



EAST LANSING DOWNTOWN DEVELOPMENT AUTHORITY AGENDA

Downtown Development Authority Meeting

12:00 PM - Thursday, June 25, 2026 at Hannah Community Center,
819 Abbot Road

Public Comment - Email: lmullins@cityofeastlansing.com

Page

1. CALL TO ORDER

1.1. Roll Call

1.2. Approval of the agenda

1.3. Approval of the minutes

5 - 9

[26-05-28 DDA DRAFT Minutes](#)

2. FINANCIAL REPORTS

2.1. May Treasurers Report

10 - 13

[May 2026 Treasurer Report](#)

3. COMMUNICATIONS

3.1. Written Communications

14 - 15

[DDA recommendation to City Council 5.28.26 401, 421, & 427 E. Grand River - signed.](#)

[DDA recommendation to City Council 5.28.26 Ordinance 1559](#)

3.2. Communications from the Audience

3.3. Communications from Staff

4. BUSINESS AGENDA

4.1. A recommendation to City Council regarding a request from Cody Dietrich on behalf of TDP Acquisitions, LLC, for approval of a Site Plan for a 10-story mixed use development consisting of one-, two- and three-bedroom dwelling units and ground floor commercial space located at 530 Albert Avenue. The property is zoned B-3 City Center Commercial Business District.

16 - 41

Recommend that the City Council approve/deny the requested Site Plan for a 10-story mixed use development consisting of one-, two- and three-bedroom dwelling units and ground floor commercial space located at 530 Albert Avenue.

[Agenda Item Report - Pdf](#)

4.2. Recommendation to City Council regarding a request from Graduate East Lansing (Lee Cote) for approval of a Special Use permit located at 133 Evergreen Avenue. The applicant request is to add a private dining area and expand the rooftop deck with alcohol service. The property is zoned B-3 City Center Commercial.

42 - 81

Motion to recommend approval/denial of the special use permit request to add a private dining area and expand the rooftop deck with alcohol service at 133 Evergreen Avenue.

[Agenda Item Report - Pdf](#)

- 4.3. Approval of funding request for Fall Police Staffing 82 - 84

Below is a motion for the board's consideration.

Motion to approve/deny funding request for Fall Police staffing.

[Agenda Item Report - Pdf](#)

- 4.4. Update on downtown ambassador program and request for a budget amendment and the formation of a work group to support the launch. 85 - 97

Below is a motion for the board's consideration.

Motion to appoint board members _____ to an Ambassador Program Work Group and amend the DDA budget increasing the allocation for this program from \$100,000 to \$275,000 for FY27 with funds coming from the DDA Fund Balance.

[Agenda Item Report - Pdf](#)

- 4.5. Request for approval of a contract with Harvey Electronics for improvements to the downtown camera system 98 - 99

Motion to approve a contract with Harvey Electronics and Radio for up to \$75,000 upon final recommendation from staff.

[Agenda Item Report - Pdf](#)

- 4.6. Updated. Request for a FY27 budget amendment for increased staffing for the DDA 100 - 101

Motion to support/deny request for FY27 budget amendment in the total amount of \$29,690 for increased staffing for the DDA.

[Agenda Item Report - Pdf](#)

- 4.7. Request a FY 27 budget amendment and carry forward \$27,750 of FY 26 Valley Court Connectivity funds to contribute toward the West Downtown Area Plan contract with Spalding DeDecker and related operating costs. 102 - 115

Below is a motion for the board's consideration.

Motion to approve/deny the requested budget amendment and carry forward Valley Court Connectivity funds to contribute toward the West Downtown Area Plan contract with Spalding DeDecker and related operating costs.

[Agenda Item Report - Pdf](#)

- 4.8. Request for approval to enter into a contract with Tower Pinkster for professional services including design, construction documents, bidding and construction administration related to the DDA office to be located in the Division Street Parking Structure and for public restrooms to be 116 - 128

located in the Charles Street Parking Structure.

Motion to approve a time and materials contract with Tower Pinkster based on their MiDeal billing rates for professional services including design, construction documents, bidding and construction administration related to the DDA office to be located in the Division Street Parking Structure and for public restrooms to be located in the Charles Street Parking Structure. The total funding for the contract and DDA contingency will be no more than \$37,000.

[Agenda Item Report - Pdf](#)

- 4.9. Updated. Request for approval of a budget amendment to address multiple downtown projects. 129

Below is a motion for the board's consideration.

Motion to approve a budget amendment to (1) add \$21,400 to the operating supplies budget for \$1,400 for meeting supplies and \$20,000 for replacement of downtown amenities, (2) add \$20,000 to the contract services line item for repairs to downtown amenities, and (3) carry forward \$30,000 of Capital Outlay budget from FY26 to FY27.

[Agenda Item Report - Pdf](#)

5. UNFINISHED BUSINESS AGENDA

- 5.1. Updated - Request for approval of Brokerage Agreement for 314, 328, 334, 340 and 344 Evergreen Avenue. 130 - 134

Below is a motion for the board's consideration.

Motion to approve the Exclusive Marketing Agreement with Martin Commercial Properties, Inc. for 314, 328, 334, 340 and 344 Evergreen Avenue.

[Agenda Item Report - Pdf](#)

- 5.2. Updated - Discussion of Michigan Main Street Program Scorecard and interest form 135 - 146

Below is a motion for the board's consideration.

Move to approve the Michigan Main Street interest form and Scorecard and authorize the DDA Executive Director to pursue and report back on next steps.

[Agenda Item Report - Pdf](#)

6. REPORTS FROM CHAIR AND BOARD MEMBERS

- 6.1. Downtown Management Board (Hewson)
6.2. Parking Task Force (Krueger)
6.3. LDFA Smartzone (Smith)
6.4. ArtSpace Update (Babcock and Ledebuhr)

7. ANNOUNCEMENTS / BOARD MEMBER COMMENTS

8. **ADJOURNMENT**



MINUTES

Downtown Development Authority Meeting

12:00 PM - Thursday, May 28, 2026
Hannah Community Center

1. CALL TO ORDER

1.1. Roll Call

The meeting of the Downtown Development Authority of the City of East Lansing was called to order on May 28, 2026, at 12:02 p.m., in the Banquet Hall Room at the Hannah Community Center, with the following members present:

Board Members Present: Altmann, Aydukovic, Babcock, Ballein, Hackney, Hewson, Ledebuhr, Newman (acting City Manager), and Vlahakis, Newman left the meeting at 12:45.

Board Members Absent: Krueger, and Smith

Staff Present: Bartley, Mullins, Pope, Reiten, and Sharrow

Counsel: Chubb

1.2. Approval of the agenda

Hackney motioned to amend the agenda, moving item 5.4 to 4.1, and adjusting the other business agenda items accordingly, support by Altmann.

ALL YEAS

MOTION CARRIED

1.3. Approval of the minutes

Moved by Altmann, seconded by Aydukovic, to approve the April 23, 2026 meeting minutes.

ALL YEAS

MOTION CARRIED

2. FINANCIAL REPORTS

2.1. April Financial Report

3. COMMUNICATIONS

3.1. Written Communications

Three items were included in the board packet; a letter regarding 530 Albert, a letter of support for the a DNR grant, and a letter of recommendation regarding the SUP for the new location of For Crepes Sake.

3.2. Communications from the Audience

Paul Vlahakis spoke regarding his interest in purchasing the DDA owned properties on Evergreen.

Al Bay spoke in opposition to Ordinance 1559.

3.3. Communications from Staff

Bartley and Sharrow shared a summary of the Downtown Parking Report.

Mullins provided an update on the status of the City Center Sublease

Reiten and Mullins provided an update on the status of 530 Albert Avenue

4. BUSINESS AGENDA

- 4.1.** Request for a Recommendation to City Council regarding a request from Evan Williams on behalf of Harbor Bay Ventures for approval of a Site Plan for a 12-story mixed use development consisting of one-, two- and three-bedroom dwelling units and ground floor commercial space at 401, 421, & 427 E. Grand River Avenue. The property is zoned B3 City Center Commercial Business District.

Ledebuhr moved, and Altmann seconded, to recuse Ballein.

ALL YEAS

MOTION CARRIED

Reiten presented a summary of the request and the recommendation from the Planning Commission. Hackney motioned to recommend City Council approval of a request from Evan Williams on behalf of Harbor Bay Ventures for approval of a Site Plan for a 12-story mixed use development consisting of one-, two- and three-bedroom dwelling units and ground floor commercial space at 401, 421, & 427 E. Grand River Avenue, support by Ledebuhr.

ALL YEAS

MOTION CARRIED

Ballein returned to the meeting.

- 4.2.** Consider proposed Ordinance 1559, to amend Sec. 50-94 of the Zoning Ordinance, which defines a diverse housing requirement in downtown East Lansing. The amendments would allow for a fee to be paid in lieu of meeting the requirement, define a formula for that fee, and to allow for the transfer of diverse housing credits from areas outside of downtown.

After discussion around the purpose and impact of the Diverse Housing Ordinance, and discussion about the need for incentives to encourage

redevelopment, Altman moved to recommend the City Council deny approval of Ordinance 1559 as written and continue discussions of how to achieve diverse housing in the DDA District, seconded by Hackney.

ALL YEAS

MOTION CARRIED

- 4.3.** Consideration of an East Lansing Downtown Development Authority Site Amenities Program and authorize DDA Chairperson to execute limited license agreements for applications that comply with program Guidelines.

Mullins explained that there have been requests for the use of DDA owned site furnishings and that staff is seeking the board's support for a program that would allow the site furnishings to be used within the district through a temporary license agreement that would be aimed at cost recovery. The applicant requesting use of the furnishings would be responsible for managing that use and for any lost or damaged furnishings.

Hackney moved and Altmann seconded a motion to approve the creation of an East Lansing Downtown Development Authority Site Amenities Program and authorize the DDA Chairperson to execute limited license agreements for applicants that comply with program Guidelines.

ALL YEAS

MOTION CARRIED

- 4.4.** Request for consideration of proposed modification to refuse rates charges.

Mullins provided background on the rate adjustment that came about following the refuse rate study. Some businesses had been found to be paying more than their share while others were paying less. The new rates will result in several businesses seeing large increase in their rates in July. Staff is proposing that for the first three months no business would have an increase of greater than 50%. This would help to temper the increase and would cost the DDA approximately \$5,000.

Hewson moved to approve the proposed modification to the refuse rate charges, second by Ledebuhr.

ALL YEAS

MOTION CARRIED

- 4.5.** Consideration of City of East Lansing Downtown Development Authority Policy Resolution 2026-01, a resolution authorizing the Executive Director to enter into certain contracts without prior approval of the Downtown Development Authority Board.

Mullins explained that this request would allow the DDA's Executive Director to move forward with contracts that are included in the budget, without requiring further board action.

Hackney motioned to approve the City of East Lansing Downtown

Development Authority Policy Resolution 2026-1 authorizing the Executive Director to enter into certain contracts without prior approval of the Downtown Development Authority Board.

ALL YEAS
MOTION CARRIED

5. UNFINISHED BUSINESS AGENDA

5.1. Consideration of the FY27 DDA Budget and Tax Rate Resolution

Hackney moved, and Ballein supported, a motion to approve the DDA FY 2027 Budget and the adoption of the Tax Rate Resolution, to levy 1.6229 mills of tax on each \$1,000 of taxable value on the real intangible personal property, not exempt by law on all properties located within the DDA district for the purposes of financing the operations of the DDA.

ALL YEAS
MOTION CARRIED

5.2. Consideration of three proposals for the Marketing and Selling of 314, 328, 334, 340 and 344 Evergreen Avenue and authorize the DDA attorney, DDA executive director and two to three board members to negotiate and draft an agreement for execution by the DDA Chairperson.

Hackney moved, and Ballein seconded, to recuse Vlahakis.

ALL YEAS
MOTION CARRIED

The board discussed the benefits of having a broker to support the board and staff in marketing, conducting due diligence and advising the board.

Altman moved to ask three board members, Krueger, Ledebuhr, and Hewson, to review proposals, interview proposers and make a recommendation to the full board concerning a broker to retain. Support by Hackney.

ALL YEAS
MOTION CARRIED

Vlahakis returned to the meeting

5.3. Request to reduce scope of contract for Ann Street Plaza Vehicular Landscape Barrier Design Project and request for funding to support the related Downtown Events Hydraulic Bollard Project.

Hewson moved, and Altmann seconded, to authorize staff to issue a notice of contract termination regarding the Ann Street Plaza Vehicular Landscape Barrier Design project and allocate \$9,100 from contract services to finalize the scope of work through a contract between the City of East Lansing and their selected bidder.

ALL YEAS
MOTION CARRIED

- 5.4.** Discussion and approval of Michigan Main Street Program Scorecard and interest form.

Staff provided an overview regarding the collection of scorecards from both the DDA and DMB members, and advised that postponing the discussion until next months meeting would allow for full participation and identification of priority action items.

Altmann moved and Hewson supported to postpone further consideration of this agenda item to next month's meeting.

ALL YEAS
MOTION CARRIED

6. REPORTS FROM CHAIR AND BOARD MEMBERS

- 6.1.** Downtown Management Board (Hewson)

Hewson provided an update on the DMB QR coded stickers that will request public space feedback and community engagement. He also shared information on the East Lansing Song Competition.

- 6.2.** Parking Task Force (Ballein) - No Meeting

- 6.3.** LDFA Smartzone (Smith) - No update

- 6.4.** ArtSpace Update (Babcock and Ledebuhr) - The core group is meeting today to continue planning for the site visit by the ArtSpace team later this summer.

7. ANNOUNCEMENTS / BOARD MEMBER COMMENTS

8. ADJOURNMENT

At 1:53 PM Altmann moved to adjourn, second by Ballein.

ALL YEAS
MOTION CARRIED



Budget Performance Report 05/26

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/ Rec'd
Fund 248 - Downtown Development Authority						
REVENUE						
Department 50 - Planning, Bldg and Dev						
Division 5084 - Downtown Development						
5020	Property Taxes - DDA Special Millage	324,445.00	.00	.00	324,155.97	100
5030	TIF 1 University Place Tax Capture	139,395.00	.00	.00	139,556.49	100
5031	TIF 2 DDA Tax Capture	2,110,960.00	.00	.00	2,084,312.26	99
5601	Lease/Rental Income	.00	.00	.00	13,682.00	+++
5650	Miscellaneous Revenue	.00	.00	.00	375.00	+++
5751	Interest Income	20,000.00	.00	.00	34,061.78	170
5992	Reappropriated Equity Encumbrances	2,280.00	.00	.00	.00	0
Division 5084 - Downtown Development Totals		\$2,597,080.00	\$0.00	\$0.00	\$2,596,143.50	100%
Division 5088 - Downtown Waste Mgmt Program						
5421	Charges for Services	145,200.00	10,484.75	.00	114,691.65	79
5650	Miscellaneous Revenue	.00	.00	.00	25.00	+++
Division 5088 - Downtown Waste Mgmt Program Totals		\$145,200.00	\$10,484.75	\$0.00	\$114,716.65	79%
Division 5090 - Evergreen Properties						
5601	Lease/Rental Income	.00	1,850.00	.00	5,550.00	+++
5650	Miscellaneous Revenue	.00	.00	.00	.00	+++
Division 5090 - Evergreen Properties Totals		\$0.00	\$1,850.00	\$0.00	\$5,550.00	+++
Department 50 - Planning, Bldg and Dev Totals		\$2,742,280.00	\$12,334.75	\$0.00	\$2,716,410.15	99%
REVENUE TOTALS		\$2,742,280.00	\$12,334.75	\$0.00	\$2,716,410.15	99%
EXPENSE						
Department 50 - Planning, Bldg and Dev						
Division 5084 - Downtown Development						
6001	Salaries and Wages Full Time	114,150.00	16,280.37	.00	71,541.16	63
6003	Wages - Contingent	6,440.00	.00	.00	1,755.00	27
6005	Leave Time Payout	2,250.00	.00	.00	2,438.27	108
6025	Car Allowance	3,600.00	.00	.00	1,200.00	33
6071	S&W - Direct Charges	31,980.00	1,831.67	.00	20,148.37	63

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Budget Performance Report 05/26

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/ Rec'd
6110	Health Insurance - Actives	21,460.00	2,591.06	.00	12,915.94	60
6111	Rx Insurance - Actives	640.00	80.06	.00	389.82	61
6150	Dental Insurance	1,140.00	137.73	.00	685.87	60
6155	Optical Insurance	160.00	19.49	.00	97.08	61
6158	Long Term Care Insurance	.00	75.00	.00	385.18	+++
6160	Long Term Disability Insurance	330.00	47.05	.00	206.72	63
6165	Life Insurance	440.00	63.29	.00	278.13	63
6201	Social Security	9,670.00	1,245.83	.00	5,809.42	60
6222	Retirement - Hybrid DB	10,480.00	1,421.29	.00	6,563.18	63
6224	Retirement - Hybrid DC	1,520.00	206.78	.00	954.82	63
6301	Workers Compensation	70.00	9.78	.00	44.75	64
6309	HCSP - City Match	1,000.00	130.43	.00	618.80	62
6315	Employee Parking Permits	660.00	55.00	.00	605.00	92
6341	Fringe Benefits - Direct Charges	3,710.00	34.17	.00	375.87	10
7201	Operating Supplies	12,950.00	1,174.11	.00	6,269.57	48
7401	Contract Services	101,870.00	171.40	22,886.56	74,750.57	96
7415	Municipal Service Agreement	587,305.00	26,042.92	.00	350,904.61	60
7501	Legal Services - General	12,000.00	3,655.20	.00	21,023.40	175
7510	Audit Services	4,785.00	.00	.00	4,785.00	100
7530	Software Maintenance Agreement	.00	.00	.00	.00	+++
7701	Communications - Telephone	.00	37.64	.00	345.73	+++
7810	Sponsorships	9,500.00	.00	.00	3,500.00	37
7901	Printing and Publishing	.00	.00	.00	.00	+++
8001	Dues and Memberships	800.00	.00	.00	2,750.00	344
8101	Employee Training & Travel	.00	.00	.00	135.00	+++
8205	Utilities - Electric	360.00	30.00	.00	300.00	83
8460	Project Development Fund	15,000.00	.00	.00	540.00	4
8501	Repairs and Maintenance	3,000.00	.00	.00	205.00	7
8801	General Government Indirect Charge Allocation	.00	7,776.25	.00	85,538.75	+++
8810	City Facility Rental	4,680.00	.00	.00	2,560.00	55

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Budget Performance Report 05/26

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/ Rec'd
8820	City Computer Rental	5,920.00	493.33	.00	5,426.63	92
9001	Capital Outlay	705,000.00	.00	4,058.75	11,781.25	2
9701	Contribution to General Fund	118,275.00	9,856.25	.00	108,418.75	92
9715	Contribution to Debt Service Fund	.00	.00	.00	.00	+++
9730	Contribution to Parking Fund	139,395.00	.00	.00	139,556.49	100
9996	Replenish Fund Equity	91,850.00	.00	.00	.00	0
Division 5084 - Downtown Development Totals		\$2,022,390.00	\$73,466.10	\$26,945.31	\$945,804.13	48%
Division 5088 - Downtown Waste Mgmt Program						
6071	S&W - Direct Charges	6,710.00	559.17	.00	6,150.87	92
6341	Fringe Benefits - Direct Charges	1,300.00	108.33	.00	1,191.63	92
7401	Contract Services	130,840.00	13,131.72	7,272.87	159,871.19	128
7701	Communications - Telephone	2,200.00	183.00	.00	2,013.00	92
8205	Utilities - Electric	1,800.00	139.60	.00	1,365.45	76
8501	Repairs and Maintenance	2,350.00	.00	.00	580.97	25
Division 5088 - Downtown Waste Mgmt Program Totals		\$145,200.00	\$14,121.82	\$7,272.87	\$171,173.11	123%
Division 5090 - Evergreen Properties						
7401	Contract Services	2,500.00	.00	.00	903.50	36
8220	Utilities - Other	650.00	.00	.00	721.70	111
8501	Repairs and Maintenance	1,000.00	.00	.00	.00	0
9501	Principal Payment	355,000.00	.00	.00	355,000.00	100
9505	Interest Expense	215,540.00	.00	.00	215,541.00	100
Division 5090 - Evergreen Properties Totals		\$574,690.00	\$0.00	\$0.00	\$572,166.20	100%
Department 50 - Planning, Bldg and Dev Totals		\$2,742,280.00	\$87,587.92	\$34,218.18	\$1,689,143.44	63%
EXPENSE TOTALS		\$2,742,280.00	\$87,587.92	\$34,218.18	\$1,689,143.44	63%
Fund 248 - Downtown Development Authority Totals						
REVENUE TOTALS		2,742,280.00	12,334.75	.00	2,716,410.15	99%
EXPENSE TOTALS		2,742,280.00	87,587.92	34,218.18	1,689,143.44	63%
Fund 248 - Downtown Development Authority Totals		\$0.00	(\$75,253.17)	(\$34,218.18)	\$1,027,266.71	



Budget Performance Report 05/26

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/ Rec'd
Grand Totals						
REVENUE TOTALS		2,742,280.00	12,334.75	.00	2,716,410.15	99%
EXPENSE TOTALS		2,742,280.00	87,587.92	34,218.18	1,689,143.44	63%
Grand Totals		\$0.00	(\$75,253.17)	(\$34,218.18)	\$1,027,266.71	



CITY OF EAST LANSING

The Home of Michigan State University

June 6, 2026

The Honorable Erik Altmann
East Lansing City Council
410 Abbot Road

RE: Site Plan for 401, 421, and 427 E. Grand River Avenue, DDA
recommendation to City Council

Dear Mayor Altmann and Council Members,

At its May 28, 2026 meeting with nine (9) members present and one member recused, the East Lansing Downtown Development Authority (DDA) voted on the following:

Request for a Recommendation to City Council regarding a request from Evan Williams on behalf of Harbor Bay Ventures for approval of a Site Plan for a 12-story mixed use development consisting of one-, two- and three-bedroom dwelling units and ground floor commercial space at 401, 421, & 427 E. Grand River Avenue. The property is zoned B3 City Center Commercial Business District.

The DDA reviewed a summary of the request and the recommendation from the Planning Commission and then voted unanimously to recommend City Council approval of a request from Evan Williams on behalf of Harbor Bay Ventures for approval of a Site Plan for a 12-story mixed use development consisting of one, two, and three-bedroom dwelling units and ground floor commercial space at 401, 421, & 427 E. Grand River Avenue.

Thank you for the opportunity to review this ordinance and for your time in reviewing the DDA recommendation.

Sincerely,


Michael Krueger (Jun 10, 2026 10:28:54 EDT)

Michael Krueger, Chair
Downtown Development Authority

C: DDA Board

410 Abbot Road
East Lansing, MI 48823
(517) 337-1731
Fax (517) 337-1559
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CITY OF EAST LANSING

The Home of Michigan State University

June 10, 2026

The Honorable Erik Altmann
East Lansing City Council
410 Abbot Road

RE: Ordinance 1559, DDA recommendation to City Council

Dear Mayor Altmann and Council Members,

At its May 28, 2026 meeting with nine (9) members present, the East Lansing Downtown Development Authority (DDA) voted on the following:

Consider proposed Ordinance 1559, to amend Sec. 50-94 of the Zoning Ordinance, which defines a diverse housing requirement in downtown East Lansing. The amendments would allow for a fee to be paid in lieu of meeting the requirement, define a formula for that fee, and to allow for the transfer of diverse housing credits from areas outside of downtown.

410 Abbot Road
East Lansing, MI 48823

(517) 337-1731
Fax (517) 337-1559
www.cityofeastlansing.com

The DDA discussed the purpose of the diverse housing ordinance, its impact on downtown housing development, and potential alternative strategies for achieving diverse housing. Ideas that were discussed included density bonuses or financial incentives for the development of diverse housing.

Following the discussion, the board voted unanimously to recommend the City Council deny approval of ord. 1559 as written and continue discussions of how to achieve diverse housing in the DDA district.

Thank you for the opportunity to review this ordinance and for your time in reviewing the DDA recommendation.

Sincerely,

Michael Krueger (Jun 10, 2026 10:29:41 EDT)

Michael Krueger, Chair
Downtown Development Authority

C: DDA Board



Downtown Development Authority **AGENDA ITEM REPORT**

To: Downtown Development Authority

Subject: A recommendation to City Council regarding a request from Cody Dietrich on behalf of TDP Acquisitions, LLC, for approval of a Site Plan for a 10-story mixed use development consisting of one-, two- and three-bedroom dwelling units and ground floor commercial space located at 530 Albert Avenue. The property is zoned B-3 City Center Commercial Business District.

Meeting: Downtown Development Authority - 25 Jun 2026

Department: Downtown Development Agenda Group

Staff Contact: Lori Mullins, Downtown Development Authority Executive Director

BACKGROUND INFORMATION:

The applicant has submitted new plans for redevelopment of the site at 530 Albert, which will be considered by the Planning Commission on June 24, 2026.

At its February 26, 2026 meeting with seven (7) members present, the East Lansing Downtown Development Authority (DDA) voted five (5) to two (2) to recommend that City Council approve a request by Cody Dietrich on behalf of TDP Acquisitions, LLC, for a Special Use Permit for a new building with height exceeding eight stories at 530 Albert Avenue.

At that time the applicant request was to construct a 13-story development consisting of one-, two- and three-bedroom multi-family dwellings, ground floor commercial space, and two levels of commercial parking spaces. The DDA reviewed plans for the project and discussed downtown housing needs, housing diversity, parking availability and management, and potential business growth related to increased density in the downtown. Concerns that were discussed included location of the building, uncertainty around long-term market demand and uncertainty about the amount of tax revenue that would be generated by the new building and the adequacy of the new tax revenue to address cost associated with necessary public services for residents of the new building. The request was revised by the applicant after DDA consideration and before going to City Council. Therefore, the revised request is before the board as new business.

FINANCIAL IMPACT:

Increased tax revenue generated by this project would be captured by the DDA to support implementation of DDA priorities.

STRATEGIC PRIORITIES:

Housing development program that creates a diverse mix of housing choices for everyone

RECOMMENDATION:

Recommend that the City Council approve/deny the requested Site Plan for a 10-story mixed use development consisting of one-, two- and three-bedroom dwelling units and ground floor commercial space located at 530 Albert Avenue.

ATTACHMENTS:

[530 Albert staff report PC 6.24.26](#)

[Brandt email opposition 6.10.26](#)

[Krueger email letter opposition 6.8.26](#)

[Martin opposition 6.10.26](#)

[Winter email opposition 6.9.26](#)



**Department of Planning,
Building & Development**

STAFF REPORT

Address	530 Albert Avenue (parking lot behind Peanut Barrel)
Applicant	TDP Acquisitions, LLC
Zoning	B3 City Center Commercial District
Type of Case	Site Plan (10 story multi-family & 1st floor Commercial)
Staff person	Alycia Reiten
CASE Number	PSUP26-0003
PC hearing date	June 10, 2026
CC review date	

Overview

- The applicant request is to construct a 10-story mixed use development consisting of one- two- and three- bedroom multi-family dwellings, with ground floor commercial space. The property is zoned B3 City Center Commercial Business District.
- The zoning district allows multi-family dwelling units with three or fewer bedrooms per dwelling unit above the first floor, provided that one or more principal uses allowed in the district are located on the first floor, up to eight (8) stories.
- The proposed project targets LEED Gold certification. LEED Gold allows for two additional stories by right above eight (8) stories. The incentive applies to the entire building.

Existing Conditions

- The site consists of .69 acres (30,031 sf).
- The site is an existing paved surface parking lot, which will be removed for this development.
- The applicant has a purchase agreement pending with the property owner.

B3 City Center Commercial District

Sec. 50-591. - Purpose.

The purpose of this district is to provide for a wide range of commercial and high-density residential land uses designed to serve the residents and shoppers of the East Lansing City Center. Because of its proximity to the Michigan State University campus and nearby residential neighborhoods, a major characteristic of the City Center is its intense core of pedestrian activity. This activity helps to create a unique social environment where people can gather and enjoy the festive atmosphere of a university downtown, attractive landscaping and greenery, and the diversity of retail shops. The provisions of this district are intended to encourage the planned development of pedestrian amenities and public and private open space and closely regulate the need for direct automobile access to each establishment.

Also important in the future development of the City Center is the concept of mixed-use development promoted by this district and the East Lansing Comprehensive Plan. Mixed-use development for purposes of this district is defined as the combination of commercial and residential land uses within the same building. Since the City Center contains only limited geographic area for expansion, intensifying development through a mixture of uses within the same building is of major importance to the city's efforts to expand the tax base and broaden the housing and shopping opportunities available in the City Center.

Future Land Use

The 2018 Comprehensive Plan designates this site as M-3 Mixed Use. This land use category is shown on the future land use map primarily along major streets at the gateways to the city or University where there is a mix of commercial properties and single-family and multiplex rental properties. The category allows for mixed-use buildings with minimum heights of two (2) stories or thirty-five (35) feet but no higher than four (4) stories or fifty (50) feet by right or up to six (6) stories or eighty-four (84) feet with a bonus.

* Buildings allowed to increase height beyond four (4) stories or thirty-five (35) feet by right should step upper levels back where a transition is needed between abutting buildings or uses that are less dense. *The project is set back 10 feet on the west side.*

The intent of this land use category is to increase the number of housing opportunities in close proximity to the University and maintain or increase opportunities for commercial type uses through redevelopment. The Mixed-Use 3 Category is most analogous to the B2, Retail Sales Business Zoning District.

The Mixed-Use 3 Category, however, mandates that retail and service uses be located on the ground floor with residential uses allowed on the ground floor as a special use and a permitted use on the upper floors. A maximum building height of eighty-four (84) feet is suggested for Mixed-Use 3 Category, which is compatible with the height allowed in the B2 District.

Zoning

- B3 City Center Commercial District.
- In the B3 District, Multi-family dwelling units, which also contains one or more of the principal uses, require Site Plan approval by the City Council with a recommendation by the Planning Commission.

Surrounding Land Uses

North: Townhomes – RM32 City Center Multiple Family Residential District

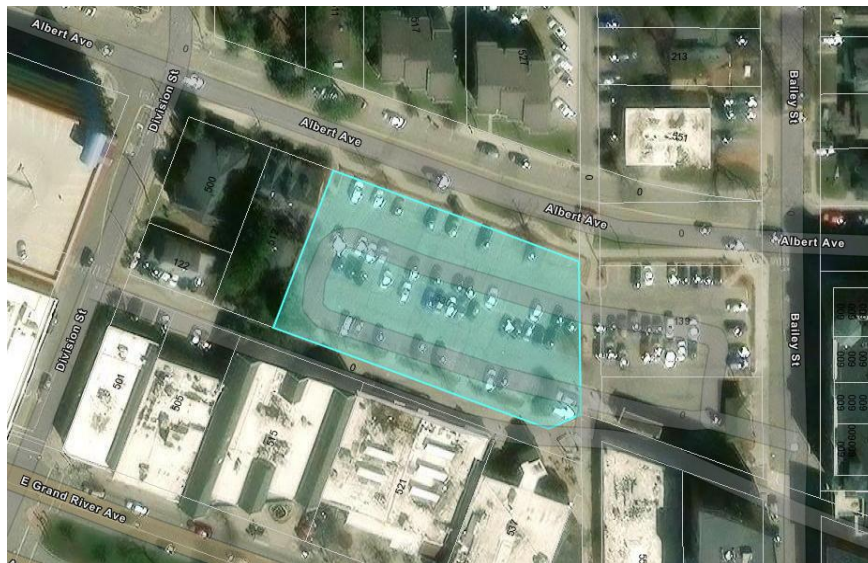
South: Peanut Barrel, Kimchi Box – B3 City Center Commercial District

East: City of East Lansing surface parking lot, Albert Place condos – B3 City Center Commercial District

West: Wild Goose Inn – B3 City Center Commercial District



B3 City Center Commercial District



Building and Proposed Use

- The proposed building is a 10-story building, 114'6" tall with a gross floor area of 218,639 square feet.
- The proposed LEED Gold certification allows the building to go up to 10 stories, subject to site plan approval. The applicant has submitted their application for LEED Gold

precertification which is expected to be approved no later than July 3, 2026.

Precertification is required prior to the city council vote.

- The proposed building height exceeds maximum allowable height of 112 feet; however, the LEED Gold incentive allows for the excess height.

Sec. 50-593. - Development standards

(g) Maximum building and ground coverage. The percentage of total site area allowed to be covered shall be determined according to the following schedule:

Base Ratio	Base Allotment	Maximum Permitted
Building coverage	80% + (*)	= 100%
Ground coverage	85% + (*)	= 100%

The project is under the base allotment for both building and ground coverage.

- The building includes 205 units consisting of one-, two- and three-bedroom units with an occupancy of 436 for the residential units.
- The project includes a geothermal system which is a closed-loop design, where no groundwater is extracted or discharged during operation. The purpose of geothermal energy is to capture the natural heat from within the Earth for two practical applications: generating electricity and direct heating/cooling.
- The drawings show amenities on levels one and ten. The amenities include the leasing office and on-site management services; a business center, co-working areas, club / game room; fitness center; wellness area; basketball court; bike workshop and storage; pet spa and a coffee shop in the lobby. There is also an outdoor courtyard that provides lawn area and grilling stations. The 10th floor amenities include a terrace and lounge. The drawings indicate a 6-8' railing on the 10th floor amenity deck.
- Several murals are proposed along the exterior of the first floor to comply with the public art requirements. A sculpture may also be included near the northeast corner of the development.
- Interior bike parking is proposed which meets the minimum standard.

Entrance

- The main entrance to the building is off Albert Avenue. Multiple secure entrance points are provided on the site. The elevator access is through the lobby / leasing area which are stretcher sized meeting the Fire Access elevator as required by code. The bike parking area is located off Albert Street.

Parking

- New parking is prohibited in the B3 district and no parking is offered for this project.
- Section 50-820(1) requires 218 bike parking spaces. The proposal provides 218 spaces.

