed new flowerpots along Grand River at the intersections of M.A.C. and Abbot. There were several trees that fell in the most recent storm that required attention from the staff as well.

## **Engineering**

Staff attended a pre-construction meeting for the Clinton County upcoming Chandler Road project.

Work continued with the Grants Coordinator to be able to submit for the Building Resilient Infrastructure and Communities (BRIC) grant milestone which has a deadline of June 10, 2026. The deadline for the final application will be July 23. The grant application is for a scoping work grant for the two upcoming projects of Taylor Drain Fire Station Basin Expansion and Charles Street Sewer Upsizing project. Both projects are geared toward reduction in and protection against flooding.

Staff met with police to coordinate the placement of radar signs throughout the City. Engineering currently has two to three signs available, and the Police Department has additional units that can be deployed where needed. Emma Wilkins, Neighborhood Resource Specialist with ELPD, will serve as the point person for coordinating the installation of all radar signs.

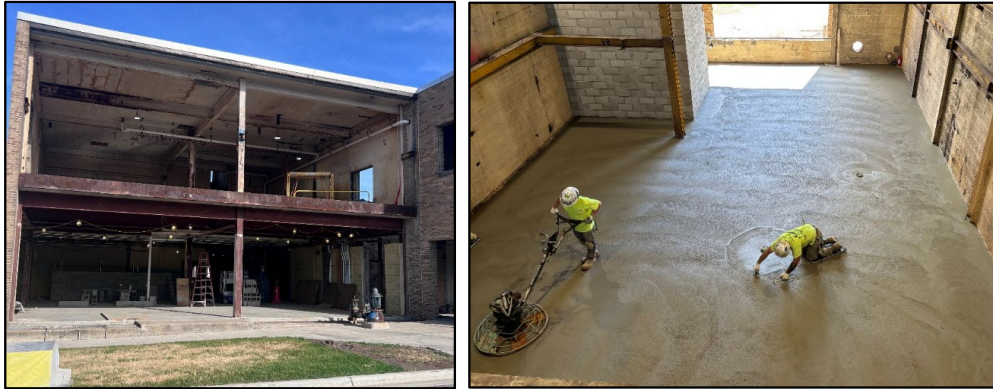
## **WRRF**

The vacant WRRF Maintenance Specialist position has been offered and accepted with a tentative start date of June 22, 2026. An interview was conducted for the vacant electrician position, and we are hopeful for a final decision by end of week.

The Operational Facilities and Improvements project continues moving forward. Electrical and plumbing upgrades continue to materialize. The concrete slab is completed on the first floor for the new location of locker rooms. Exterior doors, windows, frames, and sheet metal have all been removed from the current Administration building.

# CITY MANAGER

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The Monthly Operating Report was finalized and submitted to EGLE per reporting requirements. The WRRF continues to operate efficiently and in full compliance with the NPDES permit.

## Library

The Library will be closed on June 19 in observance of Juneteenth. Sunday closures for the summer continue through August.

The Library launched its Summer Reading Challenge, "Unearth A Story," with a kickoff party on June 8 (photos below)! We had 828 attendees, a 65.6% increase from last year's 500 attendees. The party featured a dance party, glitter tattoos, free ice cream, a scavenger hunt, games and crafts. We also had WKAR and The Reading People in attendance! The reading challenge runs through August 8, with prizes including coupon packs to local businesses, free books, tote bags, and t-shirts for participants.



The Library will host the Black History 101 Mobile Museum on June 12 from 11am - 5pm as part of our America 250 celebration. This traveling exhibition features over 15,000 artifacts from the transatlantic slave trade to hip hop and was generously funded by the Friends of the East Lansing Public Library and a grant from MSUFCU.

# CITY MANAGER

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On June 13, the Library will host Family Safety Day from 11am - 12:30pm, a summer safety event where the East Lansing Fire Department and Goldfish Swim School will teach water safety, fire safety, and common first aid needs. Later that day, the Library will have a resource table at the Downtown East Lansing PRIDE celebration from 4 - 9pm, where staff will host a drag story time for families.

On June 16, the Library will host Music at the Blissful, a high energy children's concert featuring award winning Boston musician Evan Haller, who will play songs from his new album "This" and lead the audience in singing, jumping, and laughing.

On June 17, the Library will host Stories in the Garden in partnership with the Michigan 4-H Children's Gardens. Volunteer readers will be scattered throughout the garden; families can explore the garden and stop to listen to stories as they go. This program is great for kids from 0 to 100 and features teen readers. The Library Board of Trustees will hold its regular monthly meeting on June 17 at 5:30pm in the Library's Large Meeting Room.

On June 18, the Library will host a Repair is Care mending workshop. Participants will explore the art of mending through patching, hemming, button replacement, and decorative hand stitching, reframing repair as both practical and beautiful. Participants are encouraged to bring garments with holes, stains, or loose seams; missing buttons (if available); and scrap fabric for patching. All experience levels are welcome. This workshop is presented in partnership with Of Her Hands, a community based sewing and upcycling workshop series designed to help women reconnect with creativity, extend the life of clothing, and build confidence through making.

On June 20 at noon, the Library will celebrate the grand opening of the Children's Musical Garden, featuring outdoor musical instruments and sensory play elements for young children, paired with a meet and greet with the Library's new director. From 1 - 2:30pm, the Library will host a Toy Photography Workshop: Dinosaur Dioramas led by photographer Kevin Epling of SmallScalePics. Participants will learn beginning principles of photography including lighting, focus, composition, and more using modular dioramas and dinosaur models. Participants need not bring any toys but can bring a camera or smart device; iPads will also be available. This program is intended for patrons ages 8 and up (children should



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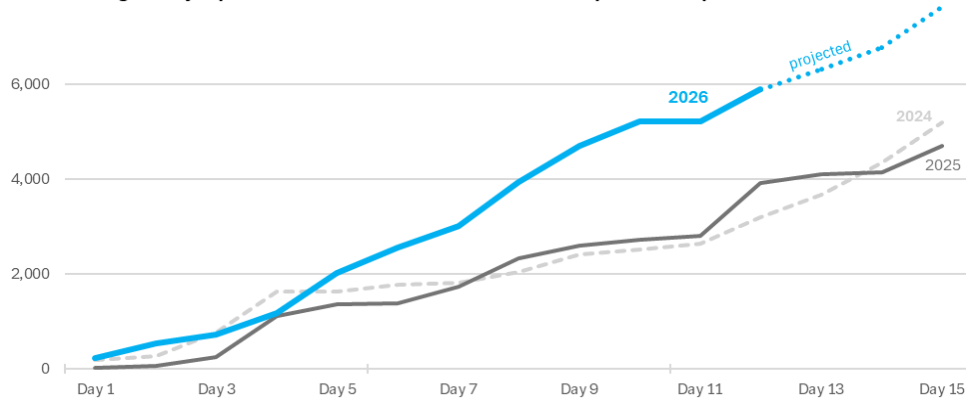
Quality Services for a Quality Community

have an accompanying adult). Also on June 20, the Birding Club will hold its monthly meeting for birdwatchers of all levels.

## **Parks, Recreations & Arts**

The East Lansing Family Aquatic Center opened for the 2026 season on May 30, 2026 and attendance continues to outpace previous seasons. The facility has welcomed 5,899 visitors through June 10, an increase of 1,990 visitors (50.9%) from the beginning of 2025. The Aquatic Center will remain open through Sunday, August 23.

**East Lansing Family Aquatic Center: 2026 total attendance is up 50% over previous seasons**



Several summer camps and programs started this week at the Hannah Community Center. Over 140 youth participated in the Andre Hutson Basketball Camp. 54 youth participated in the first week of summer drama camps. School-age childcare camps begin next week with 102 elementary-age children participating next week and 145 total participants enrolled throughout the summer. The school-age camps emphasize STREAM (science, technology, recreation, engineering, arts, and math) curriculum and this year’s theme is “All Aboard the Hannah Express!”

The East Lansing Hannah Community Center is participating as a drop off site for the food waste compost pilot project. Community members can bring their food waste to the green bins located at the southeast end of the building along Evergreen Ave. Bins will be serviced weekly by MyGreenMichigan.

## **Capital Improvement Project Status**

<b>Status</b>	<b>Project</b>
Design & Engineering	NTT Extension – Soccer Complex to Coolidge Road
	NTT Improvements – White Park Boardwalk
	Henry Fine Park – Replace Pedestrian Bridge

# CITY MANAGER

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ELHCC Sidewalk Replacement

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Scheduled ELHCC Lobby Elevator Modernization (starting June 22)

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## **Planning, Building & Housing and Parking**

### **Parking**

Staff held a well-attended pre-bid meeting for the upcoming Parking Facility Repairs project for the six downtown parking garages. Project bids are due June 24th.

