



EAST LANSING DOWNTOWN DEVELOPMENT AUTHORITY AGENDA

Downtown Development Authority Meeting

12:00 AM - Thursday, April 23, 2026 at Hannah Community Center,
325 E. Grand River Ave.

Public Comment - Email: hpope@cityofeastlansing.com

	Page
1. CALL TO ORDER	
1.1. Roll Call	
1.2. Approval of the agenda	
1.3. Approval of the minutes 26-03-26 DDA Minutes	4 - 7
2. FINANCIAL REPORTS	
2.1. March Financial Report March 2026 Treasurer Report	8 - 11
3. COMMUNICATIONS	
3.1. Written Communications Letter of Intent to Purchase DDA Properties	12 - 16
3.2. Communications from the Audience	
3.3. Communications from Staff	
3.4. Presentation by MSU Urban Planning Practicum team on East Village plan update project. Agenda Item Report - Pdf	17
4. PUBLIC HEARING	
4.1. DDA FY27 Budget and Tax Rate Resolution Public Hearing Agenda Item Report - Pdf	18 - 33
5. BUSINESS AGENDA	
5.1. Consideration of a request from Michael Mudrey, of For Crepe Sake East Lansing, LLC for approval of a Special Use Permit to allow alcohol service at 601 East Grand River Avenue.	34 - 58

Below is a motion for the Board's consideration.

Move to recommend approval/denial of the Applicant's request for a
Special Use Permit to allow alcohol service at 601 East Grand River
Avenue.

[Agenda Item Report - Pdf](#)

5.2. Consideration of an Agreement for Limited License for the Staging of Construction Equipment and Materials at 314, 328, and 334 Evergreen	59 - 63
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Ave., for construction at the Graduate Hotel

Below is a motion for the Board's consideration.

Move to approve the Agreement for Limited License for the Staging of Construction Equipment and Materials at 314, 328, and 334 Evergreen Ave., for the period of April 23, 2026 thru May 25, 2026.

[Agenda Item Report - Pdf](#)

- 5.3. Consideration of a Request for Qualifications and Proposals for the Marketing of 314, 328, 334, 340 and 344 Evergreen Ave. 64 - 68

Below is a motion for the Board's consideration.

Move to approve the issuance of the RFQ/P for the marketing and selling of the DDA owned properties, located at 314, 328, 334, 340 and 344 Evergreen Ave.

[Agenda Item Report - Pdf](#)

- 5.4. Request for Approval of Summer Patronage and Downtown Parking Promotion 69

[Agenda Item Report - Pdf](#)

- 5.5. Request For Summer Construction Communications Funding 70

Below is a motion for the Board's consideration.

Move to approve contribution of \$2,000 to the DMB for construction-related communication and promotion of East Grand River Avenue businesses.

[Agenda Item Report - Pdf](#)

- 5.6. Consideration of Support for Installation of Artistic Directional Sign 71 - 72

Below is a motion for the Board's consideration.

Move to approve the use of \$1,200 in funding from the DDA contract services account for the installation of the artistic directional sign.

[Agenda Item Report - Pdf](#)

- 5.7. Consideration of First Amendment to Sublease of Commercial Space. 73

[Agenda Item Report - Pdf](#)

6. UNFINISHED BUSINESS AGENDA

- 6.1. Presentation and Discussion of Michigan Main Street Program 74 - 86

Below is a motion for the Board's consideration.

Move to submit interest form and schedule time for a work session to discuss and complete the District Management Scorecard.

[Agenda Item Report - Pdf](#)

7. REPORTS FROM CHAIR AND BOARD MEMBERS

7.1. Downtown Management Board (Hewson)

7.2. Parking Task Force (Ballein)

7.3. LDFA Smartzone (Smith)

8. ANNOUNCEMENTS / BOARD MEMBER COMMENTS

9. ADJOURNMENT

**CITY OF EAST LANSING
DOWNTOWN DEVELOPMENT AUTHORITY MEETING
MINUTES**

Thursday, February 26, 2026

Item 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 February 26, 2026, at 12:02 p.m., in the Banquet Hall Room at the Hannah Community Center, with the following members present:

Board Members Present: Krueger, Hackney, Altmann, Ledebuhr, Aydukovic (until 1:00), Smith (until 12:30) and Belleman

Board Members Absent: Hewson (absent at role call, but arrived at 12:20), Ballein and Babcock

Staff Present: Lori Mullins, Heather Pope, Matt Apostle

Counsel: Tony Chubb

1.2. Approval of the Agenda

Krueger moved to amend the agenda with item 4.3 becoming 4.1, 4.5 becoming 4.2 and other business agenda items falling in line after that. Support by Ledebuhr.

ALL YEAS
MOTION CARRIED

1.3. February 26, 2026, Minutes

Moved by Hackney, seconded by Altmann, to approve the February 26, 2026 meeting minutes. Altmann suggested that the minutes be revised to include the yeas and nays for the two items that had split votes. The motion was amended to include the revision.

ALL YEAS
MOTION CARRIED

Item 2

Financial Reports

2.1. January 2026 Treasurer Report

Mullins provided a brief overview of the Budget Performance Report for February 2026.

3.1. Communications from the Audience

None

3.2. Written Communications

Letter from Board to Reuben Levinsohn
DDA recommendation to City Council 3-4-2026 Albert EL Fresco-signed
DDA letter of support – Fall Prevention Barriers – Senator Slotkin
DDA letter of support – Fall Prevention Barriers – Senator Peters
Letter of Support Boque Street Bridge
DDA recommendation to City Council 2.26.26 530 Albert

3.3. Communications from Staff

Mullins reported that the GT Environmental rate study has been completed providing a model for new charges for use of the refuse rooms and communications will be going out regarding updated charges which will be effective on July 1, 2026

Mullins also reported that the ArtSpace Core Group will be meeting on April 9 to begin planning for a three-day series of meetings that will be scheduled for mid-summer.

4.1. Request for DDA funding to support Illuminated Projecting Sign for (SCENE) Metrospace

Mullins shared an image of the sign design and explained that the DDA's FY26 budget includes a \$2,500 contribution to the shared cost of this sign. When bid, the project came in over budget and therefore the DDA is being asked to contribute an additional \$1,785 needed to complete the project, with that funding coming from the DDA Fund Balance. There was discussion about the coordination and collaboration between the DDA and Scene and Heather Pope provided a summary of the recent collaboration being led by the CED team.

Hackney moved to approve an additional \$1,785 towards the fabrication and installation of a lighted projecting sign above (SCENE) Metrospace and authorize the DDA Chair to sign a contract with Pro-Mec Engineering to implement the project in the amount of \$6785. Second by Ledebuhr.

ALL YEAS
MOTION CARRIED

4.2. Request to authorize the DDA Chairperson to execute a contract for Downtown Power Washing to be paid for from the DDA Fund Balance

Mullins provided an update on the power washing project and shared information about the four bids that were received just that morning, indicating that the second lowest bid appeared to be the

lowest fully-responsive bid. She requested that the board authorize the DDA Chairperson to execute the contract for downtown power washing after the staff had time to fully evaluate the bids.

Smith moved to authorize the Chairperson to execute the power washing contract in an amount not to exceed \$40,000 with funds to come from the DDA Fund Balance, seconded by Hackney.

ALL YEAS
MOTION CARRIED

4.3. Narcan Advocacy for Downtown EL

Students from the Michigan State University Bailey Scholars program provided a presentation on the Narcan kits and their ability to save the lives of individuals facing an overdose. The students shared that their mission is to have Narcan available in dorms and in downtown businesses. They are hosting an event to teach people how to use Narcan appropriately and how to access Narcan kits currently available for no cost through Ingham County. The event is April 7th from 4:30 to 6:00 at Agriculture Hall.

4.4. Presentation and Discussion of Michigan Main Street Program

Leigh Young, Senior Main Street Specialist from the Michigan Economic Development Corporation provided an overview of the Main Street program activities and benefits. The first steps to become involved are to complete the interest form and the District Management Scorecard. Blake Newman and Michelle Parkkonen then provided a brief update and answered questions related to the City's progress toward redevelopment ready certification.

Moved by Ledebuhr and seconded by Hackney to add consideration of engagement in the Main Street Program to the April DDA board meeting agenda.

ALL YEAS
MOTION CARRIED

4.5. Consideration of the June 30, 2025 Budget Performance Report

Mullins shared that the FY25 DDA audit report is attached to the packet and with that now being complete the DDA is asked to approve the final budget performance report for that fiscal year.

Moved by Hewson, supported by Hackney to approve the June 30, 2025 DDA Budget Performance Report.

ALL YEAS
MOTION CARRIED

5.4. FY27 DDA Budget Discussion

Mullins provided a detailed overview of the most updated fiscal year 2027 budget worksheet and capital outlay projects anticipated for FY27.

6.1. Downtown Management Board (Hewson)

Hewson provided an update on the DMB’s marketing committee, and an overview of the funds that have been allocated to downtown events.

6.2. Parking Task Force (Ballein)

In Ballein’s absence, Krueger shared that Landon provided an overview of his downtown parking report, Caleb shared information about the Parking Department budget and a grant application that has been applied for to add fall prevention fencing to the parking structures. There was also discussion about Smart Sticks that are being evaluated as a way to support parking enforcement in the downtown. A study will be conducted without enforcement to demonstrate the potential benefits.

6.3. LDFA SmartZone (Smith)

In Smith’s absence, Belleman shared information about legislation that is pending.

Altmann requested that the future DDA Treasurers reports include a breakdown of the sources of funding including various millages that are included in the DDA Revenue.

Moved by Ledebuhr, seconded by Hewson, to adjourn at 1:29 p.m.

ALL YEAS
MOTION CARRIED



Budget Performance Report-03/26

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	324,142.07	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	(20,169.31)	.00	2,084,312.26	99
5601	Lease/Rental Income	.00	.00	.00	13,682.00	+++
5650	Miscellaneous Revenue	.00	50.00	.00	375.00	+++
5751	Interest Income	20,000.00	.00	.00	26,493.10	132
5992	Reappropriated Equity Encumbrances	2,280.00	.00	.00	.00	0
Division 5084 - Downtown Development Totals		\$2,597,080.00	(\$20,119.31)	\$0.00	\$2,588,560.92	100%
Division 5088 - Downtown Waste Mgmt Program						
5421	Charges for Services	145,200.00	10,410.47	.00	93,385.76	64
Division 5088 - Downtown Waste Mgmt Program Totals		\$145,200.00	\$10,410.47	\$0.00	\$93,385.76	64%
Division 5090 - Evergreen Properties						
5601	Lease/Rental Income	.00	.00	.00	3,700.00	+++
5650	Miscellaneous Revenue	.00	.00	.00	.00	+++
Division 5090 - Evergreen Properties Totals		\$0.00	\$0.00	\$0.00	\$3,700.00	+++
Department 50 - Planning, Bldg and Dev Totals		\$2,742,280.00	(\$9,708.84)	\$0.00	\$2,685,646.68	98%
REVENUE TOTALS		\$2,742,280.00	(\$9,708.84)	\$0.00	\$2,685,646.68	98%
EXPENSE						
Department 50 - Planning, Bldg and Dev						
Division 5084 - Downtown Development						
6001	Salaries and Wages Full Time	114,150.00	10,523.38	.00	44,539.29	39
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	(4,834.97)	.00	16,485.03	52
6110	Health Insurance - Actives	21,460.00	1,680.01	.00	8,618.15	40



Budget Performance Report-03/26

Account	Account Description	Amended	Current Month	YTD	YTD	% Used/
		Budget	Transactions	Encumbrances	Transactions	Rec'd
6111	Rx Insurance - Actives	640.00	50.40	.00	258.56	40
6150	Dental Insurance	1,140.00	89.22	.00	457.45	40
6155	Optical Insurance	160.00	12.63	.00	64.75	40
6158	Long Term Care Insurance	.00	50.00	.00	260.18	+++
6160	Long Term Disability Insurance	330.00	30.41	.00	128.69	39
6165	Life Insurance	440.00	40.91	.00	173.16	39
6201	Social Security	9,670.00	805.51	.00	3,743.03	39
6222	Retirement - Hybrid DB	10,480.00	918.70	.00	4,205.89	40
6224	Retirement - Hybrid DC	1,520.00	133.66	.00	611.86	40
6301	Workers Compensation	70.00	6.32	.00	28.53	41
6309	HCSP - City Match	1,000.00	80.77	.00	404.11	40
6315	Employee Parking Permits	660.00	55.00	.00	495.00	75
6341	Fringe Benefits - Direct Charges	3,710.00	(2,165.83)	.00	307.53	8
7201	Operating Supplies	12,950.00	12.41	.00	4,332.01	33
7401	Contract Services	101,870.00	5,609.00	22,886.56	74,116.87	95
7415	Municipal Service Agreement	587,305.00	26,042.92	.00	298,818.77	51
7501	Legal Services - General	12,000.00	767.70	.00	16,567.50	138
7510	Audit Services	4,785.00	.00	.00	4,785.00	100
7530	Software Maintenance Agreement	.00	.00	.00	.00	+++
7701	Communications - Telephone	.00	(35.89)	.00	233.66	+++
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	240.00	67
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	69,986.25	.00	69,986.25	+++
8810	City Facility Rental	4,680.00	.00	.00	1,805.00	39
8820	City Computer Rental	5,920.00	493.33	.00	4,439.97	75



Budget Performance Report-03/26

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/ Rec'd
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	88,706.25	75
9715	Contribution to Debt Service Fund	.00	.00	.00	.00	+++
9730	Contribution to Parking Fund	139,395.00	37,014.19	.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	\$157,252.28	\$26,945.31	\$808,673.50	41%
Division 5088 - Downtown Waste Mgmt Program						
6071	S&W - Direct Charges	6,710.00	559.17	.00	5,032.53	75
6341	Fringe Benefits - Direct Charges	1,300.00	108.33	.00	974.97	75
7401	Contract Services	130,840.00	14,541.61	1,284.07	134,650.01	104
7701	Communications - Telephone	2,200.00	183.00	.00	1,755.00	80
8205	Utilities - Electric	1,800.00	151.47	.00	1,076.14	60
8501	Repairs and Maintenance	2,350.00	.00	.00	580.97	25
Division 5088 - Downtown Waste Mgmt Program Totals		\$145,200.00	\$15,543.58	\$1,284.07	\$144,069.62	100%
Division 5090 - Evergreen Properties						
7401	Contract Services	2,500.00	.00	.00	903.50	36
8220	Utilities - Other	650.00	.00	.00	533.50	82
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	\$571,978.00	100%
Department 50 - Planning, Bldg and Dev Totals		\$2,742,280.00	\$172,795.86	\$28,229.38	\$1,524,721.12	57%
EXPENSE TOTALS		\$2,742,280.00	\$172,795.86	\$28,229.38	\$1,524,721.12	57%
Fund 248 - Downtown Development Authority Totals						
REVENUE TOTALS		2,742,280.00	(9,708.84)	.00	2,685,646.68	98%
EXPENSE TOTALS		2,742,280.00	172,795.86	28,229.38	1,524,721.12	57%
Fund 248 - Downtown Development Authority Totals		\$0.00	(\$182,504.70)	(\$28,229.38)	\$1,160,925.56	

Grand Totals



Budget Performance Report-03/26

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/ Rec'd
	REVENUE TOTALS	2,742,280.00	(9,708.84)	.00	2,685,646.68	98%
	EXPENSE TOTALS	2,742,280.00	172,795.86	28,229.38	1,524,721.12	57%
	Grand Totals	\$0.00	(\$182,504.70)	(\$28,229.38)	\$1,160,925.56	

DDA Tax Capture	
DDA Millage	1.6229
City	12.5362
City S-Waste	1.825
City Library	0.997
LCC	3.7611
County	5.6614
County	6.7807
CRAA	0.699
CATA	2.9886
Total	36.8719



April 22, 2026

Lori Mullins, Executive Director
Downtown Development Authority – City of East Lansing
410 Abbot Rd.
East Lansing, MI 48823

Dear Lori,

It was a pleasure speaking with you today, and welcome back to East Lansing.

As we discussed, attached please find our letter of intent regarding the DDA property. While this letter is intended as an initial overview, our proposal envisions the development of an approximately eight-story mixed-use building, incorporating retail, residential apartments, along with an attached parking deck. The concept also contemplates the inclusion of the Dublin Square site as part of the development plan.

We approach this opportunity with a strong sense of responsibility and care for the long-term impact of what is built on this site. To that end, we would welcome the opportunity to collaborate closely with the DDA, City Council, Planning Department, and other key stakeholders to ensure the project aligns with the community's goals and priorities.

One critical need we have identified is additional parking needed in this area. Recent developments, including The Graduate, The Abbott, and MSU Federal Credit Union projects, have been delivered without sufficient incremental parking. We are prepared to address this need as part of our proposal in addition to parking our proposed project.

As local business owners, we are deeply invested in the future of East Lansing and committed to contributing positively to its continued growth. We intend to partner with Capstone Development Partners, to ensure the project is executed at the highest level.

Please feel free to reach out with any questions or to discuss next steps. We look forward to continuing the conversation.

Sincerely,

A handwritten signature in dark ink, appearing to read 'P Vlahakis', written in a cursive style.

Paul Vlahakis

333 Albert Avenue Suite 202
East Lansing, MI 48823
(517) 381-4900
vlahakis.com



April 22, 2026

Letter of Intent to Purchase the Property at 314, 328, 334, and 340 Evergreen Avenue, East Lansing, MI 48823.