Lighting

- The proposed building lights meet the minimum standards of Section 50-155: Exterior Lighting, by providing the required shielding and fixture height.

Landscaping

- The proposal includes the minimum six (6) street trees along Albert Avenue as well as several raised planter beds. The development is set back 10 feet from the western property line and is proposed to have no-mow turf. Several trees along the western boundary are being preserved with protective measures spelled out in the plan set.
- The proposal also includes a number of additional plantings throughout the site that include shrubs and planter boxes. The first-floor courtyard also has multiple plantings proposed.

Traffic

- A traffic study has been submitted. The engineering department has been working through the city's third-party traffic consultant reviewing the drawings and provided comments which have been addressed by the developer. The consultant approved the traffic study.

Stormwater Detention:

- The size of the site does not meet the threshold to be subject to the City's stormwater requirements.
- The minimum size to trigger stormwater requirements is one acre, however the applicant has volunteered that an interior stormwater detention / holding area will be provided for runoff mitigation.
Stormwater calculations will be verified by the engineering department.
- A detailed soil erosion control plan is required. *This is noted in the applicant narrative.*

Signs

- Wall signage meets the ordinance standards. Signage will require a building permit and will be subject to the requirements of Chapter 32: Signs.

Art Requirement

- The applicant proposes several art murals and potentially a sculpture piece in the plans and has been in contact with the Arts Commission for approval of the final submission prior to installation.

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.

Review by Other Departments or Agencies

- The Planning Department routed a copy of the proposal to the Fire, Police, Building and Engineering Departments.
- The Building department did not have any comments.
- Engineering comments acknowledged the applicants' report and drawings satisfying requirements from previous review. A copy of their report is included with this packet. *Comments based on the submission include that the applicants report shows a reduction of overall impervious coverage by 834 sf. The only outstanding item is verification of the site utility sizes and the applicant has been working with the Engineering Department to address these items which will be finalized during the permitting process.*
- The Fire Department comments were related to the plans being preliminary. A copy of the Fire Marshal's comments are included with this packet. *The applicant is working with the Fire Marshal and items will be addressed with final plans which include clearances and account for emergency shutoffs for the proposed grills.*
- The Police Department comments are to provide enhanced safety measures related to the perimeter fence on the amenity deck. *The proposed fence will be 6-8 ft tall.*
- The Parking Department requested support measures to not block the alley. They also support that the development is providing nine temporary metered loading zone spaces on Albert Avenue.
- Environmental Sustainability and Resiliency staff requests support materials related to the geothermal energy proposal; verification of recycling services and tree diversity. *The narrative indicates that recycling is included in the proposal and the plans have been updated to reflect recycling. They will have co-mingled and cardboard collection. The plan set has been updated to show recycling.*

Process

Sec. 50-36. - Site plan approval.

(a) Purpose. Site plan approval is necessary to ensure that all land is used and developed in compliance with the requirements of this chapter and other applicable local ordinances and state and federal statutes. Site plan approval is also required to minimize adverse impacts on surrounding properties, public streets and public services and to protect the public health, safety and general welfare.

(b) When required. An approved site plan shall be required to establish, construct or reconstruct all uses as specified in the use district regulations of this chapter. Except as otherwise provided in the use district regulations or in paragraph (k) below, an approved site plan shall also be required to expand or convert such uses if the expansion or

conversion would result in an increased parking requirement as determined in accordance with section 50-812 of this chapter. No certificate of occupancy and no building permit for the erection, enlargement, or conversion of a building or structure shall be granted by the building official unless the required site plan has been approved in accordance with the requirements set forth in this section.

50-37. Application materials

3. A proposed landscape plan which, at a minimum, conforms to the requirements of section 50-840 of this chapter, drawn at the same scale as the site plan or larger, showing: the location and size of areas to be landscaped; the type, size and placement of plant materials to be installed. This is met.
4. Proposed preliminary engineering plans, drawn at the same scale as the site plan or larger, showing proposed conditions.
 - h. Type, height and placement of exterior light fixtures including fixtures mounted on poles and buildings. *This information is on the plan set and meets the standards of the ordinance.*
7. A descriptive text which addresses the following items:
 - a. The narrative indicates that the proposed building is consistent in scale, height and massing with both existing and planned redevelopment in the surrounding district.
 - b. ...for non-residential uses, the intended hours of operation and expected number of employees; non-residential uses, ...the period of leases and the approximate range of sale prices or rental rates of the proposed dwelling units is required. *The applicant has addressed this in their narrative that the retail component will operate from 7 am to 2 pm. Leases will have the standard lease term of 12 months and estimate lease rates subject to market conditions: Studios - ~\$1,900; 1-Bedrooms - ~\$2,500; 2-Bedrooms - ~\$3,500; 3-Bedrooms - ~\$4,400.*
 - c. land use statistics reflected in proposed plan against required conditions. *The applicant has addressed this in their plans.*
 - e. proposed construction schedule and staging of the development is required. *A draft schedule has been provided but a detailed schedule and staging plan are required. The applicant has addressed this in their plans.*

50-38. Standards of review for site plan approval shall be consistent with the objectives of the comprehensive plan.

- 1. General site conditions.** The site shall be designed and developed to provide a logical relationship between functional elements, to effectively serve the purposes for which it is to be developed, and to be reasonably compatible with surrounding properties.
- a. ...height reasonably compatible with surrounding properties – the HUB (11 + penthouse for rooftop amenities) is 4 blocks east, the Abbot (12 + penthouse for rooftop amenities) the Graduate (10 stories including the Rock Bar) are three blocks west, the Marriott (six

stories) is one block northwest. However, all other structures in the immediate area are much shorter than the proposed. *The applicant has addressed this in their narrative.*

b. ...designed for reasonable privacy of residents and employees on the site. *The project has a 10-foot setback from the western property line, four feet from the northern line and one foot from the east and south lines with additional space setback for an outdoor art-space at the northeast corner of the site. There is a first-floor interior courtyard for the residents as well as a 10th floor amenity deck.*

c. Yard areas on the site shall be arranged and improved to provide adequate light and ventilation; separation between buildings, roads and other activity areas; trees and other vegetation; passive and active recreational areas; and to improve the appearance of the property, ensure reasonable privacy and enjoyment for residents and employees and promote the public health, safety and welfare. *There are two outdoor areas on the ground level and one amenity deck on the 10th floor. There is an interior courtyard for the tenants which provides lawn and grilling stations and an art/landscaped area on the with an outdoor terrace and lounge on the 10th floor. The project includes multiple trees, shrubs and plantings that exceed the minimum requirements of the ordinance.*

2. Natural features. The site shall be designed and developed to minimize the disruption or loss of its desirable natural elements and to enhance its overall appearance by incorporating those elements into required open spaces and setbacks (zero setback required). *The project has a 10-foot setback from the western property line, four feet from the northern line and one foot from the east and south lines with additional space setback for an outdoor art-space at the northeast corner of the site. The project includes multiple trees, shrubs and plantings that exceed the minimum requirements of the ordinance.*

3. Traffic access. The site shall be designed and developed to provide safe and efficient access for all forms of travel and to minimize impacts on adjacent public facilities.

a. The site shall not overburden adjacent public streets nor cause significant hazards to public safety due to excessive traffic generation or inadequate traffic control. *Adequate bike parking is provided on site. The development is also adjacent to an existing surface parking lot and two buildings away from an existing parking structure.*

g. Secondary access may be required to adjacent public streets or alleys or through adjacent private parking areas to provide sufficient access for emergency vehicles. *The site can be accessed from the front public street and rear public alley.*

p. Bicycle parking and storage facilities shall be provided in accordance with the requirements of section 50-820. *The minimum number of bicycle spaces are provided.*

j. Sidewalks shall be installed to provide safe and convenient pedestrian and bicycle access to and within the site, including sidewalks along public street frontages and linkages between such sidewalks and all principal buildings, between the principal buildings and parking facilities on the site, and between adjacent sites, where practicable. *Sidewalks along the site meet the requirements.*

l. Sidewalks and ramps within the site shall be designed to provide safe and convenient barrier-free access. *Sidewalks along the site meet the requirements.*

4. Utilities and public services. The site shall be designed and developed to facilitate the efficient provision and maintenance of adequate public services.

- a. Utilities are of adequate size and design. *The applicant is proposing the installation of a fire hydrant at the southeast corner of the building.*
- b. Easements are not anticipated but will be provided as needed.
- c. Site shall be designed and developed to afford adequate access for fire suppression and other emergency services. *The building will be fully sprinkled.*
- d. Storm water plan – provide calculations for proposed basin. *Their report shows that the proposed plan will reduce the imperviousness on the overall site by 834 sf.*
- e. Storm water mitigation – provide calculations for proposed basin. *The SWMP report also shows that the peak rate of discharge to both the alley sewer and the Albert Street sewer is reduced for the 2-year, 10-year, 25-year, and 100-year storm storms.*
- j. Exterior lighting shall be designed and shielded – *The project complies with these standards.*

5. Environmental protection. The site shall be designed and developed to minimize any risk of pollution of natural resources and to protect the public health, safety and welfare.

- c. General purpose floor drains shall be connected to a public sanitary or combined sewer system or an on-site holding tank (not a septic system) in accordance with state, county and municipal requirements, unless a groundwater discharge permit has been obtained from the Michigan Department of Environmental Quality. General purpose floor drains which discharge to the public stormwater system or into the groundwater are generally prohibited. *The project is served by existing municipal services.*

6. Public art requirement. Unless the project is exempt from this requirement pursuant to subparagraph (6)d. of this paragraph, the site shall be designed and developed to contain public art as defined by section 2-313 of the City Code. *The applicant proposes several art murals and potentially a sculpture piece in the plans and has been in contact with the Arts Commission for approval of the final submission prior to installation.*

50-104 A traffic study has been undertaken. A traffic study has been submitted. The engineering department has been working through the city's third-party traffic consultant reviewing the drawings and provided comments which have been addressed by the developer. The consultant approved the traffic study.

50-155. Exterior lighting. This section of the ordinance is met as the items are included in the applicant's application and plan set.

50-592. Permitted uses B-3

The following uses of buildings and premises, individually or in combination, shall be permitted in the B-3 district.

2. Principal uses permitted subject to an approved special use permit as provided for by article II, division 3 of this chapter.

f. Multiple-family dwelling units with three or fewer bedrooms per dwelling unit provided within a building which also contains one or more of the principal uses permitted in subsection (1) of this section. *A public coffee shop is proposed on the first floor.*

Sec. 50-593. Development standards.

Parking is prohibited in the B-3 district.

l. Applications for a building and/or occupancy permit to construct or expand a building or to convert or extend the use of a building which would result in an increased parking demand, as determined by the standards in section 50-812, shall first be submitted to the planning and zoning official for review.

3. If the application would result in an increase of more than ten spaces within a two-year period or would exceed the limit of 75 percent of available spaces described above, the applicant shall submit a parking plan to the planning commission for review at a public hearing. *The proposal does not exceed the 75 percent limit of available spaces.*

A parking agreement will be developed after approval of the land use which will be reviewed and approved by the city attorney and city council prior to execution of an agreement. The parking department has indicated that they can commit 110 spaces to the development.

The applicant has identified the number of employees and tenants as well as identified the number of anticipated spaces needed for the development. The applicant proposes a need for 111 parking spaces.

50-817. Parking and access plan

A plan showing all site improvements including building location, ingress and egress, parking spaces including bicycle parking, stacking spaces, loading zones, maneuvering areas, landscaping, sidewalks and patios, proposed grading (topography) at a maximum of two-foot contour intervals, fencing, curb cuts, and lighting, or other arrangements as may be required; and shall include surrounding existing conditions within 50 feet beyond the property lines so as to show existing grades and contours, vegetation, retaining walls, and other physical features which may affect the plan. *The proposed plans provide this information.*

50-818. Off-street commercial loading space.

One off-street loading space for commercial vehicles, the width of which shall be a minimum of ten feet, shall be provided on the premises of each building or structure which

exceeds 2,000 square feet in gross floor area or adjacent to such building or structure in that portion of a public alley which has been designated as a "loading zone" by the city engineer and approved by the city council. *A loading space is shown in the public alley.*

Sec. 50-819. Fire lane parking regulations.

The owners of all multiple-family dwellings, including existing multiple-family dwellings containing or renting more than 12 dwelling units, shall, as a condition of leasing or renting any of said dwelling units to any person, first obtain a certificate of compliance with fire lane parking regulations.

Sec. 50-840. Landscape Requirements.

Appropriate ground cover, trees and other vegetation shall be planted and maintained on the site to control stormwater runoff and prevent erosion, siltation and dust; to provide privacy between adjacent uses; to mitigate impacts from parking, noise and lights; and to enhance the appearance of the site.

1. Landscape screen requirements. Landscaping screen shall mean trees, shrubs, vines, fences, walls, or earth berms, or some combination thereof. When required, parking spaces and parking areas shall be effectively screened with perimeter landscaping on all sides adjacent to or visible from adjacent properties, streets, or alleys and interior landscape islands where larger areas of paving are needed. Landscaping shall address the visual impact and improve the heat radiation effect and air pollution impact of the paved area.

b. Design standards

7. At least one shade tree of a minimum 3½-inch caliper shall be planted within or adjacent to the public right-of-way for each 40 feet of lot frontage. *The minimum street tree requirement is met. Environmental Sustainability and Resiliency staff would like to see the proposed street trees be of varied species.*

Staff Review

A site plan application is required to substantially comply with the standards of review in Section 50-38.

(1) General site conditions The applicant is proposing construction of a 10-story mixed-use building with one-two and three-bedroom units and commercial spaces on the first floor. The building will use LEED Gold certification incentive to allow the building to go up to 10 stories, subject to site plan approval. The existing parking lot will be demolished to construct the new building. The proposed project identifies protective measures for existing trees and paving restoration.

(2) Natural features The applicant is proposing a 10-foot side yard setback to the west, four feet to the north and one foot on the east and south sides of the building. The project also includes multiple trees, shrubs and plantings around the site including an interior courtyard

and art/landscaped area on the northeast corner of the site. The proposed plan will reduce the imperviousness on the overall site by 834 sf. The proposed onsite stormwater basin SWMP report also shows that the peak rate of discharge to both the alley sewer and the Albert Street sewer is reduced for the 2-year, 10-year, 25-year, and 100-year storm storms.

(3) Traffic access The proposed project does not provide any on-site parking. The proposed project does provide an additional seven spaces on Albert Street for short-term loading/unloading, which is an increase from the existing two spaces. The request will need to go before the Transportation Commission. The proposed site plan meets the minimum parking requirements for bike spaces.

(4) Utilities and public services The site is currently serviced by municipal water and sewer systems. The sewer system in this area is a combined storm and sanitary system.

An underground stormwater detention basin is proposed and the proposed plan will reduce the imperviousness on the overall site by 834 sf. The proposed onsite stormwater basin SWMP report also shows that the peak rate of discharge to both the alley sewer and the Albert Street sewer is reduced for the 2-year, 10-year, 25-year, and 100-year storm storms.

(5) Environmental protection The applicant proposes the site to be less than the base level of allowable coverages for building and impervious surface. The underground stormwater detention basin will reduce the peak rate of discharge for the sewers but provide an underground storage basin that they indicate show no greater discharge to both the alley sewer and the Albert Street sewer is reduced for the 2-year, 10-year, 25-year, and 100-year storms. There is no proposed storage of hazardous substances on site.

The applicant proposes geo-thermal for the mechanical system. This is permitted through the Ingham County Health Department with support by EGLA, however City Environmental staff have concerns regarding the installation of the system as there is evidence of an old dry cleaner having used a nearby site in the past. The applicant and staff met and discussed the geo-thermal process, requirements and safety measures intended to prevent any ground water contamination.

A memo from City Environmental staff is included with the agenda item packet which includes requests of the applicant for plume delineation, third party review with cost borne by the applicant, long term financial assurances, accredited installer, decommissioning plan and permitting.

(6) Public art requirement The applicant proposes several art murals and potentially a sculpture piece in the plans and has been in contact with the Arts Commission for approval of the final submission prior to installation.

Project Summary and Next Steps

The Planning Commission held a public hearing for this request on June 10, 2026. The Commission did not vote on a recommendation for Council at that time. After a vote by the Planning Commission, the site plan goes before City Council for approval but no public hearing is required at the Council level.

SAMPLE MOTION

[Please note that the SAMPLE MOTION below calls for the Commissioner making the motion to include the facts and information that support or provide the reason for the determinations in the motion as to whether the various ordinance standards have been met. It is anticipated that those facts and information, generally, would be based on information provided in the applicant's submissions and representations, City staff reviews, Planning Commission reviews, consultant studies, City comprehensive plans and ordinances, Commission observations and other information or facts.]

[It should also be noted that for an approval motion, an applicant must meet all the requirements identified in the Zoning Ordinance for this type of development. An approval request and a denial motion may be based on a Commission determination/motion that the applicant has failed to satisfy one or more of the standards below.]

[Lastly, for an approval, the "Conditions" must be included in the motion, as well. The SAMPLE MOTION below includes suggested conditions, in the event Commission decides to recommend approval of this application.]

Motion

I move to recommend [**approval** or **denial**] by City Council of a Site Plan request from Cody Dietrich on behalf of TDP Acquisitions, LLC located at 530 Albert Avenue using LEED Gold Certification incentive in Section 50-806 of the City's Zoning Ordinance to add two stories above the eight stories allowed under Section 50-593 of the City's Zoning Ordinance for a total 10-story mixed use development consisting of one-, two- and three-bedroom dwelling units and ground floor commercial space.

Findings. This decision is based on the following findings and determinations as to each standard applicable to this site plan proposal under Section 50-38 of the City's Zoning Ordinance, with reference to and reliance on the applicant's application, plan submissions, public testimony, City staff analysis and review, and other submissions relative to its proposed development:

1. Section 50-38(1)a-d requires the site be designed and developed to provide a logical relationship between functional elements, to effectively serve the purposes for which it is to be developed, and to be reasonably compatible with surrounding properties. (See copy of additional standards a-d attached)

The proposed use [meets/does not meet] this requirement because the use aligns with the comprehensive master plan and matches the surrounding uses.

2. Section 50-38(2)a-d requires the site to be designed and developed to minimize the disruption or loss of its desirable natural elements and to enhance its overall appearance by incorporating those elements into required open spaces and setbacks. (See copy of additional standards a-d attached).

The proposed use [meets/does not meet] this requirement because few to no natural elements currently exist on the property and a new 10' vegetated side yard is provided along the entire western boundary of the property as well as additional landscaping on the northeast corner and interior courtyard. In addition, the site is less than the minimum one acre, which is exempt from the stormwater requirement standards, however the applicant has reduced the amount of pervious lot coverage by 834 sf and included an on-site retention basin, leading a reduction of stormwater runoff as compared to existing conditions. There is no proposed storage of hazardous substances on site.

3. Section 50-38(3)a-q requires the site to be designed and developed to provide safe and efficient access for all forms of travel and to minimize impacts on adjacent public facilities. (See copy of additional standards a-q attached). The proposed use [meets/does not meet] this requirement because it meets the minimum requirements for bicycle parking and the traffic study commissioned and submitted by the applicant does not anticipate a significant traffic impact. In addition, there are approximately 700 total parking spaces in the public parking system within one block of the site (616 in Division garage, 67 in Bailey garage under Albert Place, & 35 'leftover' in Bailey lot 11 at the corner of Bailey & Albert. Also, there are stops for 5 bus lines one block away on Grand River.
-
-
-

4. Section 50-38(4)a-j requires the site to be designed and developed to facilitate the efficient provision and maintenance of adequate public services. (See copy of additional standards a-j attached).

The proposed use [meets/does not meet] this requirement because the site is currently served by municipal water and sewer and includes trash removal and recycling.

5. Section 50-38(5)a-j requires the site to be designed and developed to minimize any risk of pollution of natural resources and to protect the public health, safety and welfare. (See copy of additional standards a-j attached).

The proposed use [meets/does not meet] this requirement because the applicant has reduced the amount of pervious lot coverage by 834 sf and included an on-site retention basin, leading a reduction of stormwater runoff as compared to existing conditions.

6. Under Section 50-38(6)a-e, unless the project is exempt from this requirement pursuant to subparagraph 50-38(6)d, the site shall be designed and developed to contain public art as defined by Section 2-313 of the City Code. The applicant has included an art component in their proposal which fulfills this requirement.
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If the motion is to approve, the mover should include the following conditions:

Approval Conditions. Pursuant to Zoning Ordinance Sections 50-36(d) and MCL 125.3504(4), the above approvals are subject to compliance with the following conditions of approval, which the Commission finds to be reasonable and necessary to ensure that the plan conforms to all applicable requirements and to otherwise comply with the requirements applicable to approval conditions under Section 50- 36(d) and MCL 125.3504(4):

1. Approval is in accordance with the plans provided by the applicant and per testimony, subject to revisions as required.
2. All required permits shall be obtained from the Department of Planning, Building, and Housing for all construction, as well as for exterior signs.

- 3. The project shall be designed and developed in accordance with all applicable State and local statutes, codes and regulations.**
- 4. Site lighting shall be installed in accordance with the requirements of section 50-155 of the City Code.**
- 5. Water and sanitary sewer extensions and connections shall be approved by the City Engineer in accordance with all applicable State and local regulations.**
- 6. Final grading, soil erosion control, paving and utility plans for the site shall be approved by the City Engineer in accordance with all applicable state and local requirements.**
- 7. LEED Gold precertification shall be provided by the applicant, and reviewed and confirmed by staff, prior to City Council vote to allow for the use of the incentive for the additional two stories above eight stories.**
- 8. LEED Gold certification shall be provided by the applicant and reviewed and confirmed by staff before occupancy of the two additional incentive stories shall be permitted.**
- 9. Approval from the City of East Lansing Transportation Commission is required for the proposed Albert Avenue temporary loading area prior to undertaking any work.**

[If the Commission has any additional conditions, insert them here]

From: [Danita Brandt](#)
To: [Planning Commission](#)
Subject: Comments
Date: Wednesday, June 10, 2026 10:46:19 PM

You don't often get email from danita.brandt@gmail.com. [Learn why this is important](#)

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To the Commission:

I attach my comments from tonight's Public Hearing on the TDP site development plan.

East Lansing has an identity crisis.

As a Bailey resident, my bone of contention is not primarily with the developer, who seems to be striving mightily to stay in bounds of the rules, but with the rules and the application of those rules, in this case, the exception to the 8-story height maximum for using the LEED Gold certification exemption which allows for two additional stories.

We have a **Comprehensive Plan** to help us answer questions like, *who are we, today and years from now?*

The City printed glossy color post-cards of "Major Takeaways" to help communicate the Plan to the public. Of 10 "take-away" points listed here, half are relevant to housing:

- Development should be equitable and seek to address historical injustice.
- Students & senior citizens alike are an integral part of the City's population.
- People tend to like the neighborhoods they are in and want to maintain the existing neighborhood character.
- Diverse housing options are desirable...
- More housing is needed, particularly at an attainable price

Does the current proposal get us closer to realizing the Comprehensive Plan? The folks I talk to say no.

I was not able to print out the 420 pages of attachments for this agenda item but I am working from the 15-page Staff report:

From p. 7, item 50-38, Standards of review for site plan approval shall be consistent with the objectives of the Comprehensive plan.

1. General site conditions, "the site shall be designed and developed...to be reasonably compatible with surrounding properties."

On page 2 of the Staff Summary the Surrounding land uses that are listed are Townhomes to the North, the Peanut Barrel and Kimchi Box to the South, City Parking lot and Albert Place Condos to the East, and Wild Goose Inn to the West. Surely a 10-story building is not "reasonably compatible with these surrounding properties."

TDP Response From the Developer's narrative addressing item 50-38 (no page

numbers to refer to in the pdf): The developer points out that the comprehensive plan does not call for a transition down, and other developments that have been completed like the Landmark are adjacent to 2-story buildings. The Hub is next to 2-story or less commercial.

TDP did not address the properties listed by Staff on p. 2.

From a neighborhood perspective: the Hub is a poor choice to make in support of the argument to build big on Bailey as in fact the HUB has created a living nightmare for area residents, with spill-over parkers blocking driveways and a PACE and Police Force unable to keep up with enforcement. [We heard from several speakers tonight about issues with the HUB and a response from the Commissioners to the effect that parking enforcement is not part of the Developer's responsibility. Indeed, it is the responsibility of the Planning Commission to ensure that situations like the HUB fiasco do not happen.]

The Landmark backs up to parking and commercial properties; the proposed development faces two-story townhouses and residences; these are very different settings requiring some finesse on the part of the City in doling out exceptions to stay true to the principles and values outlined in the City's Comprehensive Plan.

The Standards of Review for site plan approval include 6 items--General site conditions, natural features, traffic access, utilities and public services, environmental protection, and public art) but omits what I submit is an absolutely critical **Item 7—Community Input**. I can partially remedy this omission this evening by referring Planning Commission members to emails from Bailey Neighborhood residents that are included in the Written Communications of the March 17 City Council meeting. Our concerns are largely the same as they were then. [I'd like to point out that the Developer's characterization of community input and reception to this development, as described in his narrative, is out-of-date, refers to a *single* meeting with the BCA back in November, 2025, and does not reflect majority sentiment of Bailey Neighborhood residents expressed over the last four months. Please note that the BCA did not have an opportunity to meet in advance of tonight's meeting of the Planning Commission;] their regular monthly meeting is tomorrow (6-11-26).

TDP makes the case that this project will supply "more housing in a desperately undersupplied market". By that they refer to student housing, not affordable housing for seniors or other underserved populations. Incredibly, Michigan State University and the City of East Lansing have seemingly reversed roles; the City taking on the responsibility of housing MSU's students, and the University proposing to fill in functions of a dynamic downtown with newly proposed non-student housing and entertainment venues. *

*Spartan Gateway District. <https://msutoday.msu.edu/news/2025/04/msu-announces-progress-spartan-gateway-district>

Let's take another look at what is being communicated on the front of the Comprehensive Plan postcard—the photo shows a Cityscape with the newest high-density hotel/apartment boxes and a line of traffic stopped at a light. The scariest aspect of this photo is that there are no people, not a single pedestrian, no bicycles, no public transit.

This photo was a deliberate choice and could just as easily have been a picture of kids playing in one of our many parks.

We've spent a lot of time and effort to craft a vision for our City. Let's stop eviscerating it piece by piece.

Thank you for the opportunity to bring these concerns to your attention,

Danita Brandt
174 Linden



June 5, 2026

East Lansing Planning Commission
410 Abbot Rd.
East Lansing, MI 48823

RE: Proposal for 530 Albert Ave.

Dear Commissioners,

I am writing today to state my opposition to the proposed development at 530 Albert Avenue. Ultimately, I believe this particular version of the development is shortsighted, and very harmful. Removing 90 spots of parking for all the businesses in the 500 block makes it the only block of business in the downtown without adequate parking for its customers directly behind, or adjacent to the properties.

The Howard has already been approved by The Commission in which they will seek to lease over 100 spots in the Division Street garage for their tenants. The developers for 530 will also be forced to lease up to approx. 120 spots which would put the Division Street garage very near capacity on a "normal day". This will cause all kinds of issues for customers of the 500 block businesses, especially those who will need to use elevators on the East end of the garage, causing them to have to travel 2 blocks to get to their destination. This may seem trivial to some of you, but a large majority of my regular customers are over the age of 60, some of them with canes and/or wheelchairs. This will cause a huge burden for them.

The parking studies released by the city, although accurate for a particular "normal" Thursday, is nowhere indicative of the reality of what parking looks like on weekends, game days, and/or special events. These are the specific days that most businesses in East

Lansing rely on to actually make their money. To take the parking away and develop it without putting back in public parking and/or enough parking for the development is not only shortsighted, but reckless to just assume that customers will "figure it out" and put the onus on the backs of the businesses who are already struggling with increasing labor costs, health care, food prices, gas prices, etc. Nobody wants to have to beg customers to come and patronize their business and change their habits that they've formed over the last 25 years of having a place to park near the business they wish to visit, just so that an out-of-town developer can line their pockets. This project will be detrimental to many of these businesses.

Of course, I understand the potential tax revenue for the City and how important that is. I understand that this property is private, and that the Metzinger's/Fabian's do not want to go "backwards" - ever since the city forced them to develop the lot because they refused to extend the lease agreement that they had for the previous 23 years. I also understand that the developer can supposedly develop up to a certain height "by right". However, I ask you to consider whether the businesses should have any rights? Should we not have the right to adequate parking for our businesses? The developer's previous proposal had parking in the plans, but they had to scrap it because council failed to act on it in a timely manner, and now their investors are upset and need to get the project moving forward as quickly as possible. So, we (the businesses) are going to have to pay the price?

This is not the right deal for the businesses in the 500 block and the surrounding blocks. We are going to end up with even more parking issues, like we currently have on the Eastside of the Downtown by the MSUFCU building.

At the Peanut Barrel, we have a saying - "support local." We strive to use as many local distributors as possible for our products, do cross-promotions with other local businesses, and support countless local charities and organizations with both financial and gift certificate donations for various local events. I humbly urge you all to do the same. SUPPORT LOCAL and vote no on this version of this project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Krueger', with a stylized, looping flourish at the end.

Michael Krueger
Owner
the Peanut Barrel

From: [Landon Bartley](#)
To: [Alycia Reiten](#)
Subject: Fw: Proposed construction at the corner of Albert and Bailey
Date: Wednesday, June 10, 2026 8:29:56 AM
Attachments: [Letter- email to East Lansing Planning Commission-6-9-2026.docx](#)

FYI

From: Cheryl Martin <cheryl.martin0112@gmail.com>
Sent: Tuesday, June 9, 2026 8:15 PM
To: Landon Bartley <lbartley@cityofeastlansing.com>
Subject: Proposed construction at the corner of Albert and Bailey

You don't often get email from cheryl.martin0112@gmail.com. [Learn why this is important](#)

CAUTION: This message originated from an email address outside of the organization. Please use caution before clicking any links or responding. Verify that you know and trust this sender prior to proceeding.

Please include our letter in the packet of information to be read aloud at the East Lansing Planning Commission's Public Hearing meeting on 6/10/2026. It is also provided here as an attachment.

Thank you, Bob and Sherry Martin

June 9, 2026

To the East Lansing Planning Commission,

We are writing to ask that you NOT grant a height exemption for the proposed 10-story rental housing apartment building to be constructed on the corner of Albert and Bailey Street, now a parking lot. We understand that it is the right of the property owner to construct an 8-story building, now the official limit on building heights in the downtown area.

After reviewing the developer's plan on the East Lansing website and the presentation before the planning commission on Wednesday, June 10, 2026, the following 'plan' statements are sited:

1. "The proposed building height exceeds maximum allowable height of 112 feet; however, the LEED Gold incentive allows for the **excess height**."

The proposed height is excessive. Although height exemptions were granted for buildings at the corner of Grand River and Abbot, and the 100 block of Albert, their primary surroundings are student rentals, and sororities and fraternities, not single-family homes.

2. The site shall be "reasonably compatible with surrounding properties. a. ...height reasonably compatible with surrounding properties".

The current proposed 10 story height exemption, if approved, will have a lasting and extremely negative impact on the quality of life and make-up of the Bailey neighborhood. It will be the first mammoth structure bordering an already fragile neighborhood.

3. "The site shall not overburden adjacent public streets nor cause significant hazards to public safety due to excessive traffic generation or inadequate traffic control.... The proposed project does not provide any on-site parking."

4. "Where practicable, principal access to and from the site shall be provided from major streets; access to local streets shall be designed to avoid excessive traffic volumes and speed through adjacent neighborhoods"

Access to the structure by Grand River, Albert, and Abbot are already heavily congested when students are in town. Short cuts, and the avoidance of these major streets will take place, at a minimum, on Burcham, Division, Bailey, and Collingwood. The use of these streets for access and parking **will** greatly increase. As a resident and Bailey neighborhood walker, it is often frightening to see cars speeding down Bailey Street and Collingwood, even though the posted speed is 25 miles per hour. In addition, drivers often go through the posted stop signs on these streets, endangering other drivers, pedestrians, bikers, and children playing. The added structure **will** increase parking in the Bailey neighborhood, because no parking is provided in the proposed structure for the residents or their guests.

Bailey is one of the original neighborhoods in East Lansing and has a long history of single-family owned homes. The quality and ambiance of the homes in this neighborhood continue to be threatened. The planning commission and city council are supposed to preserve and protect the vulnerable and historical districts. To those of us who are fortunate enough to own one of these homes in Bailey, we are continually on the defense to preserve what we love about living in the Bailey neighborhood and the city of East Lansing.

The Bailey neighborhood is vulnerable.

The addition of 400+ student rental beds seriously impacts the fragile environment of the Bailey neighborhood, greatly increasing the student population and overcrowding in the downtown area, and traffic and parked cars in the Bailey neighborhood.

Please vote NO to the 10-story height exemption. If granted, it sets a very negative precedent for future development along the border of the Bailey neighborhood, and it will ultimately erode and destroy what we value as Bailey neighborhood homeowners and residents of East Lansing.

Please, do what is right and just for this treasured neighborhood.

Sincerely,

Bob and Sherry Martin

Graduates of MSU and owners of a very special home in the Bailey Neighborhood

351 Orchard Street, East Lansing

Email- Cheryl.martin0112@gmail.com

Cell- 517-388-8792

From: [Ross Winter](#)
To: [Planning Commission](#)
Subject: Concerns Regarding the Bailey Street Development
Date: Tuesday, June 9, 2026 9:05:41 AM

You don't often get email from ross.j.winter@gmail.com. [Learn why this is important](#)

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Good Morning,

I am writing today to express my concerns with the proposed Albert / Bailey Street development.

First and foremost, the newest proposal will still dangerously impact the people in the surrounding neighborhood. Flooding the already overcrowded area with 500+ additional renters (and more than the estimated 20% of their cars) will drastically increase traffic, add to the intrusive parked vehicles, and prevent emergency vehicles from navigating the neighborhood safely. The excessive speed that cars travel down Bailey, Collingwood, Butterfield, and other through streets is sooner or later going to kill one of the children who call the Bailey Neighborhood home.