For maintenance activities, annual fire extinguisher certifications took place at all facilities. Albert Avenue garage fire suppression system had annual testing completed and the Charles Street garage fire suppression system was repaired. A welder was scheduled to repair a handrail damaged by a vehicle at Charles Street garage and a damaged sign was replaced in City Hall West Lot 15.

In addition, the 300 block DDA dumpster room was pressure washed and Division and Grove garage storage rooms were re-lamped with LED bulbs. A rebate was received for this energy saving upgrade. Elevator shaft HVAC systems in all garages have been set to cooling for the summer months.

Finally, signs were placed on EV chargers notifying users that a per hour electric usage fee is going into effect in July.

### **Planning**

A data centers workgroup with staff from several departments and members of the Planning Commission and Commission on the Environment began meeting this week and will continue to meet through mid-July. That workgroup will ultimately recommend Zoning Ordinance amendments to provide an appropriate regulatory framework for data centers in East Lansing.

On Wednesday evening, the Planning Commission met and held several public hearings. Those were for a proposed mixed-use building at 530 Albert (no action), Ordinance 1575 zoning amendments recommended by the Green Code Study Committee in 2025 (Planning Commission unanimously recommended adoption by Council) and Ordinance 1576, zoning amendments intended to correct unintended consequences from late 2024 ordinance 1536 (Planning Commission unanimously recommended adoption by Council, with amendments). The Planning Commission will meet next on June 24, 2026.

On Thursday evening, the Historic District Commission met to consider several requests for changes to historic properties. They gave partial approval for a request for new roof & gutters at 640 Charles (College Grove Historic District), approved a request for a new chimney crown and garage repairs at 407 Marshall (Oakwood Neighborhoods Historic District), approved a request for

# CITY MANAGER

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new chimney and gutters at 529 Charles (College Grove Historic District) and approved a request for new chimney and flue at 619 Grove (College Grove Historic District). A request for new siding at 647 Sunset (Oakwood Neighborhoods Historic District) was withdrawn.

## **Police Department**

June 4 to June 10, 2026: ELPD Officers responded to 653 Calls for Service and Self-Initiated Activity (more than one officer may have responded to one call) and responded to or initiated 180 Traffic Stops (more than one officer may have been present at one traffic stop). Removing all duplicate calls, Officers responded to 369 Calls for Service and Self-Initiated Activity and responded to or initiated 128 Traffic Stops throughout the City.

June 6, 2026: Ofc. Wyatt Keith and Neighborhood Resource Specialist Emma Wilkins helped out with the Pinecrest Bicycle Rally and Parade.



June 7, 2026: Ofc. Konnor Iott gave Police vehicle tours and Neighborhood Resource Specialist Emma Wilkins staffed a table in Downtown East Lansing during GLAM JAM.



***Have a great weekend!***



# CITY MANAGER

Quality Services for a Quality Community

## MEMORANDUM

**TO:** East Lansing City Council

**FROM:** John Newman, Acting City Manager

**DATE:** June 18, 2026

**SUBJECT:** Council/Manager Communication #24-2026

City of East Lansing  
 OFFICE OF THE CITY  
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### Departmental Updates

#### City Manager's Office

#### Downtown Development Authority

The DDA's goal of improving safety in the downtown is being advanced by their efforts to improve cameras and lighting in the downtown core. Lori Mullins, DDA Director, continued working to implement those projects and also met with administration and social workers from the ELPD to discuss summer and fall activities aimed at safety. Progress is also being made on the downtown ambassador program which will focus on fostering a welcoming and safe environment in the evenings downtown.

The DDA is reviewing proposals from brokers to provide professional marketing services in support of the DDA's efforts to sell the properties that they own on Evergreen and will consider a recommendation at the Board's meeting on June 25.

This upcoming Tuesday, June 23, the DDA Director will host a "Coffee Talk" from 9:30 to 10:30am in the first-floor event space at the Marriott. Engagement efforts of this type are anticipated to be held every other month. Please find the invitation above and to the right.

# CITY MANAGER

Quality Services for a Quality Community

## City Clerk

The Clerk’s office will be sending out postcards to all homes in East Lansing containing Absentee Voting, Early Voting and Election Day Voting information. Voters are encouraged to check their registration address and information to ensure everything is up to date prior to Election Day and can do so by going to [mi.gov/vote](http://mi.gov/vote).

Military and Overseas ballots will be going out by the deadline, which is this Saturday, June 20. Absentee ballots are being mailed out next Thursday to voters who have either requested a ballot or are on the Permanent Mail Ballot List. Those ballots are expected to hit mailboxes on Saturday, June 27.

**City of East Lansing VOTING OPTIONS**

**LOCATIONS & HOURS**

**ABSENTEE VOTING**  
 • Ballots made available **June 25th**  
 Ballots can be dropped in any of the following drop boxes:  
 • City Hall North Lot  
 • Inside City Hall  
 • East Lansing Public Library  
 • Department of Public Works  
 • CATA-MSU Transportation Center

To request a ballot, scan the QR Code

**EARLY VOTING**  
 • **July 25 - August 2**  
 9am - 5pm  
 Hannah Community Center  
 Banquet Room • 819 Abbot Rd  
*Bring your absentee ballot to the Early Voting Center and tabulate it in person!*  
 [Free parking available in front lot]

**ELECTION DAY**  
 • **August 3, 2026**  
 Polls open 7am - 8pm  
**Temporary Precinct Changes:**  
**Precinct 13:**  
 Brody Hall, 241 W. Brody Rd. temporarily changed to the MSU Kellogg Center at 219 S. Harrison Rd.

To check your precinct, scan the QR Code

**Notice is hereby given** by resolution of the local board under authority granted in Public Act 81 of 2023, that the location[s] of the early voting site[s] for all federal and statewide election dates will be the following.

All qualified electors have the right to mark a ballot and deposit the ballot in a tabulator beginning the second Saturday before an election and ending the Sunday before the election, and any additional days prior to the second Saturday before an election that the local board designates. Early voting will be available at the site[s] listed on the front of this postcard.



City of East Lansing  
 Office of the City Clerk  
 410 Abbot Road  
 East Lansing, MI 48823



PSRT, STD.  
 US POSTAGE  
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 GRAND RAPIDS, MI  
 PERMIT NO. 657

## Communications

Please consider following the City on social media @CityofEastLansing. The City’s Instagram following increased by 2% over last month with 152 new followers for a total of 8,908 followers. On all social media platforms, the more people engage by liking, commenting and sharing, the better it is for the algorithm, which helps more community members see news from the City. The Summer Dialog will be out soon!



# CITY MANAGER

Quality Services for a Quality Community

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## **Community & Economic Development**

With the full closure of E. Grand River Avenue between Woodmere and Gunson going into effect on Monday, June 15, Community & Economic Development (CED) staff are partnering with the DDA and the City's Communications department to intentionally promote the businesses in that area to the public. On Wednesday, June 17, the CED staff collaborated with the Greater Lansing Area Moms to put out a blog and accompanying social media post explaining the closure and encouraging folks to support the businesses impacted by the closure. In the weeks ahead, the DMB and the Communications department will be collaborating to do a weekly highlight of different business within that area (highlights were offered to all businesses in the area and slots will be filled on a first-come, first-served basis). This highlight will be on the City of East Lansing and Downtown East Lansing social media accounts, as well as in the City's weekly eDialog.

CED staff wrapped up a very successful East Lansing PRIDE event this past weekend. CED are now working with our drag emcee to begin planning East Lansing PRIDE's next benefit show, which will likely be a drag night at Landshark on July 16.

Upcoming events including the annual Chalk Walk event will take place on Thursday, July 9 at Ann Street Plaza. The event will include a petting zoo along with face painting. 80's night will be held on Friday, July 17, from 5 p.m. – 10 pm., with Starfarm performing at 7 p.m.

CED staff are working with Trowbridge Business Association on the Trowbridge Thrift and Thrive event taking place in September. This is a community-focused event designed to activate the Trowbridge area and bring additional foot traffic to local businesses. The event would be held in partnership with MSU Upcycle, Seams Sewing and Mercantile, and other local thrift and resale vendors from around the area. Vendors would offer used clothing, upcycled goods, handmade items, and secondhand products in a small market setting. The event would support sustainability, local vendors, and community engagement while creating a fun and welcoming experience for residents, students, and visitors.

## **Department of Public Works**

### **Operations**

The Parks Division wrapped up seasonal mulching efforts at Patriarche Park. Staff also completed a thorough maintenance of the trees and landscaping along Grand River Avenue. Parks employees assisted with the preparation of the softball fields for a large softball tournament that was held at the Softball Complex. Despite significant rain over the weekend, staff worked hard to make the fields playable.

