EAST LANSING AGENDA

Historic District Commission Meeting

6:00 PM - Thursday, July 9, 2026

East Lansing City Library - 950 Abbot Rd.

Public Comment - Email: coelhistoricdistricts@cityofeastlansing.com

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1.	**OPENING**	
1.1.	Roll Call	
1.2.	Approval of the agenda	
1.3.	Approval of the minutes HDC 6-11-26 Draft Minutes	3 - 7
2.	**COMMUNICATIONS FROM CITIZENS**	
2.1.	Written Communication	
2.2.	Verbal from Audience	
3.	**COUNCIL LIAISON REPORT**	
4.	**DISCLOSURE OF CONFLICTS OF INTEREST**	
5.	**PUBLIC HEARINGS**	
5.1.	A public hearing to receive and discuss consideration of a Certificate of Appropriateness from Joel Nephew located at 520 Ann Street. The applicant request is to replace the front steps and tuckpoint. Agenda Item Report - Pdf	8 - 18
5.2.	A public hearing to receive and discuss consideration of a Certificate of Appropriateness from Amanda Flaim located at 350 Kensington Road. The applicant request is to remove the round stone garden bed and install lineal pavers along the front yard. Agenda Item Report - Pdf	19 - 32
5.3.	A public hearing to receive and discuss consideration of a Certificate of Appropriateness from Zachary Matthews on behalf of The Peoples Church, located at 200 W. Grand River Avenue. The applicant request is to replace deteriorated brick and stone throughout the building as needed. Agenda Item Report - Pdf	33 - 48
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10. **ASSIGNMENTS**

11. **ADJOURNMENT**

HISTORIC DISTRICT COMMISSION

Quality Services for a Quality Community

DRAFT MINUTES

MEMBERS

Chair
Molly Szpunar

Vice Chair
Brendan Boyle

Rose Vadnais
Alexis Murray
Emily Nicsh
James Boucher
Colleen Graber

City Coucil Liaison
Steven Whelan

Staff Liaison
Alycia Reiten

Cty of East Lansing
PLANNING BUILDING AND HOUSING
410 Abbot Road
East Lansing, MI 48823

(517) 319-6930
www.cityofeastlansing.com

June 11, 2026 – 6:00 p.m.
East Lansing City Library
950 Abbot Rd., East Lansing, MI

Present: Boucher, Graber, Murray, Vice Chair Boyle.
Absent: Nisch, Vadnais, and Chair Szpunar.
Staff present: Reiten, Risley and DeGarmo

1) CALL TO ORDER

Vice-Chair Boyle called the meeting to order at 6:00 pm.

1.1) ROLL CALL

At the calling of the roll, Nisch, Vadnais, and Chair Szpunar were absent. 4 commissioners were present, representing a quorum of the board.

1.2) APPROVAL OF THE AGENDA

***Motion**: Murray moved to approve the agenda as presented. Second by Graber*
***Vote**: Voice vote. 4-0. Motion carried.*

1.3) APPROVAL OF MINUTES for May 14, 2026.

***Motion:** Murray moved to approve the meeting minutes from the May 14, 2026, Historic District Commission meeting. Second by Graber.*
***Vote:** Voice vote. 4-0. Motion carried.*

2) COMMUNICATIONS

2.1) Written communication – One item was included in the agenda item report.

2.2) Verbal from Audience – None

3) COUNCIL LIAISON REPORT
Council Liaison Steven Whelan was unable to attend the meeting.

4) DISCLOSURE OF CONFLICTS OF INTEREST – None

5) PUBLIC HEARINGS

5.1 A public hearing to receive and discuss consideration of a Certificate of Appropriateness from Bengt Jansson located at 407 Marshall Street. The applicant request is to replace the chimney crown and garage door.

Reiten presented the staff report. The chimney crown was added and is different than what was there due to building code requirements. The wood panel garage door has deteriorated substantially. The owner was able to find an exact match with the same material, same size and same panels. The hardware will be very similar to what is there now. Both items are appropriate.