Second, the sheer size of the 10 story building is not the best option here. Downtown East Lansing has undergone significant changes in recent years. The Hub, The Graduate, The Abbot, etc. have already accomplished a modernization and brought a new vibrant aesthetic to the area. Another monstrosity will be too much. East Lansing is not downtown Ann Arbor. We're better than that.

Third, given the nature of the newest proposal, with vague details regarding occupancy rates, rental rates, and diversity implications - it's a STUDENT HOUSING proposal. We do not need more student-only housing downtown. This proposal saw the mixed use road-block ahead of them and now they're just trying to get something to pass.

Finally, this proposal will add to the already illegal renters market. For good reason, MSU has a two year Live On requirement. Students (more so student parents) are currently buying every available piece of property in the city and illegally renting those houses to students who then claim to be commuting to MSU. They're lying. They're circumventing the rules at MSU and violating East Lansing laws. They're forcing everyday families to leave the area. Adding another fancy apartment complex will exacerbate these problems.

I urge you to vote against the Albert / Bailey St development proposal. It is too dangerous to continue. Our safety depends on it.

Your concerned neighbor,

--

Ross Winter
ross.j.winter@gmail.com
(269) 569-1986



Downtown Development Authority **AGENDA ITEM REPORT**

To: Downtown Development Authority
Subject: Recommendation to City Council regarding a request from Graduate East Lansing (Lee Cote) for approval of a Special Use permit located at 133 Evergreen Avenue. The applicant request is to add a private dining area and expand the rooftop deck with alcohol service. The property is zoned B-3 City Center Commercial.
Meeting: Downtown Development Authority - 25 Jun 2026
Department: Downtown Development Agenda Group
Staff Contact: Lori Mullins, Downtown Development Authority Executive Director

BACKGROUND INFORMATION:

At the July 24, 2025 DDA meeting, the board reviewed the request and voted 6-0 with 2 abstentions to recommend approval by Council of the special use permit. City Council held their public hearing on August 12, 2025 and received no public comment. No action was taken. The request was brought before City Council on June 16, 2026 and was deferred until the July 21, 2026 Regular Council Meeting. The request is on the DDA's agenda for awareness and to determine if the DDA board wishes to update its recommendation from 2025.

FINANCIAL IMPACT:

Increased capacity for special events may increase overnight occupancy at downtown hotels and benefit area businesses, all of which would support growth in tax revenue.

STRATEGIC PRIORITIES:

Productive businesses recruitment and retention

RECOMMENDATION:

Motion to recommend approval/denial of the special use permit request to add a private dining area and expand the rooftop deck with alcohol service at 133 Evergreen Avenue.

ATTACHMENTS:

[133 Evergreen staff report CC 6.16 2026](#)
[5.19.26 Graduate Rock Bar Rooftop expansion update](#)
[Cote Email 8-8-25](#)
[133 Evergreen \(Graduate Hotel\) DDA Letter of Recommendation](#)



**Department of Planning,
Building & Development**

STAFF REPORT

Address	133 Evergreen Avenue
Applicant	Lee Cote
Zoning	B-3 City Center Commercial
Type of Case	Special Use
Staff person	Alycia Reiten
CASE Number	PSUP 25-0006
PC hearing date	July 9, 2025
CC review date	August 12, 2025

Overview

- This is a Special use request to expand the rooftop restaurant and outdoor seating area with alcohol service and add a private dining area with alcohol service with increased occupancy to 199.
- The applicant also proposes expand their top floor restrooms to meet the building code requirements for the additional patrons.

Proposal

- The proposal from the August 12, 2025 meeting that was reviewed by the Planning Commission who recommended approval on July 9, 2025 was to expand occupancy for the rooftop restaurant and deck from 96 occupants to 268. The increase included conversion of a guest room to be repurposed for expanded storage, bathrooms and the creation of a private dining room private dining room with 20 occupants. Since the initial public hearing, the applicant has reduced their occupancy to 199 and provided three (3) floor plan samples to show how the space may be used.
➤ [Two of the three proposals exceed 199 occupancy \(200 in configuration 2, and 207 in configuration 3\).](#)

The breakdown of the occupancy per space follows:

Configuration 1

Bar and Lounge 86 (8 bar staff, 18 barstools, 54 seats, 6 standing room)

Private Dining 20 (12 seats and 4 standing room)

Terrace Seating 90 (41 seats existing deck + 49 new outdoor seats new deck, no standing)

Terrace Staff Standing 3

Configuration 2

Bar and Lounge 86 (8 bar staff, 18 barstools, 54 seats, 6 standing room)

Private Dining 20 (12 seats and 4 standing room)

Terrace Seating 90 (31 existing + 60 new outdoor seats, no standing) = 91

Terrace Staff Standing 3

PROPOSED OCCUPANCY WITH THIS CONFIGURATION is 200 not 199

Configuration 3

Bar and Lounge 86 (8 bar staff, 18 barstools, 54 seats, 6 standing room)

Private Dining 20 (12 seats and 4 standing room)

Terrace Seating 90 (42 existing, 56 new outdoor seats, no standing) = 98

Terrace Staff Standing 3

PROPOSED OCCUPANCY WITH THIS CONFIGURATION is 207 not 199

- The total proposed occupancy for the entire expansion is 199 which is an increase of 103 occupants from the approved 96 however the proposed layouts go up to 207 occupants.
- The expanded rooftop deck will have a glass wall barrier to match the existing deck area. Lt. Adrian Ojerio from ELPD has indicated that an increase in the height of the glass / clear exterior safety rail would provide for enhanced safety. The applicant stated during the Planning Commission meeting that they will increase the height of the glass wall to 54". The new drawings reflect this.
- To accommodate the building code requirements of the proposed increase in occupancy, expanded toilet facilities are required (four fixtures and two lavatories are to be provided for both genders). The new drawings reflect this.

Background

- The property is 0.45 acres in size.
- The existing hotel was approved on August 14, 2018 for 194 guest rooms, 6,480 sf of meeting space and 3,920 sf of retail.
- On April 9, 2019, City Council approved a modified request to convert the first-floor retail use to a hotel lobby, hotel back of house and hotel fitness. It also allowed modifications to the Evergreen Avenue courtyard and mural panels as a substitute for retail storefront windows.

- On May 11, 2020, City Council approved a Special Use permit allowing on-site consumption of alcohol in the rooftop restaurant for 96 patrons. The original Memorandum of Special use provided that seasonal seating for up to 48 persons may be provided in the outdoor service area but such seating shall not increase the overall capacity of the facility as stated in condition 1 (96).
- The hours of operation for the roof top restaurant were approved to be 4:00pm to 11pm Monday through Thursday, 4:00pm to 12:00am Friday, 12:00pm to 12:00am Saturday and 12:00pm to 10:00pm Sunday.

Existing Conditions

- The current hotel is ten (10) stories tall and is 141,026 sq. ft.
- There are 194 guest rooms, a café and rooftop restaurant.
- The rooftop restaurant has 96 occupants as provided for in the original SUP.
- The current hours of operation are from 4:00pm to 11pm Monday through Thursday, 4:00pm to 12:00am Friday, 12:00pm to 12:00am Saturday and 12:00pm to 11:00pm Sunday (with Sunday open one hour longer than the originally approved SUP).

Future Land Use

- The 2018 Comprehensive Plan designates this site as M4-Mixed Use which is intended to increase the housing options and commercial retail and office space in these areas. More specifically, diversify the population cohorts living in the area, draw major employment industries to the community and provide opportunities for key services such as a grocery store, urgent care facility and other such basic services within walking distance from many of the city's urban neighborhoods. Property under this category should be occupied by a wide range of shops, offices and services uses including hotels in conjunction with residential uses often contained within the same building.



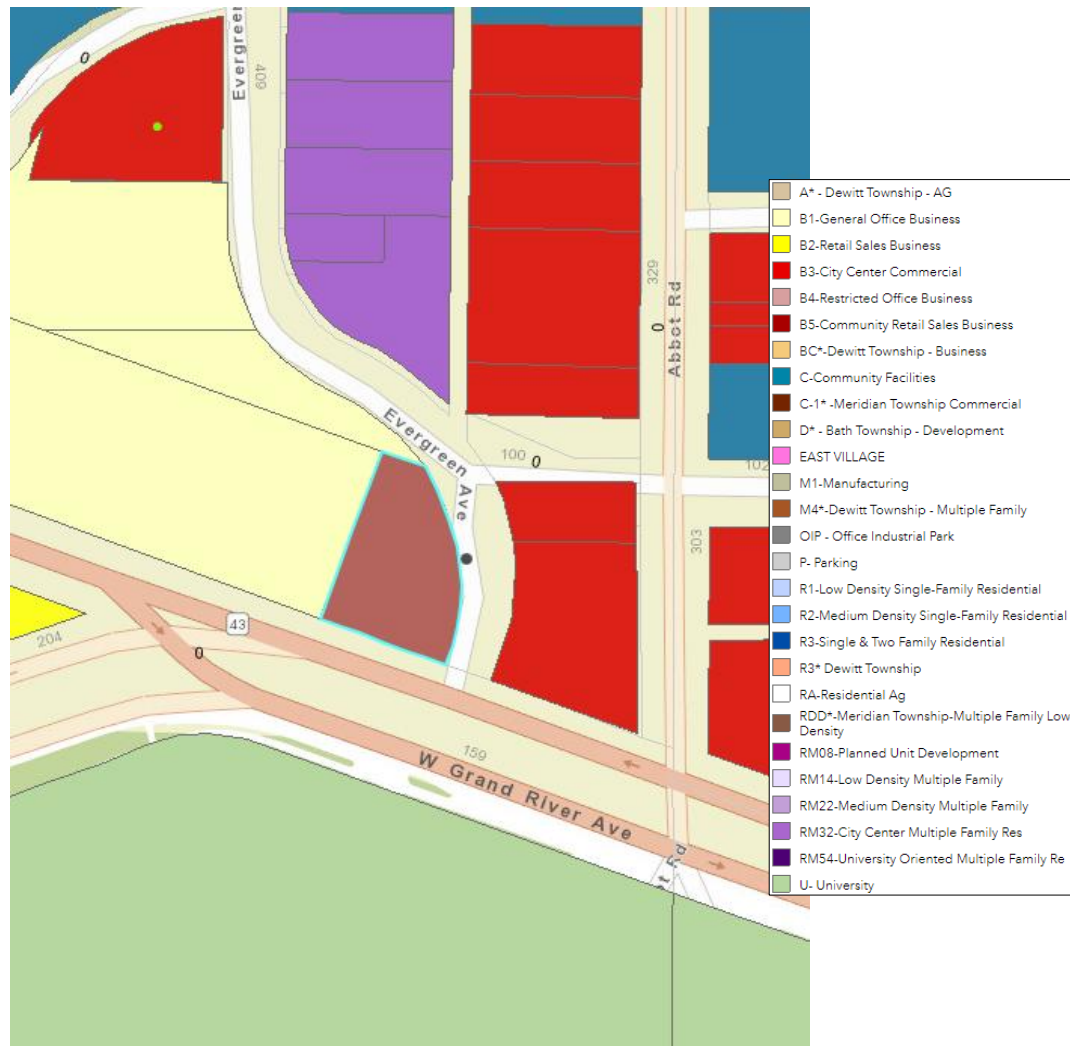
Aerial photo of existing site

Zoning

- B-3 City Center Commercial District.
- The purpose of the district is to provide for a wide range of commercial and high-density residential land uses designed to serve the residents and shoppers of the East Lansing City Center.
- Hotels are permitted by right with a site plan approval in the B-3 district.
- Restaurants licensed for the sale of alcoholic beverages or alcoholic liquor are subject to an approved special use permit.

Surrounding Land Uses

- North: RM32 City Center Multiple Family Residential (Vacant)
- East: B-3 City Center Commercial (The Abbot)
- South: U-University (MSU Campus)
- West: B-1 General Office Business District (The Peoples Church)



Parking

- The B-3 district does not permit on-site parking except in certain limited circumstances.
- There are currently 2 valet spaces on the street. General parking for the property is distributed among city surface lots and parking garages.
- The customer has indicated that they intend to revisit the valet parking staging after this portion of the project.

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.

Review by Other Departments or Agencies

- The Planning Department routed a copy of the proposal to the Fire, Police Department, Building Department and Department of Public Works (DPW).

Comments from Lt. Adrian Ojerio

- *The police have no objections, provided their MLCC license permits the additional persons.*
- *An enhanced safety suggestion would be to increase the height of the glass / clear exterior safety rail.*

Comments from the Fire Marshall:

- *Detailed measurements in the lounge are needed to confirm interior occupancy calculations. The bar standing and bar seating area are specifically needed. The measurements used to determine occupancy are needed.*

Comments from former Plan Reviewer Scott Webb:

- *Building Plans need to be Signed and Sealed with a scope of work on the drawings.*
- *Plans need to be submitted under the 2021 Michigan Rehabilitation Code for existing Buildings and specify the level of alteration. The 2021 Michigan Building Code applies where referenced.*
- *Accessibility Code needs to be provided on the drawings using the ICC A117.1-2017.*
- *Egress/Life Safety drawings need to show egress to the public way and include any other affected areas (example if the egress path is through the first-floor area*

when occupants leave the stairs), the egress paths for that floor would need to be provided to ensure the added occupant load can be approved. Include Exit signs/Egress lighting and Fire Extinguisher locations on drawings.

- *Provide all egress door widths along the egress paths and how many occupants would be using those exit paths.*
- *Egress path widths need to be provided.*
- *Fire Alarm Drawings would need to show the alarm on the roof top area and show other changes.*
- *Design Live load for assembly use per Chapter 16 of the 2021 Michigan Building Code and other applicable loads need to be on the structural drawings.*
- *Show the square footage of each area with the occupant loads specified for each area.*
- *Label the Area of Refuge.*

DDA

- On July 24, 2025, the Board voted 6-0, with two abstentions, to recommend approval of the special use permit for alcohol service.

Comments from planning staff:

- During the DDA meeting, the representative for the application indicated that they intend to use the expanded deck for private events. They indicated they already provide private events in the ballroom downstairs where they have over 5,200 square feet to provide for events and provide bar service when requested.

Staff Review- Site Plan Approval

- No ground level site changes are proposed at this time.
- The project does not meet the threshold for the public art requirement.
- The customer has initiated a proposal to add valet spaces to the plaza area adjacent to the site. This will be presented separately through the site plan process beginning with a public hearing at the Planning Commission after receipt of their application for the plaza conversion.

STAFF REVIEW – Special Use Permit

A Special Use Permit application may be approved if it meets the requirements for Site Plan approval. The structure is existing and no exterior structural changes are proposed.

If the applicant makes an affirmative showing and the City finds that the application meets the following additional standards of review specified in Sec. 50-94 of the Code, a Special

Use Permit may be approved subject to reasonable conditions or certain modifications necessary to ensure that the use conforms to all applicable requirements.

A. All uses. Except as may be provided elsewhere in the Zoning Code, each Special Use Permit application shall meet each of the following standards:

(1) The proposed use shall be consistent with the purpose of the use district in which it is located and the purpose and provisions of this division:

The purpose of the B-3 district is to provide for a wide range of commercial and high-density residential land uses designed to serve the residents and shoppers of the East Lansing City Center, and the proposed restaurant will help diversify the offerings in this area of downtown.

(2) The site plan for the property shall be approved in accordance with the provisions of section 50-36 of this chapter:

The property has an approved Special Use permit (May 11, 2020), from City Council allowing on-site consumption of alcohol in the rooftop restaurant.

(3) Streets and access facilities serving the site shall be able to safely accommodate the expected traffic generated by the proposed use; the use shall not cause excessive traffic congestion or delays, obstruct access to adjacent properties, or imperil the safety of motorists, pedestrians or bicyclists.

The Parking Department has stated that there is adequate parking available in the downtown system for patrons of this restaurant to used. There is pedestrian access from the Albert Avenue Garage and the Valley court parking area which are a 3 +/- minute walk from the site. Public bike parking hoops are available along Grand River Avenue and in front of the building.

(4) The proposed size, height, architectural character and placement of new or expanded structures on the site shall be reasonably compatible with the existing or anticipated buildings on adjacent properties.

There are no proposed changes to the exterior of the structure.

(5) The proposed use shall not adversely affect the use and enjoyment of adjacent properties by generating excessive noise, vibration, light, glare, odors or any other form of pollution or nuisances.

The proposed hours of operation include a closing time of 12:00 a.m., on weekends, 11pm weeknights and Sundays. The business is not proposing any use of the outside space for live or amplified music.

(6) The proposed use shall not materially diminish the economic value of adjacent properties or the city as a whole.

Concerns from adjacent property owners have not been received by staff at this point.

(7) The proposed use shall not materially diminish the privacy, safety, security or enjoyment of any residential dwelling or residential neighborhood within the vicinity of the site.

The existing building has 194 guest rooms with a coffee shop on the first floor and multiple event spaces. To the east of the site is the mixed-use building the Abbot, to the north is MSUFCU; to the west is Peoples Church and to the south across Grand River Avenue is the MSU campus.

(8) The proposed use shall be located with direct access to and frontage on a major street as designated in the major street plan, or within an area designated for adaptive reuse in the city center element of the comprehensive plan.

The site fronts Grand River Ave with the main entrance on Evergreen Avenue.

B. Specific uses. In addition to the standards above, to address their unique characteristics, certain uses shall also meet the applicable standards below.

(2) Businesses selling alcoholic beverages. The following additional standards shall apply to restaurants and businesses licensed or to be licensed for the sale of alcoholic beverages or alcoholic liquor for consumption on or off the premises.

a. The establishment shall not be located in such proximity to churches, elementary, secondary schools, child development centers, or community centers so as to annoy, injure, offend, disrupt, disturb, or interfere with the activities conducted thereon or the persons conducting, attending, or traveling to or from such premises.

The site is immediately adjacent to Peoples Church which includes a childcare component.

Businesses licensed to serve alcohol:

Core DDA Occupancy	5028 people
Non-core Occupancy	1143
Total Capacity	6667

Core DDA past 12 a.m. 3059

Process

If approved, the Special Use permit shall be subject to the recording of a memorandum of special use including any conditions imposed by City Council.

The project includes modification of an existing guest room on the top floor to accommodate a private event space and enlarge the restrooms to meet the building code requirements for the proposed occupancy.

At the July 9, 2025 Planning Commission meeting, no public comments were received. The Planning Commission voted unanimously to recommend approval of the site plan and special use permit with the following conditions which included increasing the Sunday hours of operation to 11p.m.:

1. Approval is in accordance with the plans provided by the Applicant and per testimony, before City Council, subject to revisions as required
2. The maximum occupancy of the restaurant shall not exceed 268 persons; seating for no fewer than 177 diners shall be provided and distributed as follows – 16 in the private dining area, 78 on the interior rooftop restaurant.
3. Seasonal seating for up to 83 persons may be provided in the outdoor service area with a maximum occupancy of 154 in the outdoor service area, but such seating shall not increase the overall capacity of the facility as stated in condition 2 above.
4. All required permits shall be obtained from the City's Department of Planning, Building, and Development for all interior renovations, as well as for exterior signs.
5. The project shall be designed and developed in accordance with all applicable State and local statutes, codes and regulations.
6. The business selling alcoholic beverages shall comply with the requirements and performance standards of a "Businesses selling alcoholic beverages" as set forth in Section 50-94 of Chapter 50 of the City Code and Chapter 18 of the City Charter at all times.
7. This approval shall take effect upon the recording of this fully executed Memorandum with the Ingham County Register of Deeds.
8. All 15 conditions of approval for the original Special Use Permit, as previously assigned in 2021 by City Council on May 19th, 2021 shall remain in force if not explicitly modified by the current resolution:

This MEMORANDUM OF SPECIAL USE PERMIT was made effective the 19 day of July 2021 by GEMI Owner, LLC, a Limited Liability Corporation, with its principal business located at 133 N. Jefferson St., 4th floor, Chicago, IL 60661, for the property located at 133 Evergreen Avenue, East Lansing, MI and legally described on Exhibit A attached hereto and made a part hereof ("Property").

The City of East Lansing City Council approved a Special Use Permit on May 11, 2021, to open a restaurant with a liquor license, subject to the following conditions:

1. Seating for no less than 82 diners shall be provided at tables and / or booths in the first-floor café.

2. The seating plan for the café and rooftop restaurant shall be reviewed and approved by the Building Official and the Fire Marshall in accordance with the Building and Fire Code requirements.
3. Persons under 21 years of age shall not be permitted to enter the premises after 11:00 p.m. unless accompanied by a parent or legal guardian.
4. The proprietor shall work with the Police Department to develop and implement an effective security plan and provide for appropriate staff training.
5. The restaurant shall be designed, operated and maintained at all times consistent with responsible business practices and so that no excessive demands shall be placed upon public safety services, nor any excessive risk of harm to the public health, safety or sanitation, interference with vehicular or pedestrian traffic or parking, or the continuance or maintenance of any unlawful conduct, public nuisance or disorderly conduct either within the establishment or on or about the adjacent businesses and public streets, alleys, parks, parking facilities or other areas open to the public. The proprietor shall make reasonable effort to report to authorities any unlawful conduct that is observed from the premises. A violation of this Section is a misdemeanor and is considered cause for a license suspension or revocation or denial pursuant to Sec 8-67.
6. The restaurant shall comply with the requirements and performance standards for a "restaurant" as set forth in Sections 8-181 and 8-182 of the City Code of Ordinances at all times.
7. The proprietor shall obtain and maintain the required State Liquor License.
8. An annual City Entertainment Permit must be obtained prior to conducting any activity on the premises as described under Section 8-251 of Article V, Division 1, Chapter 8 of the City Code.
9. The hours of operation for the roof top restaurant shall be 4:00pm to 11pm Monday through Thursday; 4:00pm to 12:00am Friday; 12:00pm to 12:00am Saturday and 12:00pm to 10:00pm Sunday.
10. Glassware shall be prohibited in the outdoor service area of the rooftop restaurant.
11. The hours of operation for the café shall be from 7:00am to 4:00pm daily.
12. Furniture and equipment used in conjunction with the outdoor service area shall be stored in an inconspicuous space seasonally when the area is not in use.
13. No live or recorded music or telecommunication device shall be provided in the outdoor service area which is audible from any adjacent residential property.
14. Lighting provided for the outdoor service area shall be designed to direct light downward and not onto any adjacent property.

15. No more than 100 patrons shall be served alcohol in the ground floor restaurant at any time.

City Council held their public hearing August 12, 2025. No public comments were received.

Due to the outstanding item requested by the fire department regarding the measurements used to determine occupancy are needed and the time since the public hearing, staff has provided a sample motion to defer the decision if you choose to do so.

Move to [defer] decision a *Special Use Permit* request from Graduate East Lansing (Lee Cote) located at 133 Evergreen Avenue to add a private dining area and expand the rooftop deck with alcohol service with increased patron capacity not to exceed 199 persons to [time and date to be determined by City Council]

[If the Councilmember making the motion wants to add reasons for the deferral, insert them here].

Should City Council wish to make a decision, a sample motion is provided for your consideration.

SAMPLE MOTION

[Please note that the SAMPLE MOTION below calls for the Councilmember making the motion to include the facts and information that support or provide the reasons for the determinations in the motion as to whether the various ordinance standards have been met. It is anticipated that those facts and information, generally, would be based on information provided in the applicant's submissions and representations, City staff reviews, Planning Commission reviews, consultant studies, City comprehensive plans and ordinances, Commission observations, and other information or facts. Text included in blue include sample language provided by staff related to the relevant standard]

[It should also be noted that for an approval motion, an applicant must meet all of the requirements identified in the Zoning Ordinance for this type of development and approval request, and a denial motion may be based on a City Council determination/motion that the applicant has failed to satisfy one or more of the standards below.]

[Lastly, for an approval with conditions, the “conditions” must be included in the motion, as well. The SAMPLE MOTION below includes suggested conditions, in the event City Council decides to approve this application.]

This sample motion is provided for City Council’s convenience, with bold text meant to be read out loud.

Move to [approve/deny] a Special Use Permit request from Graduate East Lansing (Lee Cote) located at 133 Evergreen Avenue to add a private dining area and expand the rooftop deck with alcohol service with increased patron capacity not to exceed 199 persons for the following reasons:

Findings. This decision is based on the findings and determinations as to each standard applicable to this special use permit proposal under Section 50-93, 50-94(a), and 50-94(b)(2), that were recommended to City Council by the Planning Commission at the Commission’s regularly scheduled meeting on July 9, 2025, with reference to and reliance on the applicant’s application, plan submissions, public testimony, City staff analysis and review, and other submissions relative to its proposed development. The City Council adopts the findings made by the Planning Commission in its approval recommendation dated July 9, 2025, with the additional findings below:

Section 50-94(a)(1), requires the proposed use to be consistent with the purpose of the special use purpose division of the Zoning Ordinance, which is identified in Section 50-91 as being twofold: first, to provide greater flexibility in the placement of certain kinds of uses when, because of their unique characteristics, these uses are such that they can be compatible with and complementary to the uses now permitted in the zone, provided that appropriate safeguards are imposed; second, to provide an adequate review and tighter control of certain uses which have a marked effect on the surrounding area due to their unusual design or operational characteristics or the amount of traffic they generate. The proposed use meets this requirement for the reasons set forth in the remainder of this motion.

With reference to the standard in Section 50-94(a)(2), the site plan submitted to City Council under this application meets the requirements for site plan approval as specified in Sections 50-36 and 50-38 of the City Zoning Ordinance because the property was previously subject to a site plan approval and this applicant is not proposing any site changes.

Section 50-94(a)(3) requires the proposed size, height, architectural character and placement of the new structures on the site to be reasonably compatible with the existing or anticipated buildings on adjacent properties. The proposed use meets this requirement because [the applicant is not proposing any new structures on site.](#)

Section 50-94(a)(4) requires the streets and access facilities serving the site to safely accommodate the expected traffic generated by the proposed use and the proposed use to not cause excessive traffic congestion or delays, obstruct access to adjacent properties, or imperil the safety of motorists, pedestrians or bicyclists. The proposed use meets this requirement because [there is available nearby parking that is adequate for additional patrons of the proposed business and there are bike parking spaces adjacent to the site.](#)

In addition the City Council adopts the correction of Planning Commission's Finding No. 9 related to Section 50-94(a)(8), to read as follows:

Finding 9. Section 50-94(a)(8), requires that the proposed use will be located with direct access to and frontage on a major street as designated in the major street plan, or within an area designated for adaptive reuse in the city center element of the comprehensive plan. The proposed use meets this requirement because both Grand River Ave. and the portion of Bailey St. directly north of Grand River Ave. are designated as major streets.

If approved, please continue:

The following conditions of approval shall apply:

- 1. Approval is in accordance with the plans provided by the Applicant and per testimony, before City Council, subject to revisions as required.**
- 2. The maximum occupancy of the restaurant shall not exceed 199 persons; seating for no fewer than 178 diners shall be provided and distributed as follows – 16 in the private dining area, 78 on the interior rooftop restaurant.**
- 3. Seasonal seating for up to 90 persons may be provided in the outdoor service area with a maximum occupancy of 93 in the outdoor service area, but such**

seating shall not increase the overall capacity of the facility as stated in condition 2 above.

- 4. The hours of operation for the roof top restaurant shall be 4:00pm to 11pm Monday through Thursday; 4:00pm to 12:00am Friday; 12:00pm to 12:00am Saturday and 12:00pm to 11:00pm Sunday.**
- 5. All required permits shall be obtained from the City's Department of Planning, Building, and Development for all interior renovations, as well as for exterior signs.**
- 6. The project shall be designed and developed in accordance with all applicable State and local statutes, codes and regulations.**
- 7. The business selling alcoholic beverages shall comply with the requirements and performance standards of a "Businesses selling alcoholic beverages" as set forth in Section 50-94 of Chapter 50 of the City Code and Chapter 18 of the City Charter at all times.**
- 8. This approval shall take effect upon the recording of this fully executed Memorandum with the Ingham County Register of Deeds.**
- 9. The measurements used to determine occupancy are required prior to issuance of building permits.**
- 10. All 14 conditions of approval for the original Special Use Permit, as previously assigned in 2021 by City Council on May 19th, 2021, shall remain in force if not explicitly modified by the current resolution:
This MEMORANDUM OF SPECIAL USE PERMIT was made effective the 19 day of July 2021 by GEMI Owner, LLC, a Limited Liability Corporation, with its principal business located at 133 N. Jefferson St., 4th floor, Chicago, IL 60661, for the property located at 133 Evergreen Avenue, East Lansing, MI and legally described on Exhibit A attached hereto and made a part hereof ("Property").**

The City of East Lansing City Council approved a Special Use Permit on May 11, 2021, to open a restaurant with a liquor license, subject to the following conditions:

- 1. Seating for no less than 82 diners shall be provided at tables and / or booths in the first-floor café.**
- 2. The seating plan for the café and rooftop restaurant shall be reviewed and approved by the Building Official and the Fire Marshall in accordance with the Building and Fire Code requirements.**
- 3. Persons under 21 years of age shall not be permitted to enter the premises after 11:00 p.m. unless accompanied by a parent or legal guardian.**
- 4. The proprietor shall work with the Police Department to develop and implement an effective security plan and provide for appropriate staff training.**
- 5. The restaurant shall be designed, operated and maintained at all times consistent with responsible business practices and so that no excessive demands shall be placed upon public safety services, nor any excessive risk of harm to the public health, safety or sanitation, interference with vehicular or pedestrian traffic or parking, or the continuance or maintenance of any unlawful conduct, public nuisance or disorderly conduct either within the establishment or on or about the adjacent businesses and public streets, alleys, parks, parking facilities or other areas open to the public. The proprietor shall make reasonable effort to report to authorities any unlawful conduct that is observed from the premises. A violation of this Section is a misdemeanor and is considered cause for a license suspension or revocation or denial pursuant to Sec 8-67.**
- 6. The restaurant shall comply with the requirements and performance standards for a “restaurant” as set forth in Sections 8-181 and 8-182 of the City Code of Ordinances at all times.**
- 7. The proprietor shall obtain and maintain the required State Liquor License.**
- 8. An annual City Entertainment Permit must be obtained prior to conducting any activity on the premises as described under Section 8-251 of Article V, Division 1, Chapter 8 of the City Code.**

- 9. Glassware shall be prohibited in the outdoor service area of the rooftop restaurant.**
- 10. The hours of operation for the café shall be from 7:00am to 4:00pm daily.**
- 11. Furniture and equipment used in conjunction with the outdoor service area shall be stored in an inconspicuous space seasonally when the area is not in use.**
- 12. No live or recorded music or telecommunication device shall be provided in the outdoor service area which is audible from any adjacent residential property.**
- 13. Lighting provided for the outdoor service area shall be designed to direct light downward and not onto any adjacent property.**
- 14. No more than 100 patrons shall be served alcohol in the ground floor restaurant at any time.**

GRADUATE HOTEL EAST LANSING LEVEL 10

133 EVERGREEN AVE
EAST LANSING, MI 48823

Owner

Graduate Hotels Fund III East Coast TRS LLC dba GEMI Lessee LLC
dba Graduate East Lansing

Architect

SCB

Structural Engineer

Forefront Structural Engineers, Inc.