# CITY MANAGER

Quality Services for a Quality Community

The Sewer Division and Water Division responded to and repaired a water main break at Fern and Abbot. Sewer Division staff also rebuilt a catch basin at 324 Center St. Sewer employees have been performing catch basin cleaning in the Flowerpot and Arbor Drive area.

The Water Division have continued their work with M.L. Chartier to verify water services around the City. Staff made service replacements at 544 Gunson, 139 Milford, 506 Gunson, and 262 Milford.

The Streets Division installed a new sign at Stoddard Park. Staff also completed the set up and tear down of traffic control for East Lansing PRIDE. Harrison/Mt. Hope were skip paved by the Streets Division. Additional speed limit signs were placed by staff on Coleman Rd.



## Engineering

The full closure of Grand River Avenue took effect on Monday, June 15 and is scheduled through July 31. Staff quickly heard from residents, business owners, other employees, and personally observed that the initial traffic control layout established by the contractor was not clear to many motorists, had placed businesses within the closure that were not meant to be, and was resulting in drivers making atypical maneuvers and using businesses as turnarounds. Staff immediately began troubleshooting the layout and making adjustments as they were able. It was ultimately determined that the installed traffic control did not match the engineering plans and the contractor was instructed to correct any errors. Changes were made by Tuesday, June 16 at approximately 1:00 pm. Once the layout was corrected, staff were able to observe improved traffic patterns. Staff will continue to monitor the area for any trouble spots and/or improvements that could be made to the layout. Staff

# CITY MANAGER

Quality Services for a Quality Community

will also continue working with businesses and residents to address any concerns they may bring forth.

For the Southeast Marble Local Streets Project, a ballot was sent out on Friday, May 8, to all residences in the project area for voting on the proposed solution in accordance with the Neighborhood Traffic Calming Action Plan. Proposed measures include six (6) traffic circles strategically placed throughout the neighborhood, raised crosswalks at the John R St. and Mt Vernon Ave. intersection near the school, and a pair of permanent radar signs along Cahill Dr. The voting period closed on May 22, and any ballots known or suspected to have been mailed by this date have been tallied. Of the 553 ballots that were mailed, 211 ballots were returned on time with 147 (70%) supporting the measures and 64 (30%) opposed. Based upon this response, the measures will be incorporated into the Local Streets Project(s) design(s). Ballots that arrived late (2 total) were still logged but did not change the overall percentage of support vs opposition.

Staff attended a statewide MWEA Conference to present on the topic of East Lansing's Wet Weather Resiliency Plan with HDR.



Staff attended a Grade Inspection (GI) meeting with MDOT for the Safe Routes to School project. The project is scheduled to be bid out later this year and constructed early 2027.

Staff attended a meeting between the developers for 530 Albert and the Ingham County Health Department regarding the concerns of constructing a geothermal heating system for the 530 Albert Avenue development within the footprint of the existing known contamination site. The concern is that the

# CITY MANAGER

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Quality Services for a Quality Community

installation of the wells will allow contaminants to leach into the groundwater. The developer has a plan of action that will provide additional safeguards during installation (additional 18-inch concrete encasement and grouting the annular space of the proposed well down the full 300ft depth).

## **Planning, Building & Housing and Parking**

### **Building**

The Building Division has a new Plan Reviewer that started on Monday. Robert Walling comes to us from Lansing where he spent the last three years working in their Code Compliance Department. The building team is now fully staffed after more than a year with a vacancy!

100 Lake Lansing Rd, Meijer gas station, continues to make steady progress. Rough inspections were conducted on the roof framing, they were approved and the roof will be installed at the first of the week.

1350 Lake Lansing Rd., Meijer, is rolling and is through phase 5. They are projected to finish up on time or shortly after their timeline.

### **Housing**

Housing has made a conditional offer to a candidate for the Housing Administrator position, we hope to have an acceptance and start date soon.

### **Parking**

The quarterly Parking Taskforce meeting was held on Wednesday, June 17. Items discussed included the bi-annual parking system utilization counts, upcoming facility repairs project, fall prevention fencing, and PACE enforcement. Staff met with Fishbeck to finalize updating our parking structure design criteria as well as with a vendor to discuss adding a separate cooling system for the parking office server room.

For maintenance activities, Albert Avenue garage annual deck-washing on all levels took place, the DDA 100 block dumpster room was pressure-washed, and bi-monthly stairwell pressure-washing was completed this week.

Looking ahead, parking garage window washing at all garages and the MAC garage entry ramp art mural lighting installation is scheduled for Monday. A couple of damaged fire alarm strobes at Albert garage and Division garage level 3 cracked drain piping are scheduled for repair. Among the other items, the Center City development alley transformer fencing is scheduled for installation next week as well.

There will be FREE parking for the Juneteenth holiday.

# CITY MANAGER

Quality Services for a Quality Community

## **Planning**

On Monday evening Associate Planner Grace Whitney attended the meeting of the Commission on the Environment (COE) to discuss pending Ordinance 1575. That ordinance would amend our zoning code as recommended by the Green Code Study Committee, which met for several months in 2025. Amendments include (but are not limited to) changes to parking requirements, EV & EV charging standards, landscaping and green space, tree removal and replacement, keeping bees & chickens, and more. City Council has scheduled a public hearing for their review of that ordinance for July 21. Looking ahead to next week, on Wednesday June 24, the Planning Commission is expected to vote on a recommendation to Council for a proposed mixed-use building at 530 Albert, and the same for a proposed building expansion of the Brightwell medical facility at 3512 Coolidge Rd.

## **Police Department**

June 11 through June 16, 2026: ELPD Officers responded to 558 Calls for Service and Self-Initiated Activity (more than one officer may have responded to one call) and responded to or initiated 114 Traffic Stops (more than one officer may have been present at one traffic stop). Removing all duplicate calls, Officers responded to 272 Calls for Service and Self-Initiated Activity and responded to or initiated 77 Traffic Stops throughout the City.

June 13, 2026: Det. Andy Ferguson and Neighborhood Resource Specialist Emma Wilkins gave a Safety Talk during Safety Night at the East Lansing Public Library.



## **Prime Time Senior Programs**

Prime Time is working on finalizing a new agreement with Burcham Hills (BH) to pilot a collaboration in which residents from the BH community will be transported by BH to Prime Time programs. We hope this collaboration will provide increased programming opportunities for BH residents and continue to increase our participation in programs.

# CITY MANAGER

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Quality Services for a Quality Community

We are also piloting a “field trip” program with Red Cedar Lodge. Red Cedar will be providing transportation from Hannah Community Center to their senior living community. Participants will be served lunch and offered information on the services and amenities offered at Red Cedar Lodge.

We chose to pilot both of these programs with specific communities to determine the feasibility of offering each on a full-scale.

We completed a class audit last week, ensuring our processes are continuing to work and we are working hard on planning our fall programming.

Last week we had our first of six experiences at MSU. Participants made Oak Gall Ink at Beal Gardens. This week they will be visiting the “Darkness” exhibit at Broad Museum. We are very excited for this summer collaboration.

This past weekend Prime Time participated in EL Pride and the Farmers Market, advertising our programs to seniors in attendance.

***Enjoy your weekend!!***



Zoning Board of Appeals  
**AGENDA ITEM REPORT**

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**To:** Zoning Board of Appeals  
**Subject:** A public hearing to consider an application from Kayla Owen, property owner of 970 and 962 Lilac Ave to allow for a lot line adjustment.  
**Meeting:** Zoning Board of Appeals - 01 Jul 2026  
**Department:** Planning, Building, and Housing  
**Staff Contact:** Grace Whitney, Associate Planner

**ATTACHMENTS:**

[Staff Report 970 Lilac 7.1.26](#)  
[Variance Application 2026](#)



Department of Planning,  
Building & Housing

## STAFF REPORT

Address	962 and 970 Lilac Ave.
Applicant	Kayla Owen
Zoning	R-2 Medium Density Single-Family Residential District
Type of Case	Variance Request
Staff person	Grace McCarthy, AICP
CASE Number	PV26-0002
Public Hearing Date	July 1, 2026