This letter outlines the general offer terms and conditions upon which **Capstone Development Partners & Vlahakis Development (“Purchaser”)** for an entity to be named, is willing to Purchase real estate owned by **East Lansing DDA (“Seller”)** commonly known as 314, 328, 334, and 340 Evergreen Avenue, East Lansing, MI 48823 (***“the Property”***).

We propose the following offer to purchase:

- THE PROPERTY:** 314, 328, 334, and 340 Evergreen Avenue, East Lansing, MI 48823 (Appendices I and II).
- ACREAGE:** Approximately 0.996 acres.
- PURCHASE PRICE:** **FOUR MILLION ONE HUNDRED THOUSAND DOLLARS** (\$4,100,000.00).
- SALE TERMS:** SELLER CASHOUT
- DUE DILIGENCE PERIOD:** Purchaser will have One Hundred Eighty (180) days after a fully executed Purchase Agreement to perform any necessary inspections. The Purchaser’s conditions precedent will include without limitation the following:
- i. Approval of Title and Survey;
 - ii. Approval of the Property’s environmental and Physical condition;
 - iii. Satisfactory lease review and tenant estoppels, if applicable;
 - iv. Confirmation the property is in the B-3 Zoning District, which allows up to 8 stories with no diverse housing required as of right.
- EARNEST MONEY:** Upon a fully executed Purchase Agreement, Purchaser will escrow FIVE THOUSAND DOLLARS (\$5,000.00) with Transnation Title Agency in East Lansing, which will be applied to the Purchase Price at closing, refunded to the Purchaser if the conditions precedent are not satisfied, or forfeited to the Seller upon Purchaser’s default.
- CLOSING DATE:** The Closing shall be contingent upon the Purchaser (or its assigns) obtaining all necessary approvals, permits, and entitlements from the City and any other applicable governmental authorities required to develop and/or operate the Property for Purchaser’s intended use (the “Approvals”). Purchaser shall use commercially reasonable efforts to obtain such Approvals following the execution of a definitive Purchase Agreement. In the event the Approvals are not obtained on or before a date that is satisfactory to the Purchaser, the Purchaser shall have the right to either (i) terminate the Agreement and receive a full refund of any deposit paid, or (ii) extend the closing date upon written notice to Seller, subject to continued progress toward obtaining the Approvals.

333 Albert Avenue Suite 202
East Lansing, MI 48823
(517) 381-4900
vlahakis.com



- DELIVERIES:** The Seller will provide copies of all existing surveys, title policies, plans and specifications, environmental studies, government notices, warranties, rent rolls (if applicable), tax bills, existing title work, and all other material documents in Seller’s possession or control within 10 days of this Letter of Intent being fully executed.
- EQUIPMENT/FIXTURES:** Sale includes all fixtures and improvements on the Property.
- DEED AND TITLE:** Seller to provide to Purchaser at closing a Warranty Deed and an Owner’s Title Insurance Policy Without Exceptions covering the Purchase Price.
- PURCHASE AGREEMENT:** Within THIRTY (30) days after the date of a fully executed letter of intent, Purchaser shall provide Seller with a draft purchase agreement for Seller’s review and approval. The agreement shall be consistent with the terms and conditions of this Letter of Intent and contain such additional covenants and conditions as are customary for transactions of this type. Further, this shall be an “AS IS” sale.

Purchaser and Seller acknowledge that this offer is intended as the basis for setting forth general terms and conditions. The parties acknowledge that the terms contained herein do not include all the material terms and conditions which would be required in a definitive agreement. Only a final agreement containing all the terms required by both Purchaser and Seller, fully executed by each party, and delivered to the other will constitute a binding agreement for a Sale of the Property. This letter shall be governed by Michigan law.

Sincerely,

Vlahakis Development

Paul Vlahakis
Managing Member

AGREED AND ACCEPTED

AGREED AND ACCEPTED

(Purchaser)

East Lansing DDA (Seller)

By: Paul Vlahakis
Its: Managing Member
Date: 4/22/2026

By:
Its:
Date:

333 Albert Avenue Suite 202
East Lansing, MI 48823
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APPENDIX I: PROPERTY DESCRIPTIONS

314 EVERGREEN AVENUE, EAST LANSING, MI 48823

- PARCEL#: 33-20-01-13-228-015
- ACREAGE: 0.392 ACRES
- LEGAL DESCRIPTION:
 - LOTS 26 AND 28 OAKWOOD SUB EXC COM AT NW COR OF LOT 28 TH E 100' TH S45' TH W TO EVERGREEN AVE, TH N'LY ALG SAID AVE TO POB SEC 13 T4N, R1W.

328 EVERGREEN AVENUE, EAST LANSING, MI 48823

- PARCEL#: 33-20-01-13-228-014
- ACREAGE: 0.104 ACRES
- LEGAL DESCRIPTION:
 - COM AT THE NW COR OF LOT 28 OF OAKWOOD SUBD TH E 100 FT TH S 45 FT TH W TO EVERGREEN AVE TH N'LY ALONG SAID AVE TO PLACE OF BEG SEC 13 T4NR2W

334 EVERGREEN AVENUE, EAST LANSING, MI 48823

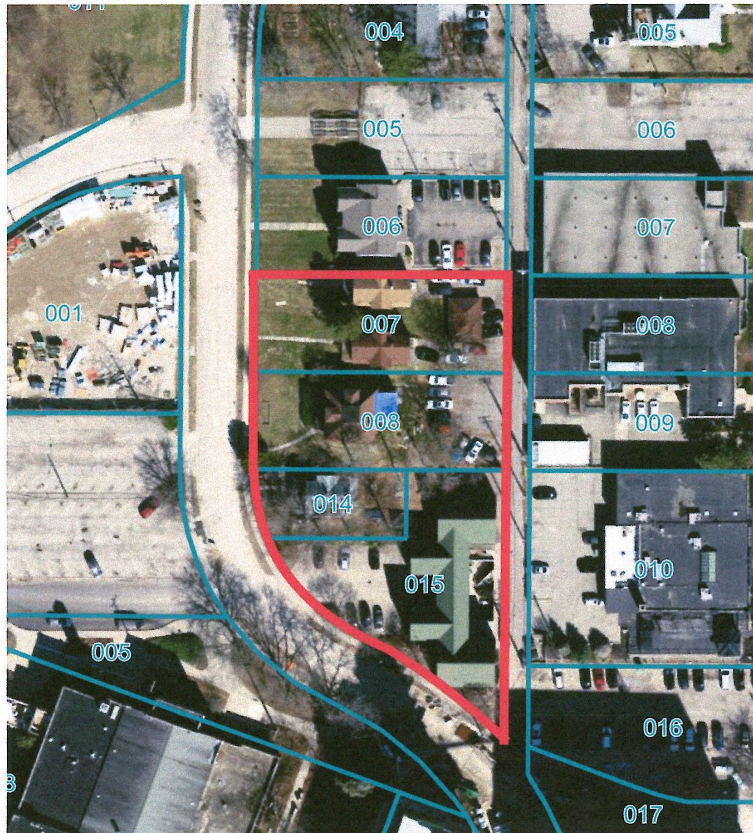
- PARCEL#: 33-20-01-13-228-008
- ACREAGE: 0.25 ACRES
- LEGAL DESCRIPTION:
 - LOT 30 OAKWOOD

340 EVERGREEN AVENUE, EAST LANSING, MI 48823

- PARCEL#: 33-20-01-13-228-007
- ACREAGE: 0.25 ACRES
- LEGAL DESCRIPTION:
 - LOT 32 OAKWOOD

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APPENDIX II: SITE MAP



333 Albert Avenue Suite 202
East Lansing, MI 48823
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vlahakis.com



Downtown Development Authority **AGENDA ITEM REPORT**

To: Downtown Development Authority
Subject: Presentation by MSU Urban Planning Practicum team on East Village plan update project
Meeting: Downtown Development Authority - 23 Apr 2026
Department: Planning, Building, and Housing
Staff Contact: Landon Bartley, Principal Planner

BACKGROUND INFORMATION:

The MSU Urban and Regional Planning program requires graduating undergraduate and graduate students to complete a capstone course designed to address real world planning issues. Titled the "Urban and Regional Planning Practicum," this course integrates a student's educational training in planning with the real-world challenges of developing and preparing a professional planning project with selected community partners. Practicum is considered a student-led, faculty-guided learning experience and seeks to bridge the transition from classroom learning to professional practice for emerging planning professionals.

For the Spring 2026 Practicum, one of three student teams was assigned to the East Village planning area. "East Village" has generally be used as the name for the area east of Bogue Street and south of Grand River Avenue, and has a corresponding "EV" zone district which covers that area east to Hagadorn Road. A plan for that area was created in 2006, which led to the creation of the EV zone district. However, other than The HUB (918 E. Grand River), which was constructed in 2019, very little of the 2006 plan has come to fruition. Planning & Zoning staff approached MSU with interest in a collaborative update to the plan in late 2024, which led to the current project.

For the 2026 update, we wanted to include areas adjacent to the 2006 planning area, including areas north of Grand River. At staff's direction, the Practicum team has defined the area of study as Bogue Street to the west, Albert Avenue to the north, Stoddard Avenue to the east, and the Red Cedar River to the south.

The MSU Practicum team focused on developing and implementing an authentic community engagement process for the area, first focusing on qualitative feedback, then seeking quantitative data, before developing preliminary concepts. A heavy focus on community engagement will help us understand the shared vision for this area, and will inform future changes to the EV zone district and other parts of the Zoning Ordinance.

The MSU team will present its final report to City Council on Tuesday April 21, to the Planning Commission on Wednesday April 22, to the Downtown Development Authority on Thursday April 23, and will give its final project presentation at Michigan State University on Friday August 24.



Downtown Development Authority **AGENDA ITEM REPORT**

To: Downtown Development Authority
Subject: DDA FY27 Budget and Tax Rate Resolution Public Hearing
Meeting: Downtown Development Authority - 23 Apr 2026
Department: Downtown Development Agenda Group
Staff Contact: Lori Mullins, Downtown Development Authority Executive Director

BACKGROUND INFORMATION:

A Public Hearing will be held on the attached draft FY27 Downtown Development Authority Budget and Tax Rate Resolution.

At the March 26, 2026, DDA Board meeting, staff presented the draft FY27 DDA budget. Staff revised the budget, based on recommendations of the Finance Department and the DDA Board.

The Board will take final action on both the FY27 DDA budget and Tax Rate Resolution at the May 28, 2026, DDA Board meeting. Attached is the draft Tax Rate Resolution for your awareness in advance of that meeting.

ATTACHMENTS:

[FY 27 DDA Draft Budget Worksheet](#)
[Draft DDA FY2027 Tax Rate Resolution](#)



Budget Worksheet Report

Budget Year 2027

G/L Account	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Actual Amount	2026 Amended Budget	2026 Actual Amount	2026 Estimated Amount	2027 Department Request	2027 Finance Review
Fund 248 - Downtown Development Authority									
REVENUE									
Department 50 - Planning, Bldg and Dev									
Division 5084 - Downtown Development									
<i>Property Taxes</i>									
248.50.5084.5020	Property Taxes - DDA Special Millage	267,727.75	294,738.59	316,087.98	324,445.00	324,142.07	324,140.00	338,185.00	333,400.00
248.50.5084.5030	TIF 1 University Place Tax Capture	133,269.33	133,376.92	140,687.54	139,395.00	139,556.49	139,555.00	143,325.00	143,325.00
248.50.5084.5031	TIF 2 DDA Tax Capture	849,495.00	925,337.45	1,110,607.01	2,110,960.00	2,084,312.26	2,096,480.00	2,288,160.00	2,363,830.00
<i>Property Taxes Totals</i>		\$1,250,492.08	\$1,353,452.96	\$1,567,382.53	\$2,574,800.00	\$2,548,010.82	\$2,560,175.00	\$2,769,670.00	\$2,840,555.00
<i>Intergovernmental Revenue</i>									
248.50.5084.5160	Other Operating Grants	.00	767.00	.00	.00	.00	.00	.00	.00
<i>Intergovernmental Revenue Totals</i>		\$0.00	\$767.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Charges for Services</i>									
248.50.5084.5421	Charges for Services	108,548.50	122,250.05	.00	.00	.00	.00	.00	.00
<i>Charges for Services Totals</i>		\$108,548.50	\$122,250.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Rental Income</i>									
248.50.5084.5601	Lease/Rental Income	.00	.00	.00	.00	13,682.00	.00	.00	13,680.00
Budget Transactions									
Level	Transaction			Number of Units		Cost Per Unit		Total Amount	
Finance Review	Albert Street - City Center Retail Sublease			1.0000		13,680.00		13,680.00	
						Finance Review Totals		\$13,680.00	
<i>Rental Income Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$13,682.00	\$0.00	\$0.00	\$13,680.00
<i>Other Miscellaneous Revenue</i>									
248.50.5084.5650	Miscellaneous Revenue	2,647.00	475.00	29,762.00	.00	375.00	14,155.00	13,680.00	.00
<i>Other Miscellaneous Revenue Totals</i>		\$2,647.00	\$475.00	\$29,762.00	\$0.00	\$375.00	\$14,155.00	\$13,680.00	\$0.00
<i>Interest Income</i>									
248.50.5084.5751	Interest Income	6,880.69	33,206.45	35,936.87	20,000.00	26,493.10	35,560.00	32,000.00	32,000.00
Budget Transactions									
Level	Transaction			Number of Units		Cost Per Unit		Total Amount	
Finance Review	Interest			1.0000		32,000.00		32,000.00	
						Finance Review Totals		\$32,000.00	
<i>Interest Income Totals</i>		\$6,880.69	\$33,206.45	\$35,936.87	\$20,000.00	\$26,493.10	\$35,560.00	\$32,000.00	\$32,000.00
<i>Other Financing Sources</i>									
248.50.5084.5992	Reappropriated Equity Encumbrances	.00	.00	.00	2,280.00	.00	.00	.00	.00
<i>Other Financing Sources Totals</i>		\$0.00	\$0.00	\$0.00	\$2,280.00	\$0.00	\$0.00	\$0.00	\$0.00
Division 5084 - Downtown Development Totals		\$1,368,568.27	\$1,510,151.46	\$1,633,081.40	\$2,597,080.00	\$2,588,560.92	\$2,609,890.00	\$2,815,350.00	\$2,886,235.00



Budget Worksheet Report

Budget Year 2027

G/L Account	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Actual Amount	2026 Amended Budget	2026 Actual Amount	2026 Estimated Amount	2027 Department Request	2027 Finance Review	
Fund 248 - Downtown Development Authority										
REVENUE										
Department 50 - Planning, Bldg and Dev										
Division 5088 - Downtown Waste Mgmt Program										
<i>Charges for Services</i>										
248.50.5088.5421	Charges for Services	.00	.00	128,143.93	145,200.00	104,206.90	125,000.00	159,725.00	159,725.00	
Budget Transactions										
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>		
Finance Review		Monthly Waste & Recycling Invoicing		1.0000		159,725.00		159,725.00		
								Finance Review Totals		\$159,725.00
<i>Charges for Services Totals</i>		\$0.00	\$0.00	\$128,143.93	\$145,200.00	\$104,206.90	\$125,000.00	\$159,725.00	\$159,725.00	
Division 5088 - Downtown Waste Mgmt Program		\$0.00	\$0.00	\$128,143.93	\$145,200.00	\$104,206.90	\$125,000.00	\$159,725.00	\$159,725.00	
Division 5090 - Evergreen Properties										
<i>Rental Income</i>										
248.50.5090.5601	Lease/Rental Income	72,000.00	12,500.00	11,875.81	.00	3,700.00	3,700.00	.00	.00	
248.50.5090.5602	Lease income (GASB 87 adjustments)	(1,490.65)	.00	.00	.00	.00	.00	.00	.00	
<i>Rental Income Totals</i>		\$70,509.35	\$12,500.00	\$11,875.81	\$0.00	\$3,700.00	\$3,700.00	\$0.00	\$0.00	
<i>Other Miscellaneous Revenue</i>										
248.50.5090.5650	Miscellaneous Revenue	.00	23,527.50	8,821.20	.00	.00	.00	.00	.00	
<i>Other Miscellaneous Revenue Totals</i>		\$0.00	\$23,527.50	\$8,821.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<i>Interest Income</i>										
248.50.5090.5780	Interest on Lease Receivables	106.50	.00	.00	.00	.00	.00	.00	.00	
<i>Interest Income Totals</i>		\$106.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<i>Other Financing Sources</i>										
248.50.5090.5803	Debt Proceeds	5,070,000.00	.00	.00	.00	.00	.00	.00	.00	
<i>Other Financing Sources Totals</i>		\$5,070,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Division 5090 - Evergreen Properties Totals		\$5,140,615.85	\$36,027.50	\$20,697.01	\$0.00	\$3,700.00	\$3,700.00	\$0.00	\$0.00	
Department 50 - Planning, Bldg and Dev Totals		\$6,509,184.12	\$1,546,178.96	\$1,781,922.34	\$2,742,280.00	\$2,696,467.82	\$2,738,590.00	\$2,975,075.00	\$3,045,960.00	
REVENUE TOTALS		\$6,509,184.12	\$1,546,178.96	\$1,781,922.34	\$2,742,280.00	\$2,696,467.82	\$2,738,590.00	\$2,975,075.00	\$3,045,960.00	