MEP/FP Engineer

RTM Engineering Consultants LLC





Drawn By: GCM	Checked By: DS
Project Number:	2024101
Sheet Number:	AD2.10



2 LEVEL 9 FLOOR PLAN
SCALE: 1/8" = 1'-0"

NO.	DATE	DESCRIPTION
05/10/2026		ZONING REVIEW

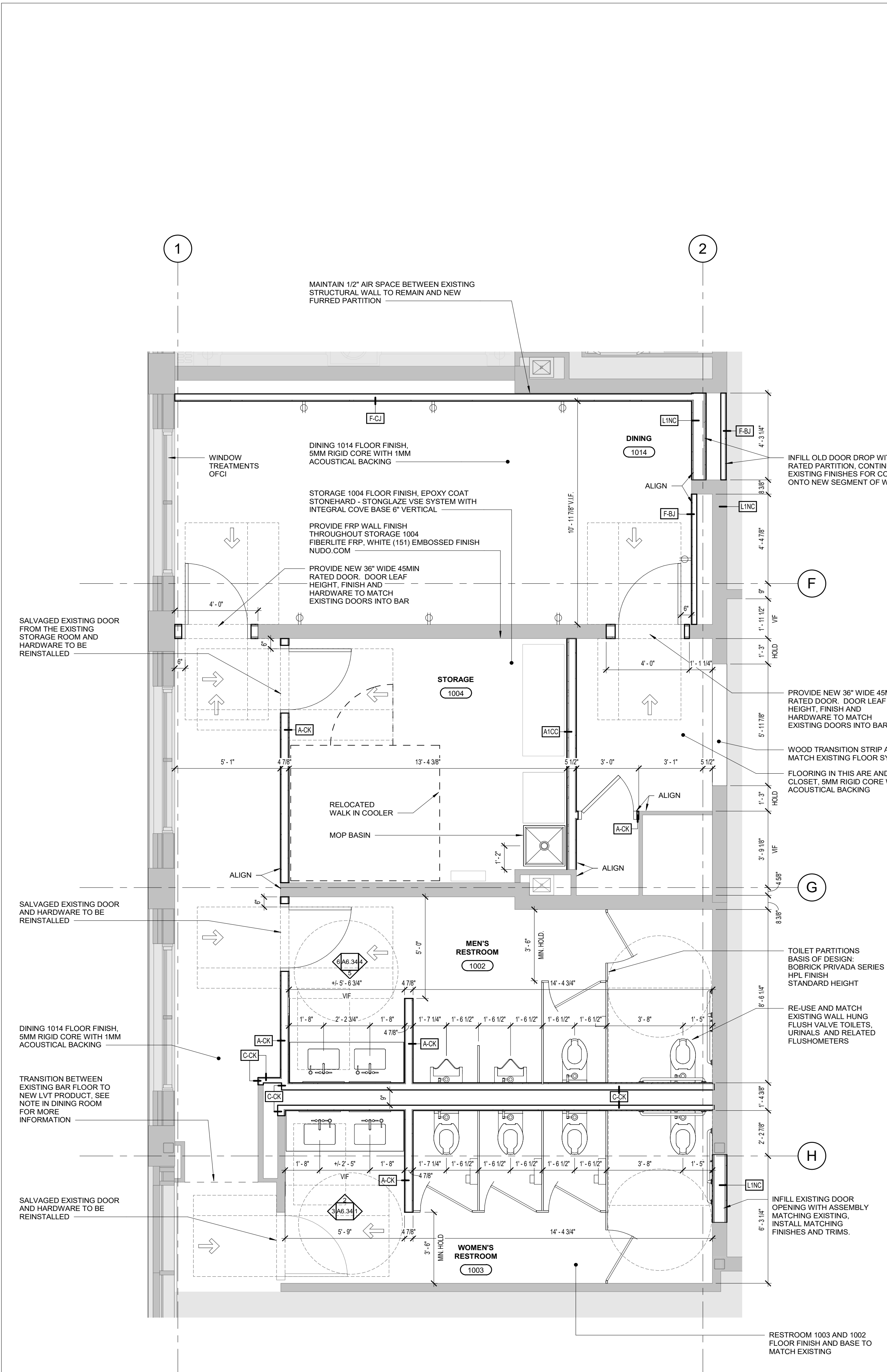
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GRADUATE HOTEL EAST LANSING LEVEL 10

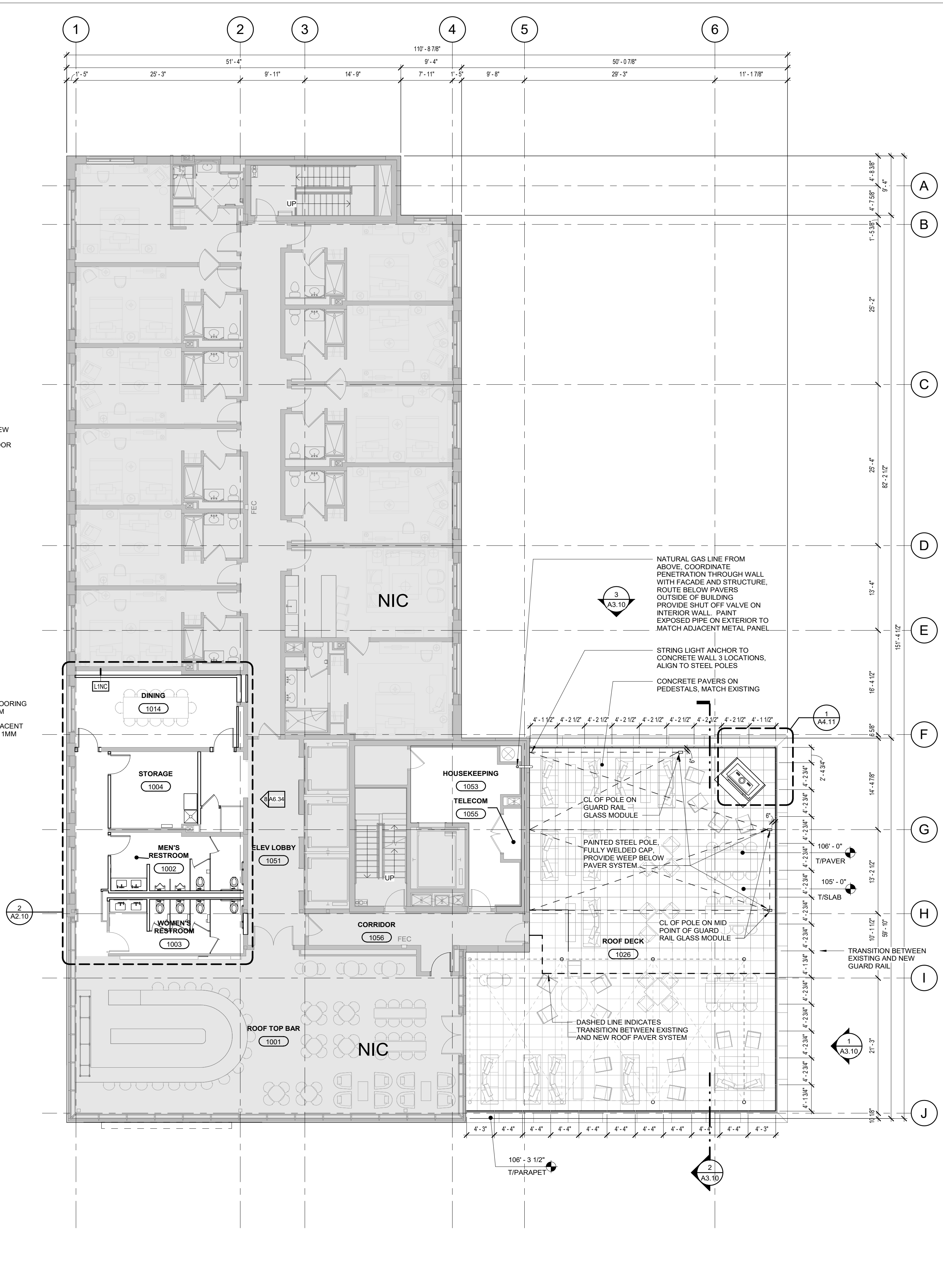
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LEVEL 9 FLOOR PLAN

Drawn By: BCM
Checked By: DS
Project Number: 2024101
Sheet Number: A2.09



2 ENLARGED PLAN
SCALE: 3/8" = 1'-0"



1 LEVEL 10 FLOOR PLAN
SCALE: 1/8" = 1'-0"

- SHEET NOTES**
1. STACK OUTLETS, CABLE, PHONE AND DATA VERTICALLY AT WALLS WHERE THEY SIT BACK TO BACK
 2. PROVIDE BLOCKING AS NEEDED
 3. OUTLET DEVICES, SWITCHES, AND COVER PLATES AT PRIVATE DINING ROOM SPACE TO BE BLACK
 4. OUTLETS, SWITCHES, AND DEVICES AT CORRIDOR TO BE BLACK
 5. GC TO REVIEW FF&E SPECIFICATIONS FOR BLOCKING LOCATIONS, AND TO COORDINATE BLOCKING LOCATIONS WITH FF&E INSTALLER, TYPICAL

NO.	DATE	DESCRIPTION
05/10/2026		ZONING REVIEW

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GRADUATE HOTEL EAST LANSING LEVEL 10

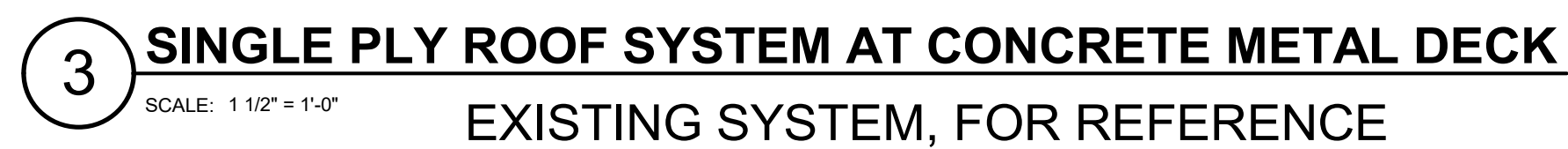
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LEVEL 10 FLOOR PLAN

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Sheet Number: **A2.10**



Sheet Number: **A3.10**



Sheet Number: **A4.10**



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Sheet Number: **A4.11**



- [illegible]

Sheet Number: **A6.34**

TYPE	LOAD DIAGRAM / SECTION	PLAN DETAIL
BP1		
BP2		
BP3		
BP4		

3D DETAIL

BACKING PLATE (BP) NOTES:

- BACKING PLATES SHALL EXTEND TO NEXT ADJACENT STUD BEYOND.
- PROVIDE METAL SLEEVES THROUGH WALL FINISH AT FIXTURE AND EQUIPMENT FASTENERS.
- MAXIMUM LOADS ARE THE ALLOWABLE MAXIMUM LOADS FOR THE DIRECTIONS SHOWN. WHEN COMBINING HORIZONTAL AND VERTICAL LOAD AT BACKING USE A STRAIGHT LINE INTEGRATION EQUATION (VERT LOAD + VERT ALLOW) + (HOR LOAD + HOR ALLOW) <1.0
- TYPICAL APPLICATIONS FOR EACH BACKING PLATE TYPE:

A. TYPE BP1:

- GRAB BARS
- GAS CYLINDER BRACKETS
- URINALS

B. TYPE BP2:

- WALL MOUNTED CABINETS (15\"/>

- HANDRAILS/ GUARDS
- SINKS (<400 LB)
- FLOATING VANITIES (<400 LB)
- TOILET PARTITIONS
- TOILET PARTITIONS
- TOILET PARTITIONS

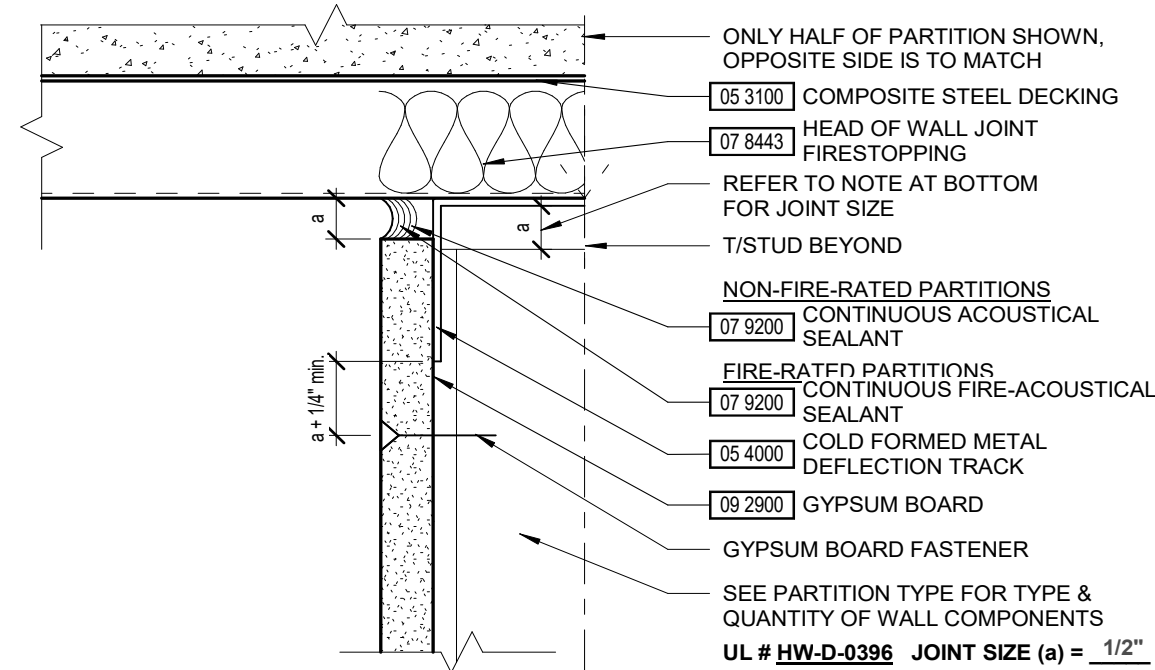
C. TYPE BP3:

- TOILET + BATHROOM ACCESSORIES (<75LB)
- DOOR HOLDERS
- BUMPER GUARDS

D. TYPE BP4:

- BULLETIN BOARDS
- TACK BOARDS
- WALL HUNG MIRRORS (<5 LB/SQ.FT)

5. FOR NON-STANDARD DESIGN REFER TO SPEC SECTION 09 2216



SCALE: 6" = 1'-0"

- ONLY HALF OF PARTITION SHOWN,
OPPOSITE SIDE IS TO MATCH
- (S-370) STEEL DECKING
- (H-844) HEAD OR WALL JOINT
FIRSTSTOPPING
- STEEL STRAP CUT TO SPAN FLUTE
AS REQUIRED BY THE FIRE RATED
ASSEMBLY CONSTRUCTION
REFER TO NOTE AT BOTTOM
FOR JOINT SIZE
- T/STUD BEYOND
- NON-FIRE-RATED PARTITIONS
CONTINUOUS ACOUSTICAL
SEALANT
- FIRE-RATED PARTITIONS
(F-9200) CONTINUOUS FIRE-Acoustic
SEALANT
- (S-4000) COLD FORMED METAL
DEFLECTION TRACK
- (G-2900) GYPSUM BOARD
- GYPSUM BOARD FASTENER
- SEE PARTITION TYPE FOR TYPE &
QUANTITY OF WALL COMPONENTS
- UL # HW-D-0396 JOINT SIZE (A) ≤ 1/2"

SCALE: 6" = 1'-0"

ONLY HALF OF PARTITION SHOWN
OPPOSITE SIDE IS TO MATCH

SEE PARTITION TYPE FOR TYPE &
QUANTITY OF WALL COMPONENTS

10 2000' GYPSUM BOARD

02 4000' COLD FORMED METAL RUNNER

07 0200' CONTINUOUS ACoustICAL
SEALANT

FIRE-RATED PARTITIONS

FIRE-RESISTANT ACoustICAL
JOINT SYSTEM

1/2" WALL

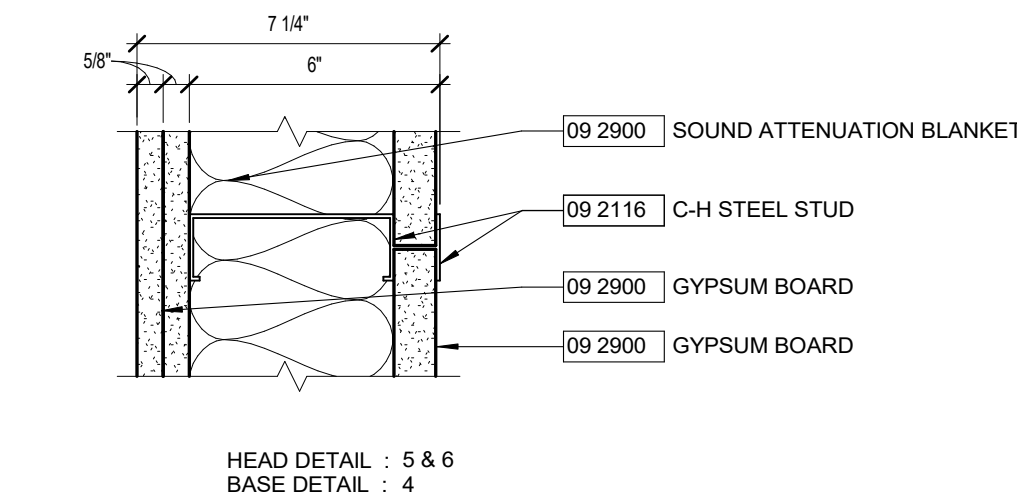
UL # BW-S-0013

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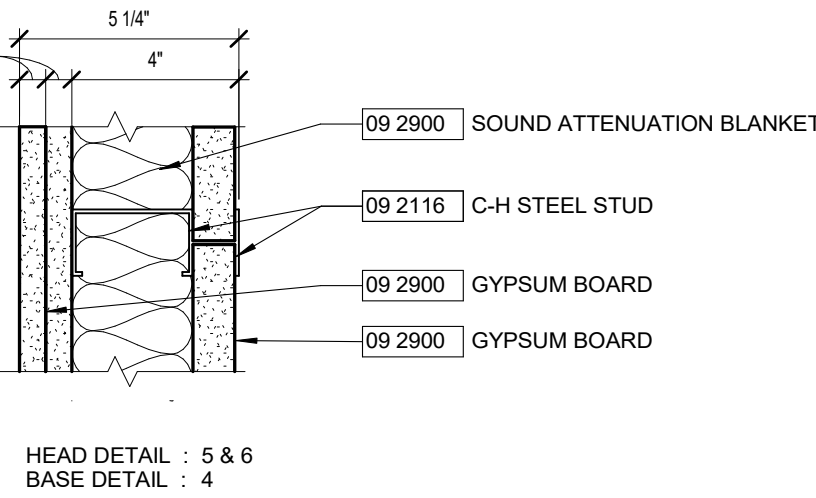
LIMITING HEIGHT : NO LIMIT IF BRACED TO STRUCTURE / 9'-3" IF UNBRACED

STC RATING : N/A FIRE RATING : NOT APPLICABLE
LIMITING HEIGHT : NO LIMIT IF BRACED TO STRUCTURE / 8'-2" IF UNBRACED

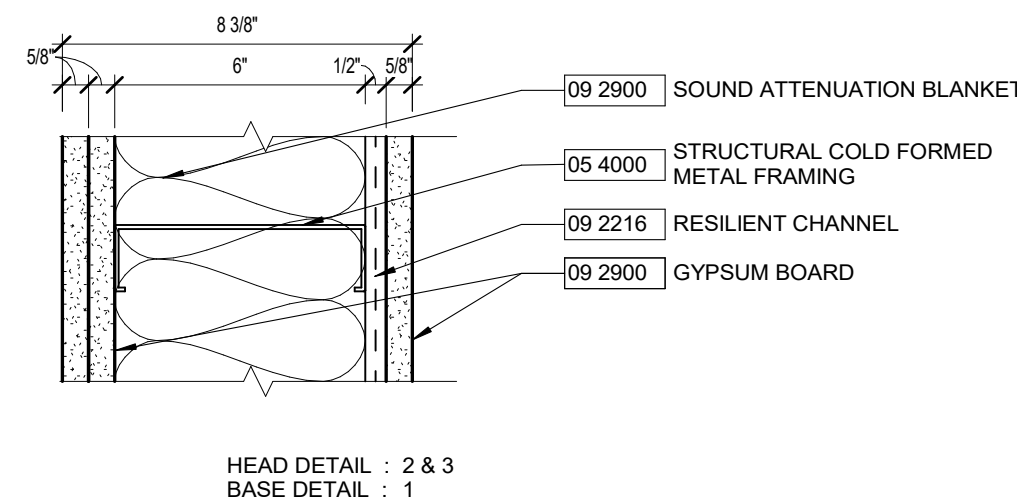
LIMITING HEIGHT : NO LIMIT IF BRACED TO STRUCTURE / 5'-11" IF UNBRACED



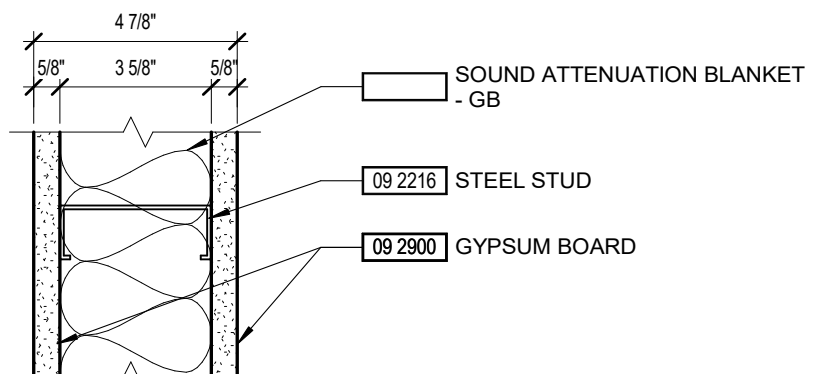
STC RATING : TBD
LIMITING HEIGHT : 20'-1" / 15'-11"



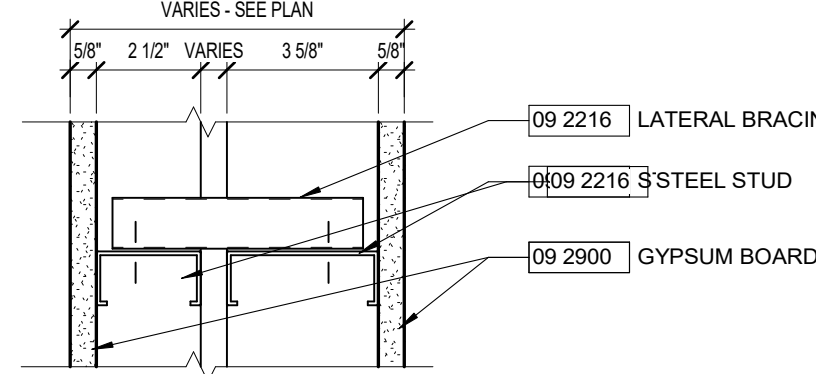
STC RATING : TBD
LIMITING HEIGHT : 16'-1" / 11'-11"



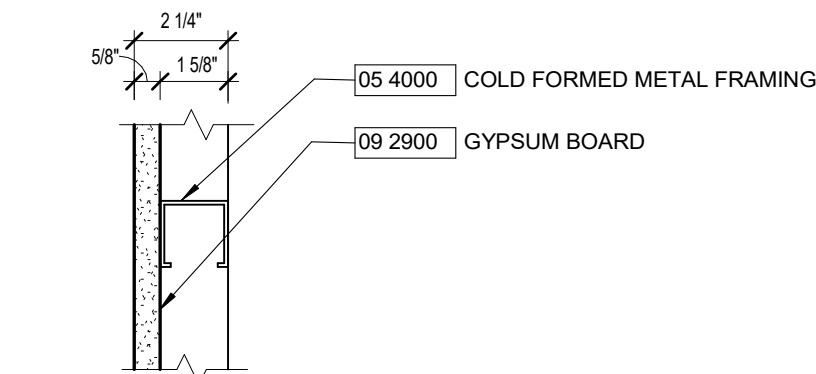
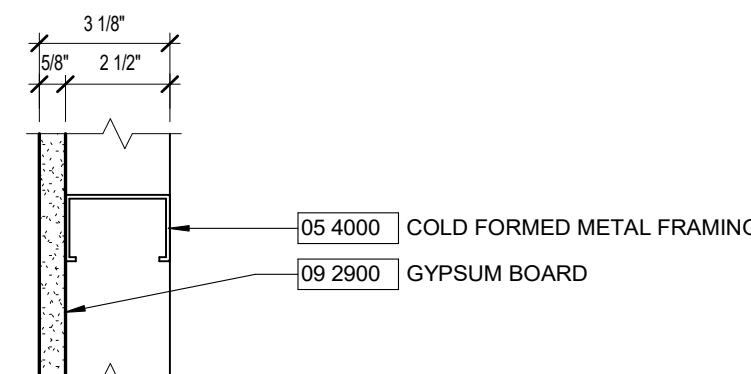
STC RATING : 53	FIRE RATING : UL# U419
LIMITING HEIGHT : 16'-2"	



STC RATING : TBD	FIRE RATING : UL# U419
LIMITING HEIGHT : 13'-2"	



STC RATING : TBD	FIRE RATING : N/A
LIMITING HEIGHT : 13'-2"	



- A FRAMED PARTITION
- C CHASE PARTITION
- D DOUBLE STUD PARTITION
- F FURRED PARTITION
- G FRAMING 4" ABOVE CEILING
- K CEILING HEIGHT FRAMING
- L LOAD-BEARING FRAMED PARTITION
- M MASONRY PARTITIONS
- P PARTIAL HEIGHT PARTITIONS
- S SHAFT PARTITION - FINISHED ONE SIDE
- T SHAFT PARTITION - FINISHED BOTH SIDES

1 1-HOUR RATED
2 2-HOUR RATED
3 3-HOUR RATED
4 4-HOUR RATED

A	3/8" METAL STUDS
B	2-1/2" METAL STUDS
C	3-5/8" METAL STUDS
D	4" METAL STUDS
E	6" METAL STUDS
F	7/8" HAT CHANNELS
G	1-1/2" HAT CHANNELS
J	2-1/2" CH STUDS WITH 1" CORE BOARD
K	4" CH STUDS WITH 1" CORE BOARD
L	6" CH STUDS WITH 1" CORE BOARD
M	6" STRUCTURAL METAL STUDS
N	6" STR MTL STUDS W/ 1/2" RESILIENT CHANNEL
P	4" CMU
Q	6" CMU
R	8" CMU
S	10" CMU
T	12" CMU
X	8" STRUCTURAL STUDS
Y	8" STR MTL STUDS W/ 1/2" RESILIENT CHANNEL

A 1 LAYER GWB WITH INSULATION
B 2 LAYERS GWB WITH INSULATION
C 3 LAYERS GWB WITH INSULATION
D 4 LAYERS GWB WITH INSULATION
E 5 LAYERS GWB WITH INSULATION
F 6 LAYERS GWB WITH INSULATION
J 1 LAYER GWB - NO INSULATION
K 2 LAYERS GWB - NO INSULATION
L 3 LAYERS GWB - NO INSULATION
M 4 LAYERS GWB - NO INSULATION
N 5 LAYERS GWB - NO INSULATION
P 6 LAYERS GWB - NO INSULATION

a. Gypsum board to be type "X" fire resistant board unless otherwise specified.

b. Limiting heights listed are based upon the following unless otherwise specified:

- a. Uniform load dead load of 5 psf
- b. Wind load of 20 psf on 24 inches on center
- c. Metal stud thickness required to be 18 in (2 gage) with a maximum spacing of 24 inches on center

d. Gypsum board have gypsum board over the full height of the partition. The gypsum board shall be 5/8" thick. The gypsum board is not provided, include labor bracing and fastening to SWS for fully braced non-composite walls.

e. Provide 1/2" thick gypsum board over all doors and openings within 12 inches of the top of the opening.

f. At double stud wall framing, partition wall type D series, no gypsum board is required.

g. Back bracing at corners, grab bars, handrails, and other wall mounted items to support the imposed loads.

h. The exterior wall mounted items and corresponding details, shall be in accordance with the manufacturer's instructions. The items shall be the same as that scheduled for the sides of the opening.

i. The partition shall be constructed so that the wall shall be the finish planes combine unbroken within and across the opening.

j. At acoustically rated partitions, provide sound absorptive batts between the partition panels.

k. At acoustically rated partitions, the partition shall not be back to back partitions.

l. At acoustically rated partitions, the partition shall not be separated by at least 24 inches unless fire rated partitions.

m. At acoustically rated partitions, the partition shall not be separated by at least 24 inches unless fire rated partitions.

n. At acoustically rated partitions, side wall sprinkler head locations on opposite sides of the wall are to be separated by at least 24 inches.

[illegible]

**GRADUATE HOTEL EAST
LANSING LEVEL 10**

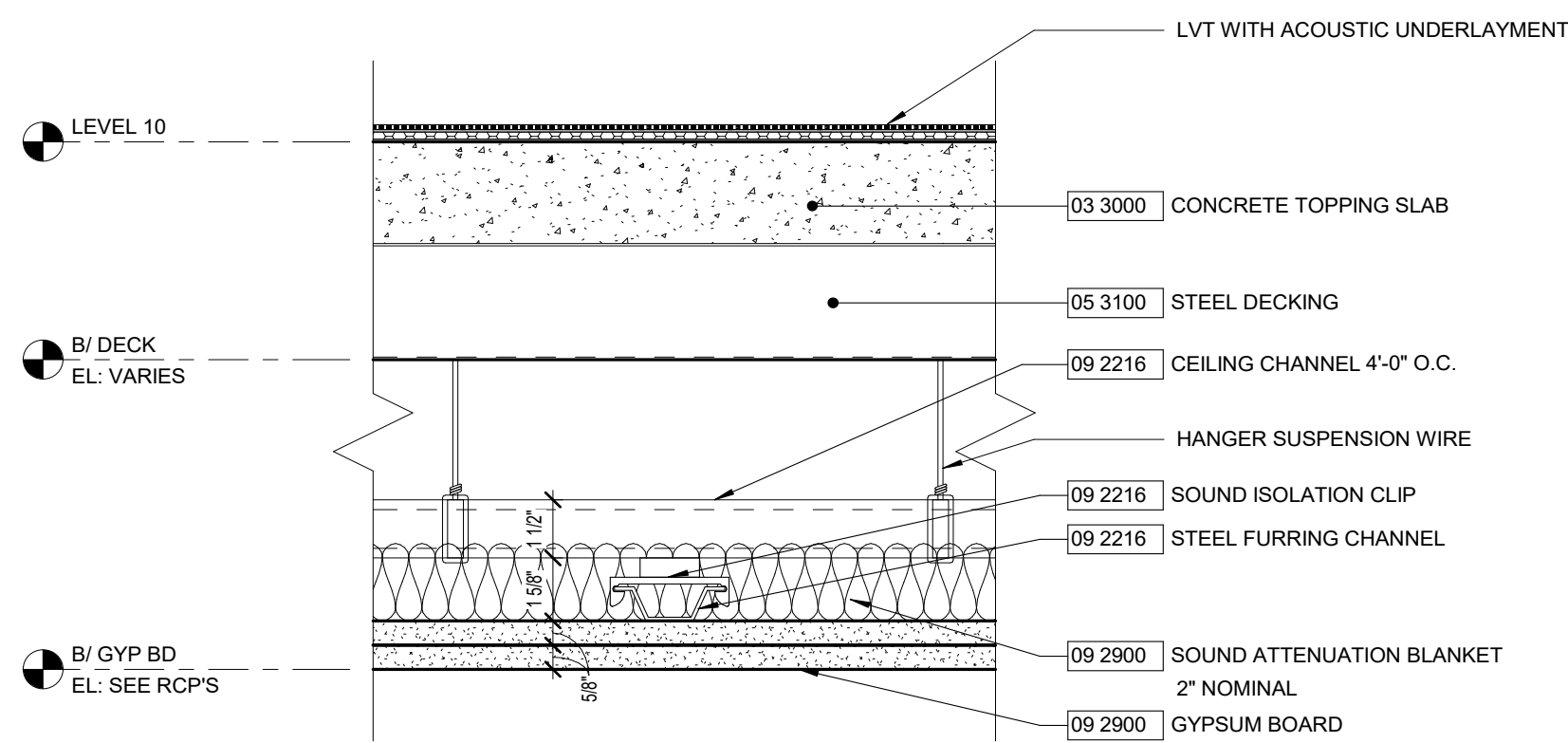
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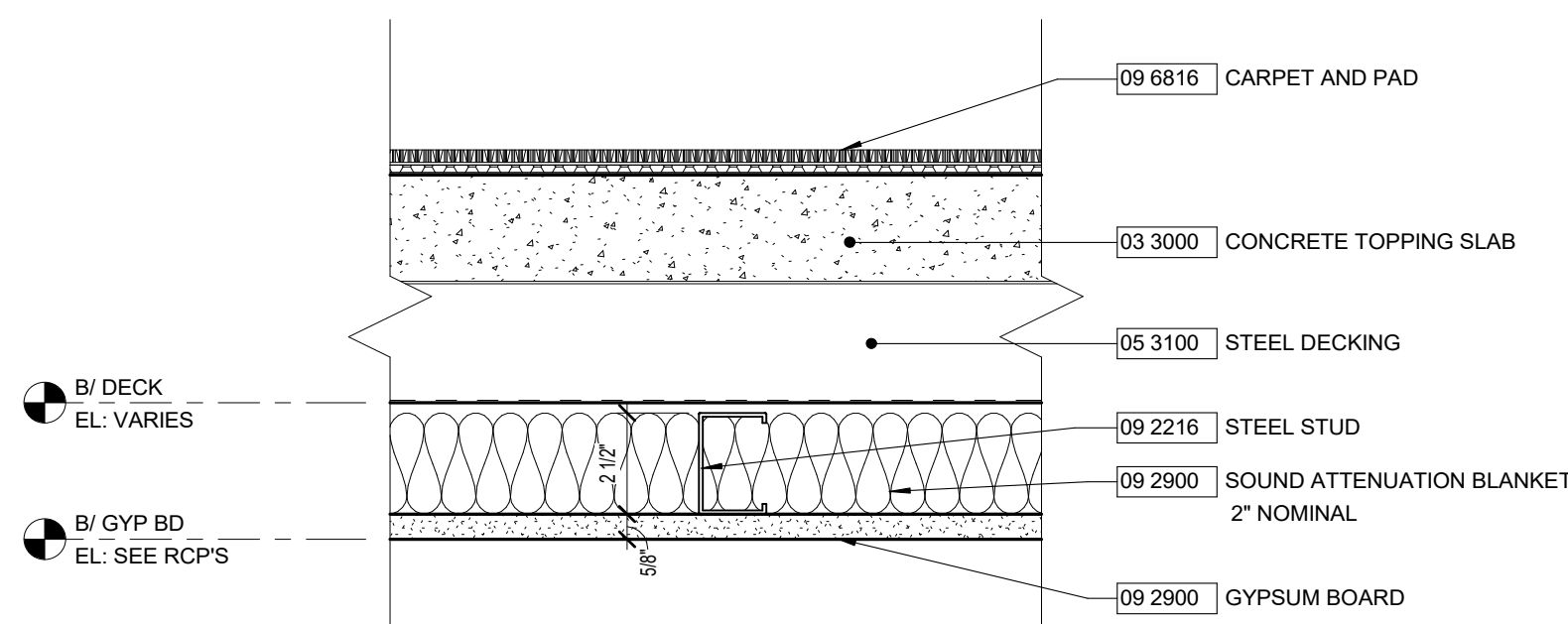
PARTITION TYPES AND DETAILS