### Overview

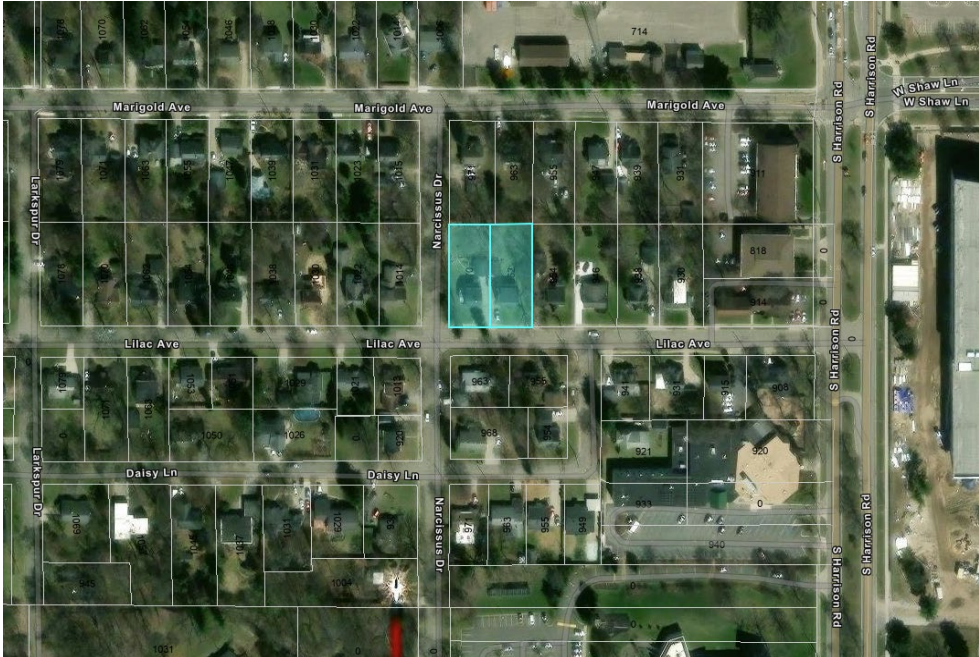
- The applicant is requesting the following dimensional variances from the Zoning Ordinance to facilitate an adjustment of the shared lot line of 962 and 970 Lilac Ave 9.5 ft to the east:
  - Sec 50-816(4) to have a setback less than the minimum of 3 ft required from a side lot line for a parking area on both 970 and 962 Lilac Ave.
  - Sec 816 (3) to exceed the maximum permitted front yard paving of 25% on 970 Lilac Ave.
  - Sec 50-301 to have less than the required lot width of 60 ft on 962 Lilac
  - Sec 50-301 to have less than the required side yard setback for a principal building of 5 ft on 962 Lilac.

### Background

- Both parcels are 0.25 acres in area and are both zoned R-2, Medium Density Single-Family Residential District and are within an R-O-3 rental restriction overlay.
- The property at 962 Lilac is licensed as a Class IV rental for up to 4 unrelated or a family.
- The properties are in the Flowerpot Neighborhood to the west of S Harrison Rd.
- The application was before the board at its June meeting and was delayed at the request of the applicant due to the absence of a full board.

### Existing Conditions

- Assessing records indicate that the home at 970 Lilac was built in 1928 and the home at 962 Lilac was built in 1931.
- The properties currently share one driveway for access to both properties. Both also have garages for parking.



**Aerial photo of site**



**Aerial photo of site**



**Site photo of 970 Lilac Ave. taken 5/27/26**



**Site photo of 962 Lilac Ave. taken 5/27/26**



**Site photo of shared driveway taken 5/27/26**

### **Zoning**

- R-2 Medium Density Single-Family Residential District
- According Sec 50-816(4), *Parking and driveway setbacks*: “Except as provided for in subsection (7) of this section, parking spaces and driveways shall be set back according to the provisions of this chapter. In no case shall a parking space or driveway be placed closer than eight feet from a rear lot line or three feet from any other property line, except where the driveway must penetrate across the lot line to provide access to the adjacent street or alley.”
- According to Section 50-816(3) *Yard Paving Restriction*: “In all residential districts, the amount of paving in a front yard and in a side yard along a street on a corner lot shall not exceed an amount equal to 25 percent of the front yard area as defined in [section 50-9](#) of this chapter...”
- According to Sec 50-301, *Table of Lot and Building Requirements*: parcels in the R-2 Zoning District are required to have a minimum width of 60 ft. and principal structures are required to have a minimum interior side yard setback of 5 ft (total of both sides 15 ft)



**Surrounding Land Uses**

- North: Single Family Residential - R-2 Medium Density Single-Family Residential District
- East: Single Family Residential - R-2 Medium Density Single-Family Residential District
- South: Single Family Residential - R-2 Medium Density Single-Family Residential District
- West: Single Family Residential - R-2 Medium Density Single-Family Residential District

**Requested Zoning Variances**

1. Sec 50-816(4):
  - The minimum side yard setback for driveways is 3ft.
  - The proposed configuration would result in a setback of 0 ft for paving on both properties.
  - **The applicant is requesting a variance of 3 ft or 100% of the minimum setback.**

2. Section 50-816(3):
  - The maximum permitted impervious front yard paving percentage in residential districts is 25%.
  - The proposed configuration would result in a front yard paving percent of 29.2% for the property at 970 Lilac.
  - **The applicant is requesting a variance of 4.2% or 119 sf.**
3. Sec 50-301
  - The minimum lot width in the R-2 District is 60 ft.
  - The proposed configuration would result in a lot width of 56.5 ft for the property at 962 Lilac.
  - **The applicant is requesting a variance of 3.5 ft or 0.06% of the minimum width.**
4. Sec 50-301
  - The minimum interior side yard setback for principal structures in the R-2 District is 5 ft.
  - The proposed configuration would result in a setback of 2.5 ft for the principal structure for the property at 962 Lilac.
  - **The applicant is requesting a variance of 2.5 ft or 50% of the minimum setback.**

#### **Other Applicable Local Ordinances and State and Federal Regulations**

- Prior to the approval of final plans and the issuance of any construction permits, the final plans will have to comply with all applicable local construction standards and specifications.
- The applicant would be required to demolish or relocate the garage at 962 Lilac prior to approval of any lot line adjustment.
- The applicant would be required to provide plans for a parking area for 962 Lilac that meets all code requirements prior to approval of any lot line adjustment.

#### **Standards of Review**

In order to grant a variance, the Zoning Board must first find that the application satisfies all required conditions stated in [Section 50-64\(3\)\(a\)](#) of the Code, as follows:

- (1) The variance shall not be contrary to the public interest or the general intent and purpose of the Zoning Code;
- (2) The variance shall not permit the establishment of a use within a given district which is prohibited therein;
- (3) The variance shall not be a variance so commonly recurring as to make reasonably practical the formulation of a general regulation by the City Council;

- (4) The variance shall not cause substantial adverse effect to properties in the immediate vicinity or in the zoning district where the variance is located; and
- (5) The variance shall relate only to property that is described in the application for the variance.

In addition, the Zoning Board must find that the application meets at least one of three special findings stated in [Section 50-64\(3\)\(b\)](#) of the Code, as follows:

- 1. **Special Finding (1)**, that there are practical difficulties or unnecessary hardships resulting from the physical characteristics of the property in question which make it unfeasible to carry out the strict letter of the Zoning Code;
- 2. **Special Finding (2)**, that there are exceptional or extraordinary circumstances or conditions which apply to the property in question that do not apply to other properties, and which have not resulted from any act of the applicant subsequent to the adoption of the Zoning Code;
- 3. **Special Finding (3)**, that such variation is necessary for the preservation of a substantial property right possessed by other properties within the same zoning district. ss

#### **SAMPLE MOTION**

The ZBA has the option to approve, approve with conditions, or deny the requested variance. A draft motion for any of these scenarios is below for consideration:

Move to **APPROVE/DENY** the following variance requests at 970 and 962 Lilac Ave. from Kayla Owen, property owner, to complete a boundary adjustment of the shared property line:

- From Sec 50-816(4) to allow a setback of 0 ft from a side lot line for a parking area on both 970 and 962 Lilac Ave.
- From Sec 816 (3) to allow a front yard paving percent of 29.2% on 970 Lilac Ave.
- From Sec 50-301 to allow a lot width of 56.5 ft on 962 Lilac
- From Sec 50-301 to allow a side yard setback for a principal building of 2.5 ft on 962 Lilac.

This motion is based on the following findings:

The application **meets/does not meet** the following Required Conditions:

- (1) The variance shall not be contrary to the public interest or the general intent and purpose of the Zoning Code;

Reason(s): \_\_\_\_\_  
\_\_\_\_\_

- (2) The variance shall not permit the establishment of a use within a given district which is prohibited therein;

Reason(s): \_\_\_\_\_  
\_\_\_\_\_

(3) The variance shall not be a variance so commonly recurring as to make reasonably practical the formulation of a general regulation by the City Council;

Reason(s): \_\_\_\_\_  
\_\_\_\_\_

(4) The variance shall not cause substantial adverse effect to properties in the immediate vicinity or in the zoning district where the variance is located;

Reason(s): \_\_\_\_\_  
\_\_\_\_\_

(5) The variance shall relate only to property that is described in the application for the variance.