EXPENSE									
Department 50 - Planning, Bldg and Dev									
Division 5084 - Downtown Development									
<i>Personnel Services</i>									
248.50.5084.6001	Salaries and Wages Full Time	.00	.00	18,149.26	114,150.00	49,900.04	86,245.00	147,390.00	147,390.00
Position Transactions									
<i>Level</i>		<i>Position</i>		<i>Type</i>		<i>Code</i>		<i>Total Amount</i>	
Finance Review		10910 - DDA Director		Earnings				141,880.00	



Budget Worksheet Report

Budget Year 2027

G/L Account	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Actual Amount	2026 Amended Budget	2026 Actual Amount	2026 Estimated Amount	2027 Department Request	2027 Finance Review
Fund 248 - Downtown Development Authority									
EXPENSE									
Department 50 - Planning, Bldg and Dev									
Division 5084 - Downtown Development									
Personnel Services									
	Finance Review								5,510.00
	703902 - Parks & Rec Lead Cust Serv Assoc								Earnings
									Finance Review Totals
									\$147,390.00
248.50.5084.6003	Wages - Contingent	.00	.00	.00	6,440.00	1,755.00	4,500.00	11,700.00	11,700.00
	Position Transactions								
	Level	Position		Type	Code		Total Amount		
	Finance Review	10804 - Intern/Work Study - DDA		Earnings			11,700.00		
							Finance Review Totals		
							\$11,700.00		
248.50.5084.6005	Leave Time Payout	.00	.00	.00	2,250.00	2,438.27	2,440.00	2,770.00	2,770.00
	Position Transactions								
	Level	Position		Type	Code		Total Amount		
	Finance Review	10910 - DDA Director		Earnings			2,770.00		
							Finance Review Totals		
							\$2,770.00		
248.50.5084.6025	Car Allowance	.00	.00	600.00	3,600.00	1,200.00	1,200.00	.00	.00
248.50.5084.6071	S&W - Direct Charges	116,330.04	125,085.00	31,980.00	31,980.00	16,485.03	21,980.00	46,355.00	36,355.00
	Budget Transactions								
	Level	Transaction		Number of Units		Cost Per Unit		Total Amount	
	Finance Review	Direct Charges Tickler - FY2027		1.0000		36,355.00		36,355.00	
								Finance Review Totals	
								\$36,355.00	
248.50.5084.6110	Health Insurance - Actives	.00	.00	3,526.17	21,460.00	9,470.14	15,055.00	24,230.00	24,230.00
	Position Transactions								
	Level	Position		Type	Code		Total Amount		
	Finance Review	10910 - DDA Director		Benefit	HEALTH WMHIP - Health - Western MI Health Pool		23,410.00		
	Finance Review	703902 - Parks & Rec Lead Cust Serv Assoc		Benefit	HEALTH WMHIP - Health - Western MI Health Pool		820.00		
							Finance Review Totals		
							\$24,230.00		
248.50.5084.6111	Rx Insurance - Actives	.00	.00	236.72	640.00	284.12	450.00	720.00	720.00
	Position Transactions								
	Level	Position		Type	Code		Total Amount		
	Finance Review	10910 - DDA Director		Benefit	RX WMHIP - Rx - Western MI Health Pool		700.00		
	Finance Review	703902 - Parks & Rec Lead Cust Serv Assoc		Benefit	RX WMHIP - Rx - Western MI Health Pool		20.00		
							Finance Review Totals		
							\$720.00		



Budget Worksheet Report

Budget Year 2027

G/L Account	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Actual Amount	2026 Amended Budget	2026 Actual Amount	2026 Estimated Amount	2027 Department Request	2027 Finance Review
Fund 248 - Downtown Development Authority									
EXPENSE									
Department 50 - Planning, Bldg and Dev									
Division 5084 - Downtown Development									
Personnel Services									
248.50.5084.6150	Dental Insurance	.00	.00	194.37	1,140.00	502.72	800.00	1,200.00	1,200.00
	Position Transactions								
	Level								Total Amount
	Finance Review								1,160.00
	Position								
	10910 - DDA Director								Benefit
	Finance Review								40.00
	703902 - Parks & Rec Lead Cust Serv Assoc								Benefit
	Finance Review								40.00
	Finance Review Totals								\$1,200.00
248.50.5084.6155	Optical Insurance	.00	.00	28.48	160.00	71.16	115.00	170.00	170.00
	Position Transactions								
	Level								Total Amount
	Finance Review								160.00
	Position								
	10910 - DDA Director								Benefit
	Finance Review								10.00
	703902 - Parks & Rec Lead Cust Serv Assoc								Benefit
	Finance Review								10.00
	Finance Review Totals								\$170.00
248.50.5084.6158	Long Term Care Insurance	.00	.00	94.02	.00	285.18	185.00	650.00	650.00
	Position Transactions								
	Level								Total Amount
	Finance Review								650.00
	Position								
	10910 - DDA Director								Benefit
	Finance Review								650.00
	Finance Review Totals								\$650.00
248.50.5084.6160	Long Term Disability Insurance	.00	.00	52.44	330.00	144.18	220.00	430.00	430.00
	Position Transactions								
	Level								Total Amount
	Finance Review								410.00
	Position								
	10910 - DDA Director								Benefit
	Finance Review								20.00
	703902 - Parks & Rec Lead Cust Serv Assoc								Benefit
	Finance Review								20.00
	Finance Review Totals								\$430.00
248.50.5084.6165	Life Insurance	.00	.00	70.56	440.00	194.00	300.00	570.00	570.00
	Position Transactions								
	Level								Total Amount
	Finance Review								550.00
	Position								
	10910 - DDA Director								Benefit
	Finance Review								20.00
	703902 - Parks & Rec Lead Cust Serv Assoc								Benefit
	Finance Review								20.00
	Finance Review Totals								\$570.00



Budget Worksheet Report

Budget Year 2027

G/L Account	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Actual Amount	2026 Amended Budget	2026 Actual Amount	2026 Estimated Amount	2027 Department Request	2027 Finance Review
Fund 248 - Downtown Development Authority									
EXPENSE									
Department 50 - Planning, Bldg and Dev									
Division 5084 - Downtown Development									
Personnel Services									
248.50.5084.6201	Social Security	.00	.00	1,429.10	9,670.00	4,153.32	6,575.00	12,390.00	12,390.00
	Position Transactions								
	Level								Total Amount
	Finance Review								730.00
	10804 - Intern/Work Study - DDA								Tax
	Finance Review								170.00
	10804 - Intern/Work Study - DDA								Tax
	Finance Review								8,970.00
	10910 - DDA Director								Tax
	Finance Review								2,100.00
	10910 - DDA Director								Tax
	Finance Review								340.00
	703902 - Parks & Rec Lead Cust Serv Assoc								Tax
	Finance Review								80.00
	703902 - Parks & Rec Lead Cust Serv Assoc								Tax
	Finance Review								80.00
									Finance Review Totals
									\$12,390.00
248.50.5084.6222	Retirement - Hybrid DB	.00	.00	1,617.16	10,480.00	4,673.89	7,250.00	13,480.00	13,480.00
	Position Transactions								
	Level								Total Amount
	Finance Review								12,990.00
	10910 - DDA Director								Benefit
	Finance Review								490.00
	703902 - Parks & Rec Lead Cust Serv Assoc								Benefit
	Finance Review								490.00
									Finance Review Totals
									\$13,480.00
248.50.5084.6224	Retirement - Hybrid DC	.00	.00	257.77	1,520.00	679.95	1,045.00	1,540.00	1,540.00
	Position Transactions								
	Level								Total Amount
	Finance Review								1,480.00
	10910 - DDA Director								Benefit
	Finance Review								60.00
	703902 - Parks & Rec Lead Cust Serv Assoc								Benefit
	Finance Review								60.00
									Finance Review Totals
									\$1,540.00
248.50.5084.6301	Workers Compensation	.00	.00	16.16	70.00	31.75	50.00	100.00	100.00
	Position Transactions								
	Level								Total Amount
	Finance Review								10.00
	10804 - Intern/Work Study - DDA								Workers Comp
	Finance Review								90.00
	10910 - DDA Director								Workers Comp
	Finance Review								90.00
									Finance Review Totals
									\$100.00
248.50.5084.6309	HCSF - City Match	.00	.00	176.64	1,000.00	446.06	700.00	1,100.00	1,100.00
	Position Transactions								
	Level								Total Amount
	Finance Review								1,000.00
	10910 - DDA Director								Benefit
	Finance Review								1,000.00
									HCSP - Health Care Savings Plan



Budget Worksheet Report

Budget Year 2027

G/L Account	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Actual Amount	2026 Amended Budget	2026 Actual Amount	2026 Estimated Amount	2027 Department Request	2027 Finance Review	
Fund 248 - Downtown Development Authority										
EXPENSE										
Department 50 - Planning, Bldg and Dev										
Division 5084 - Downtown Development										
Personnel Services										
	Finance Review		703902 - Parks & Rec Lead Cust Serv Assoc	Benefit	HCSP - Health Care Savings Plan				100.00	
								Finance Review Totals	\$1,100.00	
248.50.5084.6315	Employee Parking Permits	.00	.00	.00	660.00	495.00	660.00	660.00	660.00	
	Budget Transactions									
	Level	Transaction			Number of Units	Cost Per Unit	Total Amount			
	Finance Review	^Employee Parking Permits - FY2027			1.0000	660.00	660.00			
								Finance Review Totals	\$660.00	
248.50.5084.6341	Fringe Benefits - Direct Charges	38,529.96	38,809.92	3,710.04	3,710.00	307.53	410.00	4,210.00	910.00	
	Budget Transactions									
	Level	Transaction			Number of Units	Cost Per Unit	Total Amount			
	Finance Review	Direct Charges Tickler - FY2027			1.0000	910.00	910.00			
								Finance Review Totals	\$910.00	
	Personnel Services Totals		\$154,860.00	\$163,894.92	\$62,138.89	\$209,700.00	\$93,517.34	\$150,180.00	\$269,665.00	\$256,365.00
Operating Costs										
248.50.5084.7201	Operating Supplies	1,615.28	2,375.69	4,604.99	12,950.00	4,332.01	9,500.00	12,700.00	12,700.00	
	Budget Transactions									
	Level	Transaction			Number of Units	Cost Per Unit	Total Amount			
	Finance Review	Downtown Art Supplies			1.0000	5,600.00	5,600.00			
	Finance Review	General Supplies			1.0000	1,000.00	1,000.00			
	Finance Review	Maintenance Supplies			1.0000	1,750.00	1,750.00			
	Finance Review	Meeting Supplies			1.0000	3,600.00	3,600.00			
	Finance Review	Plaques			1.0000	750.00	750.00			
								Finance Review Totals	\$12,700.00	
248.50.5084.7401	Contract Services	96,066.25	129,191.64	25,784.37	101,870.00	74,116.87	115,500.00	178,085.00	178,085.00	
	Budget Transactions									
	Level	Transaction			Number of Units	Cost Per Unit	Total Amount			
	Finance Review	Ambassador Program			1.0000	100,000.00	100,000.00			
	Finance Review	Communication/Promotion DMB			1.0000	2,000.00	2,000.00			
	Finance Review	Design Guidelines			1.0000	4,000.00	4,000.00			
	Finance Review	Downtown communications support/survey			1.0000	2,500.00	2,500.00			
	Finance Review	Parklet Delivery, Repair & Installation			1.0000	4,400.00	4,400.00			
	Finance Review	Rotating Art Frames			1.0000	8,325.00	8,325.00			



Budget Worksheet Report

Budget Year 2027

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Fund 248 - Downtown Development Authority									
EXPENSE									
Department 50 - Planning, Bldg and Dev									
Division 5084 - Downtown Development									
Operating Costs									
	Finance Review					1.0000	7,360.00	7,360.00	
	Finance Review					1.0000	12,000.00	12,000.00	
	Finance Review					1.0000	16,000.00	16,000.00	
	Finance Review					1.0000	2,500.00	2,500.00	
	Finance Review					1.0000	12,000.00	12,000.00	
	Finance Review					1.0000	7,000.00	7,000.00	
							Finance Review Totals	\$178,085.00	
248.50.5084.7415	Municipal Service Agreement	205,000.00	185,047.50	377,980.00	587,305.00	298,818.77	376,950.00	847,120.00	503,210.00

Budget Transactions					
Level	Transaction		Number of Units	Cost Per Unit	Total Amount
Finance Review	Clothing/Shoe Reimbursement		1.0000	1,075.00	1,075.00
Finance Review	Communications and software		1.0000	2,140.00	2,140.00
Finance Review	Contracted Labor		1.0000	8,925.00	8,925.00
Finance Review	DPW Additional Amount		1.0000	37,430.00	37,430.00
Finance Review	DPW Contracted Labor and Services		1.0000	29,445.00	29,445.00
Finance Review	DPW Lead Worker		1.0000	102,990.00	102,990.00
Finance Review	ELPD - EL Downtown Lighting		1.0000	10,000.00	10,000.00
Finance Review	ELPD Downtown Social Worker		1.0000	76,090.00	76,090.00
Finance Review	ELPD officers 2		2.0000	100,870.00	201,740.00
Finance Review	ELPD officers 2		2.0000	(100,870.00)	(201,740.00)
Finance Review	Garage Equipment Rental		1.0000	48,945.00	48,945.00
Finance Review	Labor - 2 Employees		1.0000	143,570.00	143,570.00
Finance Review	Labor - Engineering Charges		1.0000	5,000.00	5,000.00
Finance Review	Materials and Chemicals - Maintenance		1.0000	1,000.00	1,000.00
Finance Review	Minor Equipment		1.0000	2,450.00	2,450.00
Finance Review	Operating Supplies		1.0000	27,750.00	27,750.00
Finance Review	Utilities Electric (Bill Sharp Park Lights & Downtown Fountains)		1.0000	5,100.00	5,100.00
Finance Review	Utilities Gas		1.0000	300.00	300.00
Finance Review	Utilities Water & Sewer		1.0000	1,000.00	1,000.00
				Finance Review Totals	\$503,210.00



Budget Worksheet Report

Budget Year 2027

G/L Account	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Actual Amount	2026 Amended Budget	2026 Actual Amount	2026 Estimated Amount	2027 Department Request	2027 Finance Review
Fund 248 - Downtown Development Authority									
EXPENSE									
Department 50 - Planning, Bldg and Dev									
Division 5084 - Downtown Development									
Operating Costs									
248.50.5084.7501	Legal Services - General	5,319.00	6,291.00	18,924.00	12,000.00	16,567.50	25,000.00	15,000.00	20,000.00
Budget Transactions									
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>		<i>Total Amount</i>
	Finance Review					1.0000	20,000.00		20,000.00
									<u>20,000.00</u>
									Finance Review Totals
									\$20,000.00
248.50.5084.7510	Audit Services	4,750.00	4,420.01	4,600.00	4,785.00	4,785.00	4,785.00	4,980.00	4,980.00
Budget Transactions									
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>		<i>Total Amount</i>
	Finance Review					1.0000	4,980.00		4,980.00
									<u>4,980.00</u>
									Finance Review Totals
									\$4,980.00
248.50.5084.7530	Software Maintenance Agreement	.00	.00	1,080.00	.00	.00	.00	.00	.00
248.50.5084.7601	Insurance, Bonds and Claims	.00	.00	.00	.00	.00	.00	475.00	475.00
Budget Transactions									
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>		<i>Total Amount</i>
	Finance Review					1.0000	475.00		475.00
									<u>475.00</u>
									Finance Review Totals
									\$475.00
248.50.5084.7701	Communications - Telephone	2,196.00	2,271.00	164.13	.00	233.66	420.00	480.00	480.00
Budget Transactions									
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>		<i>Total Amount</i>
	Finance Review					12.0000	40.00		480.00
									<u>480.00</u>
									Finance Review Totals
									\$480.00
248.50.5084.7810	Sponsorships	500.00	500.00	4,200.00	9,500.00	3,500.00	9,500.00	12,000.00	12,000.00
Budget Transactions									
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>		<i>Total Amount</i>
	Finance Review					1.0000	1,000.00		1,000.00
	Finance Review					1.0000	2,500.00		2,500.00
	Finance Review					1.0000	1,000.00		1,000.00
	Finance Review					1.0000	1,000.00		1,000.00
	Finance Review					1.0000	500.00		500.00
	Finance Review					1.0000	5,000.00		5,000.00
	Finance Review					1.0000	1,000.00		1,000.00
									<u>12,000.00</u>
									Finance Review Totals
									\$12,000.00