Drawn By: BCM	Checked By: DS
Project Number:	2024101

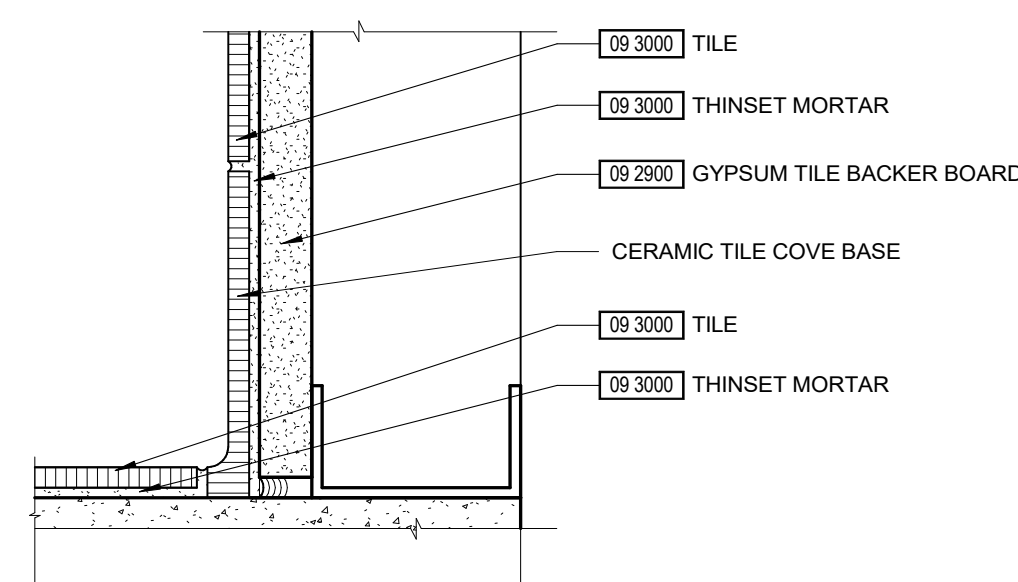
Sheet Number: **A8.02**



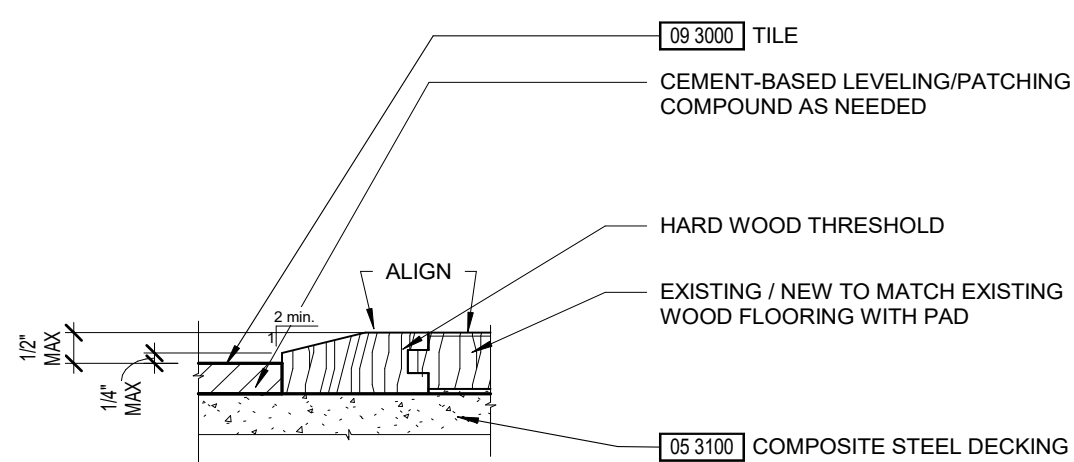
6 FLOOR TO CEILING CONSTRUCTION @ ROOF TOP BAR AND PDR
SCALE: 3" = 1'-0" FOR REFERENCE, COORDINATE WITH OWNER REQUIREMENTS AND EXTENTS OF NEW CONSTRUCTION



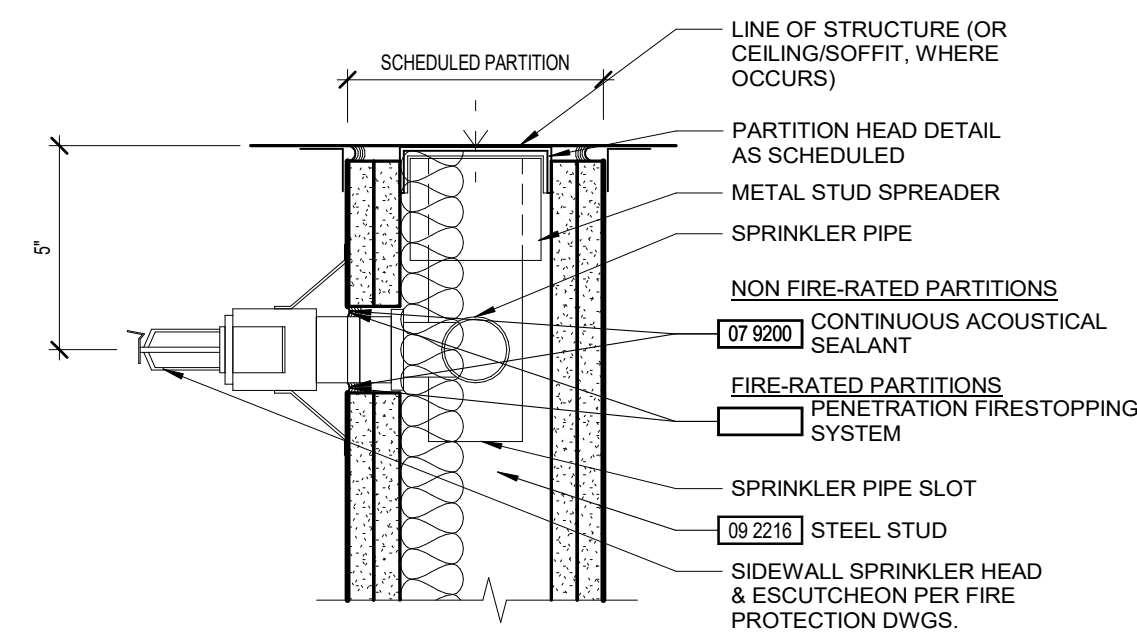
7 TYPICAL GUESTROOM FLOOR TO CEILING CONSTRUCTION
SCALE: 3" = 1'-0" FOR REFERENCE, COORDINATE WITH OWNER REQUIREMENTS AND EXTENTS OF NEW CONSTRUCTION



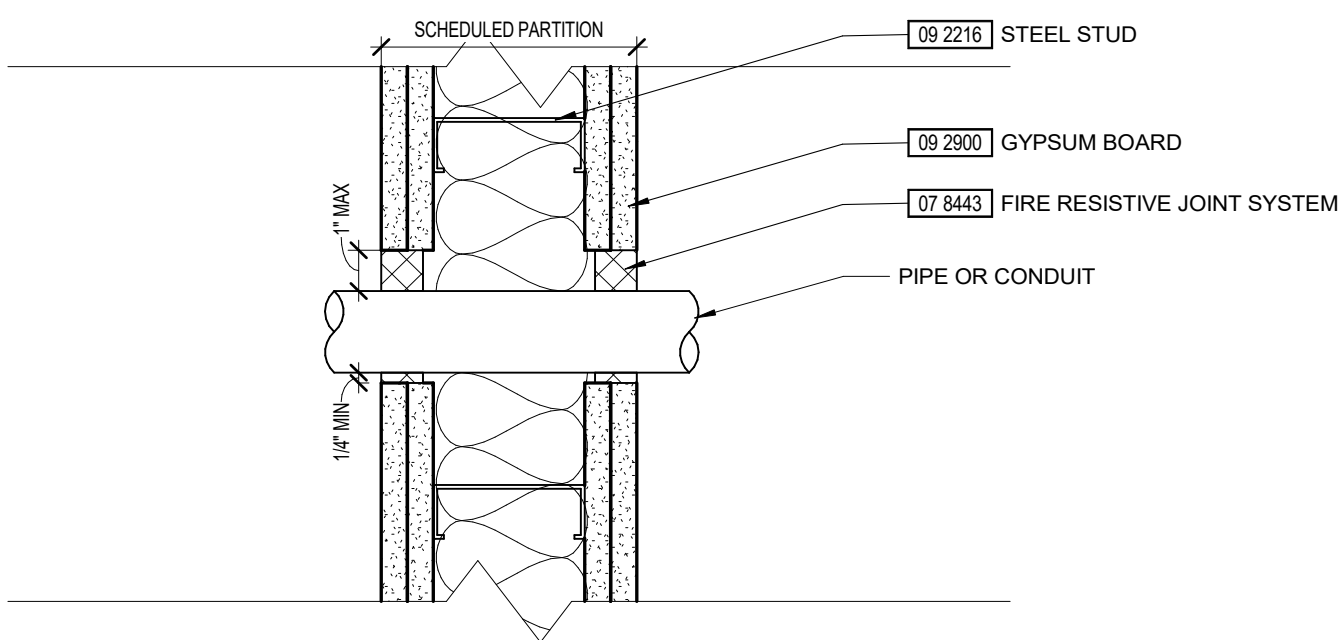
A CERAMIC COVE BASE
SCALE: 6" = 1'-0"



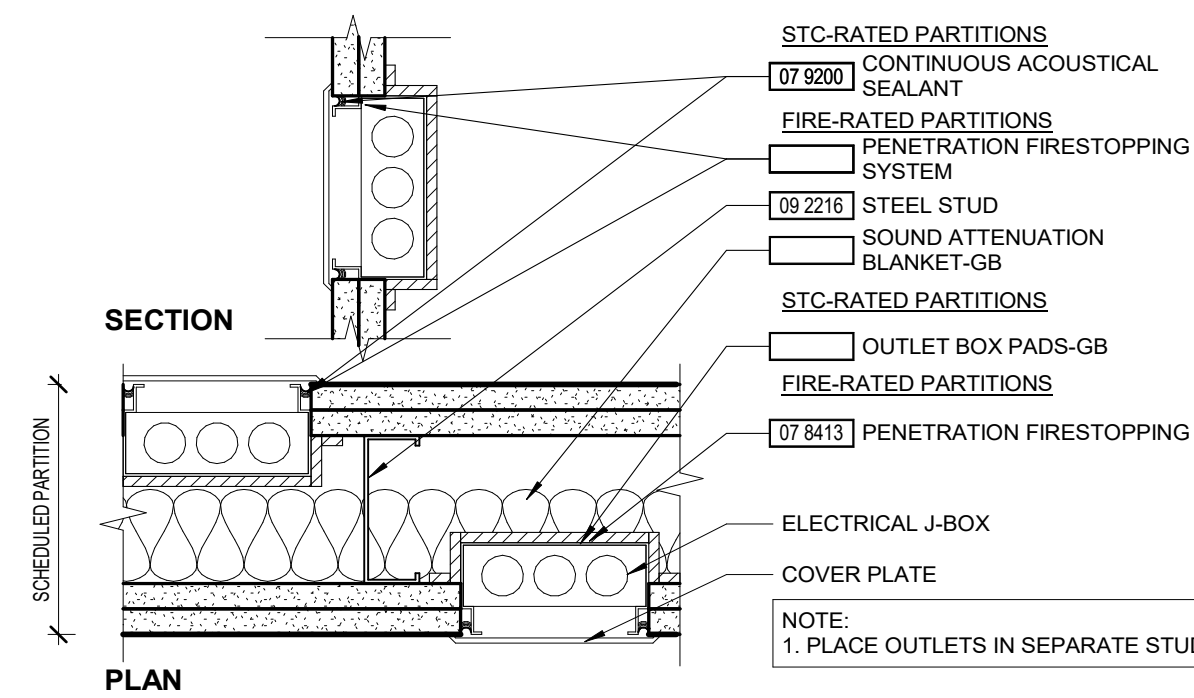
B FLOOR TRANSITION
SCALE: 6" = 1'-0"



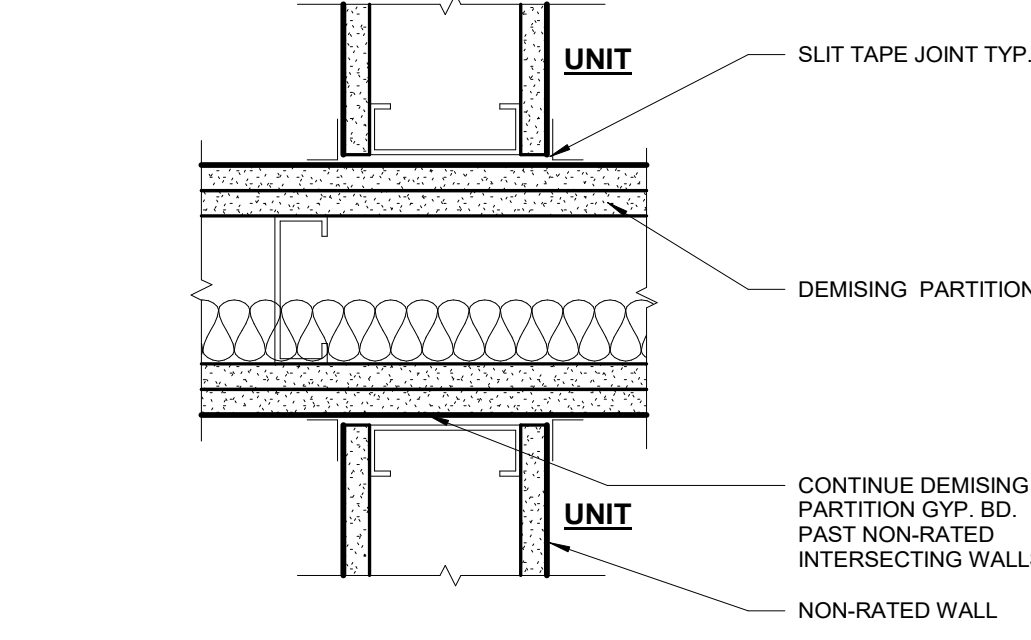
5 SIDEWALL SPRINKLERS - SECTION DETAIL
SCALE: 3" = 1'-0"



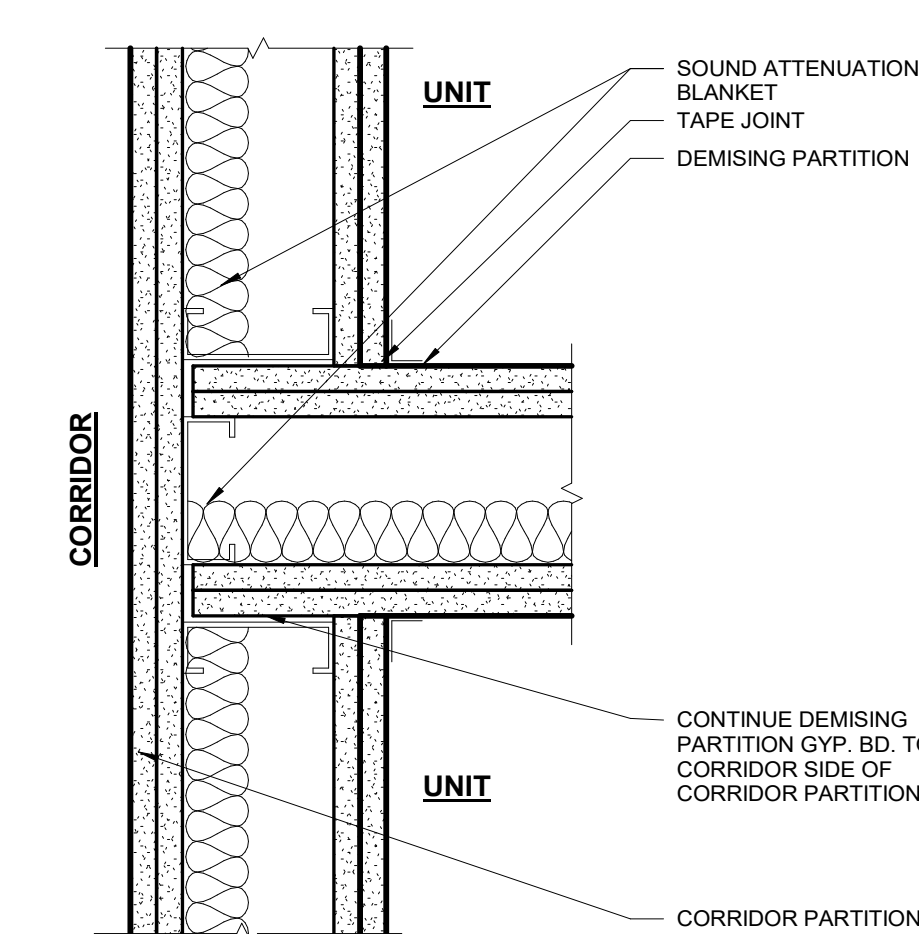
4 THROUGH PENETRATION DETAIL
SCALE: 3" = 1'-0"



3 DEMISING WALL - ELECTRICAL J-BOX DETAIL
SCALE: 3" = 1'-0"



2 INTERIOR WALL TO BEARING WALL
SCALE: 3" = 1'-0"



1 CORRIDOR WALL AT BEARING WALL
SCALE: 3" = 1'-0"

NO.	DATE	DESCRIPTION
05/10/2026	ZONING REVIEW	

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GRADUATE HOTEL EAST LANSING LEVEL 10

133 EVERGREEN AVE EAST LANSING, MI 48823

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MISC. DETAILS

Drawn By: BCM

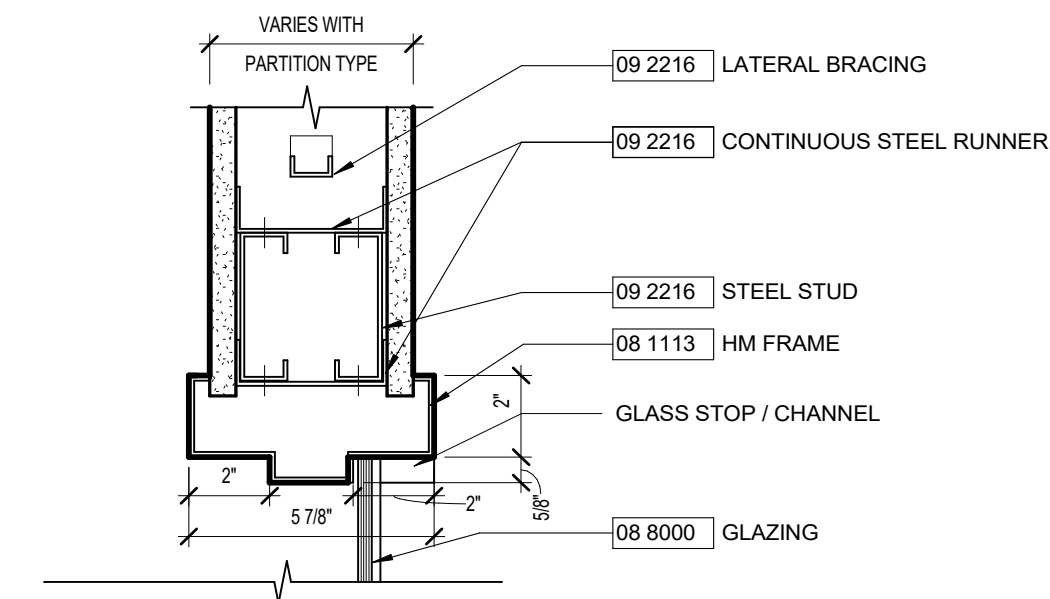
Project Number: 2024101

Sheet Number:

Checked By: DS

2024101

A8.03



Technical drawing of a window cross-section. The drawing shows a multi-pane window with a frame and glazing. Key dimensions and components are labeled:

- 08 8000 GLAZING**: Points to the glazing unit.
- 08 1113 HM FRAME**: Points to the frame profile.
- GLASS STOP / CHANNEL**: Points to the bottom glass stop.
- Dimensions**:
 - Top pane width: 9 1/8"
 - Top pane height: 2"
 - Bottom pane width: 9 1/8"
 - Bottom pane height: 2"
 - Frame depth: 1 3/8"

Diagram illustrating the construction of a partition wall. The wall is shown in cross-section, revealing internal structure. The top layer is labeled "09 2900 GYPSUM BOARD". The wall is supported by a base, with a line indicating the "LINE OF BASE BELOW". The wall is labeled "PARTITION TYPE" and "VARIES WITH". A note states: "SEE PARTITION TYPE FOR VARYING CONDITIONS -DIMENSIONS TO BE COORDINATED ACCORDINGLY".

SPOT GROUT AT JAMB ANCHORS

Ø8 1113 HM FRAME

Ø9 2216 STEEL STUD

Ø8 1113 HM FRAME

DASHED LINES REPRESENT PERPENDICULAR WALL WHEN APPLICABLE

VARIES WITH PARTITION TYPE

09 2216 LATERAL BRACING

09 2216 CONTINUOUS STEEL RUNNER

10'

15'8"

2"

08 1113 HM FRAME

VARIES

SEE PARTITION TYPE FOR VARYING CONDITIONS

[illegible]Sheet Number: **A8.11**

[Draft] Fw: Questions for proposed plan

From lbartley@cityofeastlansing.com

Draft saved Fri 8/8/2025 11:02 AM

 1 attachment (280 KB)

Graduate L10 Terrace Access Diagram.pdf;

From: Lee Cote <lee.cote@schultehospitality.com>

Sent: Friday, August 8, 2025 11:01 AM

To: Alycia Reiten <areiten@cityofeastlansing.com>; David Schlensker <david.schlensker@scb.com>; brian.miller@scb.com <brian.miller@scb.com>

Cc: Landon Bartley <lbartley@cityofeastlansing.com>

Subject: RE: Questions for proposed plan

Good morning Alycia,

Please see my responses below in *Green* and also the attached document identifying the corridor that will be used for Terrace access. Please let me know if you have any additional questions.

How will you control private events on the rooftop deck? Will there be someone to man the door? Private events on the terrace will be managed by our banquets and security staff. All private events are assigned a leader or "banquet captain" from our events team. This leader will be responsible for manning the door and confirming guest head count. For larger events during normal Rock Bar operations we will also have our restaurant manager and security staff manning the doors and monitoring guest flow into the Rock Bar through the main doors and onto the terrace through the corridor identified on the attached diagram.

Explain the use of the two doors – is one main use and other just for emergencies? If emergency, will staff know to unlock or will it be unlocked at all times? Main double entry doors will be used during standard day to day operations while inside capacity allows. For larger private events, event guests will be guided through the corridor identified on the attached document to access the terrace for their event. Both sets of doors will remain unlocked during all business hours and will be available for egress in case of emergencies.

What if it rains when a private event is proposed on the deck? Or starts during an event – where will the people go because would exceed the interior occupancy. Our second floor meeting space will serve as the backup for terrace events in case of inclement weather. This space will be reserved at the time of booking level 10 patio events. The meeting space on the second floor far exceeds capacity on the patio and will be able to accommodate these events if weather does not permit. In these cases, guests will be directed to the 2nd floor meeting space upon arrival to the hotel and will not impact occupancy or flow of traffic on the 10th floor.

How will you control occupancy from bar to deck when bar proposed is 94 and full – then filtering 154 through and onto the deck? Cannot exceed the total allowable occupancy (if approved) in bar to fill deck. As an example – you have full capacity on a night inside the bar then the wedding party shows up – how will you get them to

the outside deck without violating the maximum occupancy in the bar space which they have to walk through to get to the deck? And again back out? When we have a private event booked on the patio, the corridor identified on the attached diagram will serve as the entry/exit for these events. Our banquet leaders and security staff will assist with guiding event guests to this entrance/exit to avoid impacting interior occupancy of the Rock Bar. This private corridor will also provide for some privacy and exclusivity for event guests versus public use of the Rock Bar

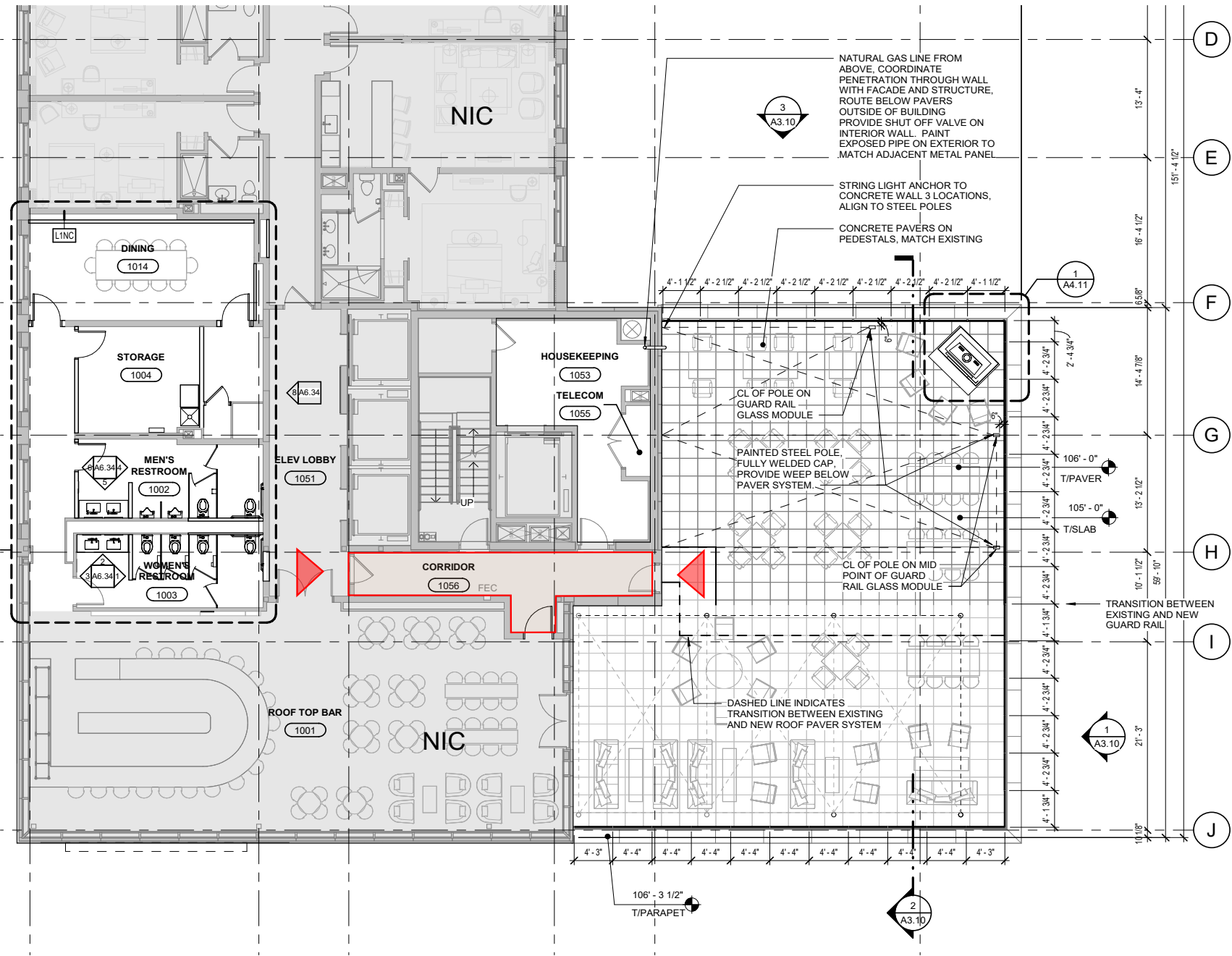


Lee Cote
General Manager

O. 517-940-9606 M. 517-518-4618

Graduate by Hilton East Lansing
133 Evergreen Ave, East Lansing, MI 48823

GRADUATE HOTEL
LEVEL 10 TERRACE ACCESS DIAGRAM





CITY OF EAST LANSING

The Home of Michigan State University

July 24, 2025

The Honorable George Brookover
East Lansing City Council
410 Abbot Road
East Lansing, MI 48823

Re: Special Use Request from 133 Evergreen Ave. (Graduate Hotel)

Dear Mayor Brookover and Council Members:

At its July 24, 2025, regular board meeting, the Downtown Development Authority (DDA) reviewed the updates to the plans associated with the requested special use permit for 133 Evergreen Ave., the Graduate Hotel. The board members did not share any concerns regarding the proposal.

Therefore, with eight members present, the Board voted 6-0, with two abstentions, to recommend approval of a request by Lee Cote for approval of a Special Use permit located at 133 Evergreen Avenue (The Graduate) with the Planning Commission's recommendations.

Thank you for the opportunity to review this request and for your time in reviewing this recommendation.

Sincerely,

Michael Krueger
Michael Krueger, Chair
Downtown Development Authority

c: DDA Board

Signature: 
Michael Krueger (Jul 25, 2025 09:42:31 EDT)

Email: kruegermichael23@gmail.com

133 Evergreen (Graduate Hotel) Letter of Recommendation CC

Final Audit Report

2025-07-25

Created:	2025-07-25
By:	Marcia Gebarowski (mgebarowski@cityofeastlansing.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0D3ciM9ZNsKKMU8UTTdD2t336dqq_3rD

"133 Evergreen (Graduate Hotel) Letter of Recommendation C C" History

 Document created by Marcia Gebarowski (mgebarowski@cityofeastlansing.com)
2025-07-25 - 12:33:09 PM GMT

 Document emailed to Michael Krueger (kruegermichael23@gmail.com) for signature
2025-07-25 - 12:33:12 PM GMT

 Email viewed by Michael Krueger (kruegermichael23@gmail.com)
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 Document e-signed by Michael Krueger (kruegermichael23@gmail.com)
Signature Date: 2025-07-25 - 1:42:31 PM GMT - Time Source: server

 Agreement completed.
2025-07-25 - 1:42:31 PM GMT



Downtown Development Authority **AGENDA ITEM REPORT**

To: Downtown Development Authority
Subject: Approval of funding request for Fall Police Staffing
Meeting: Downtown Development Authority - 25 Jun 2026
Department: Downtown Development Agenda Group
Staff Contact: Lori Mullins, Downtown Development Authority Executive Director

BACKGROUND INFORMATION:

Attached is a letter from Assistant Chief Kreft requesting DDA consideration a funding request for Fall Police Staffing. At the DDA December 18, 2025, board meeting, the Board moved to approve five recommendations from the Downtown Solutions Committee, including an amendment to the FY26 DDA Budget and ELPD Municipal Services Agreement, to add two FTE Downtown Police Officer Positions. These positions will add dedicated police support for the downtown district as necessary in response to the growth the downtown has experienced over the past eight years. The ELPD has experienced staffing shortages and has been unable to fill the dedicated positions to date. The request as described in the attached letter will support the DDA's priority of Safety in the Downtown using funds already budgeted.

FINANCIAL IMPACT:

The request would use funds already budgeted which will not be able to be used for the intended purpose because of staffing shortages.

STRATEGIC PRIORITIES:

Safety in the Downtown

RECOMMENDATION:

Motion to approve/deny request funding request for Fall Police staffing.

ATTACHMENTS:

[DDA Funding Request for Fall Police Staffing](#)



CITY OF EAST LANSING

The Home of Michigan State University

June 15th, 2026

Ms. Lori Mullins
Executive Director, Downtown Development Authority
East Lansing, MI 48823

RE: Funding Request for Fall Police Staffing

Director Mullins,

**EAST
LANSING
POLICE
DEPARTMENT**

409 Park Lane
East Lansing, MI 48823

(517) 337-1731
Fax (517) 337-7372
www.cityofeastlansing.com

The DDA has graciously extended the East Lansing Police Department an allotment of funding in the amount of \$201,740 in FY27 to provide two additional police officer positions with a focus on our downtown. Due to our current staffing deficiencies and the length of time it takes to train new staff, we do not believe we will have those dedicated positions filled before years end. As we are still highly focused on the safety of everyone who lives, visits, and works in downtown East Lansing; we are requesting to divert half of the allocated funding to help offset the cost of utilizing some of our regional partners to assist us in providing a safe and welcoming environment on the weekend evenings for the fall. With our current staffing numbers we feel that we will be unable to accomplish all of our public safety goals without assistance.

As we witnessed last fall, the downtown district attracted thousands of patrons and visitors to the area, which drastically increased the need for more public safety resources. We saw crime in the downtown parking structures more than double from the previous year (107% increase) to include larcenies, damage to property, and violent assaults. We also had many residents express to ELPD that they felt unsafe walking around in public. This is definitely not the image we want to project, so we are hoping to employ a multifaceted approach to proactively staff the city with a combination of regional partners, community-based teams, and by utilizing existing technology in our downtown area.

Our funding request consists of several facets:

Additional officer coverage for 10 weekends (Friday and Saturday evenings) beginning with welcome weekend (August 28 & 29) and ending with Halloween (October 31st). These officers would be from other local, county and state agencies, and would supplement ELPD officers with foot beat, crime prevention and traffic safety. Our intent would be to add 10 additional officers for welcome weekend, and an additional 5 officers per night for the weekends in September and October.

We also want to utilize Advanced Peace for this stated time period. Advanced Peace is a community-based organization that focuses on retaliatory and cyclical gun violence by conducting street outreach with at risk youth. ELPD utilized grant funding to contract with Advanced Peace over the past two years, however the grant expires on June 30th of this year. Last year over this same time period, Advanced Peace contacted 111 young adults and successfully interrupted 34 active conflicts. Having additional community-based assistance is critical to our overall safety initiative.

Finally, we hope to utilize additional technologies to act as a force multiplier downtown. The DDA has several cameras in high traffic areas, and we want to dedicate a staff member to monitor these cameras during the weekend evenings. ELPD also has access to other cameras in the area that can assist us in identifying issues before they become problematic and also identify potential offenders should the need arise. Currently we don't have staffing at nighttime to dedicate someone to monitor these cameras and be able to radio their observations to officers in the street. Adding one person in our Emergency Operations Center (EOC) to monitor the live feed would also be very beneficial to our overall public safety mission.

The financial breakdown for this request would be as follows, and is an approximation based on current rates of pay and anticipated needs:

- Officer staffing from regional agencies (OT to be reimbursed to participating agencies)
 - Officer Overtime rate of \$86.40
 - 8 hrs per officer covering various hours
 - Welcome Weekend – 10 officers x 8 hours x 2 nights (\$13,824)
 - 9 subsequent weekends – 5 officers x 8 hours x 2 nights (\$62,208)
- Advance Peace Contract
 - Staff pay rate of \$30/hr
 - 10 weekends
 - 4 employees, 6 hour shifts, 2 nights/week (\$14,400)
- Staffing for EOC – Cameras
 - OT rate for civilian Records/PACE/NRS \$48.46
 - 10 weekends
 - 1 employee, 8 hours, 2 nights/week (\$7,753)
- Total Expense: \$98,185

Our goal will be to focus on increasing our staffing numbers in the future, but we hope to utilize the allocated funds in the meantime to supplement our staff. While our regional partners have available officers, they are unable to absorb the cost of the unrealized overtime spent in our community, so this request is vital to ensure we have the resources we need during a very busy fall schedule.