The applicant was unable to attend the meeting but asked staff to proceed with the commission review of the request.

Vice-Chair Boyle opened the public hearing at 6:03 pm.
No public comments were received.
Vice-Chair Boyle closed the public hearing at 6:03 pm.

Motion: Murray moved to approve the request to replace the already installed chimney crown and flue as well as replace the wood garage door in kind with T-bar hardware, located at 407 Marshall Street. The Historic District Commission has found that the already installed chimney crown and flue and new wood garage door will not negatively impact the essential form and integrity of the historic neighborhood or its environment consistent with Standards 2 and 6 of The Secretary of the Interior Standards for Rehabilitation. Second by Boucher.

***Vote**: Voice vote. 4-0. Motion carried.*

5.2 A public hearing to receive and discuss consideration of a Certificate of Appropriateness from Natasha White located at 640 Charles Street. The applicant request is to replace the asphalt shingles with stone coated metal and install new 5" gutters.

Reiten presented the staff report. The proposed shingles are much more dramatic than what is on the house now and also more dramatic than what would be found on a cape cod style house of this size and scale.

Jay Keller, Erie Homes, 2800 Aurelious Rd., on behalf of the applicant stated the proposed stone coated metal tries to replicate like an old shake shingle.

Don Tomblin, Erie Homes, 17840 CR 16, Pioneer, OH, on behalf of the applicant stated they have installed the stone coated metal in several historic districts. This

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product was designed to mimic the cedar shake shingle without the maintenance of a cedar product.

Vice-Chair Boyle opened the public hearing at 6:14 pm.
No public comments were received.
Vice-Chair Boyle closed the public hearing at 6:14 pm.

Motion: Murray moved to approve the request to replace the existing roof with architectural asphalt shingles with IKO Dynasty Fiber Core shingles, as well as replace all 5" k-style aluminum gutters and downspouts with the addition of new 5" k-style gutters and downspouts on the back of the house and garage, located at 640 Charles Street. The Historic District Commission has found that the proposed roofing, gutters and downspouts will not negatively impact the essential form and integrity of the historic neighborhood or its environment consistent with Standard 6 of The Secretary of the Interior Standards for Rehabilitation. Second by Boucher.

Vote: *Roll call vote*
***Yeas: Murray, Boucher, Graber, Boyle*.**
Nays: None
4-0. Motion carried

5.3 A public hearing to receive and discuss consideration of a Certificate of Appropriateness from Raymond Clyde Evert located at 529 Charles Street. The applicant request is to replace the roofing, install new gutters, replace the chimney cap and tuckpoint.

Reiten presented the staff report. She has had some discussion with the applicant about the chimney cap, replacing it with a crown and tuckpointing proposing the right type of mortar. Brick replacement will only be replaced as needed and will need to match the original in design, color, texture and other visual qualities.

Raymond Clyde Evert, 529 Charles St., the applicant stated there are 3-tab shingles now and they are planning to replace them with architectural asphalt shingles. The house currently has a 5" k-style gutters they are going to replace that with the same gutters. They will source any bricks needed from Young Brothers & Daley.

Vice-Chair Boyle opened the public hearing at 6:21 pm.
No public comments were received.
Vice-Chair Boyle closed the public hearing at 6:21 pm.

Motion: Graber moved to approve the request to replace the 3-Tab asphalt shingles with architectural asphalt shingles; replace the 5" k-style gutters and downspouts with new 5" k-style gutters and downspouts; replace the chimney cap with a concrete

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chimney crown; tuckpoint the chimney using Type O mortar; and replace bricks on the chimney, only as needed, to match the original in design, color, texture, and other visual qualities, located at 529 Charles Street. The Historic District Commission has found that the proposed roofing, gutters, downspouts, chimney crown, tuckpointing and brick replacement will not negatively impact the essential form and integrity of the historic neighborhood or its environment consistent with Standards 6 of The Secretary of the Interior Standards for Rehabilitation. Second by Murray.