Budget Worksheet Report

Budget Year 2027

G/L Account	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Actual Amount	2026 Amended Budget	2026 Actual Amount	2026 Estimated Amount	2027 Department Request	2027 Finance Review
Fund 248 - Downtown Development Authority									
EXPENSE									
Department 50 - Planning, Bldg and Dev									
Division 5084 - Downtown Development									
Operating Costs									
248.50.5084.7901	Printing and Publishing	.00	.00	436.72	.00	.00	.00	.00	.00
248.50.5084.8001	Dues and Memberships	475.00	800.00	650.00	800.00	2,750.00	2,895.00	2,895.00	2,895.00
Budget Transactions									
<i>Level Transaction</i>						<i>Number of Units</i>	<i>Cost Per Unit</i>		<i>Total Amount</i>
Finance Review	IDA					1.0000	1,800.00		1,800.00
Finance Review	Main Street America					1.0000	295.00		295.00
Finance Review	MDA					1.0000	400.00		400.00
Finance Review	MEDA					1.0000	400.00		400.00
								Finance Review Totals	\$2,895.00
248.50.5084.8101	Employee Training & Travel	174.00	.00	.00	.00	135.00	635.00	600.00	600.00
Budget Transactions									
<i>Level Transaction</i>						<i>Number of Units</i>	<i>Cost Per Unit</i>		<i>Total Amount</i>
Finance Review	Conference and Field Trip Travel					2.0000	300.00		600.00
								Finance Review Totals	\$600.00
248.50.5084.8205	Utilities - Electric	486.29	1,370.68	330.00	360.00	240.00	360.00	360.00	360.00
Budget Transactions									
<i>Level Transaction</i>						<i>Number of Units</i>	<i>Cost Per Unit</i>		<i>Total Amount</i>
Finance Review	400 Block String Lighting					1.0000	360.00		360.00
								Finance Review Totals	\$360.00
248.50.5084.8460	Project Development Fund	92,801.83	60,272.60	13,708.46	15,000.00	540.00	5,000.00	15,000.00	15,000.00
Budget Transactions									
<i>Level Transaction</i>						<i>Number of Units</i>	<i>Cost Per Unit</i>		<i>Total Amount</i>
Finance Review	Facade Improvement Program					1.0000	15,000.00		15,000.00
								Finance Review Totals	\$15,000.00
248.50.5084.8501	Repairs and Maintenance	10,409.69	19,153.60	1,824.08	3,000.00	205.00	3,000.00	3,000.00	3,000.00
Budget Transactions									
<i>Level Transaction</i>						<i>Number of Units</i>	<i>Cost Per Unit</i>		<i>Total Amount</i>
Finance Review	Repairs & Maintenance					1.0000	3,000.00		3,000.00
								Finance Review Totals	\$3,000.00



Budget Worksheet Report

Budget Year 2027

G/L Account	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Actual Amount	2026 Amended Budget	2026 Actual Amount	2026 Estimated Amount	2027 Department Request	2027 Finance Review
Fund 248 - Downtown Development Authority									
EXPENSE									
Department 50 - Planning, Bldg and Dev									
Division 5084 - Downtown Development									
Operating Costs									
248.50.5084.8801	General Government Indirect Charge Allocation	.00	.00	.00	.00	69,986.25	93,315.00	93,315.00	93,315.00
Budget Transactions									
<i>Level</i>						<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>	
Finance Review	Transaction								
	Indirect Charges Tickler - FY2027					1.0000	93,315.00	93,315.00	
						Finance Review Totals		\$93,315.00	
248.50.5084.8810	City Facility Rental	.00	.00	1,812.50	4,680.00	1,805.00	4,680.00	4,680.00	4,680.00
Budget Transactions									
<i>Level</i>						<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>	
Finance Review	Transaction								
	Hannah Community Center					12.0000	300.00	3,600.00	
Finance Review	Parklet Parking Space Rental					1.0000	1,080.00	1,080.00	
						Finance Review Totals		\$4,680.00	
248.50.5084.8820	City Computer Rental	4,485.00	4,485.00	5,805.00	5,920.00	4,439.97	5,920.00	5,920.00	5,920.00
Budget Transactions									
<i>Level</i>						<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>	
Finance Review	Transaction								
	Computer Charges Tickler - FY2027					1.0000	5,920.00	5,920.00	
						Finance Review Totals		\$5,920.00	
<i>Operating Costs Totals</i>		\$424,278.34	\$416,178.72	\$461,904.25	\$758,170.00	\$482,455.03	\$657,460.00	\$1,196,610.00	\$857,700.00
<i>Capital Outlay</i>									
248.50.5084.9001	Capital Outlay	26,278.00	.00	.00	705,000.00	11,781.25	161,780.00	570,000.00	865,000.00
Budget Transactions									
<i>Level</i>						<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>	
Finance Review	Transaction								
	Buildout of Downtown Office					1.0000	120,000.00	120,000.00	
Finance Review	Downtown Restroom					1.0000	250,000.00	250,000.00	
Finance Review	Landscape Barricades					1.0000	50,000.00	50,000.00	
Finance Review	Sidewalk Safety Improvements					4.0000	80,000.00	320,000.00	
Finance Review	Sidewalk Safety/Valley Court Connectivity					1.0000	75,000.00	75,000.00	
Finance Review	Wayfinding Signage					1.0000	50,000.00	50,000.00	
						Finance Review Totals		\$865,000.00	
<i>Capital Outlay Totals</i>		\$26,278.00	\$0.00	\$0.00	\$705,000.00	\$11,781.25	\$161,780.00	\$570,000.00	\$865,000.00



Budget Worksheet Report

Budget Year 2027

G/L Account	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Actual Amount	2026 Amended Budget	2026 Actual Amount	2026 Estimated Amount	2027 Department Request	2027 Finance Review
Fund 248 - Downtown Development Authority									
EXPENSE									
Department 50 - Planning, Bldg and Dev									
Division 5084 - Downtown Development									
Transfers Out									
248.50.5084.9701	Contribution to General Fund	.00	.00	.00	118,275.00	88,706.25	118,275.00	121,800.00	121,800.00
Budget Transactions									
Level Transaction				Number of Units		Cost Per Unit		Total Amount	
Finance Review Street Lighting				1.0000		118,275.00		118,275.00	
Finance Review Totals								\$118,275.00	
248.50.5084.9715	Contribution to Debt Service Fund	353,304.96	354,630.00	325,014.96	.00	.00	.00	.00	.00
248.50.5084.9730	Contribution to Parking Fund	133,269.33	133,376.92	140,687.54	139,395.00	139,556.49	139,555.00	143,325.00	143,325.00
Transfers Out Totals		\$486,574.29	\$488,006.92	\$465,702.50	\$257,670.00	\$228,262.74	\$257,830.00	\$265,125.00	\$265,125.00
Replenish Fund Equity									
248.50.5084.9996	Replenish Fund Equity	.00	.00	.00	91,850.00	.00	.00	34,840.00	40,745.00
Budget Transactions									
Level Transaction				Number of Units		Cost Per Unit		Total Amount	
Finance Review Replenish Fund Equity				1.0000		91,850.00		91,850.00	
Finance Review Totals								\$91,850.00	
Replenish Fund Equity Totals		\$0.00	\$0.00	\$0.00	\$91,850.00	\$0.00	\$0.00	\$34,840.00	\$40,745.00
Division 5084 - Downtown Development Totals		\$1,091,990.63	\$1,068,080.56	\$989,745.64	\$2,022,390.00	\$816,016.36	\$1,227,250.00	\$2,336,240.00	\$2,284,935.00
Division 5088 - Downtown Waste Mgmt Program									
Personnel Services									
248.50.5088.6071	S&W - Direct Charges	.00	.00	4,845.00	6,710.00	5,032.53	6,710.00	6,910.00	6,910.00
Budget Transactions									
Level Transaction				Number of Units		Cost Per Unit		Total Amount	
Finance Review Direct Charges Tickler - FY2027				1.0000		6,910.00		6,910.00	
Finance Review Totals								\$6,910.00	
248.50.5088.6341	Fringe Benefits - Direct Charges	.00	.00	954.96	1,300.00	974.97	1,300.00	1,340.00	1,340.00
Budget Transactions									
Level Transaction				Number of Units		Cost Per Unit		Total Amount	
Finance Review Direct Charges Tickler - FY2027				1.0000		1,340.00		1,340.00	
Finance Review Totals								\$1,340.00	
Personnel Services Totals		\$0.00	\$0.00	\$5,799.96	\$8,010.00	\$6,007.50	\$8,010.00	\$8,250.00	\$8,250.00



Budget Worksheet Report

Budget Year 2027

G/L Account	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Actual Amount	2026 Amended Budget	2026 Actual Amount	2026 Estimated Amount	2027 Department Request	2027 Finance Review
Fund 248 - Downtown Development Authority									
EXPENSE									
Department 50 - Planning, Bldg and Dev									
Division 5088 - Downtown Waste Mgmt Program									
Operating Costs									
248.50.5088.7401	Contract Services	.00	.00	161,530.48	130,840.00	134,650.01	157,925.00	139,610.00	168,485.00
	Budget Transactions								
	Level Transaction					Number of Units	Cost Per Unit	Total Amount	
	Finance Review Harvey Electronics - Cameras					12.0000	420.00	5,040.00	
	Finance Review Speedwrench					12.0000	460.00	5,520.00	
	Finance Review Waste Management					1.0000	157,925.00	157,925.00	
							Finance Review Totals	\$168,485.00	
248.50.5088.7701	Communications - Telephone	.00	.00	2,196.00	2,200.00	1,755.00	2,200.00	2,050.00	2,050.00
	Budget Transactions								
	Level Transaction					Number of Units	Cost Per Unit	Total Amount	
	Finance Review Camera Service					1.0000	900.00	900.00	
	Finance Review Steller Cameras					1.0000	1,150.00	1,150.00	
							Finance Review Totals	\$2,050.00	
248.50.5088.8205	Utilities - Electric	.00	30.00	1,838.26	1,800.00	1,076.14	1,840.00	1,800.00	1,800.00
	Budget Transactions								
	Level Transaction					Number of Units	Cost Per Unit	Total Amount	
	Finance Review Refuse Rooms					1.0000	1,800.00	1,800.00	
							Finance Review Totals	\$1,800.00	
248.50.5088.8501	Repairs and Maintenance	.00	.00	2,188.87	2,350.00	580.97	2,190.00	8,000.00	8,000.00
	Budget Transactions								
	Level Transaction					Number of Units	Cost Per Unit	Total Amount	
	Finance Review Refuse Rooms Repairs and Maintenance					1.0000	8,000.00	8,000.00	
							Finance Review Totals	\$8,000.00	
	Operating Costs Totals	\$0.00	\$30.00	\$167,753.61	\$137,190.00	\$138,062.12	\$164,155.00	\$151,460.00	\$180,335.00
Division 5088 - Downtown Waste Mgmt Program	Totals	\$0.00	\$30.00	\$173,553.57	\$145,200.00	\$144,069.62	\$172,165.00	\$159,710.00	\$188,585.00



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Budget Year 2027

G/L Account	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Actual Amount	2026 Amended Budget	2026 Actual Amount	2026 Estimated Amount	2027 Department Request	2027 Finance Review
Fund 248 - Downtown Development Authority									
EXPENSE									
Department 50 - Planning, Bldg and Dev									
Division 5090 - Evergreen Properties									
Operating Costs									
248.50.5090.7401	Contract Services	17,085.04	29,500.00	5,405.53	2,500.00	903.50	1,000.00	2,500.00	2,500.00
	Budget Transactions								
	Level Transaction					Number of Units	Cost Per Unit	Total Amount	
	Finance Review Lawn Mowing and Snow Removal					1.0000	2,500.00	2,500.00	
								Finance Review Totals	\$2,500.00
248.50.5090.7601	Insurance, Bonds and Claims	2,760.00	2,904.96	.00	.00	.00	.00	.00	.00
248.50.5090.8220	Utilities - Other	985.98	586.52	626.68	650.00	533.50	535.00	650.00	650.00
	Budget Transactions								
	Level Transaction					Number of Units	Cost Per Unit	Total Amount	
	Finance Review Water Service 340 Evergreen					1.0000	325.00	325.00	
	Finance Review Water Service 344 Evergreen					1.0000	325.00	325.00	
								Finance Review Totals	\$650.00
248.50.5090.8501	Repairs and Maintenance	.00	1,396.30	268.03	1,000.00	.00	.00	1,000.00	1,000.00
	Budget Transactions								
	Level Transaction					Number of Units	Cost Per Unit	Total Amount	
	Finance Review Repairs & Maintenance					1.0000	1,000.00	1,000.00	
								Finance Review Totals	\$1,000.00
248.50.5090.8627	Taxes	32,252.95	8,821.20	.00	.00	.00	.00	.00	.00
	Operating Costs Totals	\$53,083.97	\$43,208.98	\$6,300.24	\$4,150.00	\$1,437.00	\$1,535.00	\$4,150.00	\$4,150.00
	Debt Service								
248.50.5090.9501	Principal Payment	5,137,377.00	300,000.00	335,000.00	355,000.00	355,000.00	355,000.00	370,000.00	370,000.00
	Budget Transactions								
	Level Transaction					Number of Units	Cost Per Unit	Total Amount	
	Finance Review FY27 DDA Evergreen Refunding Bond principal					1.0000	370,000.00	370,000.00	
								Finance Review Totals	\$370,000.00
248.50.5090.9505	Interest Expense	207,654.18	266,935.50	231,822.00	215,540.00	215,541.00	215,545.00	198,290.00	198,290.00
	Budget Transactions								
	Level Transaction					Number of Units	Cost Per Unit	Total Amount	
	Finance Review FY27 DDA Evergreen Refunding Bond interest					1.0000	198,290.00	198,290.00	
								Finance Review Totals	\$198,290.00
248.50.5090.9515	Bond Issuance Costs	42,473.00	.00	.00	.00	.00	.00	.00	.00
	Debt Service Totals	\$5,387,504.18	\$566,935.50	\$566,822.00	\$570,540.00	\$570,541.00	\$570,545.00	\$568,290.00	\$568,290.00



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G/L Account	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Actual Amount	2026 Amended Budget	2026 Actual Amount	2026 Estimated Amount	2027 Department Request	2027 Finance Review
Fund	248 - Downtown Development Authority								
	EXPENSE								
	Department 50 - Planning, Bldg and Dev								
	Division 5090 - Evergreen Properties Totals	\$5,440,588.15	\$610,144.48	\$573,122.24	\$574,690.00	\$571,978.00	\$572,080.00	\$572,440.00	\$572,440.00
	Department 50 - Planning, Bldg and Dev Totals	\$6,532,578.78	\$1,678,255.04	\$1,736,421.45	\$2,742,280.00	\$1,532,063.98	\$1,971,495.00	\$3,068,390.00	\$3,045,960.00
	EXPENSE TOTALS	\$6,532,578.78	\$1,678,255.04	\$1,736,421.45	\$2,742,280.00	\$1,532,063.98	\$1,971,495.00	\$3,068,390.00	\$3,045,960.00
Fund	248 - Downtown Development Authority Totals								
	REVENUE TOTALS	\$6,509,184.12	\$1,546,178.96	\$1,781,922.34	\$2,742,280.00	\$2,696,467.82	\$2,738,590.00	\$2,975,075.00	\$3,045,960.00
	EXPENSE TOTALS	\$6,532,578.78	\$1,678,255.04	\$1,736,421.45	\$2,742,280.00	\$1,532,063.98	\$1,971,495.00	\$3,068,390.00	\$3,045,960.00
Fund	248 - Downtown Development Authority Totals	(\$23,394.66)	(\$132,076.08)	\$45,500.89	\$0.00	\$1,164,403.84	\$767,095.00	(\$93,315.00)	\$0.00
	Net Grand Totals								
	REVENUE GRAND TOTALS	\$6,509,184.12	\$1,546,178.96	\$1,781,922.34	\$2,742,280.00	\$2,696,467.82	\$2,738,590.00	\$2,975,075.00	\$3,045,960.00
	EXPENSE GRAND TOTALS	\$6,532,578.78	\$1,678,255.04	\$1,736,421.45	\$2,742,280.00	\$1,532,063.98	\$1,971,495.00	\$3,068,390.00	\$3,045,960.00
	Net Grand Totals	(\$23,394.66)	(\$132,076.08)	\$45,500.89	\$0.00	\$1,164,403.84	\$767,095.00	(\$93,315.00)	\$0.00

DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF EAST LANSING

FY 2027 BUDGET AND TAX RATE RESOLUTION

WHEREAS, the Downtown Development Authority preliminarily approved a budget for Fiscal Year 2027 at its Board meeting on May 28, 2026, which included a proposed property tax millage rate to be levied to support the proposed budget; and

WHEREAS, the property tax millage rate proposed to be levied to support the proposed budget was the subject of an open meeting in compliance with the Open Meetings Act; and

WHEREAS, the Downtown Development Authority may levy, pursuant to the provisions of Act 57 of 2018, and subject to the approval of the City Council, not more than 2 mills of tax on the real and tangible personal property not exempt by law and as finally equalized in the downtown district; and

WHEREAS, the Authority hereby finds and determines that the levying of such tax is necessary to carry out the purposes for which is was created.

NOW, THEREFORE, BE IT RESOLVED, that the Downtown Development Authority of the City of East Lansing, hereby levies, subject to the City Council of the City of East Lansing approval, **1.6229 mills of tax on each \$1,000 of taxable value on the real and tangible personal property not exempt by law on all properties located within the Downtown Development Authority District for the purpose of financing the operations of the Downtown Development Authority.**

Moved by Board Member _____, supported by Board Member _____, to approve the Resolution.

AYES:

NAYS:

Michael Krueger, Chair
Downtown Development Authority

SECRETARY’S CERTIFICATION: I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Downtown Development Authority of the City of East Lansing at its meeting held on Thursday, May 28, 2026, the original of which is part of the Downtown Development Authority minutes.