I appreciate your consideration in this request. Please reach out with any questions or concerns.

Respectfully,

Matthew Kreft
Assistant Police Chief
East Lansing Police Department



Downtown Development Authority **AGENDA ITEM REPORT**

To: Downtown Development Authority
Subject: Update on downtown ambassador program and request for a budget amendment and the formation of a work group to support the launch.
Meeting: Downtown Development Authority - 25 Jun 2026
Department: Downtown Development Agenda Group
Staff Contact: Lori Mullins, Downtown Development Authority Executive Director

BACKGROUND INFORMATION:

The FY27 DDA Budget includes funding to launch an Ambassador Program and staff has begun exploring different models. Attached for your review is a preliminary proposal from Block by Block, a company that operates ambassador programs across the country. The proposed program would include two dedicated staff people who would be employed by Block by block and would work full time in downtown East Lansing providing safety and hospitality support Wednesday, Thursday, Friday and Saturday from 4:30 PM to 3:30 AM. Chief Brown and Lori Mullins have met with representatives from the company and have begun reviewing references. We have found that block by block has extensive experience providing customized security and hospitality programs that help downtowns to be more welcoming and safe, while improving the image and success of the district. One feature that would be very helpful to us is the data collection and reporting aspect of their proposal which helps to ensure accountability, supports continuous improvement and tells the story of the value of the program.

Staff would request a work group be formed to finalize planning for the launch of the ambassador program. Staff is also requesting that the budget be amended to increase the funding amount for this program from \$100,000 to \$275,000 with \$175,000 coming from the DDA fund balance.

FINANCIAL IMPACT:

Approximately \$275,000 per year

STRATEGIC PRIORITIES:

Safety in the downtown

RECOMMENDATION:

Motion to appoint board members _____ to an Ambassador Program Work Group and amend the DDA budget increasing the allocation for this program from \$100,000 to \$275,000 for FY27 with funds coming from the DDA Fund Balance.

ATTACHMENTS:

[BBB Preliminary Ambassador Proposal](#)



REQUEST FOR PROPOSAL / JUNE 16, 2026

East Lansing Downtown Development Authority Hospitality and Safety Program

SUBMITTED TO

Lori Mullins
Executive Director
East Lansing Downtown Development Authority
(517) 881-6909
lmullins@cityofeastlansing.com

SUBMITTED BY

Rachel Radawec
Vice President of Business Development
Block by Block
101 S 5th St, Suite 1850
Louisville, KY 40202
rradawec@blockbyblock.com

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WHO WE ARE

Mission Statement

With pride, we make public spaces friendly and vibrant for the communities we serve.

Core Values

- **People-First Service** – We prioritize genuine, respectful interactions that build trust with the communities we serve.
- **Hospitality Mindset** – Every service we provide is rooted in being approachable, friendly, and solution-oriented.
- **Safety & Security** – We maintain vigilant situational awareness while creating an atmosphere that feels safe and inviting.
- **Accountability** – We deliver on our commitments through transparent communication, measurable results, and consistent performance.
- **Innovation & Adaptability** – We embrace technology and flexible strategies to meet the evolving needs of public spaces.
- **Community Connection** – We hire locally, engage directly, and act as ambassadors for the neighborhoods we protect.

When you contract Block by Block Ambassador Services

Other vendors just sell services; however, with Block by Block you get our entire operating model, which goes beyond traditional staffing support. Our model includes:

Modern Operations

- Knowledge of the best and most appropriate equipment and supplies
- Best practices developed in our highly successful programs
- Research and development programs to continue improving best practices
- High-functioning technology platform to help you tell your district's story

Reliable Processes

- In-house Recruitment Team to select and curate great staff
- Back office systems for background checks, uniform procurement, local licensure and more

Member Services

- In-house Graphic Design Team who can bring your brand to life with the Ambassador Program
- Access to a broader network of peers
- Customer events and gatherings to bring you together with your peers

Organizational Information

Name and Address

Mydatt Services Inc. d.ba. Block by Block
101 S 5th St., Ste 1850
Louisville, KY 40202

Name of Persons Authorized as Signer

Blair McBride



President
bmcbride@blockbyblock.com
(502)664-5590

Derreck Hughes
Vice President of Operations
dhughes@blockbyblock.com
(502)592-3263

Names of Which East Lansing DDA Can Address Questions

Rachel Radawec
Vice President of Business Development
rradawec@blockbyblock.com
(813)270-0795

SYNOPSIS

Following recent reports outlining the new safety initiatives being explored in East Lansing, we reached out to learn more about the community's needs and the potential role an ambassador program could play in supporting those efforts. We met with Lori and Jennifer and discussed the unique challenges facing the district, particularly within the entertainment area where the concentration of nightlife activity associated with the university creates a need for additional visibility and support during peak hours.

The concept discussed centers around deploying a team that serves as an extra set of eyes and ears on the street, providing an added layer to the broader safety strategy currently being developed. This team would work in close coordination with law enforcement, helping to observe, report, and channel information so that police resources can be utilized in the highest and best way possible. We reviewed a preliminary patrol area which includes both the entertainment district and the parking garage structures that support the area.

Initial pricing has been provided based on these discussions; however, a comprehensive site visit will be necessary to finalize staffing levels and establish an accurate budget. We are working to schedule that visit for the end of June. The shared goal is to have the program operational by the start of the academic year, with August 26 identified as the ideal launch date to coincide with students returning to campus.

HISTORY AND QUALIFICATION

Born from an event management and private security services company with roots dating back to 1930, Block by Block began serving its first downtown district in 1995. By 2002, growth through word of mouth had expanded the company to five districts, coinciding with a renewed interest in downtown living and urban revitalization. Recognizing the increasing demand for specialized services tailored to business districts, the company evolved beyond traditional clean and safe programs, ultimately establishing Block by Block as a standalone organization focused on the unique needs of public spaces.

As the role of public space has changed over the decades, so too has Block by Block. No longer limited to downtown districts, the company now serves a wide range of environments, including transit systems, college campuses, public parks, and municipalities. This expansion has been driven by a commitment to innovation, data-informed decision-making, and a people-first philosophy that places Ambassadors at the center of every community. Today, Block by Block serves more Improvement District-type organizations than any other company in the country and delivers a diverse portfolio of services, with over 70% of its programs designed as hybrid models that combine multiple service elements into flexible, fully managed solutions.

With a 97% customer retention rate, Block by Block's success is rooted in its dynamic, turnkey operating model. The company manages every aspect of program execution—from recruiting and training staff to scheduling, resource management, and data collection through proprietary technology—allowing clients to focus on strategic outcomes rather than day-to-day operations. This comprehensive approach reflects decades of experience and positions Block by Block as a trusted partner capable of delivering customized, scalable solutions for the complex and evolving needs of modern public spaces.

SCOPE OF SERVICE

Block by Block has a reputation for creating hospitality and safety Ambassador Programs that focus on improving perceptions in public spaces. Our programs go beyond typical janitorial services you may find from commodity service providers. Below are just a few of the ways our programs differ from others in the industry.

No Two Programs Are Alike

- Every Ambassador Program is custom-designed to meet the unique needs of the public space it serves
- Programs go beyond standard “commodity” services to focus on improving public perception
- A dedicated Operations Manager is assigned exclusively to each account
- Strong communication with your staff ensures alignment, accountability, and high performance standards

Always a Step Ahead

- Local managers are trained to continuously evaluate and adjust resources for optimal results
- Daily work plans balance immediate needs with long-term improvement projects
- Proactive approach helps enhance the overall appearance and experience of public spaces
- Teams remain flexible and responsive to changing conditions and priorities

Technology That Tracks Results

- The proprietary SMART System monitors all aspects of Ambassador Program performance
- Real-time data and analytics provide clear insight into program effectiveness
- Reporting tools help demonstrate measurable outcomes to stakeholders
- Technology supports transparency, accountability, and continuous improvement

Below are our recommended selection of key services and their descriptions for the East Lansing program.

HOSPITALITY	
Walking Patrol	Ambassadors circulate on foot in more dense areas of the districts acting as the eyes and ears to greet and actively engage the public
District Hosts	Act as the face of the neighborhood, offering a friendly greeting, sharing information about dining, events, and amenities, and creating a positive and inviting atmosphere for everyone they encounter.
Business Contacts	Ambassadors stop in at various merchants each day to spend between three to five minutes interacting with the merchant and sharing information. Details of each are documented in the SMART System.
SAFETY	
Public Safety Connect	Acting as trusted eyes and ears in the district and observe, document, and relay critical information to the appropriate agencies, helping ensure resources are deployed efficiently and effectively.
Safety Escorts	Escorts are provided upon request to help individuals feel safe and comfortable while traveling through the area.
Engagement of the Street Population	All Ambassadors are trained to safely engage members of the street population in order to build relationships and connect them with services, when possible.
UTV Patrols	Ambassadors circulate a branded UTV to be more visible in the outer areas and garages of the district that are harder to patrol by foot or bike. They monitor the district and report incidents and observations via the SMART System.

DEPLOYMENT

Based on our preliminary conversations, Option 1 emerged as your preferred approach; however, after learning more about the number of parking garages that would need to be included in the patrol area, I would recommend keeping Option 2 on the table. For the safety of our ambassadors, we prefer to deploy walking patrols in pairs, and Option 2 would allow an ambassador team to focus on the entertainment district and pedestrian areas while the manager patrols the garage structures using a UTV, providing the greatest overall coverage and visibility. Once a site visit is completed and we can accurately assess the patrol routes and the time required to cover the proposed service area, we can determine the deployment model that best aligns with your operational goals, coverage needs, and budget.

OPTION 1

Position	Zone	Task	Hours	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
Cleaning Ambassadors	All		4:30PM - 3AM				10	10	10	10	40
Operations Manager	All		4:30PM - 3AM				10	10	10	10	40
				0	0	0	20	20	20	20	
Total Scheduled Weekly Hours											80

OPTION 2

Position	Zone	Task	Hours	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
Cleaning Ambassadors	All		6:30PM - 3AM	8			8	8	8	8	40
Team Leader	All		6:30PM - 3AM	8			8	8	8	8	40
Operations Manager	All		3PM - 11:30PM	8			8	8	8	8	40
				24	0	0	24	24	24	24	
Total Scheduled Weekly Hours											120

CAPITAL EQUIPMENT

Below is the capital equipment suggested for East Lansing DDA.

Capital Equipment				
Items	Unit Price	Qty	Total	Amortized
UTV/Side by Side (Standard)	\$ 17,000.00	1.00	\$ 17,000.00	\$ 6,392.62
E-Bike	\$ 1,700.00	2.00	\$ 3,400.00	\$ 1,278.52
Relays	\$ 118.00	2.00	\$ 236.00	\$ 88.74
Body Worn Cameras	\$ 450.00	2.00	\$ 900.00	\$ 338.43
Computers & Printer	\$ 2,300.00	1.00	\$ 2,300.00	\$ 864.88
Lockers (Bank of 5)	\$ 550.00	1.00	\$ 550.00	\$ 206.82
iPhones/SMART Devices	\$ 450.00	2.00	\$ 900.00	\$ 338.43
Wrap UTV/Small Equipment	\$ 1,900.00	1.00	\$ 1,900.00	\$ 714.47
Time Clock	\$ 2,700.00	1.00	\$ 2,700.00	\$ 1,015.30
TOTAL			\$ 29,886.00	\$ 11,238.22

SMART SYSTEM: TURNING DAILY ACTIVITY INTO MEASURABLE IMPACT

As a company dedicated exclusively to serving Public Spaces, Block by Block understands that success at the street level must be measurable, transparent, and easy to communicate to stakeholders. To support this, we



developed the SMART System—a proprietary, app-based platform that allows Ambassadors to quickly and efficiently log their activities in real time. With just a few taps, each task is recorded along with who performed it, where it occurred, and when it was completed. This creates a powerful, data-driven foundation for understanding program performance and demonstrating the value of investment in street-level services.

The SMART System captures both quantitative and qualitative data, offering a comprehensive view of operations across the district. Key capabilities include:

- **Basic Accomplishments Tracking:** Identify where services like trash collection are occurring and when, along with tracking completion of special projects
- **Maintenance Reporting:** Submit and monitor service requests, whether handled internally or automatically routed to external departments, including tracking resolution times
- **Incident Documentation:** Record and analyze unusual or noteworthy events within the district
- **Persons of Interest Tracking:** Log interactions to better support coordination with outreach providers or law enforcement when appropriate
- **Ambassador Accountability:** Utilize walk paths and supervisory audits to verify coverage, monitor performance, and ensure service consistency

All collected data can be transformed into customized metrics tailored your district, helping establish key indicators of public space health and team performance. Information can be visualized through tables, trend reports, maps, heat maps, and walk paths—making it easy to identify patterns, allocate resources, and communicate results clearly to stakeholders.

Built for the Realities of Street-Level Operations

Unlike third-party platforms, the SMART System was built from the ground up specifically for managing cleaning, safety, hospitality, and outreach services in public spaces. Its intuitive, user-friendly design allows Ambassadors to input data quickly using a handheld device, minimizing time spent on screens and maximizing time in the field. The system is designed to be practical and cost-effective, even functioning without a data plan, which reduces operational expenses for districts.

Additional features include:

- **Customizable Reporting (“My Reports”):** Automatically generate and deliver reports—such as daily activity summaries—on a set schedule
- **Integrated Databases:** Track infrastructure (e.g., benches, trash cans, light poles) and local businesses, linking them directly to service activity and maintenance history
- **Geolocation Mapping:** Every entry is tagged by location and time, allowing activity to be visualized by area, intersection, or asset
- **Supervisor Audits:** Structured tools for evaluating Ambassador performance and maintaining service quality
- **Continuous Improvement:** Ongoing investment ensures the platform evolves alongside client needs

Transparency, Accountability, and Value—At No Additional Cost

The SMART System is designed with accountability and data integrity at its core. Every entry includes a full audit trail, capturing edits with time, date, and user stamps to ensure transparency and reliability. At the same time, Block by Block prioritizes privacy by avoiding the collection of sensitive personal information—only publicly observable details are documented when necessary for outreach or incident reporting.

Ultimately, the SMART System empowers districts with clear, actionable insights while reinforcing accountability at every level. It transforms day-to-day Ambassador activity into meaningful data that supports better decision-making, stronger stakeholder communication, and continuous program improvement. Best of all, this powerful

technology is provided at no additional cost as part of every Block by Block program—delivering exceptional value alongside proven operational expertise.

RECRUITMENT & BENEFITS

Building a High-Quality Ambassador Team

At Block by Block, strong Ambassador Programs begin with hiring and retaining great people. In a competitive job market, we have streamlined our recruitment process to quickly identify qualified candidates while maintaining high standards, utilizing diverse channels such as job boards, social media, job fairs, and community partners. Our process includes structured interviews, thorough screening, and seamless onboarding and training to set every Ambassador up for success. We focus on hiring for personality and training for skill, prioritizing individuals with a strong sense of community, a passion for helping others, and the resilience to work in dynamic outdoor environments. To support these efforts, we have invested in dedicated Field Recruiting Specialists and advanced recruiting software, improving efficiency and easing the burden on local managers. As a result, we have consistently maintained staffing levels of 85% or higher across our programs, even amid industry-wide workforce challenges.

Creating Opportunity Through Employment

We are committed to creating pathways to employment through our Second Chance Program, helping individuals build work history and long-term stability. This approach strengthens both our workforce and the communities we serve:

- **45%** of employees participate in second-chance programs
- **40%** serve in regular labor roles
- **15%** advance into supervisory positions

Benefits That Support Our Workforce

To attract and retain top talent, we offer competitive, employee-focused benefits:

- Weekly pay with direct deposit
- Paid time off and major holidays
- Health, dental, and life insurance (with 70% employer coverage)
- 401(k) retirement plan
- Paid birthday off

This combination of efficient hiring, inclusive practices, and strong benefits allows us to build reliable, high-performing teams that deliver consistent results.

TRAINING THAT BUILDS CONFIDENT, CAPABLE AMBASSADORS

At Block by Block, training is foundational to the success of every program. Through our Ambassador University, we have set the industry standard by delivering comprehensive, modern training that prepares frontline employees for every aspect of their role. Each Ambassador receives a minimum of 24 hours of new hire training, including both job-specific instruction and content tailored to the unique needs of the service area. This ensures our teams not only understand their responsibilities, but also become knowledgeable, engaged members of the communities they serve.

Our commitment to training extends well beyond onboarding. We provide ongoing refresher courses on a bi-monthly basis to reinforce key concepts, maintain consistency across programs, and adapt to evolving field conditions. In addition, we offer targeted training series focused on specific skills and emerging trends—covering topics such as mental health awareness, engaging with vulnerable populations, and delivering exceptional hospitality. All training is delivered and tracked through our learning management system, ensuring accountability, knowledge retention, and flexibility for employees to learn effectively while maintaining focus on their day-to-day responsibilities.

BUDGET

The two budget scenarios presented are intended to illustrate the potential range of investment based primarily on the final staffing model selected. The largest driver of cost is the number of team members ultimately deployed and the level of coverage desired. Based on our preliminary discussions, we recommend planning for an annual investment between \$260,000 and \$400,000. Following a site visit and a more detailed assessment of patrol routes, coverage expectations, and operational needs, we will be able to refine the staffing approach and develop a final budget that aligns with the program's goals.

OPTION 1

BUDGET SUMMARY		
Category	\$	%
Labor	\$ 155,655.22	59.13%
Benefits	\$ 17,857.12	6.78%
Labor Related (background checks, recruiting, awards, etc.)	\$ 3,792.83	1.44%
Uniforms	\$ 3,249.00	1.23%
Equipment (Truck, ATLVs, other 'capital' equipment)	\$ 18,438.22	7.00%
Equipment Related (fuel, maintenance, insurance, parking)	\$ 8,606.59	3.27%
Janitorial Supplies	\$ 5,750.00	2.18%
Cell Phones	\$ 1,952.00	0.74%
Office/Storage Location	\$ -	0.00%
Water (Pressure Washer & Office Location)	\$ -	0.00%
Dumpster / Trash	\$ -	0.00%
Office Supplies & Printing	\$ 1,500.00	0.57%
Start up Cost (Amortized over 3 years)	\$ 9,993.00	3.80%
Taxes, License & Miscellaneous	\$ 7,200.00	2.73%
Administrative Support (mgmt., travel, postage, etc.)	\$ 7,531.00	2.86%
Profit (9.0% of total)	\$ 21,737.25	8.26%
ANNUAL TOTAL	\$ 263,262.21	100.0%

OPTION 2

BUDGET SUMMARY		
Category	\$	%
Labor	\$ 215,112.97	62.41%
Benefits	\$ 27,020.18	7.84%
Labor Related (background checks, recruiting, awards, etc.)	\$ 4,784.24	1.39%
Uniforms	\$ 4,873.50	1.41%
Equipment (Truck, ATLVs, other 'capital' equipment)	\$ 18,821.03	5.46%
Equipment Related (fuel, maintenance, insurance, parking)	\$ 8,652.52	2.51%
Janitorial Supplies	\$ 5,750.00	1.67%
Cell Phones	\$ 2,828.00	0.82%
Office/Storage Location	\$ -	0.00%
Water (Pressure Washer & Office Location)	\$ -	0.00%
Dumpster / Trash	\$ -	0.00%
Office Supplies & Printing	\$ 1,550.00	0.45%
Start up Cost (Amortized over 3 years)	\$ 9,993.00	2.90%
Taxes, License & Miscellaneous	\$ 7,200.00	2.09%
Administrative Support (mgmt., travel, postage, etc.)	\$ 9,631.00	2.79%
Profit (9.0% of total)	\$ 28,459.48	8.26%
ANNUAL TOTAL	\$ 344,675.92	100.0%

REFERENCE

At Block by Block, our vast experience in servicing downtown districts has helped us realize the connections and commonalities in working in all types of public spaces. We focus on the little details that shape the way people experience spaces. Our customers are made up of organizations who share the same concern, whether that be downtown districts, cities and municipalities, transit systems, parks or even college campuses.

Outlined below are programs comparable in size, service, or region to East Lansing, along with contacts we believe would offer valuable perspective based on their experience.

Chapel Hill Downtown Partnership (Chapel Hill, NC)

Contact: Clark Reinhart – Executive Director

Email: clark@downtownchapelhill.com

Phone: (919) 928-5602

Short North Alliance (Columbus, OH)

Contact: Betsy Pandora – Executive Director

Email: betsypandora@shortnorth.org

Phone: (614) 299-8050



Kalamazoo Downtown Partnership (Kalamazoo, MI)
Contact: Meghan Behymer – Downtown Coordinator
Email: behymerm@kalamazoo-city.org
Phone: (269) 344-0795

NEXT STEPS

East Lansing

- Review the preliminary proposal and identify any questions, feedback, or areas requiring additional clarification.
- Provide the City's brand book and any existing branding standards to support the development of uniform mock-ups.
- Identify how you would like the team to be referenced. Any specific team name.
- Begin outlining the desired scope of work, including priorities, patrol expectations, and operational considerations, to be reviewed and refined during the site visit.

Block by Block

- Develop preliminary uniform mock-ups that reflect East Lansing's identity and program goals.
- Coordinate and conduct the site visit to validate patrol routes, assess coverage areas, review parking garage operations, and finalize recommendations related to staffing, deployment, and budget.



Downtown Development Authority **AGENDA ITEM REPORT**

To: Downtown Development Authority
Subject: Request for approval of a contract with Harvey Electronics for improvements to the downtown camera system
Meeting: Downtown Development Authority - 25 Jun 2026
Department: Downtown Development Agenda Group
Staff Contact: Lori Mullins, Downtown Development Authority Executive Director

BACKGROUND INFORMATION:

The FY26 budget includes \$75,000 for camera upgrades that are needed to support safety in the downtown. Staff explored two different systems and is recommending proceeding with a proposal from our current vendor Harvey Electronics and Radio. Staff is working with multiple departments and the vendor to determine locations for up to three additional cameras in addition to the planned upgrades. The vendor has committed to beginning work right away upon approval with the goal of having all improvements implemented by fall welcome.

FINANCIAL IMPACT:

Up to \$75,000 as budgeted in the current fiscal year.

STRATEGIC PRIORITIES:

Safety in the downtown

RECOMMENDATION:

Motion to approve a contract with Harvey Electronics and Radio for up to \$75,000 upon final recommendation from staff.

ATTACHMENTS:

[Updated downtown camera upgrades quote](#)

HARVEY ELECTRONICS & RADIO

28287 Beck Road Unit D-3
Wixom, MI 48393

Estimate

Date	Estimate #
6/24/2026	747

Name / Address
CITY OF EAST LANSING 198 Albert Ave EAST LANSING, MI 48823 517-337-1277

			Project
Description	Qty	Rate	Total
Managed network switch	4	605.00	2,420.00
Firewall with VPN	4	401.00	1,604.00
Data conduit	1	3,800.00	3,800.00
Data cabling	1	800.00	800.00
Misc hardware, data convertors, fasteners, data boxes, etc	1	2,600.00	2,600.00
IP dome camera	2	890.00	1,780.00
IP PTZ Camera	4	4,270.00	17,080.00
NVR Milestone HE350R	1	22,900.00	22,900.00
NVR license	20	180.00	3,600.00
Labor- install labor	54	130.00	7,020.00
Labor- engineering install labor	19	240.00	4,560.00
Rough pricing to move 14 existing downtown cameras to a new NVR, add 4 PTZ and 2 dome cameras along Albert Street, and between Albert Street and Grand River Avenue.			
		Subtotal	\$68,164.00
		Sales Tax (6.0%)	\$0.00
		Total	\$68,164.00



Downtown Development Authority **AGENDA ITEM REPORT**

To: Downtown Development Authority
Subject: Updated. Request for a FY27 budget amendment for increased staffing for the DDA
Meeting: Downtown Development Authority - 25 Jun 2026
Department: Downtown Development Agenda Group
Staff Contact: Lori Mullins, Downtown Development Authority Executive Director

BACKGROUND INFORMATION:

Staff is requesting a budget amendment to support the addition of a part-time assistant to support DDA administration and implementation of the DDA goals. It is anticipated that the total cost is anticipated to be \$29,690 and would reduce the reappropriated equity by that amount. The position is anticipated to support ongoing and regular administrative functions including procurement, accounts payable, contract administration, and data and file management. As the DDA continues to implement priorities, it is not possible for the DDA executive director to complete all administrative and leadership functions independently. Collaboration with other departments to maximize efficiency and productivity will continue, but staff has determined that the collaboration is not adequate to address the administrative functions that will be performed by the part-time assistant.

Part-Time Position:		DDA Assistant
Wages:		
Hourly Rate		20.05
Hours/year		1,248
Annual Wage		\$ 25,022.40
Benefits:		
Retirement	10.00%	2,502.24
FICA	7.65%	1,914.21
W/C	250	250.00
Annual Benefits		\$ 4,666.45
Total Position Cost		\$ 29,690.00

FINANCIAL IMPACT:

\$29,690.00

STRATEGIC PRIORITIES:

All

RECOMMENDATION:

Motion to support/deny request for FY27 budget amendment in the total amount of \$29,690 for increased staffing for the DDA.



Downtown Development Authority **AGENDA ITEM REPORT**

To: Downtown Development Authority
Subject: Request a FY 27 budget amendment and carry forward \$27,750 of FY 26 Valley Court Connectivity funds to contribute toward the West Downtown Area Plan contract with Spalding DeDecker and related operating costs.
Meeting: Downtown Development Authority - 25 Jun 2026
Department: Downtown Development Agenda Group
Staff Contact: Lori Mullins, Downtown Development Authority Executive Director

BACKGROUND INFORMATION:

The FY26 budget included \$75,000 for Valley Court Connectivity, with plans to provide matching funds for a grant request. No grant request was made and the funds were not spent.

As the board anticipates the need to make decisions about the future of the Evergreen Properties and also envisions other redevelopment projects happening around Valley Court Park and the area of the DDA that is west of Abbot Road, staff has been working with multiple city departments to collaborate on planning for future parking needs, park development and redevelopment opportunities. Spalding DeDecker, a multidisciplinary professional services firm has provided the attached proposal to build upon their previous work for the City and complete a plan that has three components, building upon past studies and defining immediate action steps. The DDA will benefit from this plan as it will help to define the area's development potential, quantify the need for public parking, and assist with grant applications for park and public space improvements.

The request before you is to carry forward \$27,750 of FY26 Valley Court Connectivity funds, with \$25,250 moving into the FY27 contract services budget line for DDA portion of West Downtown Area Plan and \$2,500 moving into the operating expenses budget line for meeting expenses and other related costs.

FINANCIAL IMPACT:

Investment of \$27,750 for data collection and coordinated planning that will inform decisions and action steps.

STRATEGIC PRIORITIES:

Include quality of design in architecture and open public spaces, and Creative P3 financing with the goal of redevelopment

RECOMMENDATION:

Motion to approve/deny the requested budget amendment and carry forward Valley Court Connectivity funds to contribute toward the West Downtown Area Plan contract with Spalding DeDecker and related operating costs.

ATTACHMENTS:

[West Downtown Area Plan](#)



June 18, 2026

City of East Lansing and East Lansing Downtown Development Authority
East Lansing City Hall
410 Abbot Road
East Lansing, MI 48823

Re: West Downtown Area Plan (PR26-253)

Dear City of East Lansing Staff, Downtown Development Authority Staff and Members, and City Council:

Driven by a passion for enhancing the built environment, Spalding DeDecker welcomes the opportunity to partner on the West Downtown Area Plan. Our multidisciplinary team is ready to bring an integrated planning and design approach to Valley Court Park and its surrounding properties. East Lansing's vision for this project aligns with our firm's purpose to bring ideas to life and shape communities through thoughtful, practical, and integrated solutions.

Our proposed scope of work balances a long-term vision for West Downtown with immediate, actionable implementation steps, including a grant application and an updated parking inventory. Collaboration is at the core of our approach; we will ensure that the City of East Lansing, the Downtown Development Authority, property owners, and community stakeholders are meaningfully engaged throughout the process. Furthermore, our team brings unique institutional knowledge to this effort, having previously developed the *Valley Court Park and Connectivity Plan*. Leveraging this foundational understanding of the City's priorities, our scope addresses three interrelated parts that will collectively form the West Downtown Area Plan.



Figure 1: West Downtown Study Area (East Lansing, MI).



These three components include:

1. **VALLEY COURT PARK & CONNECTIVITY PLAN (UPDATE):** Our team will update baseline information in the *Valley Court Park and Connectivity Plan* and prepare a three (3) phase park enhancement strategy. The updated park plan will be integrated into the *West Downtown Area Plan*. As an added deliverable, our team will develop schematic design plans and grant application materials for Phase I of Valley Court Park improvements – applying for a Michigan Department of Natural Resources (MDNR) Land and Water Conservation Fund or Trust Fund grant by April 1, 2027.
2. **PARKING NEEDS ASSESSMENT:** Using available parking data and aerial imagery, our team will evaluate existing parking lots, ownership, available spaces, and utilization rates in West Downtown. Within the Area Plan, we will provide an assessment of current and future parking needs based on assessed supply and demand and the preferred redevelopment vision. The final redevelopment scenario and related implementation strategies will highlight locations for future parking, parking recommendations and ownership models, and wayfinding strategies/safety enhancements to improve overall circulation within the West Downtown area.
3. **WEST DOWNTOWN PREFERRED REDEVELOPMENT PLAN:** We will prepare a conceptual redevelopment vision for West Downtown, that will integrate past planning efforts, market conditions (including parking constraints), and plans for Valley Court Park. This vision will serve as the focus of the *West Downtown Area Plan*, considering both the park and the properties surrounding it – including City/DDA-owned parcels, right-of-way, and privately-owned sites where owners have expressed interest in redevelopment. The redevelopment plan will prioritize near-term catalytic projects with a three (3) to 10-year planning horizon.

The following sections outline our approach, timeline, and fees to deliver the *West Downtown Area Plan*.



SCOPE OF SERVICES

TASK 0: KICK-OFF AND PROJECT MANAGEMENT

Task 0.A: Kick-Off Meeting & Site Visit

- a. At project startup, SD will facilitate an in-person kick-off meeting and site visit with the City's project team. During this session, we will finalize communication protocols and check in cadence, review the project schedule against the City's existing meeting schedule and key milestones, finalize the list of stakeholders and review engagement activities.
- b. Visit West Downtown to update information from previous planning efforts and gather any additional publicly available information about the adjacent properties (i.e. ownership, zoning, current land use, Master Plan/future land use designation, site constraints, entitlements), utility records and locations in the rights of way and adjacent properties, etc. During the field visit, the team will capture photographs for use in the Area Plan and as backgrounds for renderings.

Task 0.B: Detailed Schedule Finalized

- a. SD will develop a detailed project schedule. This timeline will integrate public engagement windows, progress updates meetings, review milestones, etc.

Task 0.C: Project Management & Client Bi-Weekly Virtual Meetings

- a. To maintain progress and address items early, SD will lead project administration. We will facilitate bi-weekly virtual progress meetings with the City's staff and the SD project team, and manage subconsultant workflows, alongside project invoicing.

TASK 0 DELIVERABLES:

- a. **Kick-Off Meeting Summary:** A summary detailing action items, confirmed communication protocols, and a finalized stakeholder list.
- b. **Finalized Project Schedule:** A project schedule in Gantt chart format outlining tasks, milestone dates, and review windows.

TASK 1: WEST DOWNTOWN CONDITIONS AND TRENDS ANALYSIS

Task 1.A: Review and Summarize Past Planning Efforts (July 2026).

- a. Review the *Valley Court Park and Connectivity Plan*, the current concept for the park developed by Spalding DeDecker, student projects for West Downtown, community input from prior planning sessions, the City's existing *Parking Master Plan (FY 2023)* data, and any other materials provided by the City.
- b. Summarize findings from the review in a PowerPoint (PPT) presentation for use during Working Group Meetings and presentations to boards.

Task 1.B: Complete the *Base Conditions and Future Opportunities* Section of the West Downtown Area Plan (July – August 2026).

- a. Conduct a high-level Housing and Retail market demand study (e.g. at 1-mile and 5-mile radii) using ArcGIS Business Analyst and other market sources.
- b. Inventory current parking supply, ownership characteristics, and usage using aerial imagery, the *City of East Lansing Parking Master Plan*, and recent biannual count data. The team will estimate future parking needs (public and private) based on existing utilization and anticipated trends, and will prepare a template to estimate



future parking needs in various redevelopment scenarios (Task 3). Findings from the parking assessment will be included in the *Base Conditions and Future Opportunities* Section of the Plan.

Task 1.C: Conduct Working Group Meeting (WGM) #1 (August 2026).

- a. The team will meet with a Working Group in-person comprised of City staff and representatives from the DDA, Planning Commission, City Council, Parks and Rec Commission, and Parking Task Force to summarize previous findings from Tasks 1.A and 1.B and discuss development goals, constraints, and market expectations for West Downtown. *Spalding DeDecker will prepare agendas, provide all meeting materials, and take meeting minutes. The team will rely on the City to identify stakeholders for the Working Group, reserve venues, and send invitations.*

TASK 1 DELIVERABLES:

- a. Past Planning Efforts Summary Presentation (PPT)
- b. *Base Conditions and Future Opportunities* Section of the Area Plan
- c. WGM #1 Presentation Materials and Meeting Minutes

TASK 2: VALLEY COURT PARK DESIGN CONCEPT AND PHASED IMPLEMENTATION PLAN

Task 2.A: Complete the *Valley Court Park and Connectivity Plan* Section of the West Downtown Area Plan (September 2026).

- a. Refine the *Valley Court Park and Connectivity Plan* based on findings of Task 1 and documented stakeholder input.
- b. Prepare a three (3) phase implementation plan for improvements to Valley Court Park, developing specific action statements, timelines for completion, and funding strategies for each phase.
- c. Incorporate the plan as a section within the *West Downtown Area Plan*.

Task 2.B: Develop Schematic Design Drawings for Phase I Improvements to Valley Court Park (October 2026).