***Vote**: Voice vote. 4-0. Motion carried.*

5.4 A public hearing to receive and discuss consideration of a Certificate of Appropriateness from Tim Mrozowski located at 619 Grove Street. The applicant request is for chimney work including brick, cap and tuckpointing.

Reiten presented the staff report. The applicant has chimney work that is necessary. He cast a new flue to match the original. The bricks that will be replace will be only as needed and to match the original in design, color, texture, and other visual qualities. He will be using type N mortar.

Tim Mrozowski, 613 Grove St., the applicant stated they don't know the extent of the required repairs until they get into the project. The current brick is wire struck brick and will be replaced with wire struck brick.

Vice-Chair Boyle opened the public hearing at 6:29 pm.
No public comments were received.
Vice-Chair Boyle closed the public hearing at 6:29 pm.

Motion: Murray moved to approve the request to tuckpoint the chimney using Type N mortar; and replace bricks on the chimney, only as needed, to match the original in design, color, texture, and other visual qualities as well as replace the flue to match the original in design, color, texture, and other visual qualities as closely as possible, located at 619 Grove Street. The Historic District Commission has found that the proposed tuckpointing, brick replacement and flue replacement will not negatively impact the essential form and integrity of the historic neighborhood or its environment consistent with Standards 6 of The Secretary of the Interior Standards for Rehabilitation. Second by Boucher.

***Vote**: Voice vote. 4-0. Motion carried.*

5.5 A public hearing to receive and discuss consideration of a Certificate of Appropriateness from Randell Hitts located at 647 Sunset Lane. The applicant request is to replace wood siding with LP SmartSide siding. WITHDRAWN.

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Vice-Chair Boyle opened the public hearing at 6:32 pm.
No public comments were received.
Chair Szpunar closed the public hearing at 6:32 pm.

No action necessary.

6) UNFINISHED BUSINESS

7) NEW BUSINESS

8) COMMISSIONER REPORTS

9) STAFF REPORTS

Reiten introduced Jackie Risley. She is in the Planning, Building and Housing Department. The administrative staff are being cross trained to help cover boards and commissions. Risley stated she mainly works in rental housing. We are trying to be able to provide coverage for these meetings if the regular staff is not available.

Reiten handed out the final draft of the Landmark walking tour brochure.

The light-saver announcement will go live on the e-dialog on Friday, June 12, 2026. There will be a link to upload photos. The print Dialog will have the accessory structure article.

10) ASSIGNMENTS

For the resource guide for property owners we will need photos. Graber has created a draft history of the city, Murray has created the outline, Boyle will work on porches and decks and Boucher will work on replacement processes.

11) ADJOURNMENT

Motion: Murray moved to adjourn, second by Graber.
***Vote**: Voice vote. 4-0. Motion carried.*
Meeting adjourned at 6:46 pm.

DRAFT

Historic District Commission

AGENDA ITEM REPORT

To:	Historic District Commission
Subject:	A public hearing to receive and discuss consideration of a Certificate of Appropriateness from Joel Nephew located at 520 Ann Street. The applicant request is to replace the front steps and tuckpoint.
Meeting:	Historic District Commission - 09 Jul 2026
Department:	Planning, Building, and Housing
Staff Contact:	Alycia Reiten, Senior Planner

ATTACHMENTS:

520 Ann staff report 7.9.26
520 Ann Street CoA application combined

Department of Planning,
Building & Housing

STAFF REPORT

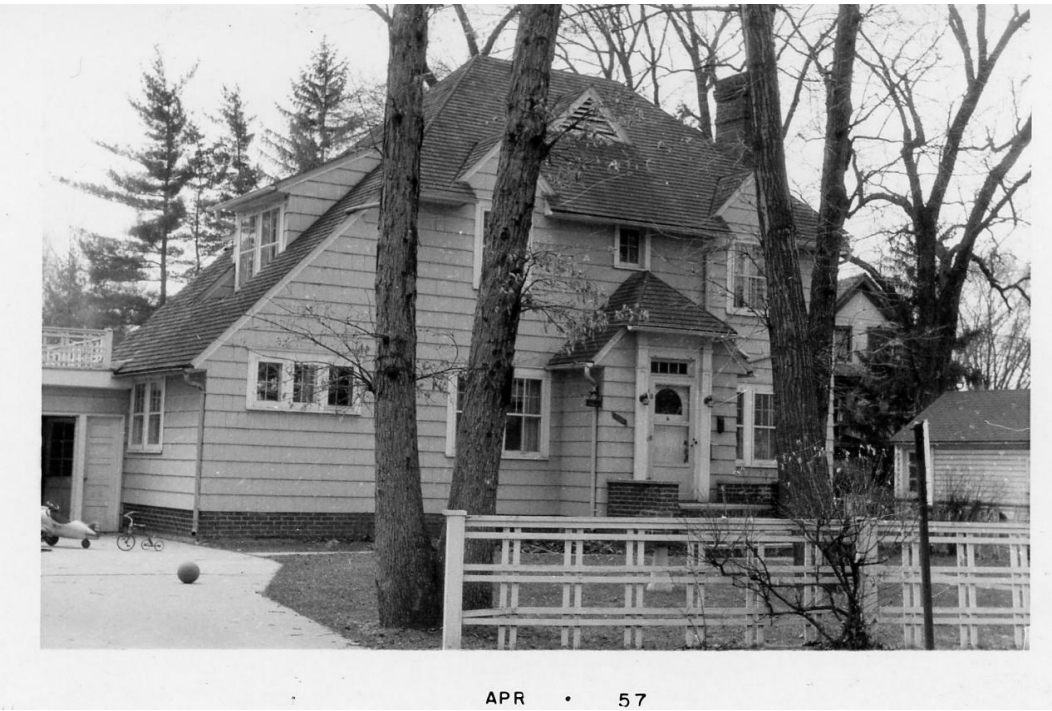
Address	520 Ann Street
Applicant	Joel Nephew
Historic District	Bailey Historic District
Type of Case	Public Hearing
Staff person	Alycia Reiten
HDC hearing date	July 9, 2026

OVERVIEW
To replace the front brick steps and tuckpoint (already completed).

EXISTING CONDITIONS
The property is located in the Chesterfield Historic District at the intersection of Huntington Road and Cresenwood Road. The property was built in 1939 and is 2,440 sf. Built in the Colonial Revival style, it is a contributing.



Google photo



Assessor's 1957 photo



Staff photo





RM-32 City Center Multiple Family Residential District

HISTORICAL INFORMATION

were constructed between 1900 and 1929. The structure is not a Landmark structure. The City of East Lansing Historic District Study Committee, Final Report of March 1988 describes the Bailey Historic District as the following:

> "The Bailey Historic District, which centers on the former Bailey Elementary School, includes much of the Fairview Additions, as well as Edgewood and some closely

related blocks of Angell's and Chase's Subdivision to the west. Taken together, these structures are the surviving part of what was once the eastern outgrowth of the City's development surrounded on three sides by open fields.
Unlike most of the earlier plats, the layout of the Bailey Historic District makes few concessions to the angle of the major streets. Instead of streets and lot lines running perpendicular to Grand River Avenue, the lines run resolutely north and south, creating parallelogram lots and a "zigzag" building line. Though generally considered a less desirable arrangement, this approach does set each house in a visible position somewhat analogous to a corner lot."