Reason(s): \_\_\_\_\_  
\_\_\_\_\_

**AND the application meets/does not meet the following Special Findings:**

**Special Finding (1)**, that there are practical difficulties or unnecessary hardships resulting from the physical characteristics of the property in question which make it unfeasible to carry out the strict letter of the Zoning Code.

Reason(s): \_\_\_\_\_  
\_\_\_\_\_

**Special Finding (2)**, that there are exceptional or extraordinary circumstances or conditions which apply to the property in question that do not apply to other properties, and which have not resulted from any act of the applicant subsequent to the adoption of the Zoning Code.

Reason(s): \_\_\_\_\_  
\_\_\_\_\_

**Special Finding (3)**, that such variation is necessary for the preservation of a substantial property right possessed by other properties within the same zoning district.

Reason(s): \_\_\_\_\_

\_\_\_\_\_

**Approval is subject to building code and all other laws and ordinance based on the and to the following conditions:**

- \_\_\_\_\_
- \_\_\_\_\_

CITY OF EAST LANSING  
ZONING VARIANCE APPLICATION

PROPERTY ADDRESS: 970 Lilac Ave, East Lansing, MI 48823

PARCEL ID NO(S): (970 Lilac Ave) 33-20-01-24-104-008 and (962 Lilac Ave) 33-20-01-24-104-009

PROPERTY OWNER: Kayla Owen  
(Or its legal representative)

Mailing Address: [REDACTED]

E-mail Address: [REDACTED]

Office/Cell/Fax Numbers: [REDACTED]

APPLICANT:  
(If not property owner)

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Office/Cell/Fax Numbers: \_\_\_\_\_

LEGAL STANDING:  
(If non-owner applicant)

PROPOSED ACTION(S): Extend the property line of 970 Lilac Ave 9 feet and pinches to the East, absorbing the majority of the existing parking space. Create a new driveway for 962 Lilac Ave on the East side of the property, with a parking area (poured concrete or other) at the back of the house. Relocate existing garage at 962 Lilac to fit re-drawn property lines.

VARIANCE REQUESTED: Chapter 50 - Section: \_\_\_\_\_ (Staff)  
(i.e. setback, coverage, etc.)

**RATIONALE FOR VARIANCE:** In order to grant a variance, the Zoning Board must find that the application satisfies all of the **Variance Conditions** and clearly demonstrates one of three **Special Findings**, as specified in **Section 50-64** of the Zoning Code. Please read Section 50-64 (attached) and describe below how your application would satisfy one or more of the **Special Findings**.

The shared driveway between the two properties has caused practical difficulties as well as increased safety concerns. I reside at 970 Lilac and own and operate 962 Lilac Ave as a rental property. I have witnessed over the years as the vehicles being used by tenants have become larger and larger, making parking in the allotted space increasingly difficult, and oftentimes resulting

[Continued on next page]



in them encroaching on / parking in my space. This requires me to pull into my yard to exit / enter the driveway, or contact them to move their vehicle. I'm very concerned about this issue, especially looking to the future when the rental property is eventually sold. In addition to crowding my driveway, the limited parking space and prohibitive layout has made it challenging for the tenants to come and go around each other's schedules. The single-file drive often requires for the shuffling of multiple vehicles for the person parked at the north of the driveway to exit.

Another concern is that of safety. With the larger vehicles taking up the entirety of the driveway, it creates a blind spot as I exit my driveway and attempt to look for pedestrians utilizing the sidewalk. I live in a highly walkable area, and am always concerned about not seeing someone (and them not seeing me) as I exit my driveway. This is especially true during sports seasons at MSU, as the neighborhood becomes inundated with people parking here and walking to the games.



# LOT SURVEY

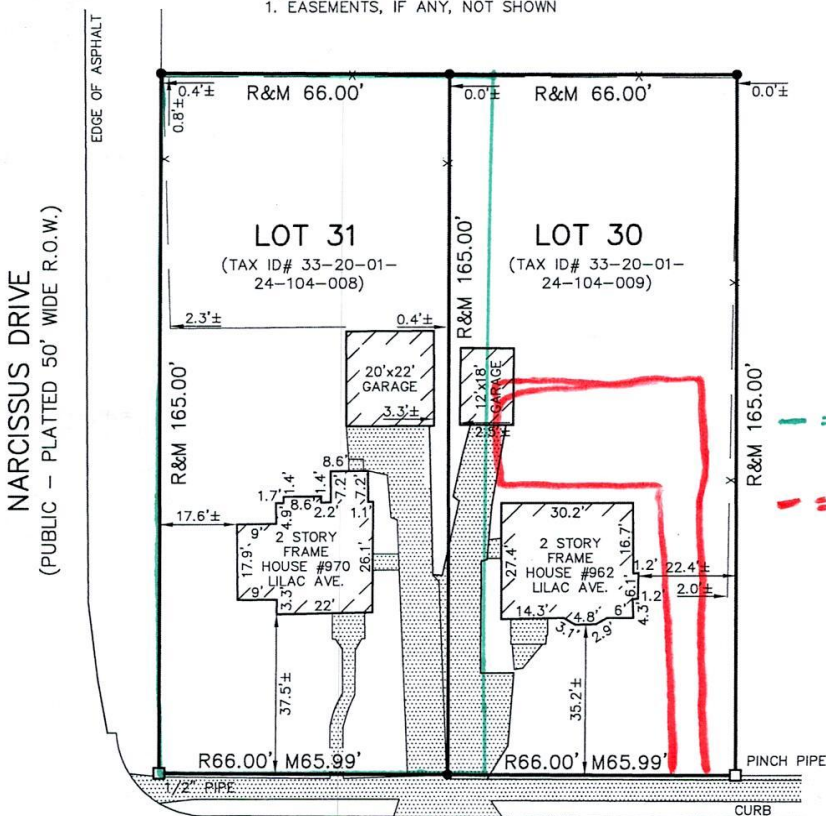
For:  
 MK Builders, LLC  
 426 Business Center Drive  
 Lansing, MI 48917

Survey Address:  
 962 & 970 Lilac Avenue  
 East Lansing, MI 48823  
 Tax ID# 33-20-01-24-104-009  
 & 33-20-01-24-104-008

Legal Descriptions (as provided): 33-20-01-24-104-008: Lot 31, Lilac Lawn Farm No. 1, Lansing Township (now City of East Lansing), Ingham County, Michigan, according to the recorded plat thereof, as recorded in Liber 10 of Plats, Page 44, Ingham County Records.

33-20-01-24-104-009: Lot 30, Lilac Lawn Farm No. 1, Lansing Township (now City of East Lansing), Ingham County, Michigan, according to the recorded plat thereof, as recorded in Liber 10 of Plats, Page 44, Ingham County Records.

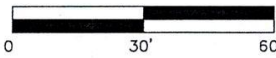
NOTES:  
 1. EASEMENTS, IF ANY, NOT SHOWN



*Handwritten notes:*  
 - = proposed new property boundary for 970 Lilac Ave  
 - = rough idea for proposed new driveway and parking area for 962 Lilac Ave

**LILAC AVENUE**  
 (PUBLIC - PLATTED 50' WIDE R.O.W.)

SCALE 1" = 30'



I hereby certify only to the parties noted hereon that we have surveyed the above described lot, and that we have found or set monumentation for the corners of said lot as shown hereon. Said lot subject to all easements and restrictions of record.

- R = Recorded Distance
- M = Measured Distance
- - - = Distance Not to Scale
- = Deed Line
- = Set 1/2" Bar with Cap
- = Found Iron as Noted
- ▨ = Concrete, Asphalt, Deck, and Porch
- \* \* = Fence
- 0.0'± = Denotes Distance to the Survey Line