- a. Provide schematic design drawings for Phase I improvements to Valley Court Park, using scaled aerial imagery as a base. The drawings will include dimensions and proposed materials.
- b. Schematic drawings will be incorporated into the West Downtown redevelopment vision described in Tasks 3 and 4 and will serve as the project plans for the MDNR grant application described in Task 5.

TASK 2 DELIVERABLES:

- a. *Valley Court Park and Connectivity Plan* Section of the West Downtown Area Plan
- b. Schematic Design Drawings for Phase I of Valley Court Park Phased Improvements



TASK 3: DEVELOP CONCEPTUAL REDEVELOPMENT SCENARIOS FOR PUBLIC AND STAKEHOLDER FEEDBACK.

Task 3.A: Early Redevelopment Concepts (October 2026).

- a. Develop up to six (6) concepts or scenarios for the redevelopment of West Downtown, based on identified opportunities and constraints, and on input from WGM #1. Scenarios may consider changes to the rights of way (i.e. realigning, narrowing, or reconfiguring Valley Court, Albert Avenue, or Evergreen Avenue, adding or reconfiguring on-street parking, opportunities to improve pedestrian safety), parcel and parking configuration, property use, and redevelopment.
 - i. One (1) of the scenarios will specifically explore the practical feasibility of re-aligning Evergreen Avenue.
 - ii. The conceptual development scenarios will consider opportunities to satisfy both current and future parking needs (applying standard ITE or comparable parking generation factors, zoning ordinance requirements, and public parking utilization/parking replacement).
 - iii. Each concept will show the proposed Phase I improvements to Valley Court Park.
- b. Hold WGM #2 (in-person) to present and receive feedback on the six (6) conceptual development scenarios. West Downtown property owners and tenants should be invited to this meeting to share their ideas and priorities and to provide additional input on concepts. The project team will use this meeting to further refine concepts and to select three (3) preferred concepts to advance in Task 3.B.

Task 3.B: Concept Refinement (November 2026).

- a. Refine, further develop, and provide cost estimates for the three (3) scenarios selected in WGM #2.
 - i. The concepts will illustrate potential building sites, footprints, and massing (as boxes on an aerial background), proposed land uses, public and open space integration with the park, pedestrian, bicycle, and vehicular circulation and access, and parking solutions to accommodate anticipated changes in demand.
 - ii. High level cost estimates will be developed for the three (3) scenarios and broken out into potential costs for the City, the DDA, and private property owners. The team will identify relevant grant and funding opportunities that align with each redevelopment strategy.
 - iii. The concepts will emphasize near-term catalytic projects on public property (3 to 10-year implementation horizons). The team will identify projects that can generate visible progress, attract further investment, and maintain flexibility for longer-term buildout.

Task 3.C: Public and Stakeholder Engagement on Scenarios (November – December 2026).

- a. Host a public open house to present and gather feedback on the three (3) concepts described in Task 3.C. West Downtown property owners, tenants, organizations, and related stakeholders, should be personally invited to the open house. The team will prepare presentation materials and poster boards that summarize previous planning efforts and findings (from Task 1), as well as the redevelopment concepts – with opportunities for participants to provide feedback directly to the project team.

- i. SD will create a yard sign and project flyer to promote the Open House and Survey. SD will coordinate the printing and delivery of 30 yard signs to the City for placement around West Downtown and nearby neighborhoods.
- b. Conduct a community survey to gather feedback on the three (3) concepts virtually. This survey will mirror questions and activities from the Public Open House. The City will publish survey questions via their Survey Monkey account. SD will analyze results for inclusion in the planning process.
- c. Conduct WGM #3 (in-person) to present and gather feedback on the three (3) refined concepts including costs and implementation strategies. The project team will share findings from the public engagement activities and will facilitate the working group in selecting one (1) preferred redevelopment vision for inclusion in the *West Downtown Area Plan*.
- d. Synthesize public and stakeholder engagement results in the *Community Vision* Section of the *West Downtown Area Plan*.

TASK 3 DELIVERABLES:

- a. Community Survey Questions (for City to Publish with SurveyMonkey)
- b. Digital Flyer and 30 Printed Yard Signs Advertising the Survey and Open House
- c. Public Open House Posterboards and Presentation Materials
- d. WGM #2 Presentation Materials and Meeting Minutes
- e. WGM #3 Presentation Materials and Meeting Minutes
- f. *Community Vision* Section of Area Plan

TASK 4: WEST DOWNTOWN PREFERRED REDEVELOPMENT PLAN AND FINAL DELIVERABLES

Task 4.A: Finalize the Preferred Redevelopment Concept (January 2027)

- a. Based on the feedback received in WGM #3, the team will fully develop the preferred redevelopment concept. The final concept will include plan view map(s) that illustrate the vision, with boxes to illustrate potential scale for redevelopment of properties owned by the City, accounting for parking needs and zoning restrictions. The final concept will also include the schematic drawing for Phase I improvements to Valley Court Park – with any revisions as requested by the City following public outreach.
- b. SD will prepare a brief implementation strategy to accompany the preferred West Downtown redevelopment concept, including phasing recommendations, specific public and private investments, and identification of grant or funding sources that could align with proposed improvements.

Task 4.B: Assemble the West Downtown Area Plan (Sept - February 2027)

- a. The team will integrate the materials from Tasks 1-4(A) into a *West Downtown Area Plan* (PDF report). Proposed plan contents include:
 - i. Executive Summary
 - ii. Base Conditions and Future Opportunities (Task 1)



- iii. Community Vision (Task 3)
- iv. Valley Court Park and Connectivity Plan (Task 2)
- v. West Downtown Redevelopment Plan and Implementation Strategies (Task 3)
- vi. Appendices (raw survey results, standalone maps, etc.)

Task 4.C: Present the Final West Downtown Area Plan (January - February 2027)

- a. Host WGM #4 (virtual) to present deliverables and receive final feedback from the working group.
- b. Incorporate any changes based on feedback from the working group.
- c. Alongside the City team, present the final *West Downtown Area Plan* at a DDA meeting.
- d. Alongside the City team, present the final *West Downtown Area Plan* at a City Council meeting.

TASK 4 DELIVERABLES:

- a. West Downtown Area Plan (PDF report)
- b. DDA Meeting Presentation Materials
- c. City Council Meeting Presentation Materials

TASK 5: APPLY FOR MICHIGAN DEPARTMENT OF NATURAL RESOURCES (MDNR) FUNDING FOR PHASE I IMPROVEMENTS TO VALLEY COURT PARK

Task 5.A: Prepare Application Materials (November – January 2027).

- a. To initiate implementation of the *West Downtown Area Plan*, the project team will submit an MDNR application for Phase I improvements to Valley Court Park. The team will prepare all required application materials, including but not limited to:
 - i. Maps and plan exhibits at appropriate scales and quality standards per MDNR guidelines;
 - ii. Project description and benefits narratives summarizing proposed improvements, expected public benefits, maintenance plans, protection of wildlife/natural areas, accessibility and sustainability features, and alignment with funding source priorities (expected to be Trust Fund or Land and Water Conservation Fund);
 - iii. Letters of support;
 - iv. Reviews and recommendations from individuals or organizations representing persons with disabilities;
 - v. An opinion of probable cost for park improvements; and



- vi. A part 106 review through the State Historic Preservation Office (required for all LWCF grant applications). SD will subcontract with a registered archeologist to conduct this review.

Task 5.B: Conduct Required Public Hearing (February 2027).

- a. Present the proposed Phase I improvements/grant application at a public hearing in front of the Parks and Recreation Advisory Commission to gain public input on the application and Commission support to submit the application. The project team will draft the resolution and notice of public hearing, as well as any presentation materials.

Task 5.C: Submit the Application (March 2027).

- a. Work with the City to gain access to the MiGrants Portal for East Lansing and upload final application materials. The designated City official must submit the completed application by April 1, 2027.
- b. The project team will provide additional materials during the supplemental information period as needed following initial MDNR review.

SCOPE OF SERVICES SUMMARY

Proposed Public and Stakeholder Engagement:

- Bi-Weekly Team Meetings (Virtual)
- Kick-Off Meeting and Site Visit (In-Person)
- Working Group Meetings (3 In-Person, 1 Virtual)
- Public Open House (In-Person)
- Community Survey (Virtual)
- DDA Presentation (In-Person)
- City Council Presentation (In-Person)
- Parks and Recreation Advisory Commission Public Hearing (In-Person)

Proposed Deliverables:

- Meeting Presentation Materials and Minutes
- *West Downtown Area Plan*
 - Executive Summary
 - Base Conditions and Future Opportunities
 - Community Vision
 - Valley Court Park and Connectivity Plan (including Schematic Drawing for Phase I)
 - West Downtown Redevelopment Plan and Implementation Strategies
 - Appendices
- Completed MDNR Application for Phase I Improvements to Valley Court Park



TIMELINE

We propose the following timeline for completing the scope of services described above.

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
TASK 0: Kick-Off and Project Management									
TASK 1: Conditions and Trends Analysis		WGM #1							
TASK 2: Valley Court Park Design Concept									
TASK 3: West Downtown Conceptual Redev. Scenarios and Public Engagement				WGM #2	Open House/ Survey	WGM #3			
TASK 4: West Downtown Preferred Redevelopment Plan and Final Deliverables							WGM #4	DDA/ Council Mtgs.	
TASK 5: Apply for MDNR Grant for Phase I Improvements to Valley Court Park									Parks & Rec Mtg.

WGM = Working Group Meeting



FEE SCHEDULE

SD proposes to provide the above-outlined services in accordance with the following Department of Technology, Management & Budget MiDEAL fee schedule (2023, Year 4), for a **lump sum amount not to exceed: \$66,050** (inclusive of labor and expenses detailed below).

PROJECT TOTAL PER DEPARTMENT		
DDA	\$	25,250
PARKS & REC	\$	24,500
PARKING	\$	16,300
PROJECT TOTAL	\$	66,050

WEST DOWNTOWN AREA PLAN FEE DETAIL				
LABOR	DDA	PARKS & REC	PARKING	TOTAL EXPENSES PER PHASE
0 - PROJECT INITIATION & COORDINATION	\$ 2,100	\$ 2,100	\$ 2,100	\$ 6,300
1 - WEST DOWNTOWN CONDITIONS & TRENDS ANALYSIS	\$ 2,500	\$ 3,500	\$ 3,500	\$ 9,500
2 - VALLEY COURT PARK DESIGN CONCEPT & PHASED IMPLEMENTATION PLAN	\$ -	\$ 5,700	\$ -	\$ 5,700
3 - CONCEPTUAL REDEV SCENARIOS FOR PUBLIC & STAKEHOLDER FEEDBACK	\$ 16,500	\$ -	\$ 7,000	\$ 23,500
4 - WEST DOWNTOWN PREFERRED REDEVELOPMENT PLAN & FINAL DELIVERABLES	\$ 3,700	\$ 3,700	\$ 3,700	\$ 11,100
5 - MDNR FUNDING APP - PHASE I IMPROVEMENTS TO VALLEY COURT PARK	\$ -	\$ 4,500	\$ -	\$ 4,500
TOTAL LABOR PER DEPARTMENT	\$ 24,800	\$ 19,500	\$ 16,300	\$ 60,600
EXPENSES	DDA	PARKS & REC	PARKING	TOTAL EXPENSES PER PHASE
30-YARD SIGNS	\$ 450	\$ -	\$ -	\$ 450
SECTION 106 SUBCONSULTANT	\$ -	\$ 5,000	\$ -	\$ 5,000
TOTAL EXPENSES PER DEPARTMENT	\$ 450	\$ 5,000	\$ -	
PROJECT TOTAL PER DEPARTMENT	\$ 25,250	\$ 24,500	\$ 16,300	
PROJECT TOTAL				\$ 66,050

The proposed fees are based on SD performing all tasks as outlined. SD reserves the right to adjust the fees presented if the Scope of Services is altered. Invoices for work completed will be billed monthly based on the percentage of completion for each task or on actual hours worked, with payment due within 45 days of each invoice date. SD's services may be stopped if payments are not received by the due date. Please refer to the attached Terms and Conditions for other contract requirements.



ADDITIONAL SERVICES/CLARIFICATIONS

The tasks listed above are the extent of the proposed Scope of Services. Any work not specifically described herein is not assumed to be included in our Scope. SD would be pleased to provide additional proposals to facilitate any additional tasks that may be necessary for this project, including:

- Additional grant applications
- Archeological studies beyond the SHPO Section 106 Review or other specialty studies that may be required for grant applications
- ALTA or Topographical Survey
- Preliminary Floor Plans and Elevation Drawings (if building structure)
- Construction Documents for the park or any site development
- Permitting Assistance
- Bid Assistance
- Construction Observation

PROJECT ASSUMPTIONS/UNDERSTANDINGS

In preparing this proposal, we have assumed the following:

- The City and DDA will provide available background data and previously completed studies that are desired to be included in the summary of previous efforts.
- Task durations are flexible and will be coordinated with City/DDA staff availability and any grant application deadlines.
- This scope covers conceptual planning and supporting materials only. Final design, construction documents, permitting, and regulatory approvals are not included but may be proposed as subsequent phases.
- Project components are designed to be performed concurrently and iteratively so that findings from each task inform the others (e.g., parking analysis informs redevelopment concepts; redevelopment concepts inform park plan refinement).
- Location/room reservations and arrangements, and invitations for public meetings are to be provided by the City. The fee provided does not include food, drinks, or other refreshments for public meetings.
- Owner shall pay all application and permit fees for the project.



Thank you for this opportunity to offer our professional services. Please return a signed copy to initiate Spalding DeDecker's services.

We look forward to working with you to make this a successful project. Please feel free to contact me if you have any questions or comments regarding this proposal.

Sincerely,

Spalding DeDecker

A handwritten signature in black ink that reads 'Angela Fortino'.

Angela Fortino
Senior Project Manager | Planning Discipline Lead

Accepted by:
City of East Lansing

Robert Belleman
City Manager

Printed Name: _____
City Attorney: Approval as to Form

Date: _____

Date: _____

Printed Name: _____
Interim Finance Director: Sufficiency of Funds

Lori Mullins
Downtown Development Authority Executive

Date: _____

Date: _____



Downtown Development Authority **AGENDA ITEM REPORT**

To: Downtown Development Authority

Subject: Request for approval to enter into a contract with Tower Pinkster for professional services including design, construction documents, bidding and construction administration related to the DDA office to be located in the Division Street Parking Structure and for public restrooms to be located in the Charles Street Parking Structure.

Meeting: Downtown Development Authority - 25 Jun 2026

Department: Downtown Development Agenda Group

Staff Contact: Lori Mullins, Downtown Development Authority Executive Director

BACKGROUND INFORMATION:

Staff is requesting support to enter into a contract for the professional services including design, construction documents, bidding and construction administration related to the DDA office to be located in the Division Street Parking Structure and for public restrooms to be located in the Charles Street Parking Structure. Together there is \$370,000 budgeted in capital outlay for the two projects and staff proposes to use a portion of those budgeted funds for these professional services. The proposal for professional services for the DDA office renovation is attached, and estimates total billing and reimbursable expenses to be \$26,200. Staff is expecting to have a proposal for the design of the restrooms before the June 25 DDA meeting.

FINANCIAL IMPACT:

The cost for these professional services is anticipated to be no more than \$37,000 with contingency.

STRATEGIC PRIORITIES:

Create a more accessible downtown

RECOMMENDATION:

Motion to approve a time and materials contract with Tower Pinkster based on their MiDeal billing rates for professional services including design, construction documents, bidding and construction administration related to the DDA office to be located in the Division Street Parking Structure and for public restrooms to be located in the Charles Street Parking Structure. The total funding for the contract and DDA contingency will be no more than \$37,000.

ATTACHMENTS:

[Tower Pinkster Proposal](#)
[Updated downtown office and public restroom design](#)



May 29, 2026

Lori Mullins
Executive Director
East Lansing Downtown Development Authority
Lansing, MI

Re: Professional Design Services
DDA Office Renovation at Division St. Parking Garage

Dear Lori:

Thank you for inviting our firm to submit a proposal for your DDA Office Renovation project. We appreciate the time that you were able to offer to review and discuss the scope of the project. On behalf of TowerPinkster, we are pleased to present the following proposal for professional design services to assist you and your team with executing this important project for the City of East Lansing. The following is an understanding of the project and a description of our services.

I. PROJECT UNDERSTANDING

The City of East Lansing DDA is seeking Professional Services for the design, construction documents, bidding and construction administration related to the conversion of an existing 800 square feet of vacant office space in the Division Street Parking Garage into an office to be used by the Downtown Development Authority (DDA) and other City of East Lansing Staff members who are specifically assigned to the downtown area.

The project scope includes a new storefront to be added on the Division Street side of the building that will open into a new reception space. The remaining spaces, including the existing bathroom, are anticipated to receive new finishes. The existing drive isle on the West of the office space will be designed to create a single stall garage with two overhead doors. We anticipate the construction cost will be approximately \$250,000.

The location of the office is the southwest corner of Division Street and Albert Avenue, on the first floor of the Division Street Parking Garage.

II. SCOPE OF SERVICES

TowerPinkster proposes to perform the following services as outlined in this proposal related to the office renovation and addition of a single stall, enclosed parking bay.

Basic Services

- Architecture – architectural plans, elevations, sections, details, schedules, and specifications.
- Interior Design – interior plans, elevations, material palette, finish schedule, and specifications.
- Mechanical Engineering – HVAC system design, documentation, and specifications.
- Electrical Engineering – power distribution, lighting design documentation, and specifications.
- Plumbing Engineering – plumbing system design, documentation, and specifications.

- Structural Engineering – footings, foundations, and structural system, design, documentation, and specifications.
- Cost Estimating – provide two (2) estimates of probable cost during the design process – typically, one at the end of Schematic Design and one at the end of Design Development.
- Fire Protection – provide written specifications for a sprinkler system.
- Code Review and Documentation – includes life safety code requirements.
- Construction Administration – participate in the bidding process, select post-bid interviews, bi-weekly Client construction meetings during an 5-month construction period (total 8 on-site meetings including punchlist visit), respond to RFI's, prepare bulletins, review construction contract payment applications and review shop drawings/submittals as required.
- Client Meetings – this proposal includes three (3) client meetings during the design phase of the project. The location of the meetings will be at the Client's office in East Lansing.

Extended Services

- Furniture Design
 - Develop a layout and design criteria for furniture scope; coordinate work with the Client's furniture vendor
- Technology Design
 - Provide code and standards-based design services (plans and specifications) for low-voltage infrastructure and technology system designs such as copper/fiber infrastructure, technology rooms, audio/visual, paging, or sound masking.
- Physical Security Design
 - Provide code and standards-based design services (plans and specifications) for physical security system designs (and related low-voltage infrastructure) such as video surveillance, access control, or entry intercom.
- Commissioning – provide basic commissioning services.

Our work will be performed in conformance with our 2023 MiDeal extended purchasing program.

III. PROPOSED SCHEDULE

Our team understands that if the proposal is acceptable, our agreement to begin working on this project will be on or about **June 8, 2026**. The project schedule depends on certain factors, including providing project information, availability for meetings, reviews, and approvals by the Client team. The actual schedule will be further delineated during the kick-off meeting; however, the sequence below outlines a proposed timeframe to complete the services outlined herein.

	<u>No. of Weeks</u>
Design Phase	8
<i>(includes 1 week for budgeting)</i>	
Client Review & Approval	1
Bidding & Permitting	3
Construction Completion (EOY 2026)	18

IV. COMPENSATION

Basic Services

TowerPinkster will work on a time and materials basis at our MiDeal billing rates estimated at \$25,000, plus reimbursable expenses. We estimate approximately 160 hours to complete this work. Hourly rates are attached as an exhibit excerpt from our MiDeal contract.

Extended Services

Furniture Design	\$TBD, as requested
Technology / Security Design	\$TBD, as requested
Commissioning	\$TBD, as requested

This fee proposal is made with the following assumptions:

1. If the scope changes, compensation will be adjusted accordingly.
2. The project is a single-phase design and construction effort.
3. No structural modifications are needed for the parking structure.
4. The new enclosed parking space is approved by the AHJ.
5. Our fee does not include the costs of providing the normal types of Client-provided information such as surveys, soil borings, testing for hazardous materials, and construction testing.
6. The project will commence and conclude per the proposed schedule and work plan extensions and/or expansions will generate a discussion regarding additional required effort and value.
7. We will provide digital .PDF files to the Client for reproduction.

Reimbursable expenses are in addition to the compensation for the professional services and include actual expenditures incurred by TowerPinkster in connection with the project. Expenses will be invoiced using a multiplier of 1.1 to cover the costs of administration. These expenses may include:

1. Transportation in connection with the project, authorized out-of-town travel, and subsistence.
2. Reproduction, postage, and handling of drawings, specifications, reports, and other presentation and review documents, not including final bid documents.
3. Additional Consultants other than those specified in the proposal.

We estimate the cost of TowerPinkster's reimbursable expenses at approximately \$1,200.

Invoices will be submitted monthly based on the percentage of work completed during each phase, and payment is due upon receipt of invoice. A service charge of 1½% per month (18% per year) is applied to accounts unpaid after thirty (30) days from the date of invoice.

V. TERMS & CONDITIONS

The terms and conditions of this proposal are as follows:

- All permit and agency review fees are paid by Others and not included in this proposal.

- Site is properly zoned for proposed use. No variances, rezoning, or Special Use Permits are required to complete this project.
- TowerPinkster will be provided information regarding the facility, which shall include a site survey (w/ topography and utilities), existing PDF or hard-copy drawings for all disciplines, including architecture, structural, mechanical, electrical, plumbing, fire protection, civil engineering, and a site plan.
- Services not provided in this proposal:
 - Topographic or boundary surveys
 - Geotechnical survey and borings
 - LEED Services and fees
 - Commissioning Services
 - Civil Engineering
 - Detailed Cost Estimating
 - Traffic Engineering and Impact Studies
 - Asbestos and other environmental remediation
 - Technology design services
 - Furniture, Fixture, and Equipment selection and procurement
 - Sound system or communications design
 - Signage design (interior and exterior)
 - Renderings, animations, or other marketing/presentation materials
- All work products are copyrighted by TowerPinkster and may only be used with specific written consent.
- If the Client suspends the Project, TowerPinkster shall be compensated for services performed prior to notice of such suspension.
- If invoices are unpaid after 30 days, then the Client will be liable for all collection costs and expenses, including reasonable attorneys' fees incurred to collect fees.
- Limitation of Liability - Our liability for any and all claims shall be limited to the compensation amount per project agreed to in this proposal.

Thank you for the opportunity to present this proposal for your consideration. If it meets your approval, please sign and email the executed proposal to honor the terms and conditions contained herein. We appreciate your selection of our TowerPinkster team for your professional design needs and look forward to collaborating with you on this project. Please contact me if you have any questions.

Sincerely,

TowerPinkster

Adam Doubblestein, PE
Chief Operating Officer

Attachment: MiDeal Hourly Rates



5.29.2026

City of East Lansing // DDA Office Renovation

5

I hereby authorize Tower Pinkster Titus Associates, Inc. to provide the professional services described above. This proposal will serve as the agreement between the City of East Lansing and TowerPinkster on the project.

Lori Mullins
Executive Director
Downtown Development Authority
City of East Lansing

Date

cc: Bjorn Green, TowerPinkster
Adam Doublestein, TowerPinkster
marketing@towerpinkster.com

BILLING RATE

III-2A. Position, Classification and Employee Billing Rate Information

Firm Name TowerPinkster Titus Associates, Inc.
Yearly Hourly Billing Rate Increase 3.5%

Position/Classification	2023	2024	2025	2026
Principal I	\$ 240	\$ 248	\$ 257	\$ 266
Principal II	\$ 210	\$ 217	\$ 225	\$ 233
Director Manager	\$ 170	\$ 176	\$ 182	\$ 188
Project Manager I	\$ 165	\$ 171	\$ 177	\$ 183
Project Manager II	\$ 150	\$ 155	\$ 160	\$ 166
Senior Professional I	\$ 155	\$ 160	\$ 166	\$ 172
Senior Professional II	\$ 130	\$ 135	\$ 140	\$ 145
Professional I	\$ 115	\$ 119	\$ 123	\$ 127
Senior Tech I	\$ 130	\$ 135	\$ 140	\$ 145
Tech I	\$ 120	\$ 124	\$ 128	\$ 132
Tech II	\$ 100	\$ 104	\$ 108	\$ 112
Tech III	\$ 80	\$ 83	\$ 86	\$ 89
Admin Support	\$ 90	\$ 93	\$ 96	\$ 99



June 24, 2026

Lori Mullins
Executive Director
East Lansing Downtown Development Authority
Lansing, MI

Re: Professional Design Services
DDA Office Renovation at Division St. Parking Garage
Public Toilet Renovation at Charles St. Parking Garage

Dear Lori:

Thank you for inviting our firm to submit a proposal for your DDA Office Renovation project. We appreciate the time that you were able to offer to review and discuss the scope of the project. On behalf of TowerPinkster, we are pleased to present the following proposal for professional design services to assist you and your team with executing this important project for the City of East Lansing. The following is an understanding of the project and a description of our services.

I. PROJECT UNDERSTANDING

The City of East Lansing DDA is seeking Professional Services for the design, construction documents, bidding and construction administration for the renovation of vacant office in the Division Street ramp and renovation of public toilet rooms in the Charles Street ramp. These renovations will be designed concurrently, bid as one single package, and construction will be administered together.

Division Street is related to the conversion of an existing 800 square feet of vacant office space in the Parking Garage into an office to be used by the Downtown Development Authority (DDA) and other City of East Lansing Staff members who are specifically assigned to the downtown area. The project scope includes a new storefront to be added on the Division Street side of the building that will open into a new reception space. The remaining spaces, including the existing bathroom, are anticipated to receive new finishes. The existing drive isle on the West of the office space will be designed to create a single stall garage with two overhead doors. We anticipate the construction cost will be approximately \$250,000. The location of the office is the southwest corner of Division Street and Albert Avenue, on the first floor of the Division Street Parking Garage.

Charles Street is related to the renovation of two existing public toilet rooms in the Parking Garage. The project scope includes new plumbing fixtures, new accessories, and a replacement of finishes for use as a public toilet facilities. The renovation will include a new access control system with a scanning code and keypad for access. We anticipate the construction cost will be approximately \$75,000.

II. SCOPE OF SERVICES

TowerPinkster proposes to perform the following services as outlined in this proposal related to the office renovation and addition of a single stall, enclosed parking bay.

Basic Services

- Architecture – architectural plans, elevations, sections, details, schedules, and specifications.

- Interior Design – interior plans, elevations, material palette, finish schedule, and specifications.
- Mechanical Engineering – HVAC system design, documentation, and specifications.
- Electrical Engineering – power distribution, lighting design documentation, and specifications.
- Plumbing Engineering – plumbing system design, documentation, and specifications.
- Technology Design – Access control system and related infrastructure, design, documentation, and specifications for the public toilet rooms only.
- Structural Engineering – footings, foundations, and structural system, design, documentation, and specifications.
- Cost Estimating – provide two (2) estimates of probable cost during the design process – typically, one at 50% Design and one at 90% Design.
- Fire Protection – provide written specifications for a sprinkler system.
- Code Review and Documentation – includes life safety code requirements.
- Construction Administration – participate in the bidding process, select post-bid interviews, bi-weekly Client construction meetings during a 5-month construction period [total 8 on-site meetings including punchlist visit], respond to RFI's, prepare bulletins, review construction contract payment applications and review shop drawings/submittals as required.
- Client Meetings – this proposal includes three (3) client meetings during the design phase of the project. The location of the meetings will be at the Client's office in East Lansing.

Extended Services

- Furniture Design
 - Develop a layout and design criteria for furniture scope; coordinate work with the Client's furniture vendor
- Technology Design
 - Provide code and standards-based design services [plans and specifications] for low-voltage infrastructure and technology system designs such as copper/fiber infrastructure, technology rooms, audio/visual, paging, or sound masking.
- Physical Security Design
 - Provide code and standards-based design services [plans and specifications] for physical security system designs [and related low-voltage infrastructure] such as video surveillance, access control, or entry intercom.
- Commissioning – provide basic commissioning services.

Our work will be performed in conformance with our 2023 MiDeal extended purchasing program.

III. PROPOSED SCHEDULE

Our team understands that if the proposal is acceptable, our agreement to begin working on this project will be on or about **July 6, 2026**. The project schedule depends on certain factors, including providing project information, availability for meetings, reviews, and approvals by the Client team. The actual schedule will be further delineated during the kick-off meeting; however, the sequence below outlines a proposed timeframe to complete the services outlined herein.

	<u>No. of Weeks</u>
Design Phase	8
<i>[includes 1 week for budgeting]</i>	
Client Review & Approval	1
Bidding & Permitting	3
Construction Completion (EOY 2026)	18

IV. COMPENSATION

Basic Services

TowerPinkster will work on a time and materials basis at our MiDeal billing rates estimated at \$35,000, plus reimbursable expenses. We estimate approximately 230 hours to complete this work. Hourly rates are attached as an exhibit excerpt from our MiDeal contract.

Extended Services

Furniture Design	\$TBD, as requested
Technology / Security Design	\$TBD, as requested
Commissioning	\$TBD, as requested

This fee proposal is made with the following assumptions:

1. If the scope changes, compensation will be adjusted accordingly.
2. The project is a single-phase design and construction effort.
3. No structural modifications are needed for the parking structure.
4. The new enclosed parking space is approved by the AHJ.
5. Our fee does not include the costs of providing the normal types of Client-provided information such as surveys, soil borings, testing for hazardous materials, and construction testing.
6. The project will commence and conclude per the proposed schedule and work plan extensions and/or expansions will generate a discussion regarding additional required effort and value.
7. We will provide digital .PDF files to the Client for reproduction.

Reimbursable expenses are in addition to the compensation for the professional services and include actual expenditures incurred by TowerPinkster in connection with the project. Expenses will be invoiced using a multiplier of 1.1 to cover the costs of administration. These expenses may include:

1. Transportation in connection with the project, authorized out-of-town travel, and subsistence.
2. Reproduction, postage, and handling of drawings, specifications, reports, and other presentation and review documents, not including final bid documents.
3. Additional Consultants other than those specified in the proposal.

We estimate the cost of TowerPinkster's reimbursable expenses at approximately \$1,200.

Invoices will be submitted monthly based on the percentage of work completed during each phase, and payment is due upon receipt of invoice. A service charge of 1½% per month (18% per year) is applied to accounts unpaid after thirty (30) days from the date of invoice.

V. TERMS & CONDITIONS

The terms and conditions of this proposal are as follows:

- All permit and agency review fees are paid by Others and not included in this proposal.
- Site is properly zoned for proposed use. No variances, rezoning, or Special Use Permits are required to complete this project.
- TowerPinkster will be provided all available information regarding the facility, which may include a site survey (w/ topography and utilities), existing PDF or hard-copy drawings for all disciplines, including architecture, structural, mechanical, electrical, plumbing, fire protection, civil engineering, and a site plan.
- Services not provided in this proposal:
 - Topographic or boundary surveys
 - Geotechnical survey and borings
 - LEED Services and fees
 - Commissioning Services
 - Civil Engineering
 - Detailed Cost Estimating
 - Traffic Engineering and Impact Studies
 - Asbestos and other environmental remediation
 - Technology design services
 - Furniture, Fixture, and Equipment selection and procurement
 - Sound system or communications design
 - Signage design (interior and exterior)
 - Renderings, animations, or other marketing/presentation materials
- All work products are copyrighted by TowerPinkster and may only be used with specific written consent.
- If the Client suspends the Project, TowerPinkster shall be compensated for services performed prior to notice of such suspension.
- If invoices are unpaid after 30 days, then the Client will be liable for all collection costs and expenses, including reasonable attorneys' fees incurred to collect fees.
- Limitation of Liability - Our liability for any and all claims shall be limited to the compensation amount per project agreed to in this proposal.



Thank you for the opportunity to present this proposal for your consideration. If it meets your approval, please sign and email the executed proposal to honor the terms and conditions contained herein. We appreciate your selection of our TowerPinkster team for your professional design needs and look forward to collaborating with you on this project. Please contact me if you have any questions.

Sincerely,

TowerPinkster

Adam Doubblestein, PE
Chief Operating Officer

Attachment: MiDeal Hourly Rates

I hereby authorize Tower Pinkster Titus Associates, Inc. to provide the professional services described above. This proposal will serve as the agreement between the City of East Lansing and TowerPinkster on the project.

Michael Krueger
DDA Chairperson

Date

Jeffrey Smith
DDA Treasurer

Date

Anthony Chubb
DDA Attorney

Date

cc: Bjorn Green, TowerPinkster
Adam Doubblestein, TowerPinkster
marketing@towerpinkster.com

BILLING RATE

III-2A. Position, Classification and Employee Billing Rate Information

Firm Name TowerPinkster Titus Associates, Inc.
Yearly Hourly Billing Rate Increase 3.5%

Position/Classification	2023	2024	2025	2026
Principal I	\$ 240	\$ 248	\$ 257	\$ 266
Principal II	\$ 210	\$ 217	\$ 225	\$ 233
Director Manager	\$ 170	\$ 176	\$ 182	\$ 188
Project Manager I	\$ 165	\$ 171	\$ 177	\$ 183
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Senior Professional I	\$ 155	\$ 160	\$ 166	\$ 172
Senior Professional II	\$ 130	\$ 135	\$ 140	\$ 145
Professional I	\$ 115	\$ 119	\$ 123	\$ 127
Senior Tech I	\$ 130	\$ 135	\$ 140	\$ 145
Tech I	\$ 120	\$ 124	\$ 128	\$ 132
Tech II	\$ 100	\$ 104	\$ 108	\$ 112
Tech III	\$ 80	\$ 83	\$ 86	\$ 89
Admin Support	\$ 90	\$ 93	\$ 96	\$ 99



Downtown Development Authority **AGENDA ITEM REPORT**

To: Downtown Development Authority
Subject: Updated 6/23/26. Request for approval of a budget amendment to address multiple downtown projects.
Meeting: Downtown Development Authority - 25 Jun 2026
Department: Downtown Development Agenda Group
Staff Contact: Lori Mullins, Downtown Development Authority Executive Director

BACKGROUND INFORMATION:

Staff is requesting that the following budget amendments be considered.