The Significant Figures in the History of East Lansing indicates the original owner was John W. Hannen and was a Major figure He was editor in the State Review Publishing Co, secretary of several state associations, founded the Traverse City Record (now Record Eagle) and participated in educational campaigns as well as profiled in Who's Who in Michigan in 1936.

CHAPTER 20 HISTORIC PRESERVATION
Article III. - Certificates of Appropriateness, Review Procedures, Fees and Inspections
Sec. 20-63. - Review process for certificate of appropriateness.

(c) Standards for decisions. In reviewing applications for a certificate of appropriateness, the commission shall base its decision only on the Secretary of the Interior's Standards for Rehabilitation, the preservation guidelines stated in section 20-101, and on any additional preservation guidelines adopted by the historic district commission and approved by the city council, and the following:

(1) The historic or architectural value and significance of the resource and its relationship to the historic value of the surrounding area.
(2) The relationship of any architectural features of the resource to the rest of the resource and to the surrounding area.
(3) The general compatibility of the design, arrangement, texture, and materials proposed to be used.
(4) Other factors, such as aesthetic value, that the commission finds relevant.
(5) Recommendations from the historic preservation officer, the building official, the design assistance team, and any affected neighborhood association.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding

conjectural features or architectural elements from other buildings, shall not be undertaken.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

STAFF COMMENTS

The porch has already been rebuilt. The applicant used a Type O mortar which is acceptable but will require repointing sooner than if Type N were used. The bricks are new and have a sharper edge than what would have been there originally. The 1957 photo appears to have a darker and thinner textured brick than what is existing, so the porch was reconstructed at some point. The current brick and mortar replacement is appropriate as it matches the rest of the porch.

STAFF REVIEW

In accordance with Chapter 20 of the City of East Lansing code and consideration of the Secretary of the Interior Standards, the following are most relevant to this application. Comments are provided:

Standard #6: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

Comment: The work was completed without a Certificate of Appropriateness. Fortunately, it appears to have been done using the right materials and mortar composition, although Type N would have been suggested as Type O is softer and will need to be repointed sooner due to the high traffic area where it has been installed.

Standard #10: New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Comment: The new brick matches the existing brick which is not original to the house. The porch could be rebuilt if needed and done so with a more historically appropriate brick in design, color, texture and other visual qualities that would compliment the age of the house.

CERTIFICATE OF APPROPRIATENESS

The Historic District Commission may approve or deny the CoA application for historic buildings.

Move to (**approve or deny)** the request for the already replaced brick and mortar on the porch, located at 520 Ann Street. The Historic District Commission has found that the replacement brick and mortar (**will or will not negatively)** impact the essential form and integrity of the historic neighborhood or its environment (**consistent or not consistent)** with The Secretary of the Interior Standard for Rehabilitation number 6.

Date Stamp:

Department of Planning Building and Development
City of East Lansing Historic District Commission
410 Abbot Road – East Lansing, Michigan 48823
Telephone (517) 319-6930 – **Fax** (517) 337-1607
coelhistoricdistricts@cityofeastlansing.com

Certificate of Appropriateness

There is a $100 fee for applications to the Historic District Commission

(Please print clearly – See instruction on reverse side)

An incomplete application will not be accepted

Overview

In 1989, the City adopted its Historic Preservation Code to support Historic Neighborhoods that contain architecturally significant structures. The City also established a Landmark Historic District, which encompasses the most significant structures, regardless of location.

Construction in a Historic District

New construction or alterations of existing structures are not prohibited in Historic Neighborhoods; however, the construction or alteration is expected to be done in a historically appropriate manner. Applicants are encouraged to direct any construction to the rear of a structure, not visible from a public street. Addiliionally, materials used for new construction should be compatible with existing, historic materials.

Construction Approval

Generally, any work on the exterior of a structure requires approval from the Historic Preservation Officer or the Historic District Commission through the submission and approval of a Certificate of Appropriateness Application.