Robert Belleman, Secretary
Downtown Development Authority of the City of East Lansing



Downtown Development Authority **AGENDA ITEM REPORT**

To: Downtown Development Authority
Subject: Consideration of a request from Michael Mudrey, of For Crepe Sake East Lansing, LLC for approval of a Special Use Permit to allow alcohol service at 601 East Grand River Avenue.
Meeting: Downtown Development Authority - 23 Apr 2026
Department: Downtown Development Agenda Group
Staff Contact: Lori Mullins, Downtown Development Authority Executive Director

BACKGROUND INFORMATION:

Attached for the DDA's review and consideration is the staff report prepared for the planning commission for a Special Use Permit application to allow alcohol service at 601 East Grand River Avenue. The Applicant request is to allow alcohol service for their restaurant, For Crepes Sake, that would be relocating from its current location at 211 MAC Avenue to the former Taco Bell building at 601 E. Grand River Avenue. The Applicant would renovate the space that has been vacant since 2022 and will continue to operate as a food-focused restaurant and cafe centered on made-to-order crepes, coffee and casual dining. Alcohol will be offered as a complimentary component of the dining experience and the Applicant will use a Class C Liquor License that is currently in escrow. The Planning Commission will hold a Public Hearing on this application at their April 22, 2026 meeting. At your meeting, the Planning staff will provide the DDA with a summary of the Applicant's request and the DDA will have the opportunity to provide a recommendation to City Council.

RECOMMENDATION:

Below is a motion for the Board's consideration.

Move to recommend approval/denial of the Applicant's request for a Special Use Permit to allow alcohol service at 601 East Grand River Avenue.

ATTACHMENTS:

[601 E Grand River - SUP Application](#)
[601 E Grand River Crepe Sake Staff Report PC 4.22.26T](#)

**CITY OF EAST LANSING
LAND USE DEVELOPMENT APPLICATION**

PROPERTY ADDRESS: 601 E. Grand River **PARCEL ID(S):** 33-20-02-18-172-009

PROPERTY OWNER: Corey Partnership, LLC
 (Or legal representative)
Mailing Address: 117 Center Street, East Lansing, MI 48823

Contact Person: Doug Cron **E-mail Address:** cron@cronmgt.com
Office/Cell/Fax: (517) 290-2278

APPLICANT: For Crepe Sake East Lansing, LLC
 (If not property owner)
Mailing Address: 1378 Foxcroft Road, East Lansing, MI 48823

Contact Person: Michael Mudrey **E-mail Address:** mike@601-group.com
Office/Cell/Fax: (678) 551-9149

LEGAL STANDING: Lessee and Restaurant Operator
 (If non-owner applicant)

DESIGN CONSULTANT: Tim Mrozowski, AIA
Mailing Address: 613 Grove Street, East Lansing, MI 48823
Contact Person: Tim Mrozowski **E-mail Address:** tim.mrozowski@gmail.com
Office/Cell/Fax: (517) 648-1470

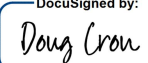
Note: The property owner, applicant and design consultant; as identified above will be mailed copies of meeting agendas, staff reports and other official communications related to this application. If co-applicants or additional consultants are involved and should also receive these materials, please list their name and mailing address on the back of this form.

PROPOSED ACTION(S): See Attached
 (Describe proposed development)


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

Please check one: **Yes** **No**

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

DocuSigned by:

 8DFE7AAA91B24CA...
Owner (mandatory)

3/11/2026
Date

Signed by:

 362088E8A46B466...
Applicant

3/11/2026
Date

SUBMIT TO:
 Department of Planning, Building & Development
 City of East Lansing, Room 217, 410 Abbot Road, East Lansing, MI 48823
 Phone: (517) 319-6930 Fax: (517) 337-1607 E-mail: coelplanningcommission@cityofeastlansing.com

PROPOSED ACTION(S):

(Describe proposed development)

For Crepe Sake proposes relocating from its current location at 211 MAC Avenue to the former Taco Bell building at 601 East Grand River Avenue and obtaining a Class C liquor license with accompanying Sunday Sales Permits. The relocation will include a modest interior remodel and updated signage. No structural changes to the building are proposed. Ownership of For Crepe Sake will remain the same, and there are no anticipated changes to the menu, service format, or overall restaurant/café business model.

For Crepe Sake will continue operating as a food-focused restaurant and café centered on made-to-order crêpes, coffee and casual dining. Alcohol service will be offered as a complementary component of the dining experience. Beverage offerings will primarily consist of light wines and simple cocktails, such as brunch-style drinks and other light pairings, intended to complement the existing menu and enhance the dining experience.

The establishment does not intend to operate as a bar, nightclub, or late-night drinking destination. There will be no standalone bar area, and alcohol service will remain secondary to food service. The atmosphere, hours of operation, and overall character of the business will remain consistent with the current location, which has operated successfully in East Lansing for years without nuisance or disruption.

The liquor license intends simply to enhance the dining experience for customers while maintaining the same casual, family-friendly café environment for which it is known. For Crepe Sake is committed to operating responsibly within the Grand River corridor and maintaining a positive relationship with the surrounding community and neighboring businesses.

CO-APPLICANTS OR ADDITIONAL CONSULTANTS:

Name: Adkison, Need, Allen & Rentrop **Role:** Attorney

Mailing Address: 39572 Woodward Ave. Suite 222, Bloomfield Hills, MI 48304

Contact Person: Hans Rentrop **E-mail Address:** hrentrop@anafirm.com

Office/Cell/Fax: (248) 540-7400 (248) 540-7401

Name: _____ **Role:** _____

Mailing Address: _____

Contact Person: _____ **E-mail Address:** _____

Office/Cell/Fax: _____

For Office Use:

APPROVAL NEEDED: Site Plan Special Use Permit Other: _____

Wetlands*: Y N **Flood Plain:** Y N **Historic District:** Y N **DDA:** Y N

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

MATERIALS SUBMITTED:

<u>X</u> _____	1 Reduced Set Drawings (11" x 17" or smaller)	_____	Descriptive Text (8 1/2" x 14" or smaller)	_____	Public Art Requirement Supplement
_____	Topographic Survey	_____	Parking Plan	_____	Wetland Verification*
_____	Proposed Site Plan	<u>X</u> _____	Building Floor Plan(s)	_____	Draft Mitigation Plan
_____	Landscape Plan	_____	Building Elevations	_____	Environmental Checklist
_____	Preliminary Utility Plan	_____	Land Use Summary	_____	Other: _____

*Wetland Assessments and Boundaries must be verified by the City Engineer

Fee Total: \$ _____ **Check No:** _____ **Date:** _____ **Received By:** _____

PRELIMINARY REVIEW SCHEDULE

The schedule below reflects the standard review process outlined in the Zoning Code and in the Planning Commission's By-laws. It may be necessary for the Planning Commission and/or the City Council to defer action on the application to one or more subsequent meetings to gather further information or to accommodate additional review and debate. Where wetlands are present, the Planning Commission cannot take final action until the Commission on the Environment has first reviewed it. The owner, applicant and their design assistants will be advised in advance of any change(s) in the meeting schedule on the application.

Wednesday:

Tuesday:

Planning Commission Hearing: _____ **City Council Receipt:** _____

Planning Commission Action: _____ **City Council Action:** _____

Land Use Summary Information
(Required to be submitted as part of application)

Application: For Crepe Sake

Existing Site Conditions	Acreage	Square Footage
Total Site Area	<u>No Change</u>	<u> </u>
Net Site Area	<u>No Change</u>	<u> </u>
Wetland Area	<u>No Change</u>	<u> </u>

Proposed Site Conditions	Square Footage	Percent of Site
Building Coverage (all structures)	<u>No Change</u>	<u> </u>
Roads, driveways and parking spaces	<u>No Change</u>	<u> </u>
Sidewalks, patios, other impervious surfaces	<u>No Change</u>	<u> </u>
Total Ground Coverage	<u>No Change</u>	<u> </u>
Wetland area to be preserved	<u>No Change</u>	<u> </u>
Wetland area to be filled or drained	<u>No Change</u>	<u> </u>
Proposed wetland mitigation area	<u>No Change</u>	<u> </u>

Proposed Development Parameters

Nonresidential Uses	Gross Floor Area	Net Floor Area
Total Floor Area	<u>3,500</u>	<u> </u>
Basement	<u>N/A</u>	<u> </u>
First Floor	<u>3,500</u>	<u> </u>
Second Floor	<u>N/A</u>	<u> </u>
Other Floors	<u>N/A</u>	<u> </u>
Other Elements	<u>N/A</u>	<u> </u>

Residential Uses	Total Number	Average Floor Area
Efficiency Units	<u>N/A</u>	<u> </u>
One-Bedroom Units	<u>N/A</u>	<u> </u>
Two-Bedroom Units	<u>N/A</u>	<u> </u>
Three-Bedroom Units	<u>N/A</u>	<u> </u>
Other Units	<u>N/A</u>	<u> </u>

Total Number Parking Spaces Provided
 Total Spaces No Change Small Car Spaces No Change Barrier-Free Spaces No Change

Prepared by: Michael Mudrey **Date:** 3/11/2026

**CITY OF EAST LANSING
ENVIRONMENTAL PERMITS CHECKLIST**
(To be submitted as part of application as applicable)

PROPERTY ADDRESS: 601 E. Grand River **PARCEL ID(S):** 33-20-02-18-172-009

PROPERTY OWNER: Corey Partnership, LLC
(Or its legal representative)
Mailing Address: 117 Center Street, East Lansing, Michigan 48823

Contact Person: Doug Cron **E-mail Address:** cron@cronmgt.com

Office/Cell/Fax Nos.: (517) 290-2278

APPLICANT: For Crepe Sake East Lansing, LLC
(If not property owner)
Mailing Address: 1378 Foxcroft Road, East Lansing, MI 48823

Contact Person: Michael Mudrey **E-mail Address:** mike@601-group.com

Office/Cell/Fax Nos.: (678) 551-9149

Signature:  **Date:** 3/11/2026

Instructions: Circle (Y/N) the items that may pertain to your project or facility; then contact the office(s) listed to determine specific requirements. Return a copy of this checklist to the Department of Planning & Community Development as part of your project or development submittal – even if the approvals have not yet been obtained. This list includes the most common permits and approvals related to waster, water quality, and air quality. Other permits and approvals, including City approvals may also be necessary.

1. Y N Will the project involve the discharge of any type of wastewater to a storm sewer, drain, lake, wetland, or other surface water? **Contact:** MDEQ/Water Bureau @ (517) 335-4176.
2. Y N Will the project involve the direct or indirect discharge of waste, waste effluent, wastewater, pollutants, and/or cooling water into the groundwater or on the ground? **Contact:** MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690.
3. Y N Will the project involve construction or alteration of any sewage collection or treatment facility? **Contact:** MDEQ/Water Bureau @ (517) 335-4176. For facilities discharging to surface waters, **Contact:** MDEQ/Water Division @ (517) 335-4176. For facilities discharging to groundwater, **Contact:** MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690.
4. Y N Will the project or facility store or use chemicals, petroleum products, or salt? Depending on the type of substance, secondary containment and a Pollution Incident Prevention Plan (PIPP) may be required. **Contact:** MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690 and Ingham County Health Department/ Environmental Health Division @ (517) 887-4312.
5. Y N Will the project involve the installation, operation, or removal of an underground or above ground storage tank containing a petroleum product or hazardous substance? **Contact:** MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690.
6. Y N Will the project involve liquefied petroleum gas storage tanks or container filling stations? **Contact:** MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690.
7. Y N Does the project involve the installation of a compressed natural gas dispensing station with storage? **Contact:** MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690.
8. Y N Will the project involve the generation of hazardous waste? **Contact:** MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690.
9. Y N Will the project involve the on-site treatment, storage, or disposal of hazardous waste? **Contact:** MDEQ/Waster & Hazardous Materials Division @ (517) 335-2690.

10. Y N Will the project involve the transport of hazardous waste or non-hazardous liquid industrial waste? **Contact:** MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690.
11. Y N Will the project involve landfilling, transferring or processing solid non-hazardous wastes on site? **Contact:** MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690.
12. Y N Will the project involve the installation, construction, reconstruction, relocation, or alteration of any process or process equipment (including air pollution control equipment) which has the potential to emit air contaminants? **Contact:** MDEQ/Air Quality Division @ (517) 373-7023.
13. Y N Will the project or facility involve the storage, mixing, or distribution of pesticides or fertilizers in bulk quantities? **Contact:** Michigan Department of Agriculture/Region 6 Pesticide & Plant Pest Management Division @ (517) 335-1830.
14. Y N Will the project involve a manmade change in the natural cover (land clearing) and/or topography of land, such as cut/fill activities that may contribute to soil erosion/sedimentation? **Contact:** Ingham County Drain Commissioner @ (517) 676-8395; City of East Lansing Engineering Department @ (517) 337-9459; and MDEQ/Land & Water Management Division @ (517) 373-1170.
15. Y N Will the project involve dredging, filling, or construction in, across, or under a river, stream, creek, ditch, drain, lake, pond, swamp, wetland(s), or floodplain? **Contact:** MDEQ/Land & Water Management Division @ (517) 373-1170; City of East Lansing Engineering Department @ (517) 337-9459; and Federal Emergency Management Agency @ (800) FEMA-MAP.
16. Y N Will the project involve any dredging proposed within 500 feet of a lake, river, stream, creek, or ditch? **Contact:** MDEQ/Land & Water Management Division @ (517) 373-1170.
17. Y N Will an on-site wastewater treatment system or septic system be installed?
*For subsurface sanitary sewage disposal in quantities equal to or greater than 10,000 gallons per day. **Contact:** MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690.*
*For subsurface disposal of sanitary sewage in quantities of 6,000 to 10,000 gallons per day: In addition to obtaining a construction permit from the Ingham County Health Department, submit a state wastewater discharge notification form. Flow monitoring and reporting are required. **Contact:** MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690.*
*For industrial or commercial wastewater (other than sanitary sewage) in any quantity. **Contact:** MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690.*
18. Y N Will the project involve construction of a water supply well or extension of a water supply service from an existing water system? **Contact:** MDEQ/Water Bureau @ (517) 335-4176.
19. Y N Are there out-of-service wells, abandoned wells, or cisterns on the site? (drinking water, irrigation & monitoring wells). **Contact:** MDEQ/Water Bureau @ (517) 335-4176; Ingham County Health Department/Environmental Health Division @ (517) 887-4312; and City of East Lansing Engineering Department @ (517) 337-9459.
20. Y N Will the project involve a subdivision or site condominium project utilizing individual on-site subsurface disposal systems or individual wells? **Contact:** Ingham County Health Department/Environmental Health Division @ (517) 887-4312.
21. Y N Will the project involve the on-site storage of sanitary sewage prior to transport and disposal off-site (pump and haul)? **Contact:** MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690.
22. Y N Has the site/facility ever been subject to a remedial action, limited closure, or other environmental cleanup response under Part 201, Natural Resources and Environmental Protection Act (NREPA)? Is the property currently subject to a response action? Has a Baseline Environmental Assessment (BEA) been completed for the property? **Contact:** MDEQ/Remediation & Redevelopment Division @ (517) 373-9837 and/or MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690.
23. Y N Will the project involve the installation of a seawall or bulkhead? **Contact:** MDEQ/Land & Water Management Division @ (517) 373-1170 and City of East Lansing Engineering Department @ (517) 337-9459.

Notes:

- a. For assistance with permits and approvals from the Michigan Department of Environmental Quality (MDEQ), including coordination among MDEQ divisions, contact the Permit Coordination Unit at (517) 373-1323.
- b. For assistance on environmental issues at the MDEQ, contact the Environmental Assistance Center at (800) 662-9278
- c. For Spill/Release Reporting to the MDEQ, call (517) 373-8481.
- d. For pollution emergencies, call the MDEQ at (800) 292-4706 in Michigan and (517) 373-7660 outside of Michigan.

East Lansing Zoning Code, Section 50-37 **Application Materials for Site Plan Approval**

(To be submitted as part of application as applicable)

Each application shall include sufficient information and detail to determine if the proposed development meets applicable standards of review under the Zoning Code and other applicable standards. The information shall be prepared by persons with applicable competencies so that the city may rely on its accuracy and feasibility. Applications shall be submitted to the Department of Planning and Community Development.

Plan submission requires **one (1) full set** of plans reduced to 11" x 17" or smaller. Plan documents must be accurate and legible, drawn to a designated scale and dimensioned as appropriate to enable staff to determine compliance with relevant Code standards. Plans depicting the overall site should be prepared at the largest scale possible, a scale of one inch equal to no more than 100 feet. Floor plans and building elevations shall be drawn at no less than one-eighth inch equal to one foot.

Each submission also must include a completed application form, the required written information, a signed copy of this checklist, a signed copy of the environmental permits checklist, and the required application fee, made payable to the City of East Lansing. Any variations from these submission requirements must be approved by the Zoning Administrator. The application shall typically include the following drawings and information, as may be relevant to the nature of the application and the city's review requirements:

N/A(1) A site plan, as defined in section 50-9 of the Zoning Code, showing:

the proposed size and location of buildings, parking and access facilities, free-standing signs and other improvements to be constructed or installed on the site, and the proposed use and treatment of other areas on the site. The site plan shall be clearly dimensioned to show the setbacks of buildings and parking areas, the separation between buildings and parking areas, the height of buildings, the width of roadways and driveways, the size of parking spaces, and other elements of the site plan as necessary to ensure the site plan complies with the applicable dimensional standards of the Code.