**KEBS, INC.** KYES ENGINEERING  
 BRYAN LAND SURVEYS

2116 HASLETT ROAD, HASLETT, MI 48840  
 PH. 517-339-1014 FAX. 517-339-8047

13432 PRESTON DRIVE, MARSHALL, MI 49068  
 PH. 269-781-9800 FAX. 269-781-9805

DRAWN BY KDB	SECTION 24, T4N, R2W
FIELD WORK BY AE	JOB NUMBER:
SHEET 1 OF 1	105178.LOT

*Dane Pascoe*  
 DANE B. PASCOE  
 PROFESSIONAL SURVEYOR No. 54434  
 DATE 2/25/26

# LOT SURVEY

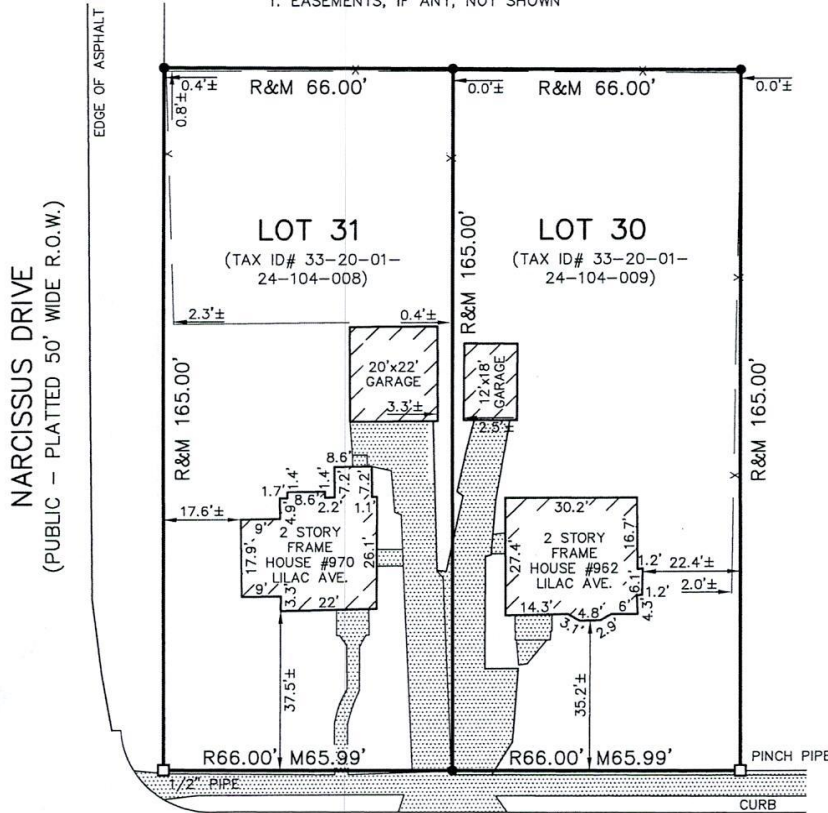
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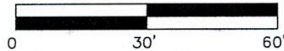
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NOTES:  
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 (PUBLIC - PLATTED 50' WIDE R.O.W.)

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*Dane B. Pascoe*  
 DANE B. PASCOE  
 PROFESSIONAL SURVEYOR  
 DATE 2/25/26  
 No. 54434

<b>KEBS, INC.</b> KYES ENGINEERING BRYAN LAND SURVEYS	2116 HASLETT ROAD, HASLETT, MI 48840 PH. 517-339-1014 FAX. 517-339-8047 13432 PRESTON DRIVE, MARSHALL, MI 49068 PH. 269-781-9800 FAX. 269-781-9805	
	DRAWN BY KDB	SECTION 24, T4N, R2W
FIELD WORK BY AE	JOB NUMBER:	
SHEET 1 OF 1	105178.LOT	



## Zoning Board of Appeals **AGENDA ITEM REPORT**

**To:** Zoning Board of Appeals  
**Subject:** A public hearing to consider an application from Christina and Tony Nguyen, property owners of 1933 Tamarisk Dr for existing parcel conditions to allow for application for a rental license.  
**Meeting:** Zoning Board of Appeals - 01 Jul 2026  
**Department:** Planning, Building, and Housing  
**Staff Contact:** Grace Whitney, Associate Planner

### **ATTACHMENTS:**

[Staff Report 1933 Tamarisk 7.1.26](#)  
[1933 Tamarisk Combined Application](#)  
[Correspondence from C. DiFonzo 1916 Brandywine](#)  
[Correspondence from H & J Dubbs 1943 Tamarisk](#)



**Department of Planning,  
Building & Housing**

**STAFF REPORT**

Address	1933 Tamarisk Dr
Applicant	Tony Nguyen and Christina Nguyen
Zoning	R-1 Low Density Single-Family Residential District
Type of Case	Variance Request
Staff person	Grace McCarthy, AICP
CASE Number	PV26-0003
Public Hearing Date	July 1, 2026

**Overview**

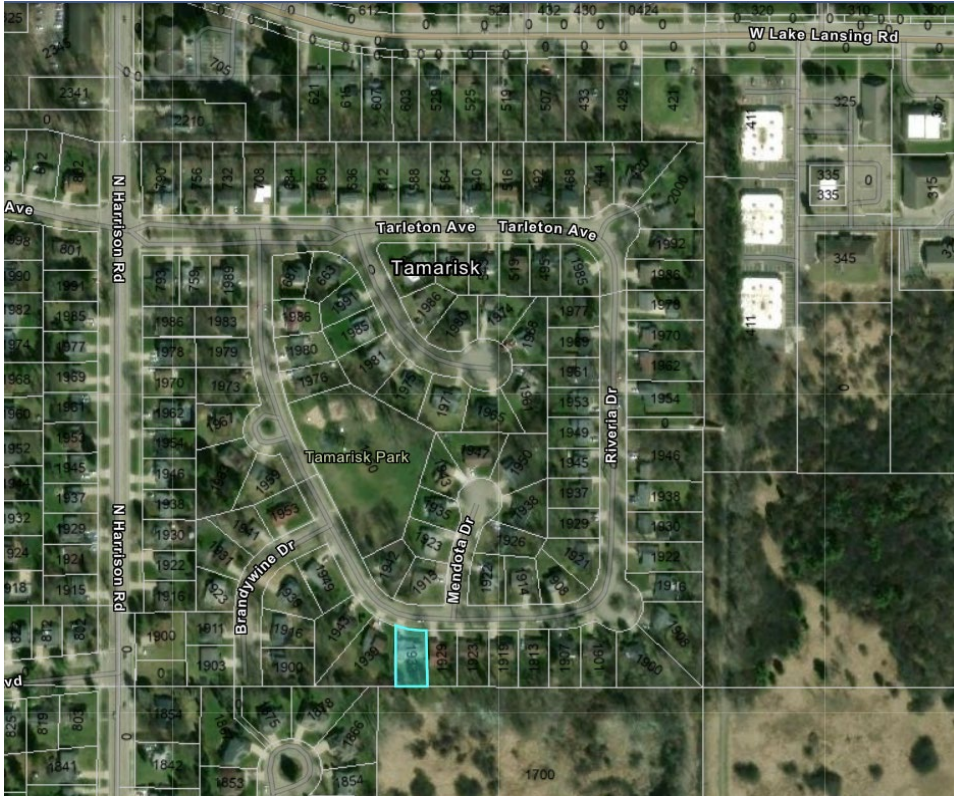
- The applicant is requesting the following dimensional variances from the Zoning Ordinance to allow for an application for a rental license:
  - Sec 50-301 to have less than the required front yard setback of 25 ft.
  - Sec 50-301 to have less than the required interior side yard setback for a principal building of 8 ft for both interior side yards on the property.

**Background**

- The parcel is 0.22 acres in area and is zoned R-1, Low Density Single-Family Residential District. The property is not located in any rental restriction overlay.
- The applicant has applied for a Class III rental license and must bring any nonconformities into compliance with the Zoning Ordinance to be considered for a license. The applicant can apply for a variance request to allow for the rental license application to proceed.
- The property is in the Tamarisk Neighborhood to the east of Harrison Rd., south of Lake Lansing Rd.

**Existing Conditions**

- Assessing records indicate that the home was built in 1968.
- The applicant is not proposing any changes to the property's existing conditions and is seeking variances for existing nonconforming conditions.