- Miscellaneous repairs and replacement are needed to downtown amenities such as rusted bike loops and benches, damaged trash receptacles, etc. Staff would like to amend the budget to allow for repairs and replacements to be more quickly addressed and is requesting a budget amendment to add \$20,000 to the FY27 operating supplies budget for replacement of damaged bike loops, trash receptacles and other downtown amenities, and addition of \$20,000 to the contract services line item for repairs to downtown amenities. These funds would come from the DDA Fund Balance.
- Increase the FY 27 operating supplies budget line for meeting supplies from \$3,600 to \$5,000 to accommodate the need for monthly business attraction and retention meetings and for ArtSpace meetings. Funds would come from the fund balance
- Carry forward funds \$30,000 that was budgeted in FY26 for the Skywalk Lighting project which is anticipated to be under contract in July or August.

FINANCIAL IMPACT:

The budget amendment would reduce the fund balance in the amount of \$41,400, and carry forward funds for a project that was previously anticipated to encumber funds by the end of the fiscal year.

STRATEGIC PRIORITIES:

Include quality of design in architecture and open public spaces, and productive downtown business recruitment and retention

RECOMMENDATION:

Below is a motion for the board's consideration.

Motion to approve a budget amendment to (1) add \$21,400 to the operating supplies budget for \$1,400 for meeting supplies and \$20,000 for replacement of downtown amenities, (2) add \$20,000 to the contract services line item for repairs to downtown amenities, and (3) carry forward \$30,000 of Capital Outlay budget from FY26 to FY27.



Downtown Development Authority **AGENDA ITEM REPORT**

To: Downtown Development Authority
Subject: Updated - Request for approval of Brokerage Agreement for 314, 328, 334, 340 and 344 Evergreen Avenue.
Meeting: Downtown Development Authority - 25 Jun 2026
Department: Downtown Development Agenda Group
Staff Contact: Lori Mullins, Downtown Development Authority Executive Director

BACKGROUND INFORMATION:

At the May DDA meeting the board considered three proposals for the Marketing and Selling of 314, 328, 334, 340 and 344 Evergreen Avenue and authorized the DDA attorney, DDA executive director and board members Krueger, Ledebuhr, and Hewson to negotiate and draft an agreement for recommendation to the full board. The authorized work group reviewed the proposals and selected a first-choice proposal to begin negotiations. The negotiations were successful and the work group is recommending that the board approve the attached agreement with Martin Commercial Properties.

FINANCIAL IMPACT:

The financial impact is to be determined based on a future purchase agreement and redevelopment.

STRATEGIC PRIORITIES:

Creative P3 financing with the goal of redevelopment

RECOMMENDATION:

Below is a motion for the board's consideration.

Motion to approve the Exclusive Marketing Agreement with Martin Commercial Properties, Inc. for 314, 328, 334, 340 and 344 Evergreen Avenue.

ATTACHMENTS:

[Martin Agreement](#)



EXCLUSIVE MARKETING AGREEMENT

THIS AGREEMENT made this ____ day of _____, 2026, between **EAST LANSING DOWNTOWN DEVELOPMENT AUTHORITY** (hereinafter "OWNER"), with offices at 410 Abbot Road, East Lansing, Michigan 48823 and **MARTIN COMMERCIAL PROPERTIES, INC., a Michigan Corporation** (hereinafter "MARTIN"), with offices at 1111 Michigan Avenue, Suite 300, East Lansing, Michigan 48823.

WHEREAS, OWNER owns certain property located in the City of East Lansing, the county of Ingham, and the state of Michigan, commonly known as **314, 328, 334, 340, & 344 Evergreen Avenue, East Lansing, MI 48823**, parcel #'s **33-20-01-13-228-015, 33-20-01-13-228-014, 33-20-01-13-228-008, and 33-20-01-13-228-007**, which is hereinafter referred to as "the Property;" and

WHEREAS, OWNER is desirous of selling the Property; and

WHEREAS, MARTIN desires to provide such marketing services to assist in facilitating the above;

NOW THEREFORE, IN CONSIDERATION of the mutual covenants contained herein, it is hereby agreed as follows:

1. **Appointment of MARTIN as Exclusive Agent.** OWNER hereby appoints MARTIN as sole and exclusive agent for marketing and selling the Property during the term of this Agreement and OWNER covenants that no other person or entity will be appointed as marketing or selling agent during that term.
2. **Duties of MARTIN.** MARTIN shall use its best efforts to market and promote the sale and to negotiate sales thereof. Additionally, MARTIN shall coordinate documents for and assist in the closing of sales; and facilitate all advertising of the Property as both MARTIN and OWNER agree is necessary and desirable.
3. **Sale Terms.** The subject property is offered for sale as follows:

The listing price for the sale of the above-referenced property shall be: (To be determined)

4. **Compensation of MARTIN.** MARTIN will receive compensation for its marketing services only when we perform. Our professional fees are payable as indicated in Paragraph 5 below. In return for the services of MARTIN described in paragraph 2, above, OWNER agrees to compensate MARTIN as follows:

5% of the final transaction value for any sale at or above \$2,000,000. For transactions below \$2,000,000, a minimum commission of \$100,000. If there is a cooperating Broker on the Buyer's side, the fee shall be 6% of the total transaction. Martin will cooperate with a Buyer's broker using a separate agreement. If the City of East Lansing buys a portion of the Property, the overall fee would be reduced by \$25,000; however, the minimum fee remains to be \$100,000.

5. **When Professional Fees are Due.** Professional fees for sales as set forth in Paragraph 4, above, shall be paid at closing of any transaction by MARTIN or any other person or any part of the Property during the term of this Agreement.

Further, professional fees as set forth in Paragraph 4 above shall be due for the sale (of any part) of the Property by MARTIN or other party during the term of this Agreement, and for a period of six (6) months after its lawful termination if the purchaser is a reserved prospect of MARTIN named on a list provided by MARTIN within fifteen (15) days of termination of the Agreement (the "Prospect List").

6. **Term.** This agreement shall be in continuous effect between the parties hereto, from and after the date hereof, until **June 30, 2027**.

7. **OWNER's Warranties.** OWNER warrants that it fully intends to sell, the Property and will use its best efforts to do so. OWNER further warrants that it has good title to the Property and will execute all necessary documents for sale upon MARTIN's procurement of an acceptable offer from a ready, willing and able purchaser. Additionally, OWNER warrants that MARTIN shall have reasonable access to the Property (and any improvements thereon) for showing it to prospective purchasers and MARTIN shall have the right to place appropriate advertising signs, which have been approved by OWNER, on the Property.

8. **Relationship of Parties.** It is hereby agreed that the relationship of MARTIN and OWNER is limited to the agency arrangement established by this Agreement and that MARTIN and OWNER are not forming a partnership, joint venture or any similar relationship. It is agreed that MARTIN is an independent contractor and has sole control over its time, manner and means of fulfilling its obligations under this Agreement. MARTIN may employ sub-agents in carrying out this Agreement so long as MARTIN is solely responsible for any obligations to such sub-agents. Neither MARTIN nor OWNER shall have the right to bind the other party in any dealings with third parties.

9. **Indemnification.** OWNER hereby agrees to indemnify MARTIN, its agents, officers and employees against all claims, damages, losses and expenses (including legal expenses) arising out of ownership and sale of the Property that are caused by OWNER's acts or omissions or the acts or omissions of OWNER's employees and agents. MARTIN hereby agrees to indemnify OWNER, its agents, officers and employees against all claims, damages, losses and expenses (including legal expenses) arising out of MARTIN's acts or omissions or the acts or omissions of MARTIN's employees and agents.
10. **MARTIN Expenses.** MARTIN shall be responsible for its own expenses in carrying out its duties under this Agreement. However, if an earnest money deposit is forfeited or becomes non-refundable, MARTIN shall have the right to be reimbursed from that deposit for all its expenses traceable to such transaction, and shall further have the right to receive one-half of the remainder of that deposit as compensation for its efforts, but not in excess of the compensation agreed to in Paragraph 4 above.
11. **Nondiscrimination.** OWNER and MARTIN agree not to discriminate because of race, creed, color, national origin, sex, marital status, age or handicap in the sale of the Property.
12. **Assignment.** Unless prior written authorization by the other party is obtained, this Agreement may not be assigned or otherwise transferred by either OWNER or MARTIN.
13. **Amendments.** No amendments or changes to this Agreement shall be effective unless they are in writing and signed by both parties.
14. **Applicable Law.** This Agreement and any dispute relating to it shall be construed under the laws of the State of Michigan.
15. **Heirs and Successors.** This contract binds OWNER, MARTIN, their personal representatives and heirs, and anyone succeeding to their interest in the Property.
16. **Other Provisions.** None.
17. **Agreement Terms Exclusive.** This Agreement contains the entire contract between OWNER and MARTIN and neither party is relying on any representation not contained in this Agreement.
18. **Execution.** This Agreement may be executed in counterparts by the parties hereto, each of which, when so executed and delivered, shall be an original, but all counterparts shall together constitute one instrument. A signature transmitted electronically shall be treated, and shall have the same force and effect, as an original signature.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first above written.

WITNESSES TO OWNER:

EAST LANSING DOWNTOWN DEVELOPMENT AUTHORITY

By: _____

Print: _____

Its: _____

WITNESSES TO MARTIN:

**MARTIN COMMERCIAL PROPERTIES, INC.,
a Michigan Corporation**

By: _____

Van W. Martin

Its: President & CEO



OWNER'S/LESSOR'S PROPERTY/ENVIRONMENTAL INFORMATION DISCLOSURE STATEMENT

The following property is commonly known as **314, 328, 334, 340, & 344 EVERGREEN AVENUE, EAST LANSING, MI 48823.**

To the best of Owner's knowledge and belief, the above-referenced property contains, as of the date hereof, only the following features or is affected by only the following environmental conditions (check all that apply; use reverse side or additional sheets for further explanation as necessary or for environmental conditions not listed below):

- ☐ A public water supply
- ☐ An individual well water supply
- ☐ Asbestos insulation
- ☐ Urea formaldehyde foam insulation
- ☐ An individual septic system
- ☐ Public sewer lines
- ☐ Settling, slippage, sliding or other soil problems
- ☐ Flooding, grading, or drainage problems
- ☐ Depressions, mounds or soft spots
- ☐ Traces of concrete, metal, or asphalt indicating prior commercial use
- ☐ Ravines or earth embankment that may indicate former dumping
- ☐ Discoloring of soil or vegetation
- ☐ Oil sheen in wet areas
- ☐ Malfunctioning septic systems
- ☐ Contamination of well water
- ☐ Proximity of property to former or current waste disposal sites
- ☐ Proximity of property to former, current, or proposed commercial establishments, such as industrial plants, gas stations, military facilities, etc.
- ☐ Proximity of property to former, current, or proposed mines or gravel pits
- ☐ Proximity of property to farms
- ☐ Elevated radon levels on the property
- ☐ Elevated radon levels in the neighborhood
- ☐ Pipelines carrying oil, gas, or chemicals underneath or adjacent to the property
- ☐ Existence of pipeline rights of way or easements over or adjacent to the property
- ☐ The use of lead-base paint (any paint prior to 1973) on any surfaces
- ☐ Existence of microbiological (e.g. mold, mildew, bacteria) or chemical contaminants
- ☐ Other (describe) _____

In order to permit the Broker to fulfill any obligations of disclosure imposed by law on the Owner or the Broker, the Owner has provided to the Broker the information set forth in this Agreement, hereby incorporated by reference as a part of this Agreement. Owner expressly authorizes the Broker to disclose such information to any potential purchaser/lessee of the property, either directly or through any employee, agent or subagent of the Broker.

Owner warrants that the information contained in this Agreement, including the Property Information Disclosure Statement is, to the best of Owner's knowledge, true, accurate and complete, and includes all information about the property or the area in which the property is located which may reasonably be considered by Purchasers/Lessees in judging the desirability of the property. Owner agrees to indemnify, save and hold harmless the Broker and employees, agents, subagents thereof, from and against any claims, liabilities or judgments, including court costs and reasonable attorney fees, arising out of a breach of the aforesaid warranty.

Broker is further authorized, but is not as a condition of this or any other Agreement required, to conduct a visual inspection of the property, to identify any evidence of other property or environmental conditions, circumstances or defects not specifically identified by the Owner, and to disclose same to any potential purchasers/lessees of the property.

OWNER: EAST LANSING DOWNTOWN DEVELOPMENT AUTHORITY

By: _____
Print: _____
Its: _____
Date: _____



SELLER/BUYER AGENCY DISCLOSURE

314, 328, 334, 340, & 344 EVERGREEN AVENUE, EAST LANSING, MI 48823

When you enter into a discussion with a real estate agent regarding a real estate transaction, you should, from the outset, understand who the real estate agent is representing in the transaction. More importantly, you should understand how that agency relationship impacts your business relationship with the real estate agent and the Seller or Buyer.

Duties of Seller's Agent

A real estate agent who has listed a Seller's property for sale acts as the agent for the Seller only and has a fiduciary duty of loyalty to the Seller. In practical terms, the Seller has hired the agent to sell their property and that agent should attempt to obtain for the Seller the most favorable sale price and terms. Although the Seller's agent has the fiduciary duty to the Seller, that agent is, by law, responsible to all prospective Buyers to treat them with honesty, fair dealing, and with good faith. A Seller's agent under a listing agreement with Seller acts as the agent for the Seller only. A Seller's agent or a subagent of that agent has the following affirmative obligations: (To the Seller) A fiduciary duty of utmost care, integrity, honesty and loyalty in dealings with the Seller; (To the Buyer and the Seller) (a) A duty to exercise reasonable care, skills and diligence in performance of the agent's duties; (b) A duty of honesty and fair dealing with good faith; (c) A duty to disclose all facts known to the agent which materially affect the property that are not known to, or within the diligent attention and observation of, the parties.

Duties of Buyer's Agent

A real estate agent can, with a Buyer's written consent, defining how the agent will be paid, agree to act as agent for the Buyer only. As agent working on behalf of the Buyer, the agent has a fiduciary duty of loyalty to the Buyer. In practical terms, that means the Buyer's agent is concerned with the Buyer's best interests in the transaction, including attempting to obtain for the Buyer the most favorable sale price and terms. A real estate agent can, with a Buyer's consent, agree to act as agent for the Buyer only. In these situations, the agent is not the Seller's agent, even if by agreement the agent may receive a commission from the Seller. An agent acting only for the Buyer has the following affirmative obligations: (To the Buyer) A fiduciary duty of utmost care, integrity, honesty and loyalty in dealings with the Buyer; (To the Buyer and the Seller) (a) A duty to exercise reasonable care, skills and diligence in performance of the agent's duties; (b) A duty of honesty and fair dealing with good faith; (c) A duty to disclose all facts known to the agent which materially affect the value of property that are not known to or within the diligent attention and observation of the parties.

Duties of Agent Representing Both Seller and Buyer

A real estate agent, either acting directly or through one or more associate licensees, may legally be the agent of both the Seller and the Buyer in a transaction, but only with the knowledge and consent of both the Seller and the Buyer. In a dual agency situation, the agent has the following affirmative obligations to both the Seller and the Buyer: (a) A fiduciary duty of utmost care, integrity, honesty and loyalty in dealings with the Seller and the Buyer; (b) Other duties to the Seller and the Buyer as stated above in their respective sections. In representing both Seller and Buyer, the agent may not, without the express permission of the respective party, disclose to the other party that the Seller will accept a price less than the listing price or that the Buyer will pay a price greater than the price offered.

Duties of Seller and Buyer

The above duties of real estate agents in a real estate transaction do not relieve a Seller or a Buyer from the responsibility to exercise good business judgment in protecting their respective interests. You should carefully read all agreements to assure that they adequately express your understanding of the transaction. If legal or tax advice is desired, consult a competent professional attorney or accountant.

Confirmation of Agency Disclosure

At the signing of this agreement, the following agency relationship is hereby confirmed for the transaction. **Martin Commercial Properties, Inc., a Michigan Corporation, is the agent of the Seller.** In the event Agent has previously entered into a relationship with regard to any property, tenant or property owner that would pose a conflict of interest, then Agent reserves the right to cancel this Agreement, unless the express written consent from both parties is received.

(Signature of Licensee)

Acknowledgment

I/we acknowledge receipt of a copy of this disclosure and confirmation and understand and agree with the agency relationship confirmed herein.

SELLER: **EAST LANSING DOWNTOWN DEVELOPMENT AUTHORITY**

By: _____ Date: _____

Print: _____

Its: _____

BUYER: _____

By: _____ Date: _____

Print: _____

Its: _____

AGENT: **MARTIN COMMERCIAL PROPERTIES, INC., a Michigan Corporation**

By: _____ Date: _____

Van W. Martin, President & CEO



Downtown Development Authority **AGENDA ITEM REPORT**

To: Downtown Development Authority
Subject: Discussion of Michigan Main Street Program Scorecard and interest form
Meeting: Downtown Development Authority - 25 Jun 2026
Department: Downtown Development Agenda Group
Staff Contact: Lori Mullins, Downtown Development Authority Executive Director

BACKGROUND INFORMATION:

At the May DDA Board meeting, the Board voted to postpone discussion of the Main Street Scorecard to the June DDA agenda. Staff will present the interest form and the compilation of scorecard responses to the board at the June 25, 2026 DDA meeting for consideration and action.

FINANCIAL IMPACT:

Unknown

STRATEGIC PRIORITIES:

All

RECOMMENDATION:

Below is a motion for the board's consideration.
Move to approve the Michigan Main Street interest form and Scorecard and authorize the DDA Executive Director to pursue and report back on next steps.

ATTACHMENTS:

[Compiled Completed Scorecards](#)
[MMS Interest Form Draft](#)

BUSINESS

Successful businesses are vital to a thriving district.

BUSINESS KEY FOCUS AREAS

Business Retention Strategies | Business Recruitment Strategies | Business Plan Competitions
Incentive Strategies | Rightsized Retail | Expansion Exploration | Retail Market Data
Succession Planning | New Business Start Up Package

business solution scorecard

PERFORMANCE MEASURE	STARTING		EVOLVING		EXCELLING	
	0	1	2	3	4	5
1. Business development efforts and the broader scope of district revitalization initiatives are focused on a targeted geographic area that is clearly defined and mapped	☐	☐	☐	☒	☐	☐
2. A building and business inventory of the district has been completed for all properties and businesses within the district	☐	☐	☐	☒	☐	☐
3. A map identifying and analyzing the district's business and activity mix on first and upper floors is in place and updated regularly or as changes warrant	☐	☐	☒	☐	☐	☐
4. The organization has programming and resources in place to actively assist small businesses and entrepreneurs in the district	☐	☐	☒	☐	☐	☐
5. The organization maintains current market information and a list of targeted business expansion and recruitment opportunities	☐	☐	☒	☐	☐	☐
6. Business development and recruitment collateral materials are in place and updated regularly or as needed	☐	☒	☐	☐	☐	☐
7. The organization hosts regular business owner meetings and/or communicates regularly with business owners to determine needs or challenges, and share successes	☐	☐	☒	☐	☐	☐
BUSINESS TOTAL SCORE 15						

SCORING SCALE

0—1 Starting: Doesn't exist or we're just getting started (in the early discussion, research or planning stages) — or — underperforming and in need of a re-boot.

2—3 Evolving: Getting ready to launch or already in place, operating or programmed — but with opportunities for growth or enhancement.

4—5 Excelling: Actively and consistently demonstrated or mastered with a high degree of proficiency and quality— commonly viewed among our greatest strengths.

Scan the QR code here to go directly to the resource library and download the tools you need to keep your revitalization efforts moving forward!



REAL ESTATE

Investment in property development and building rehabilitation is the key to growing

REAL ESTATE KEY FOCUS AREAS

Building Inventory | Available Property Listings | Property Owner Brainstorms | Vacancy Treatments | Building Rehabilitation | Property Redevelopment | Upper Floor Renovations

real estate solution scorecard

PERFORMANCE MEASURE	STARTING		EVOLVING		EXCELLING	
	0	1	2	3	4	5
1. A building inventory identifying occupancy status and uses located in each building's ground and upper levels is complete and kept up to date	☐	☐	☒	☐	☐	☐
2. Organization leaders are familiar with existing plans, market studies, zoning ordinances, and other district planning and development-related documents	☐	☐	☐	☒	☐	☐
3. Real estate-related projects and programming are aligned with, support and/or leverage existing plans, market studies, land use strategies, etc. <u>(1.6, this was lowest)</u>	☐	☐	☒	☐	☐	☐
4. The organization actively assists and provides resources to promote and support real estate development activity in the district	☐	☐	☒	☐	☐	☐
5. The organization has programming and resources in place to actively assist property owners and to encourage development, building rehabilitation and/or facade improvements	☐	☐	☐	☒	☐	☐
6. The organization is well-versed in local development processes and has a strong rapport with development partners and officials	☐	☐	☒	☐	☐	☐
REAL ESTATE TOTAL SCORE 14						

SCORING SCALE

0—1 Starting: Doesn't exist or we're just getting started (in the early discussion, research or planning stages) — or — underperforming and in need of a re-boot.

2—3 Evolving: Getting ready to launch or already in place, operating or programmed — but with opportunities for growth or enhancement.

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EVENTS

A well designed event strategy creates vibrancy, builds brand equity, and proves market viability.

EVENTS KEY FOCUS AREAS

Small, Reoccurring Habit Forming Events | Extended Hours Events
Streamlined Festivals | Micro-celebrations

event solution scorecard

PERFORMANCE MEASURE	STARTING		EVOLVING		EXCELLING	
	0	1	2	3	4	5
1. The organization produces, provides assistance and/or supports events that build brand equity for the district	☐	☐	☐	☒	☐	☐
2. The organization's annual events calendar includes a mix of special events, retail events, and image-building events with specific goals identified	☐	☐	☐	☒	☐	☐
3. An organized approach or program is in place and working effectively to procure and manage event sponsorships	☐	☐	☐	☐	☒	☐
4. The organization regularly (e.g. post-event or annually) completes an evaluation of events, including a cost-benefit analysis, and acts accordingly	☐	☐	☐	☒	☐	☐
EVENT TOTAL SCORE 13						

SCORING SCALE

0—1 Starting: Doesn't exist or we're just getting started (in the early discussion, research or planning stages) — or — underperforming and in need of a re-boot.

2—3 Evolving: Getting ready to launch or already in place, operating or programmed — but with opportunities for growth or enhancement.

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SCAN ME

MARKETING

Telling your story and building your brand is essential to district success

MARKETING KEY FOCUS AREAS

Storytelling | Social Media Spotlights | Faces of Places Spotlight | Image Building | Promotion and Advertising Strategies

marketing solution scorecard

PERFORMANCE MEASURE

1. The organization orchestrates, provides assistance and/or supports place-based marketing programs and activities consistent with the district's brand

2. The organization effectively uses social media, advertising, materials, and/or other medium to tell a story, reach targeted audiences, and highlight district assets

3. A quality branding system for the district is in place and being implemented effectively across all medium to build brand equity

4. The organization has developed a communication plan outlining regular communication efforts with key stakeholders

STARTING

0

1

☐
☐

EVOLVING

2

3

☐
☒

EXCELLING

4

5

☐
☐

MARKETING TOTAL SCORE 12

SCORING SCALE

0—1 Starting: Doesn't exist or we're just getting started (in the early discussion, research or planning stages) — or — underperforming and in need of a re-boot.

2—3 Evolving: Getting ready to launch or already in place, operating or programmed — but with opportunities for growth or enhancement.

4—5 Excelling: Actively and consistently demonstrated or mastered with a high degree of proficiency and quality—commonly viewed among our greatest strengths.

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SCAN ME

Our buildings are our character. They make us who we are. We must restore and protect our authenticity and uniqueness.

PRESERVATION KEY FOCUS AREAS

Façade and Building Improvement Grants | Community Master Plans and Ordinances
Component Grants | Roof and Building Stabilization | Historic Preservation Standards
Property Owner Education | Historic Designation

preservation solution scorecard

PERFORMANCE MEASURE

1. The organization has programming and resources in place to actively encourage appropriate building rehabilitation and façade improvements

2. The organization has strong relationships with local and/or state historic preservation partners and works actively to promote the benefits of preservation

STARTING

0 1

☐
☐

EVOLVING

2 3

☐
☒

EXCELLING

4 5

☐
☐

PRESERVATION TOTAL SCORE 6

SCORING SCALE

0—1 Starting: Doesn't exist or we're just getting started (in the early discussion, research or planning stages) — or — underperforming and in need of a re-boot.

2—3 Evolving: Getting ready to launch or already in place, operating or programmed — but with opportunities for growth or enhancement.

4—5 Excelling: Actively and consistently demonstrated or mastered with a high degree of proficiency and quality— commonly viewed among our greatest strengths.

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SCAN ME

PLACE

Placemaking binds people to place. That connection drives investment.

PLACE KEY FOCUS AREAS

Parklets | Banners | Wayfinding Systems | Streetscapes | Parking Systems & Awareness | Public Art

place solution scorecard

PERFORMANCE MEASURE

1. The organization provides support and assistance for ongoing district cleanliness, maintenance and beautification efforts and projects

2. The organization provides support and assistance for public spaces, public art, or other district placemaking efforts, enhancements and projects

3. Placemaking projects and activities are coordinated with local government, property and business owners, and other partners to maximize resources and results

STARTING

0

1

☐
☐

EVOLVING

2

3

☐
☒

EXCELLING

4

5

☐
☐

PLACE TOTAL SCORE 10

SCORING SCALE

0—1 Starting: Doesn't exist or we're just getting started (in the early discussion, research or planning stages) — or — underperforming and in need of a re-boot.

2—3 Evolving: Getting ready to launch or already in place, operating or programmed — but with opportunities for growth or enhancement.

4—5 Excelling: Actively and consistently demonstrated or mastered with a high degree of proficiency and quality— commonly viewed among our greatest strengths.

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SCAN ME

CAPACITY

A strong, sustainable organization is one that understands and communicates its value to the community.

CAPACITY KEY FOCUS AREAS

Single-ask sponsorship Campaigns | Investor Relations | Proactive Communication | Diversifying Revenue | Building Volunteer Support | Spotlighting Volunteers

capacity solution scorecard

PERFORMANCE MEASURE	STARTING		EVOLVING		EXCELLING	
	0	1	2	3	4	5
1. The organization effectively engages and mobilizes volunteers to implement select projects and programs	☐	☐	☒	☐	☐	☐
2. The organization has specific protocols, tools, and/or programs in place - and makes an intentional effort - to cultivate a strong volunteer base	☐	☐	☒	☐	☐	☐
3. Effective efforts or programs are in place to engage district business owners, property owners and residents and to nurture their buy-in and support of the organization	☐	☐	☒	☐	☐	☐
4. Effective efforts or programs are in place to engage other community organizations and partners, to develop and maintain their buy-in and support of the organization, and to collaborate in pursuit of shared interests	☐	☐	☐	☒	☐	☐
5. Effective efforts or programs are in place to engage and communicate with local government leaders, and to maintain their buy-in and support of the organization	☐	☐	☐	☒	☐	☐
6. The organization is effective at identifying organizational capacity needs and in pursuing and leveraging resources and support, when and where needed	☐	☐	☐	☐	☒	☐
7. A budget and budgeting processes to support the organization and its programs and projects are in place and effectively administered	☐	☐	☐	☒	☐	☐
8. Line items in the organization's budget align with and support implementation of the organization's strategic plan	☐	☐	☒	☐	☐	☐
9. The organization has a plan in place and is working effectively to increase and diversify funding through fundraising, annual sponsorships, events, etc.	☐	☐	☐	☒	☐	☐
CAPACITY TOTAL SCORE 24						

PEOPLE

Grassroots economic development is people-driven.

PEOPLE KEY FOCUS AREAS

Mobilizing Leaders and Volunteers | Single-serving Missions | Strategy Driven Focus | Respecting Human Capital
Celebrating Investments of Time | Measuring Impact | Telling Our Story

people solution scorecard

	STARTING		EVOLVING		EXCELLING	
PERFORMANCE MEASURE	0	1	2	3	4	5
1. An organizational chart and clear management structure governing the organization's operations are in place	☐	☐	☐	☒	☐	☐
2. The composition of the organization's governing board or leadership team is diverse and representative of the district's stakeholders	☐	☐	☐	☒	☐	☐
3. The organization's day-to-day operations are effectively managed by professional, paid staff	☐	☐	☐	☐	☒	☐
4. Roles and responsibilities of the organization are well-defined, differentiated, and complementary to the work of other local organizations	☐	☐	☐	☒	☐	☐
5. The organization has, and works effectively to foster, a vision and goals for the district that are supported by a consensus of key stakeholders	☐	☐	☐	☒	☐	☐
6. The organization has a strategic plan and/or develops and implements projects and programs to support the vision and goals for the district	☐	☐	☐	☒	☐	☐
7. The organization annually plans projects and programs and uses a work plan to track progress and measure impacts	☐	☐	☐	☒	☐	☐
PEOPLE TOTAL SCORE 22						

SCORING SCALE

0—1 Starting: Doesn't exist or we're just getting started (in the early discussion, research or planning stages) — or — underperforming and in need of a re-boot.

2—3 Evolving: Getting ready to launch or already in place, operating or programmed — but with opportunities for growth or enhancement.

4—5 Excelling: Actively and consistently demonstrated or mastered with a high degree of proficiency and quality — commonly viewed among our greatest strengths.

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SCAN ME

DOWNTOWN AND DISTRICT MANAGEMENT SCORECARD

Record your score for each of the eight categories to see what areas your organization is strong in, and the areas that you might need to dig a little deeper into.

Business 15/7 = 2.1

Real Estate 14/6 = 2.3

Events 13/4 = 3.2

Marketing 12/4 = 3

Preservation 6/2 = 3

Place 10/3 = 3.3

Capacity 24/9 = 2.7

People 22/7 = 3.1

A. Based on your scorecard results, which of the eight core areas represent the organization's greatest strengths? (select up to three)

Events #1, Place #2, People and Marke 

B. Which of the eight core areas represent areas of greatest need or challenges facing the organization? (select up to three)

Business #1, Real Estate #2, Capacity ; 

C. List or briefly describe five specific actions, projects, or areas of focus representing some of the best opportunities for growth or improvements for your organization and/or the downtown or district?

1. Business Recruitment/Retention x4
2. Strategic Plan Implementation
3. Staff capacity and training - Engage with 
4. Development Density & Active Streets
5. Assign costs to DDA for public services

Applying the Results EVALUATION AND STRATEGIC PLANNING

- Distribute a copy of the scorecard (and this summary evaluation worksheet) to each of your downtown or district management organization's board or leadership team members, including staff members.
- Set and communicate a deadline for completing and returning the scorecard.
- Compile completed scorecard results, paying special attention to areas of agreement and alignment, and areas of divergence.
- Facilitate a strategic planning session or retreat to review and discuss the compiled results. Discussion might revolve around questions and topics like:
 - What surprised you or stood out?
 - Which core areas or performance measures deserve more dialog or further exploration?
 - Looking deeper, what might be driving the results? (e.g. challenges, issues, timing, external forces, leadership, resources, etc.)
 - Who else—individuals and/or organizations—should be approached for perspective, clarification, or help?
- Build consensus around directions, priorities, actions, and/or next steps. For example:
 - To get started, refer to the list of "Best Opportunities for Growth or Improvements" compiled from this worksheet.
 - Invite each member to offer their own top three (these may come directly from the compiled list or may be new based on discussions and ideas shared at the session).
 - Create the list on chart paper and provide each member a chance to vote on their top 3 from the newly compiled list (the "dot" method works well for this purpose).
 - Tally the votes to identify areas and items of priority consensus. Choose three to five the organization will emphasize as organization development priorities over the next year.
 - Match priorities to Michigan Main Street Solution Center tools and resources for help getting started, elevating your efforts, and staying on track.
- Repeat the process annually to measure progress and re-assess organization development priorities.



MI Main Street Community Interest Form

Any community interested in participating in the Michigan Main Street Program must start by completing and submitting this interest form to Leigh Young at youngl11@michigan.org. This form will be reviewed by the Main Street Team and used for continued engagement with your community as you pursue participation in the Michigan Main Street Program.

General Information (Completed by Community)

Community Name:	City of East Lansing
Organization Name and Type (DDA, PSD, CIA, BID, non-profit, specify if other):	East Lansing Downtown Development Authority, (DDA)
Main Point of Contact (Name and Title):	Lori Mullins, Executive Director
Main Point of Contact Email:	lmullins@cityofeastlansing.com
What is the community's RRC Designation?	engaged
Is the community actively working on a project with the Community Development Manager for your region?	Not currently
Please provide a brief background about your community's historic commercial district or traditional downtown. Include its history, major challenges, and opportunities.	The City of East Lansing adopted its Historic Preservation Code in 1989 to support the preservation of historic neighborhoods and landmark structures. The DDA includes four landmark structures with the oldest dating back to 1909.

Please provide a brief background on your prospective Main Street organization. <i>Include when it was established, current programming and major initiatives.</i>	The DDA was formed in 1986 and has been expanded three times since. The community also has a PSD, SmartZone LDFA and a Corridor Improvement Authority, each overlapping or abutting the DDA. Top priorities include, business attraction and retention, creative financing to support redevelopment of priority properties, adding diverse housing, and adding safety measures.
Please provide a list of your prospective Main Street organization's board members.	The East Lansing Main Street Board will be made up of eleven members from the DDA, two of whom are also members from the Downtown Management Board (DMB) which is the City's Principal Shopping District. The DDA is made up of four business owners in the district, one resident of the district, three at-large members, the City Manager and the Mayor. The DMB will serve as the promotion committee for the Main Street. The board will also recruit members for the other committees who have expertise in design, service delivery and business support.