- a. Lot frontage meets the minimum for the zoning district.
- b. Does the lot include multiple parcels? If so, it will need to be combined into one parcel.
- c. Lot meets the minimum required acreage for the zoning district.
- d. Has the required accessible parking spaces and accessible signage been provided.
- e. Has the required electric vehicle charging stations been provided (see section 50-821).
- f. Bicycle parking provided and meets requirement (see section 50-820).
- g. Dumpster provided on site (see section 50-147).

N/A(2) An existing topographic survey and boundary description of the site, drawn at the same scale as the site plan, showing the following existing conditions:

- a. Exact dimensions and size of the site and any easements, rights-of-way or other physical encumbrances on the site;
- b. Location, size, and composition of all existing buildings, paved areas and other improvements;
- c. Existing ground contours at two-foot intervals or less, indicating the direction of surface drainage flow, and the type of surface soils present;
- d. Location and species of all existing individual trees which have a diameter (d.b.h.) of four inches or more, or where significant clusters of trees and shrubs are present, the location and general composition of such clusters, and an indication of which individual trees or tree clusters will be removed or retained;
- e. Location and boundaries of water bodies, including, but not limited to rivers, streams, lakes, ponds, marshes, city or county drains and manmade surface drainage ways;
- f. Where wetland of any size may be present, as indicated on the city's wetland inventory

map, a report prepared by a qualified wetland consultant which verifies the presence of any wetland, establishes the boundary of any wetland, describes the character and quality of any wetland, and indicates if any wetland may be regulated by the state or protected by Chapter 49 of the City Code (this requirement may be waived by the city engineer where it is clearly evident that the proposed site changes would not disturb any wetland on the property);

- g. The boundary and elevation of areas of special flood hazard and floodways, as defined in chapter 18 of the City Code;
- h. Location and size of all existing utility lines, manholes, catch basins, and fire hydrants on or near the site which may be used to serve the site;
- i. Delineation of areas on the site which are known or suspected to be environmentally contaminated, together with a report on the status of cleanup or closure.

N/A (3) **A proposed landscape plan** which, at a minimum, conforms to the requirements of section 50-840 of the Zoning Code, 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; the type, size and location of existing trees and significant clusters of trees or shrubs to be preserved; the location and height of proposed earth berms; and the size and design of fences or other screens to be erected. For clarity, detailed plans drawn at a larger scale than the site plan may be submitted to show the typical design and treatment of similar landscaped areas and fencing. Must be sealed by a Registered Landscape Architect.

N/A (4) **Proposed preliminary engineering plans**, drawn at the same scale as the site plan or larger, showing the following proposed conditions:

- a. Ground contours at two-foot intervals or less, indicating the direction of surface drainage flow;
- b. Ground and floor elevations of buildings and other site improvements drawn to two decimal places;
- c. Location, dimensions and composition of roadways, driveways, curb cuts, parking and access facilities, curbing and sidewalks;
- d. Location and size of public utility connections, fixtures and easements;
- e. Stormwater management plan including the design of sewers, outlets, and retention or detention ponds, with sufficient data regarding site runoff estimates and off-site drainage patterns to permit review of the feasibility and permanence of drainage detention and/or retention as well as the impact on local surface and groundwater;
- f. Location and delineation of any wetland that would be disturbed and the location, existing character and proposed treatment of any proposed mitigation sites;
- g. Location and screening of exterior trash storage facilities;
- h. Type, height and placement of exterior light fixtures, including fixtures mounted on poles and on buildings;
- i. Location and status of any floor drains in existing or proposed structures on the site, indicating the point of discharge for all drains and pipes;
- j. Location of any on-site wastewater collection, treatment and disposal system;
- k. Location of existing and proposed public and private drinking water wells, monitoring wells, irrigation wells, test wells or wells used for industrial processes;
- l. Inventory of hazardous substances to be stored, used or generated on-site, in a format acceptable to the local fire marshal (including CAS numbers);

- m. Descriptions of type of operations proposed for the property with drawings showing size,

location, and description of any proposed interior or exterior areas for storing, using, loading or unloading hazardous substances, hazardous wastes, and/or polluting materials;

- n. Description and location for any existing or proposed above ground and below ground storage facilities;
- o. **Completed environmental permits checklist** on the form provided by the planning and zoning official.

N/A (5) A traffic impact study if so required under the provisions of division 4 of article II.

(6) **Proposed preliminary building plans**, drawn at an accurate scale, including:

- a. Interior floor plans showing the arrangement and use of rooms for each floor, maximum occupancy and seating plans where applicable;
- b. Building elevations showing the size, height, architectural style, and exterior materials to be used, and areas intended to be used for wall mounted signage.

N/A (7) A descriptive text which addresses the following items:

- a. The design principles followed in preparing the plans and how the plans address the objectives and criteria specified in section 50-38;
- b. The type of occupants anticipated and the market the project is intended to serve; for nonresidential uses, the intended hours of operation and the expected number of employees; for residential uses, the expected occupancy, the period of leases, and the approximate range of sale prices or rental rates of the proposed dwelling units;
- c. The land use statistics reflected in the proposed plans as measured against the required conditions in the applicable zoning district;
- d. A rationale for any variances from the requirements of this chapter which may be requested as part of the application;
- e. The proposed construction schedule and staging of the development.

N/A (8) Public art requirement, which addresses the following items:

- a. This application is to be completed by the Land Use Development Applicant for the above mentioned project. Please complete this application as thoroughly as possible. The information requested is necessary to properly perform a public art review and ensure compliance with section 50-36-8(6) of the City Code. Questions regarding the supplement can be directed to the Planning and Zoning Department, 517-319-6941.

N/A (9) Downtown Development Design Guidelines, if the proposed project is located within the Downtown Development Authority it must meet the requirements of the "East Lansing Development Guidelines".

N/A (10) Lighting, at a minimum, a photometric plan, including light fixture details and pole height, shall be provided to demonstrate that section 50-155 is met.

N/A (11) Universal Design Standards, at a minimum, provide a narrative describing how the proposal will fulfill the requirements of section 50-361 thru 50-365 of the City Code, if developing multiple-family housing.

Signed by: 
 306088EBA18B466
 Applicant's Signature

3/11/2026
 Date

City of East Lansing Public Art Requirement Supplement

Date: 3/11/2026 Project Name: For Crepe Sake

Property Address: 601 E. Grand River

Total Project Cost: ~\$50,000 x 1% = Value of Art N/A (project is less than \$500,000)

Applicant Name: For Crepe Sake East Lansing LLC Signature:  (Max \$25,000)
Signed by: 36B088EBA16B466...

This application is to be completed by the Land Use Development Applicant for the above-mentioned project. Please complete this application as thoroughly as possible. The information requested is necessary to properly perform a public art review and ensure compliance with section 50-38(6) of the City Code. Questions regarding this supplement can be directed to the department of Parks, Recreation and Arts, 517- 319-6940.

Project is exempt from Public Art Requirement (check appropriate box if applicable):

- The application of this requirement would constitute a governmental taking or otherwise be contrary to law. Please contact the Zoning Administrator for further instructions.
- A detailed narrative of the basis for an exemption from requirement pursuant to section 50-38(6)d.
- The project cost is less than \$500,000.
- The project is a residential project containing fewer than four (4) residential units.
- The applicant intends to donate an amount equivalent to the value of art shown above to the public art fund. **(Donation is due upon submission of the building permit)**
- The project is a renovation of an existing building and has a total project cost less than \$2.5 million.

For office use only:	
<input type="checkbox"/> Approved by Zoning Administrator: _____	Date: _____
<input type="checkbox"/> Donation received. Date: _____	Check#: _____ Accepted by: _____

Public Art information (select one option below):

- Applicant intends to donate a piece of public art to the City of East Lansing, OR
- Applicant intends to install a piece of public art on its property
 - Location: Interior - Attach floor plan showing location of art
 - Exterior - Attach site plan showing location of art

Art Format:

- Sculpture Painting Mosaic Mixed Media Performing Art Digital Architecture
- Other: _____

Artist information:

Name: _____ Phone: _____

Address: _____

Email: _____ Website: _____

Required attachments:

- Floor or Site Plan Full color rendering of art piece, to scale Documentation to demonstrate the value of the art piece

For office use only:	
Received by: _____	Date: _____
Art Commission Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	

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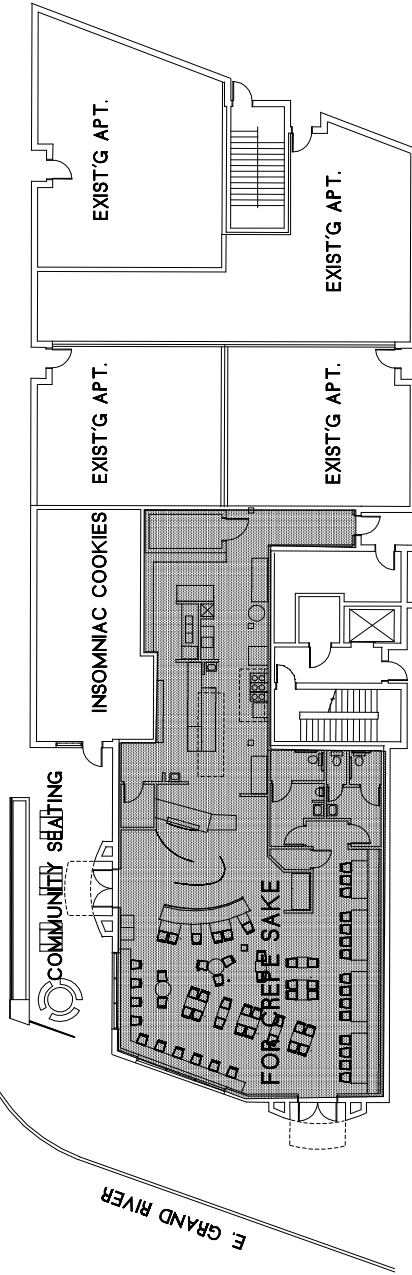
A102

3-1-2026

FOR CREPE SAKE
601 E. GRAND RIVER
EAST LANSING, MICHIGAN



BAILEY STREET



OVERALL BUILDING FIRST FLOOR PLAN



**Department of Planning,
Building & Development**

STAFF REPORT

Address	601 Grand River
Applicant	For Crepe Sake East Lansing, LLC (Michael Mudrey)
Zoning	B-3 City Center Commercial District
Type of Case	Special Use (Alcohol Service for On-Site Consumption)
Staff person	Grace Whitney
CASE Number	PSUP26-0002
PC hearing date	April 22, 2026
CC hearing date	TBD
Effective date	Upon receipt of executed memorandum of Special Use

OVERVIEW

- The applicant requests alteration of the interior spaces to relocate the existing For Crepe Sake restaurant, located at 211 M.A.C. Ave, to the existing building at 601 E Grand River and add alcohol service.

Background

- A Special Use Permit was approved in 2005 for a 4-story mixed-use building at 601-603 E Grand River.
- The suite located at 601 E Grand River included a Taco Bell. The restaurant closed in 2022, and the suite has since been vacant.

Existing Conditions

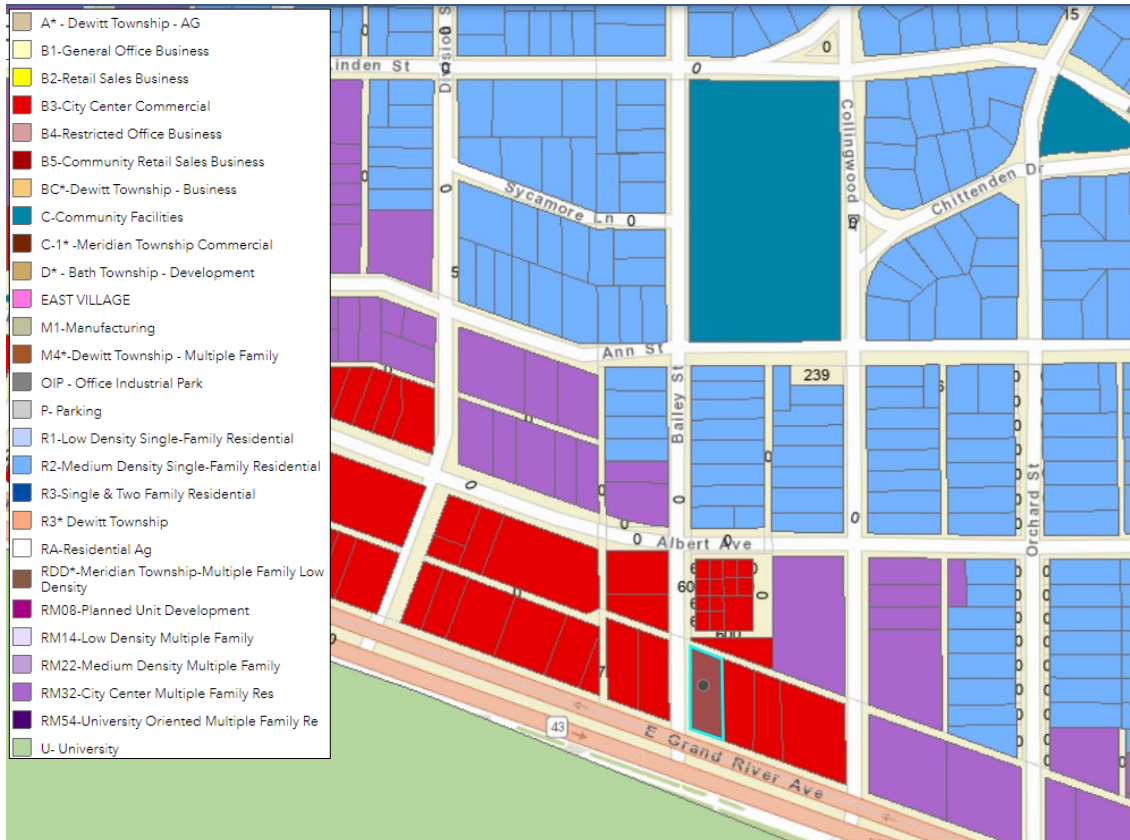
- The space is located at the northeast corner of Grand River Ave. and Bailey St.
- The suite located at 603 E Grand River is currently occupied by Insomnia Cookies.
- The suite has been vacant since 2022.

Future Land Use

- 2018 Comprehensive Plan designates this as M4 – Mixed Use.
- The comprehensive plan highlights that property under the M4 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.

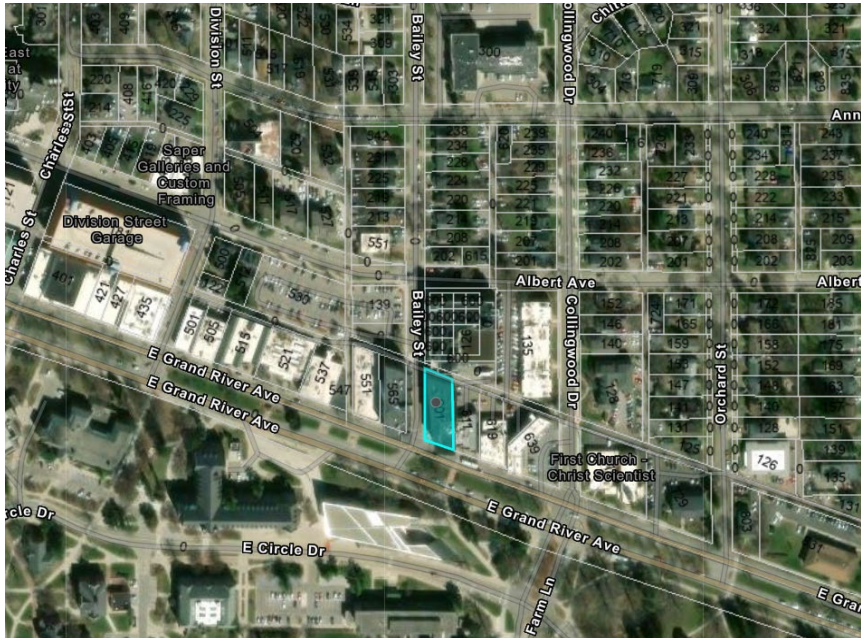
Zoning

- B-3 City Center Commercial District
- In the B-3 district restaurants with alcohol sales for on-site consumption require Special Use approval by the City Council with a recommendation by Planning Commission.



Surrounding Land Uses

- North: Condominiums with ground floor parking – B-3 City Center Commercial District
- East: Commercial – B-3 City Center Commercial District
- South (Across Grand River Ave): University – University District
- West (Across Bailey St): Mixed-Use – B-3 City Center Commercial District



Site & Parking

- The building and site are already built out. No site changes are proposed.
- Parking
 - The B-3 district prohibits on premises parking.
 - Public parking is available at the Bailey-Lot to the northeast of the site and two blocks away in the Division St. Garage.
 - There is adequate parking in the area for the site and the Parking Department has indicated the downtown parking system can accommodate additional patrons to the proposed restaurant.

Proposed Use

- The proposal is for a restaurant in the existing space (For Crepe Sake), which is proposed to include alcohol service.
- For Crepe Sake currently operates out of 211 M.A.C Ave. and is looking to relocate. The existing restaurant does not include alcohol service.
- Proposed hours:
 - The proposed hours of operation are 8:00 a.m. – 8:00 p.m. Monday through Sunday.
- Proposed occupancy:
 - The applicant proposes 80 total occupants. 72 are proposed to be customers while 8 are employees. The proposed layout includes a total of 60 seats.



Site photo taken April 3, 2026, from west side of Bailey St.