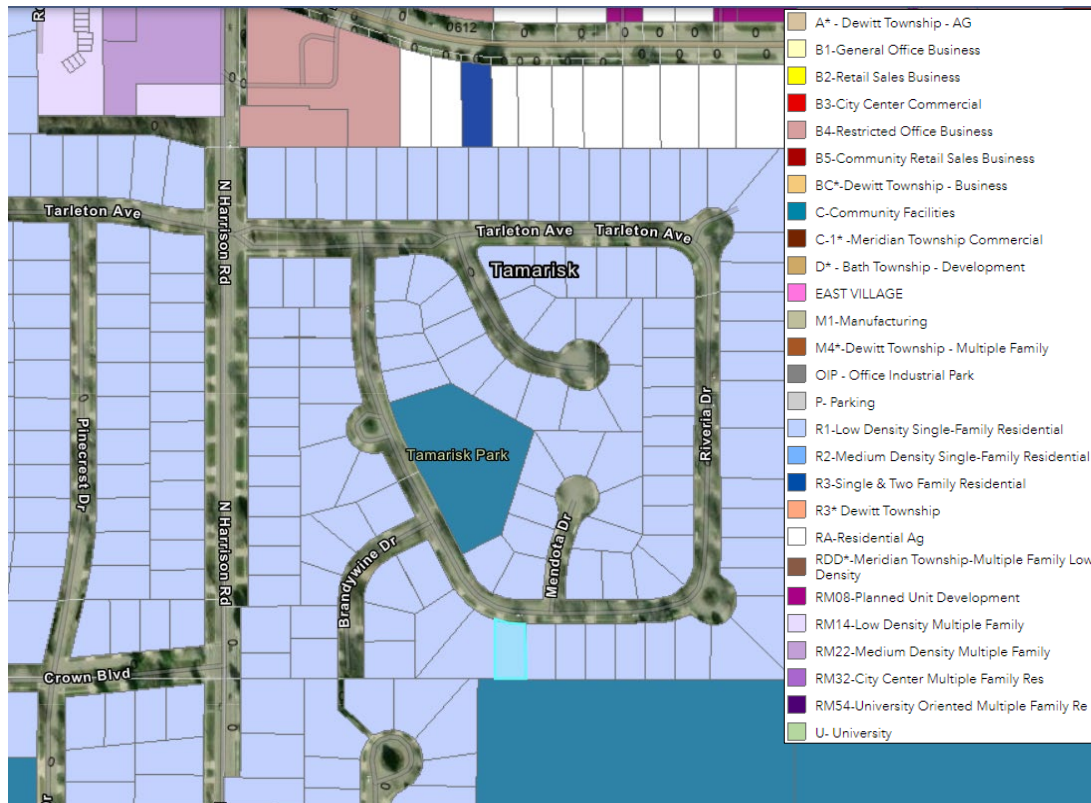
Aerial photo of site



Google Street View dated August 2019

**Zoning**

- R-1 Low Density Single-Family Residential District
- According to Sec 50-301, *Table of Lot and Building Requirements*: parcels in the R-1 Zoning District are required to have front yard setback of 25 ft. and principal structures are required to have a minimum interior side yard setback of 8 ft.



**Surrounding Land Uses**

- North: Single Family Residential - R-1 Low Density Single-Family Residential District
- East: Single Family Residential - R-1 Low Density Single-Family Residential District
- South: Park – C Community Facilities District
- West: Single Family Residential - R-1 Low Density Single-Family Residential District

**Requested Zoning Variances**

1. Sec 50-301
  - The minimum front yard setback in the R-1 District is 25 ft.
  - The applicant’s home is currently set back 18 ft

- **The applicant is requesting a variance of 7 ft**
- 2. Sec 50-301
  - The minimum interior side yard setback for principal structures in the R-1 District is 8 ft.
  - The applicant's home is currently setback 7 ft.
  - **The applicant is requesting a variance of 1 ft.**

#### **Other Applicable Local Ordinances and State and Federal Regulations**

- Prior to the approval of final plans and the issuance of any construction permits, the final plans will have to comply with all applicable local construction standards and specifications.
- The applicant will be required to apply for and obtain a rental license prior to operating the home as a rental. This process would require approval by City Council following a recommendation by Housing Commission.

#### **Standards of Review**

In order to grant a variance, the Zoning Board must first find that the application satisfies all required conditions stated in [Section 50-64\(3\)\(a\)](#) of the Code, as follows:

- (1) The variance shall not be contrary to the public interest or the general intent and purpose of the Zoning Code;
- (2) The variance shall not permit the establishment of a use within a given district which is prohibited therein;
- (3) The variance shall not be a variance so commonly recurring as to make reasonably practical the formulation of a general regulation by the City Council;
- (4) The variance shall not cause substantial adverse effect to properties in the immediate vicinity or in the zoning district where the variance is located; and
- (5) The variance shall relate only to property that is described in the application for the variance.

In addition, the Zoning Board must find that the application meets at least one of three special findings stated in [Section 50-64\(3\)\(b\)](#) of the Code, as follows:

1. **Special Finding (1)**, that there are practical difficulties or unnecessary hardships resulting from the physical characteristics of the property in question which make it unfeasible to carry out the strict letter of the Zoning Code;
2. **Special Finding (2)**, that there are exceptional or extraordinary circumstances or conditions which apply to the property in question that do not apply to other properties, and which have not resulted from any act of the applicant subsequent to the adoption of the Zoning Code;
3. **Special Finding (3)**, that such variation is necessary for the preservation of a substantial property right possessed by other properties within the same zoning district. ss

**SAMPLE MOTION**

The ZBA has the option to approve, approve with conditions, or deny the requested variance. A draft motion for any of these scenarios is below for consideration:

Move to **APPROVE/DENY** the following variance requests 1933 Tamarisk Dr. from Christina and Tony Nguyen, property owners, for existing conditions to apply for a rental license:

- From Sec 50-301 to allow a front yard setback of 18ft.
- From Sec 50-301 to allow a side yard setback for a principal building of 7 ft.

This motion is based on the following findings:

The application **meets/does not meet** the following Required Conditions:

(1) The variance shall not be contrary to the public interest or the general intent and purpose of the Zoning Code;

Reason(s): \_\_\_\_\_

\_\_\_\_\_

(2) The variance shall not permit the establishment of a use within a given district which is prohibited therein;

Reason(s): \_\_\_\_\_

\_\_\_\_\_

(3) The variance shall not be a variance so commonly recurring as to make reasonably practical the formulation of a general regulation by the City Council;

Reason(s): \_\_\_\_\_

\_\_\_\_\_

(4) The variance shall not cause substantial adverse effect to properties in the immediate vicinity or in the zoning district where the variance is located;

Reason(s): \_\_\_\_\_

\_\_\_\_\_

(5) The variance shall relate only to property that is described in the application for the variance.

Reason(s): \_\_\_\_\_  
\_\_\_\_\_

**AND the application **meets/does not meet** the following Special Findings:**

**Special Finding (1)**, that there are practical difficulties or unnecessary hardships resulting from the physical characteristics of the property in question which make it unfeasible to carry out the strict letter of the Zoning Code.

Reason(s): \_\_\_\_\_  
\_\_\_\_\_

**Special Finding (2)**, that there are exceptional or extraordinary circumstances or conditions which apply to the property in question that do not apply to other properties, and which have not resulted from any act of the applicant subsequent to the adoption of the Zoning Code.

Reason(s): \_\_\_\_\_  
\_\_\_\_\_

**Special Finding (3)**, that such variation is necessary for the preservation of a substantial property right possessed by other properties within the same zoning district.

Reason(s): \_\_\_\_\_  
\_\_\_\_\_

**Approval is subject to building code and all other laws and ordinance based on the and to the following conditions:**

- \_\_\_\_\_
- \_\_\_\_\_

**CITY OF EAST LANSING  
ZONING VARIANCE APPLICATION**

**PROPERTY ADDRESS:** 1933 Tamarisk, East Lansing, MI

**PARCEL ID NO(S):** 33-20-01-01-407-007

**PROPERTY OWNER:** Tony Nguyen and Christina Nguyen  
(Or its legal representative)

**Mailing Address:** [REDACTED]

**E-mail Address:** [REDACTED]

**Office/Cell/Fax Numbers:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_  
(If not property owner)

**Mailing Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Office/Cell/Fax Numbers:** \_\_\_\_\_

**LEGAL STANDING:** \_\_\_\_\_  
(If non-owner applicant)

**PROPOSED ACTION(S):** \_\_\_\_\_  
(Describe proposed improvements)

I would like to obtain a rental license for this property and surely will not make any changes to the property.

**VARIANCE REQUESTED: Chapter 50 - Section:** \_\_\_\_\_ (Staff)  
(i.e. setback, coverage, etc.)

Variance from setback requirements.

**RATIONALE FOR VARIANCE:** In order to grant a variance, the Zoning Board must find that the application satisfies all of the **Variance Conditions** and clearly demonstrates one of three **Special Findings**, as specified in **Section 50-64** of the Zoning Code. Please read Section 50-64 (attached) and describe below how your application would satisfy one or more of the **Special Findings**.

I surely will not make any changes for this property. This is used for a rental property.

[Continued on next page]

I (we) hereby grant permission for members of the East Lansing Zoning Board of Appeals, its staff and its consultants the right to enter onto the property described in this application in my (our) absence for the purpose of gathering information, including but not limited to the taking and use of photographs.

Please check one:  Yes  No

By the signature(s) below, I (we) certify that the information provided in this application, including the accompanying plans and other documentation is, to the best of my (our) knowledge, true and accurate.

Tony Nguyen

05/25/2026

Tony Nguyen

05/25/2026

Owner (mandatory)

Date

Applicant

Date

**INSTRUCTIONS:**

1. Complete all sections of the application; add additional sheets or information as needed. The current **property owner must sign** the application.
2. A non-refundable filing fee, payable to the *City of East Lansing*, must be paid at time of filing an application.
3. At a minimum you must provide a **survey, plot plan or accurate site plan** for all specific variances from such dimensional requirements as lot area and width regulations, building height, bulk regulations, yard width, side and depth regulations and off-street parking and loading requirements. Other information, such as pictures and building plans, may be useful.
4. All applications must be received by the Department of Planning & Community Development **five weeks prior (see schedule)** to the date of the Zoning Board's meeting, to be placed on the Board's agenda.
5. It is essential to **appear at the hearing in person** or to be represented by a duly authorized agent.

**SUBMIT TO: Department of Planning, Building and Development**  
**East Lansing City Hall, Room 217, 410 Abbot Road, East Lansing, MI 48823**  
**Phone: (517) 319-6930 Fax: (517) 337-1607 E-mail: [coelzba@cityofeastlansing.com](mailto:coelzba@cityofeastlansing.com)**

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For Office Use:

**DATE RECEIVED:** \_\_\_\_\_ **ZBA HEARING:** \_\_\_\_\_

**MATERIALS SUBMITTED** \_\_\_\_\_ Site Plan/Survey \_\_\_\_\_ Building Plan(s) \_\_\_\_\_ Written Information  
Other \_\_\_\_\_

**Check No:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Wetland:** Y N **Flood Plain:** Y N **Historic District:** Y N **DDA Area:** Y N

**Note:** If the application involves property which falls within any of the above designated special areas, review by one or more other City boards or commissions will likely be required and may affect the overall review schedule.

## Section 50-64 from Chapter 50 - Zoning of the Code of the City of East Lansing

- (3) **VariANCES.** The Board shall have the power to authorize upon an appeal specific variances from such dimensional requirements as lot area and width regulations, building height, bulk regulations, yard width, side and depth regulations, and off-street parking and loading requirements as specified in this Chapter, provided, however, that all of the following variance conditions are adhered to and that at least one (1) of the following special findings can be satisfied:
- a. **Variance Conditions.** All of the following conditions, in the judgment of the Board, shall exist before any variance from this Chapter shall be granted. Any variance granted shall:
1. Not be contrary to the public interest or the general intent and purpose of this Chapter.
  2. Not permit the establishment of a use within a given district which is prohibited therein.
  3. Not be a variance so commonly recurring as to make reasonably practical the formulation of a general regulation by the City Council.
  4. Not cause substantial adverse effect to properties in the immediate vicinity or in the zoning district where the variance is located.
  5. Relate only to property that is described in the application for the variance.
- b. **Special Findings.** If all the foregoing variance conditions can be satisfied, a variance may be granted when the Board determines that any one of the following special findings can be clearly demonstrated:
1. That there are practical difficulties or unnecessary hardships resulting from the physical characteristics of the property in question which make it unfeasible to carry out the strict letter of this Chapter. Increased financial return to the applicant shall not be considered just cause for a variation based upon hardship.
  2. That there are exceptional or extraordinary circumstances or conditions which apply to the property in question that do not apply to other properties and which have not resulted from any act of the applicant subsequent to the adoption of this Chapter.
  3. That such variation is necessary for the preservation of a substantial property right possessed by other properties within the same zoning district.

**SITE PLAN**

Address:  
1933 TAMARISK DR EAST  
LANSING, MI 48823

Assessor's Parcel Number:  
33-20-01-01-407-007

Parcel Area:  
0.22 Acres

Land Use:  
Residential  
Single Family Residence

Zoning: R-1

Legal Description:  
LOT 73 TAMARISK #2

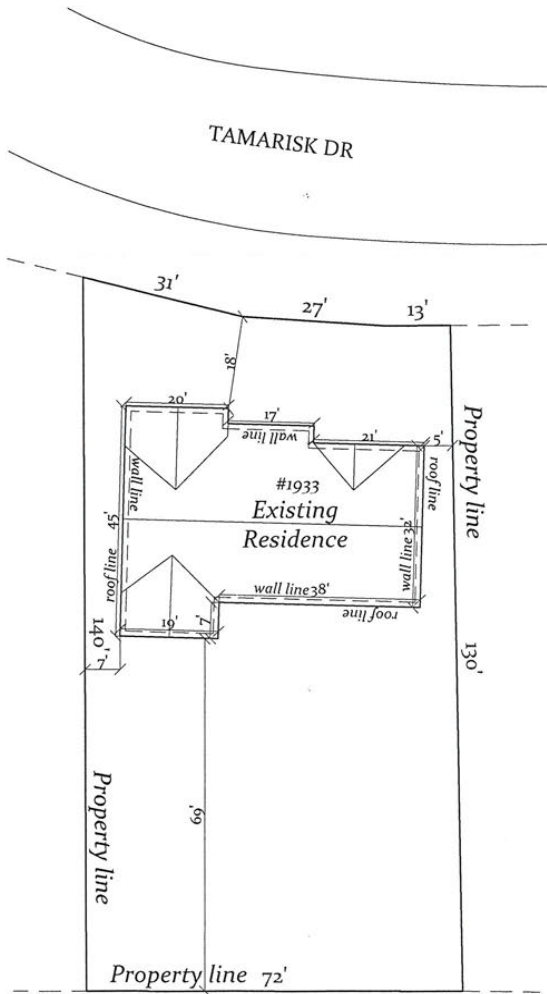
Subdivision:  
TAMARISK

Owner: NGUYEN,  
CHRISTINA THAO NHI

Date: May, 2026



Scale:  
1" = 20'  
Paper size:  
11" x 17"



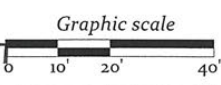
Legend	
—	Property line
- - -	Topography line
— · — ·	Wall line
— · — · — ·	Roof line
— · — · — · — ·	Retaining wall
— · — · — · — · — ·	Fence
— · — · — · — · — · — ·	Proposed addition



**RECEIVED**

MAY 18 2026

CITY OF EAST LANSING  
CODE ENFORCEMENT



Disclaimer: This is not a Legal Survey, nor is it intended to be or replace one. These measurements are approximate and are for illustrative purposes only. This work product represents only generalized location of features, objects or boundaries and should not be relied upon as being legally authoritative for the precise location of any feature, objects or boundary.

Zoning Board of Appeals  
City of East Lansing  
410 Abbot Rd  
East Lansing, MI 48823

19 June 2026

Thank you for the opportunity to comment on the zoning variance application for 1933 Tamarisk / Parcel #33-20-01-01-407-007. I live around the corner from this parcel and walk neighborhood streets almost daily. The owners need a variance to convert the home to a rental property. But in fact, the address has been occupied by MSU students and “used as a rental property” (as admitted in the zoning application) for the last two years, giving residents a preview of why setback values are important.

The variance from a required 25 ft set back was requested because the garage is only 18 ft from the sidewalk. When a family occupied the home, there were likely 1 or 2 cars in the driveway. When occupied recently by MSU students, the 4 bedroom property (ref: Zillow sell sheet) had only a one-car garage so three, sometimes four, cars filled not only the driveway but encroached on the sidewalk. Pictures are provided on page 2. Blocking the sidewalk didn’t happen a few times; it occurred so frequently that it became a topic of conversation among neighbors. Many Tamarisk residents walk, including many who are older, limited in mobility or sight, or pushing a stroller. All of us literally had to step into the road to get around these parked vehicles, a particular pain in the winter when the road wasn’t plowed.

This persistent problem arose because there were too many cars from too many unrelated people parking in an 18 ft driveway. This is likely one reason that rentals now require a 25 ft set back, to accommodate a car for each bedroom/ renter. Providing a variance lets the owner apply for a rental license, but it won’t add feet to the driveway.

Finally, other than stating changes won’t be made to the property, the zoning application does not give a rationale for the variance, nor does it say how it satisfies the special findings or variance conditions. Instead, in my opinion, the request does not meet the conditions that any variance granted shall: (1) not be contrary to the public interest and (4) not cause substantial adverse effect to properties in the vicinity. Neighborhood residents expect safe and walkable sidewalks, and in the 2-year preview of this parcel as a covert rental, 18 ft of driveway was not enough to accomplish this.

Thank you for your time.  
C.D. DiFonzo, 1916 Brandywine Dr


*Attachment: 1933 Tamarisk taken mid-February 2026 on a typical morning*

A view of 1933 Tamarisk from across the street, showing three cars in the driveway.



On the same side of the street, you can see the sidewalk is actually blocked by the vehicles, forcing walker into the road to the next driveway



 Outlook

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**1933 Tamarisk Dr. zoning appeals**

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[REDACTED]

**Date** Wed 6/24/2026 12:37 PM

**To** Zoning Board of Appeals <coelzba@cityofeastlansing.com>

[REDACTED]

I live 2 houses from this address for over 34 years.  
2 years ago this home at 1933 Tamarisk Dr. became a student rental without a license.  
There have been 4 unrelated students living there with 4 cars. It is a single car garage and not a wide driveway. This caused multiple problems such as parking on the grass. Parking onto the sidewalk. Parking overnight on the street.  
I do not see how the variances requested would eliminated the problems.  
Thank you for taking the time to read this.  
heather and Jim Dubbs  
1943 Tamarisk Dr.

[REDACTED]