Site photo taken April 3, 2026, from south side of Grand River Ave.

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, Building and Engineering Departments. No concerns about the project have been received.
- **DDA**
 - The application will be on the DDA agenda for consideration on April 23, 2026.
 - Their recommendation will be forwarded to City Council with the Planning Commission recommendation.

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 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 existing approved site plan from 2005. The applicant does not propose any changes to the building that deviate from the approved site plan.](#)

- (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 use. There is pedestrian access from the Division St. Garage and the Bailey Parking Lot. Public bike parking hoops are available along Grand River Ave. The Engineering Department has stated that they do not have any concerns.

- (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 structures on site.

- (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 8:00 p.m., reducing the likelihood of late-night disturbances at this business.

- (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 building in which the restaurant is proposed to be located has 27 upper-story residential apartment units. To the east of the site, across Bailey St., the mixed-use building has 36 upper-story residential apartment units. To the south of the site, across the alley is a condo building containing 36 condo units.

- (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.

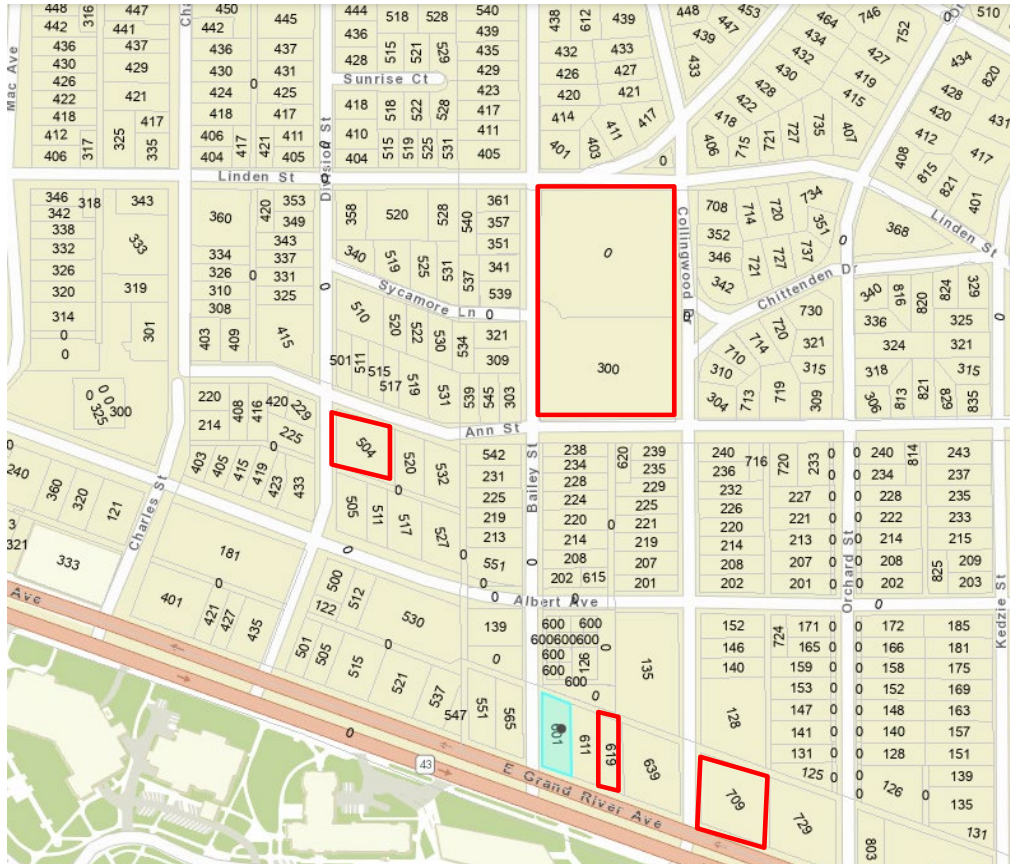
The site fronts on Grand River Ave with additional access on Bailey St.

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.

A map of the proposed location of the restaurant is shown relative to nearby churches, schools, child development centers, or community centers. The nearest of these facilities is the Christian Science Church at 719 East Grand River Ave. which is located approximately 300 ft from the subject site. UCHURCH is located at 504 Ann St., approximately 600 ft from the subject site. The Bailey Community Center is also located nearby at 300 Bailey St, approximately 600 ft from the subject site. Also of note is the House of Prayer located at 619 E Grand River Ave., two buildings down from the proposed restaurant. According to their web page the location “does not have any weekend services, because it’s a space for people of different churches and ministries to gather and pray for our campus & city.”



- b. The establishment shall not cause or continue an undue concentration of similar uses in the neighborhood such that liquor establishments and trade become a dominant influence or feature of the district or neighborhood.

The previous tenant of this space was a restaurant without alcohol service. The only other restaurant in the 400, 500, and 600 blocks of E Grand River Avenue (located between Charles St. and Collingwood Dr.) with an active license for onsite alcohol service is The Peanut Barrel. A special use approval was granted for onsite alcohol service at Pizzawala's located at 523 E Grand River Ave. in 2025, but the restaurant has not yet opened.

Within the DDA district, there are currently 25 establishments approved for onsite alcohol service with a total of 5028 seats. These counts include pending projects such as Pizzawala's.

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 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 Commission determination/motion that the applicant has failed to satisfy less than all 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 approve this application.]

I move to recommend City Council [approval/denial] of a Special Use Permit request from Michael Mudrey on behalf of For Crepe Sake East Lansing, LLC including site plan approval at 601 E Grand River Avenue for renovation of the existing building for a restaurant to include on site alcohol service.

Findings. This decision is based on the following 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), with reference to and reliance on the applicant’s application, plan submissions, and other submissions relative to its proposed development:

- 1. Section 50-94(a)(1), requires the proposed use to be consistent with the purpose of the use district in which it is located. The proposed use [meets/does not meet] this requirement because _____.***
- 2. 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/does not meet] this requirement for the reasons set forth in the remainder of this motion.

3. *With reference to the standard in Section 50-94(a)(2), the site plan submitted to City Council under this application [meets/does not meet] the requirements for site plan approval as specified in Sections 50-36 and 50-38 of the City Zoning Ordinance.*

4. *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/does not meet] this requirement because _____*
_____.

5. *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/does not meet] this requirement because _____*
_____.

6. *Section 50-94(a)(5) requires that the proposed use will 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 use [meets/does not meet] this requirement because _____*
_____.

7. *Section 50-94(a)(6) requires that the proposed use will not materially diminish the economic value of adjacent properties or the city as a whole. The proposed use [meets/does not meet] this requirement because _____*
_____.

8. *Section 50-94(a)(7) requires that the proposed use will not materially diminish the privacy, safety, security or enjoyment of any residential dwelling or residential neighborhood within the vicinity of the site. The proposed use [meets/does not meet] this requirement because _____*
_____.

9. Section 50-94(a)(8), requires that the proposed use will not 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/does not meet] this requirement because _____

10. Section 50-94(b)(2)a, requires the establishment shall not be located in such proximity to churches, elementary, or 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. This restriction may be waived by city council at the request of the church, school district, child development center or community center whose location would otherwise prohibit the proposed use or, if there is an objection to the waiver of this restriction by the church, school or development of community center, city council may waive this restriction only after hearing and good cause shown that the proposed establishment will not be in such proximity so as to annoy, injure, offend, disrupt, disturb, or interfere with the activities of the particular church, school or development of community center. The proposed use [meets/does not meet] this requirement because: _____

11. Section 50-94(b)(2)b requires that the establishment shall not cause or continue an undue concentration of similar uses in the neighborhood such that liquor establishments and trade become a dominant influence or feature of the district or neighborhood. The proposed use [meets/does not meet] this requirement because: _____

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, subject to revisions as required.**
- 2. All required permits shall be obtained from the Department of Planning, Building, and Development for all interior renovations, as well as for exterior signs, in accordance with Chapter 32 – Signs of the City Code.**
- 3. The project shall be designed and developed in accordance with all applicable State and local statutes, codes and regulations.**

4. This approval shall take effect upon the filing of an executed Memorandum of Special Use Permit with the Ingham County Register of Deeds per Section 50-96 of the City Code.

5. The hours of operation shall be limited to between the hours of 8:00 a.m. – 8:00 p.m. Monday through Sunday.

Any additional conditions of approval recommended by the Commission



Downtown Development Authority **AGENDA ITEM REPORT**

To: Downtown Development Authority
Subject: Consideration of an Agreement for Limited License for the Staging of Construction Equipment and Materials at 314, 328, and 334 Evergreen Ave., for construction at the Graduate Hotel
Meeting: Downtown Development Authority - 23 Apr 2026
Department: Downtown Development Agenda Group
Staff Contact: Lori Mullins, Downtown Development Authority Executive Director

BACKGROUND INFORMATION:

Attached for your consideration is an Agreement for Limited License for the Staging of Construction Equipment and Materials at 314, 328, and 334 Evergreen Ave, for the staging and storage of construction materials and equipment for construction at the Graduate Hotel, located at 133 Evergreen Avenue, East Lansing, Michigan, 48823. The term of the agreement is until May 25, with a flat fee of \$1,850.

The Graduate Hotel is contracting with MK Builders LLC to install rooftop screening of mechanical equipment. The license agreement will allow the contractor to store the screening material which is anticipated to arrive in late April until such time as the screening is installed with a crane. The contractor is also requesting a right of way permit from the city for work in the roadway, and will be coordinating with neighboring businesses to minimize disruption.

Staff is recommending that the board approve the license agreement and authorize the chairperson to extend the agreement up to an additional 30 days for an additional fee of \$1,850 upon request.

FINANCIAL IMPACT:

The DDA would receive a flat fee of \$1850.

RECOMMENDATION:

Below is a motion for the Board's consideration.

Move to approve the Agreement for Limited License for the Staging of Construction Equipment and Materials at 314, 328, and 334 Evergreen Ave., for the period of April 23, 2026 thru May 25, 2026.

ATTACHMENTS:

[Agreement for Limited License for the Staging of Construction Equipment and Materials Graduate 04172026](#)

**AGREEMENT FOR LIMITED LICENSE FOR THE STAGING OF
CONSTRUCTION EQUIPMENT AND MATERIALS**

THIS AGREEMENT (“Agreement”) is made effective April 26, 2026 by and between the DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF EAST LANSING, with its principal offices located at 410 Abbot Road, East Lansing, Michigan, 48823 (the “Grantor”); and MK Builders, LLC, a Michigan Limited Liability Company, whose address is 1768 Old Mill Road, East Lansing, Michigan, 48823 (the “Grantee”); collectively the “Parties”.

As set forth below, the Parties agree as follows:

1. Grantor, in consideration of the performance of the covenants by Grantee set forth in this Agreement grants to Grantee, including its contractors and consultants, a limited license pursuant to the terms herein for the staging and storage of construction materials and equipment located in the City of East Lansing, Ingham County, Michigan, for the term of the Agreement as defined in Section 3, below, over those parcels of real property commonly known as 314 and 328 Evergreen Avenue, East Lansing, MI and legally described as follows (the “Licensed Area”):

314 Evergreen Avenue
LOTS 26 AND 28 OAKWOOD SUB EXC COM AT NW COR OF
LOT 28 TH E 100’ TH S45’ TH W TO EVERGREEN AVE, TH
N’LY ALG SAID AVE TO POB SEC 13 T4N, R1 W.
Parcel Number: 33-20-01-13-228-015

328 Evergreen Avenue
COM AT THE NW COR OF LOT 28 OF OAKWOOD SUBD TH
E 100 FT TH S 45 FT TH W TO EVERGREEN AVE TH N’LY
ALONG SAID AVE TO PLACE OF BEG SEC 13 T4N R2W
Parcel Number: 33-20-01-13-228-014

Approximately 4500 sq. ft. Portion of 334 Evergreen Avenue, as
shown in Exhibit 1
LOT 30 OAKWOOD
Parcel Number: 33-20-01-13-228-008

2. The only permitted use of the Licensed Area as the result of this Agreement is for the staging of construction materials and equipment for construction at the Graduate Hotel, located at 133 Evergreen Avenue, East Lansing, Michigan, 48823. The Grantor, its representatives and vendors will be allowed reasonable access to the Licensed Area without notice throughout the term of this Agreement.

3. The term of this Agreement, and the Parties’ rights and obligations under this Agreement, except as expressly stated otherwise, shall commence on its effective date, and continue through May 25, 2026.

4. To the fullest extent authorized by law, Grantee shall defend, indemnify, and hold Grantor and the City of East Lansing and all their elected and appointed Council members, Downtown Development Authority members, officers, agents, contractors and employees harmless:

a) From any and all claims by persons, firms or other entities for labor, services, materials or supplies provided in connection with the use of the Licensed Area; and

b) From any and all claims for injuries to or death of any and all individuals or for loss of or damage to property from any environmental damage, degradation, response and clean-up costs; and

c) For any and all claims for injuries to or death of any and all individuals, and for loss of or damage to property, and from any and all reasonable attorney fees and related costs which may be incurred by Grantor, arising out of or which may arise out of any activity which may be engaged in by Grantee or its successors, assigns, agents and invitees or for which it may be responsible in connection with any activity involving the use of the Licensed Area.

5. Grantee and its successors and assigns, as well as contractors and consultants, shall obtain and maintain during the entire term of this License Agreement a policy or policies of general public liability insurance, including broad form endorsements, on an occurrence basis, naming Grantor as an additional insured with combined policy limits of not less than \$5,000,000 for injuries, including accidental death, to any one person, and subject to the same limit for each person, not less than \$10,000,000 for any one accident involving two or more persons; property damage liability insurance with limits of not less than \$5,000,000 for any one accident and not less than \$10,000,000 aggregate with respect to the use of the Licensed Area. Grantee shall provide Grantor with a certificate of such insurance issued by a company authorized to do business in Michigan with a Best rating of AAA naming Grantor as an additional insured with a right to not less than 30 days written notice of cancellation or nonrenewal.

6. Grantee's obligations to defend, indemnify, and hold Grantor harmless as stated herein and any other obligation which by its nature is intended to survive the termination of this Agreement shall survive the expiration, nonrenewal, cancellation, or earlier termination of this Agreement for any reason.

7. Grantee shall not engage in any activity or conduct which arises either directly or indirectly out of its obligations, responsibilities and duties under this Agreement, which may result in a claim being asserted or a judgment being entered against Grantor relating to the Licensed Area. In the event Grantee breaches any of the provisions of the preceding sentence, Grantor shall have the right to seek and obtain any necessary relief or remedy including, but not limited to, a judgment for money damage or specific performance.

8. In connection with the use of the Licensed Area, Grantee shall:

a) Secure the area with 8 feet high chain link fencing that can be locked to prevent public access; and

b) Cover the site with crushed and compacted stone to prevent rutting and tracking of dirt and mud off site. If necessary, at Grantor's discretion, dust control measures shall be undertaken to prevent any excess dust from leaving the site.

c) Grantee and its successors, assigns, agents, and invitees shall not place any materials or equipment or conduct any activity within the Licensed Area which will unreasonably interfere in any way with the use or enjoyment of the adjoining public rights-of-way by the public as determined by Grantor in its sole discretion (this provision notwithstanding, with the approval of the City of East Lansing, the Grantee may close access to a portion of the adjoining alley and street right-of-way); and

d) The Grantee, within 20 business days of the termination of this agreement shall restore the site by removing the fence and, if necessary, leveling all crushed stone.

9. The Grantee shall pay the Grantor one thousand, eight hundred and fifty dollars (\$1,850) in consideration for this Agreement. Payment shall be made on the effective date of this Agreement.

10. The execution of this Agreement by Grantor is not a warranty of its title. Grantee's sole and exclusive remedy for a failure of Grantee to possess title is as set forth in Paragraph 15.

11. This Agreement may only be amended by a written agreement executed by both parties.

12. The waiver of any breach of any provision of this Agreement by a party shall not operate as or construed as a waiver by the other party of any subsequent breach. Each and every right, remedy and power granted to a party under this Agreement or allowed by law shall be cumulative and not exclusive of any other.

13. If any of the provisions of this Agreement or its application to any party under any circumstances is determined to be invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision of this Agreement or its application.

14. This Agreement shall be binding upon the parties hereto and their heirs and successors and assigns.

15. Grantee waives any claims for damages against the City of East Lansing or Grantor arising out of this agreement. Grantee's sole and exclusive remedy for a breach of this agreement by Grantor, or for any other reason whatsoever that precludes Grantee's use of the property or that arises out of this agreement, shall be for a return of any advance payments for use of the Licensed Area pursuant to Paragraph 9.

16. This Agreement constitutes the entire agreement between the parties with respect to the matters set forth in this Agreement. This Agreement supersedes and terminates any and all other previous or contemporaneous communications, representations, understandings, agreements, negotiations and discussions, whether oral or written, between the parties with respect to the Licensed Area and for the period of this Agreement. There are no other written or oral agreements, understandings or representations directly or indirectly related to the Licensed Area that are not expressly set forth in this Agreement for the period of this Agreement.

17. Any and all notices which may be sent under this Agreement shall be in writing and mailed by certified or registered mail to the address of the party set forth in the preamble of this Agreement. Either party may change its address by providing notice to the other party as set forth in this paragraph.

18. This Agreement shall be governed by the laws of the State of Michigan.

19. This Agreement may be executed in duplicate original counterparts and all copies of this Agreement so executed shall be deemed to be one agreement

This Agreement is executed as of the date set forth above and shall be effective as set forth in this Agreement.

GRANTOR:
DOWNTOWN DEVELOPMENT
AUTHORITY OF THE CITY OF EAST
LANSING

By: _____
Michael Krueger, Chairperson

GRANTEE:
MK BUILDERS, LLC

By: _____
Kojo Enu, Owner

Approved as to form: _____
Anthony Chubb, DDA Attorney



Downtown Development Authority **AGENDA ITEM REPORT**

To: Downtown Development Authority
Subject: Consideration of a Request for Qualifications and Proposals for the Marketing of 314, 328, 334, 340 and 344 Evergreen Ave.
Meeting: Downtown Development Authority - 23 Apr 2026
Department: Downtown Development Agenda Group
Staff Contact: Lori Mullins, Downtown Development Authority Executive Director

BACKGROUND INFORMATION:

The September 11, 2025 Real Estate Purchase Agreement (“Purchase Agreement”) for the sale of the Evergreen Properties to Landmark Properties and Consulting, LLC (“Purchaser”) was terminated by the Purchaser on April 6, 2026.

The listing agreement for the sale of Evergreen Properties between the DDA and Savills Inc. expired on September 30, 2025. Consistent with Section 5 of the Listing Agreement, Savills Inc. has a 6 month protection period expiring October 6, 2026 in the event that Purchaser elects to reinstate the Purchase Agreement during that time; otherwise, the City of East Lansing Downtown Development Authority has no further contractual obligation with Savills and may solicit representation of the sale of the Evergreen Properties with another broker.

Staff is recommending the DDA discuss and consider re-issuing a Request for Qualifications and Professional Assistance for the marketing of Evergreen Properties. Attached for your reference is the draft RFQ/P.

Below is the timeline, if the Board takes action to move forward with the issuing the RFQ/P.

RFQ/P Posting: by - 4 p.m., April 29, 2026
Questions Due: 5 p.m. May 14, 2026
Proposals Due: 10 a.m., May 21, 2026
DDA Review of Proposals: DDA, May 28, 2026, Board Meeting

RECOMMENDATION:

Below is a motion for the board's consideration.

Move to approve the issuance of the RFQ/P for the marketing and selling of the DDA owned properties, located at 314, 328, 334, 340 and 344 Evergreen Ave.

ATTACHMENTS:

[Evergreen Ave. Properties RFQP 2026](#)



DOWNTOWN DEVELOPMENT AUTHORITY

Quality Services for a Quality Community

**2026 Request for Qualifications and Proposals
Marketing City of East Lansing Downtown Development Authority Owned
Properties
At 314, 328, 334, 340 and 344 Evergreen Ave. (~1.08 Acres)
East Lansing, MI**

Background and Scope of Services

The City of East Lansing Downtown Development Authority (DDA) is seeking proposals from qualified commercial real estate agents/firms for the marketing and selling of property owned by the DDA. The subject properties combined are approximately 1.08 Acres, located at 314, 328, 334, 340 and 344 Evergreen Ave., in downtown East Lansing. (see parcel ID and aerial map below). The DDA will consider sales of all the properties and will also consider offers that include redevelopment proposals with publicly-owned, paid-for and operated parking as one component of a redevelopment proposal.

Proposal Content

The DDA is pleased to invite qualified agents/firms to submit a written proposal for the activities outlined above. The amount of information submitted is not limited to a set number of pages, but we ask that you be concise and mindful of the DDA Board Members review. The proposal should include the following content:

1. Details on Proposing Firm/Agent
 - Identify your firm, year of establishment, and key team members for this project. Please include relevant contact information.
2. Qualifications/ Experience
 - Provide relevant experience in marketing and sales services. Please provide, if available, at least one reference for the DDA to contact in relation to each applicable previous project. Other experience or qualifications provided that are relevant to the DDA properties will be taken into consideration.
3. Context/ Approach to Marketing for Desired Outcomes
 - What methods do you intend to employ to market the property.
4. Compensation: The DDA is willing to consider alternate methods of compensation for services depending on the nature and scope of the services provided. These include hourly rate compensation, flat fee compensation and compensation based on a percentage of the sale proceeds and potential combinations thereof. Please provide your expected type of compensation including, as applicable, hourly rate or rates, flat fee rates and percentage rates. Note that any rates and/or percentages submitted remain subject to negotiation



DOWNTOWN DEVELOPMENT AUTHORITY

Quality Services for a Quality Community

after submission as this is not a bid submittal since the scope of the work remains somewhat undefined.



DOWNTOWN DEVELOPMENT AUTHORITY

Quality Services for a Quality Community

Time of Performance

- The length of the services of the firm will be negotiable based on the type and nature of the service to be provided. Please submit a length of service in the proposal.

General Information

After evaluation of the responses, the DDA will select based on the response which best meets the needs of the DDA, in the sole discretion of the DDA.

The City of East Lansing Downtown Development Authority reserves the right to reject or accept any and all proposals received, to modify the scope with one or more of the respondents, and to waive any/ all requirements which the DDA deems to be in its best interest. The public entities are not liable for any costs incurred by any agent or firm prior to the negotiation, approval, and execution of an agreement. This RFP should not be construed as creating a contractual relationship between the DDA and any agent or firm submitting a response to this RFP. The DDA shall have no obligation or liability to any agent or firm responding to this RFP.

Submittal Process

Qualifications and proposals, along with inquiries, should be directed to:

Lori Mullins, Executive Director
East Lansing Downtown Development Authority
410 Abbot Road
East Lansing, MI 48823
(517) 319-6887
lmullins@cityofeastlansing.com

Please submit all questions prior to 5pm on May 14, 2026. Answers to questions submitted will be provided on the project website as soon as they are available.

Statements of qualification and proposals will be accepted electronically via email at lmullins@cityofeastlansing.com on or before 10:00 am on May 21, 2026. Late submissions will not be considered.

Each submission shall include the following:

1. One electronic copy of the qualifications and proposal
2. Cover letter signed by entity's authorized office(s)



Downtown Development Authority **AGENDA ITEM REPORT**

To: Downtown Development Authority
Subject: Request for Approval of Summer Patronage and Downtown Parking Promotion
Meeting: Downtown Development Authority - 23 Apr 2026
Department: Downtown Development Agenda Group
Staff Contact: Lori Mullins, Downtown Development Authority Executive Director

BACKGROUND INFORMATION:

DDA staff, in collaboration with staff from multiple City departments, has developed the following suggested Summer Patronage and Downtown Parking promotion campaign for the DDA Board's consideration.

We would propose to mail a small packet to each off-campus residential address in the City of Lansing that would include all or some of the following:

- a 2026 East Lansing events magnet, with a listing of events, dates and a QR code for additional information
- A listing of DDA businesses that are offering summer specials
- One-hour parking validation tickets for gated parking lots in the downtown

The purpose of the promotion is to encourage residents to patronize the downtown businesses, build greater awareness of the businesses and activities in the downtown and to share information about parking downtown.

DDA staff will provide details of the proposed budget for this promotion at the April Board meeting. If the board wishes to move forward, the promotion would be paid for from the DDA Fund Balance, and the mailing would go out in May.



Downtown Development Authority **AGENDA ITEM REPORT**

To: Downtown Development Authority
Subject: Request For Summer Construction Communications Funding
Meeting: Downtown Development Authority - 23 Apr 2026
Department: Downtown Development Agenda Group
Staff Contact: Lori Mullins, Downtown Development Authority Executive Director

BACKGROUND INFORMATION:

East Grand River Avenue will be closed or partially closed between Cedar Street and Brookfield Plaza this summer, from June 1 until mid-August. The area is outside of the Downtown Management Board (DMB) boundary, and therefore the DMB assessment funding is not able to be used to support promotion and communication. Staff is recommending that the DDA provide \$2,000 to the DMB to assist with promotion of businesses in the DDA most impacted by the summertime construction. The funds will be used to pay a DMB intern to coordinate communication regarding access to the businesses and promotion of the businesses.

RECOMMENDATION:

Below is a motion for the Board's consideration.

Move to approve contribution of \$2,000 to the DMB for construction-related communication and promotion of East Grand River Avenue businesses.



Downtown Development Authority **AGENDA ITEM REPORT**

To: Downtown Development Authority
Subject: Consideration of Support for Installation of Artistic Directional Sign
Meeting: Downtown Development Authority - 23 Apr 2026
Department: Downtown Development Agenda Group
Staff Contact: Lori Mullins, Downtown Development Authority Executive Director

BACKGROUND INFORMATION:

The Arts Living Learning Community is a student club at Michigan State University focused on community/collaborative projects and Barbara Pearsall is their faculty advisor. Staff is interested in engaging the club in a whimsical wayfinding sign that will be a temporary (anticipated 12-36 months) installation in Bill Sharp Park and will direct downtown patrons to community destinations, like the farmers market and Ann Street Plaza. Attached is an inspiration board that gives an idea of what the students will create, with input from staff and representatives of the various destinations. We are anticipating that the installation will cost no more than \$1,200 and that the funds would come from the DDA contract services account funds budgeted for Valley Court Connectivity in the FY26 DDA budget. If the DDA supports the proposal, staff would finalize approval of the installation location, and the project could be completed by June.

RECOMMENDATION:

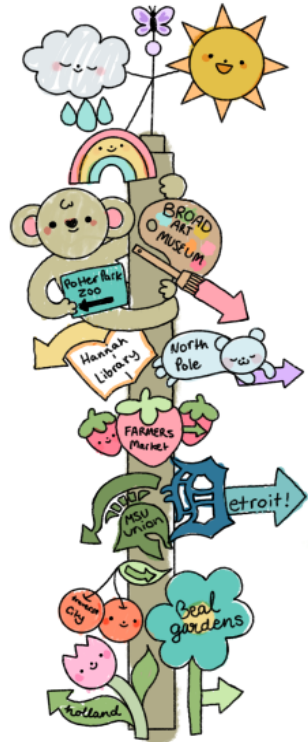
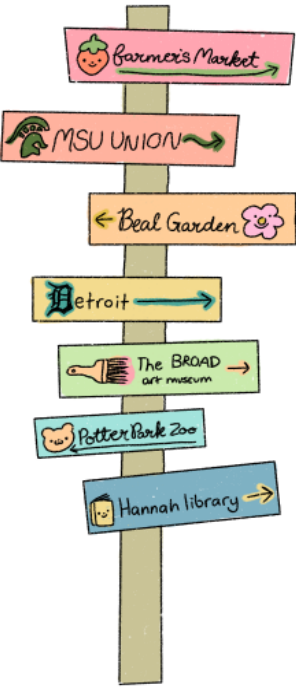
Below is a motion for the Board's consideration.

Move to approve the use of \$1,200 in funding from the DDA contract services account for the installation of the artistic directional sign.

ATTACHMENTS:

[Directional Sign Inspiration Board](#)

Directional Art





Downtown Development Authority **AGENDA ITEM REPORT**

To: Downtown Development Authority
Subject: Consideration of First Amendment to Sublease of Commercial Space.
Meeting: Downtown Development Authority - 23 Apr 2026
Department: Downtown Development Agenda Group
Staff Contact: Lori Mullins, Downtown Development Authority Executive Director

BACKGROUND INFORMATION:

The DDA leases the Charles Street Parking Structure retail space from the City under the terms of a lease dated February 19, 2000. The DDA subsequently subleases the approximately 16,650 rentable square feet which is managed by Albert Street Retail, L.L.C.. The primary term of the primary sublease is bifurcated with 7,041 square feet of the space having a 40-year term and the remaining space having a 25-year term. The DDA and Albert Street Retail, LLC have to-date disagreed on the commencement date of the sublease. The purpose of the amendment is to confirm that the commencement date of the primary sublease is May 1, 2022. The amendment document is being finalized, and it is staff's intent to send that along with a recommended motion to the Board in advance of the April Meeting.



Downtown Development Authority **AGENDA ITEM REPORT**

To: Downtown Development Authority
Subject: Presentation and Discussion of Michigan Main Street Program
Meeting: Downtown Development Authority - 23 Apr 2026
Department: Downtown Development Agenda Group
Staff Contact: Lori Mullins, Downtown Development Authority Executive Director

BACKGROUND INFORMATION:

At the March DDA Board meeting, the Board voted to add consideration of engaging in the Main Street Program to the April DDA agenda.

The Michigan Main Street Program exists to help communities develop districts that attract residents and businesses, encourage local investment and build community ownership. Through the program, the State provides support in the form of technical assistance around activities such as branding, strategic planning, market data analysis and small business support. There are also grant programs like Match on Main and Main Street Vibrancy available for participating Main Street communities. At various times in the past, the DDA board has explored becoming engaged in the Main Street program. With new staff onboard, it is a good time to revisit the program requirements and benefits. If the DDA Board decides to move forward with participation in the Michigan Main Street Program, it would be very beneficial to collaborate with the Downtown Management Board especially around the marketing and event management components.

Attached are an Interest Form and the District Management Scorecard.

FINANCIAL IMPACT:

Unknown

STRATEGIC PRIORITIES:

Vibrant Economy and Development Inclusive Economic Development

- Foster an inclusive and diverse local economy that supports entrepreneurship and increases economic opportunities for broad participation.

RECOMMENDATION:

Below is a motion for the Board's consideration.

Move to submit interest form and schedule time for a work session to discuss and complete the District Management Scorecard.

ATTACHMENTS:

[MMS Community Interest Form](#)

[MMS Downtown and District Management Scorecard Fillable](#)



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:	
Organization Name and Type (DDA, PSD, CIA, BID, non-profit, specify if other):	
Main Point of Contact (Name and Title):	
Main Point of Contact Email:	
What is the community's RRC Designation?	
Is the community actively working on a project with the Community Development Manager for your region?	
Please provide a brief background about your community's historic commercial district or traditional downtown. Include its history, major challenges, and opportunities.	

<p>Please provide a brief background on your prospective Main Street organization. <i>Include when it was established, current programming and major initiatives.</i></p>	
<p>Please provide a list of your prospective Main Street organization's board members.</p>	

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. A building and business inventory of the district has been completed for all properties and businesses within the district	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The organization has programming and resources in place to actively assist small businesses and entrepreneurs in the district	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The organization maintains current market information and a list of targeted business expansion and recruitment opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Business development and recruitment collateral materials are in place and updated regularly or as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The organization hosts regular business owner meetings and/or communicates regularly with business owners to determine needs or challenges, and share successes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUSINESS TOTAL SCORE						

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Organization leaders are familiar with existing plans, market studies, zoning ordinances, and other district planning and development-related documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Real estate-related projects and programming are aligned with, support and/or leverage existing plans, market studies, land use strategies, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The organization actively assists and provides resources to promote and support real estate development activity in the district	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The organization has programming and resources in place to actively assist property owners and to encourage development, building rehabilitation and/or facade improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The organization is well-versed in local development processes and has a strong rapport with development partners and officials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REAL ESTATE TOTAL SCORE						

SCORING SCALE

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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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The organization’s annual events calendar includes a mix of special events, retail events, and image-building events with specific goals identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. An organized approach or program is in place and working effectively to procure and manage event sponsorships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The organization regularly (e.g. post-event or annually) completes an evaluation of events, including a cost-benefit analysis, and acts accordingly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EVENT TOTAL SCORE						

SCORING SCALE

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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	STARTING		EVOLVING		EXCELLING	
	0	1	2	3	4	5
1. The organization orchestrates, provides assistance and/or supports place-based marketing programs and activities consistent with the district's brand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The organization effectively uses social media, advertising, materials, and/or other medium to tell a story, reach targeted audiences, and highlight district assets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. A quality branding system for the district is in place and being implemented effectively across all medium to build brand equity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The organization has developed a communication plan outlining regular communication efforts with key stakeholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARKETING TOTAL SCORE						

SCORING SCALE

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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	STARTING		EVOLVING		EXCELLING	
	0	1	2	3	4	5
1. The organization has programming and resources in place to actively encourage appropriate building rehabilitation and façade improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The organization has strong relationships with local and/or state historic preservation partners and works actively to promote the benefits of preservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRESERVATION TOTAL SCORE						

SCORING SCALE

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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	STARTING		EVOLVING		EXCELLING	
	0	1	2	3	4	5
1. The organization provides support and assistance for ongoing district cleanliness, maintenance and beautification efforts and projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The organization provides support and assistance for public spaces, public art, or other district placemaking efforts, enhancements and projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Placemaking projects and activities are coordinated with local government, property and business owners, and other partners to maximize resources and results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLACE TOTAL SCORE						

SCORING SCALE

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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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The organization has specific protocols, tools, and/or programs in place - and makes an intentional effort - to cultivate a strong volunteer base	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The organization is effective at identifying organizational capacity needs and in pursuing and leveraging resources and support, when and where needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. A budget and budgeting processes to support the organization and its programs and projects are in place and effectively administered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Line items in the organization's budget align with and support implementation of the organization's strategic plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The organization has a plan in place and is working effectively to increase and diversify funding through fundraising, annual sponsorships, events, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAPACITY TOTAL SCORE						

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

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

SCORING SCALE

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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	Enter Total Here
Real Estate	Enter Total Here
Events	Enter Total Here
Marketing	Enter Total Here
Preservation	Enter Total Here
Place	Enter Total Here
Capacity	Enter Total Here
People	Enter Total Here

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

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

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.
- 2.
- 3.
- 4.
- 5.

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.