Project Information

In accordance with Article III, Section 20-61(a) of Chapter 20 (Historic Preservation Code) of the City of East Lansing, I hereby apply for review of the following proposed change(s):
Describe changes proposed for the structures exterior. Include plans, photographs and other information as required by Section 20-62 Chapter 20 (Use separate sheet if necessary, please be specific):
resecure existing bricks on front steps
Reason for Change:
bricks have come loose on steps

Property Information

Property Address: 520 Ann St, East Lansing		
Is this property a rental?	☐ YES	☑ NO

Applicant Information

Who is applying for the Certificate of Appropriateness? ☐ OWNER ☑ AGENT ☐ CONTRACTOR (Signature Required)	Email: [redacted]		
Name: Joel Nephew, Michigan Conf of SDA	Phone: [redacted]	Cell:	
Address: [redacted]	City: Lansing	State: MI	Zip: 48917
SIGN HERE X [signature]	DATE	5/5/26	

Applicant signature **(Required)**

Property Owner: ☑ Check box if same as above

Name:	Email:	Phone:	Cell:	
Address:		City:	State:	Zip:
SIGN HERE X [signature]		DATE	5/5/26	

Property owner signature **(Required)**

APPLICATION CONTINUED ON NEXT PAGE

Required Review

Signature and submission of this application by Owner and/or Agent:
1) Authorizes the City and/or its representative(s) to enter upon the property and take any photos or undertake any inspections necessary for review and action on this application; and
2) Signifies that Owner/Agent understands that the Historic Preservation Code applies to exterior work to this property and all properties in East Lansing Historic Districts; and
3) Certifies that the property now has or will have before the proposed project completion date, a fire alarm system or smoke alarm complying with the requirements of the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531; and
4) Certifies that the property owner has reviewed the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, as set forth in 36 CFR 67.

SIGN HERE X [signature] DATE 5/5/26

Required Items for a Complete Application. Check all that apply:

To obtain a Certificate of appropriateness, an applicant shall file an application in writing on a form furnished by the City. Prior to acceptance, every application shall:

- ☑ Identify and describe the work to be authorized by the Certificate of Appropriateness
- ☑ Describe the land on which the proposed work is to be done by legal description, street address, mortgage survey or similar description.
- ☑ Be accompanied by scaled plans, elevations, diagrams, photographs and other similar documents necessary to demonstrate that the proposed work is in compliance with this Chapter. Plans shall be drawn to scale upon substantial paper and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that the proposed work shall conform to the requirements of this Chapter.
- ☑ Be signed by the owner of record and any contractor performing the work.
- ☑ Be accompanied by other data and information as may be necessary to demonstrate compliance with the requirements of this Chapter.

* Please note the commission may determine at the time of the meeting if the application is complete or incomplete

SIGN HERE X [signature] DATE 5/5/26

Office Use Only

Review

Date:	Building permit required? ☐ YES ☐ NO	Application Complete? ☐ YES ☐ NO

Staff Action:

☐ APPROVED ☐ DENIED	☐ Refer to Historic District Commission	Permit #
Signature X		

Historic District Commission:

Meeting Date:		Letter Date:
☐ APPROVED ☐ DENIED	Extension requested:	Date:
Signature X		

Final Inspection

☐ APPROVED ☐ DENIED

Conditions of Approval (if applicable):

Conditions provided in letter dated:	Conditions provided in permit #

Revised 6/2025





Historic District Commission

AGENDA ITEM REPORT

To:	Historic District Commission
Subject:	A public hearing to receive and discuss consideration of a Certificate of Appropriateness from Amanda Flaim located at 350 Kensington Road. The applicant request is to remove the round stone garden bed and install lineal pavers along the front yard.
Meeting:	Historic District Commission - 09 Jul 2026
Department:	Planning, Building, and Housing
Staff Contact:	Alycia Reiten, Senior Planner

ATTACHMENTS:

350 Kensington staff report 7.9.26
350 Kensington CoA combined application

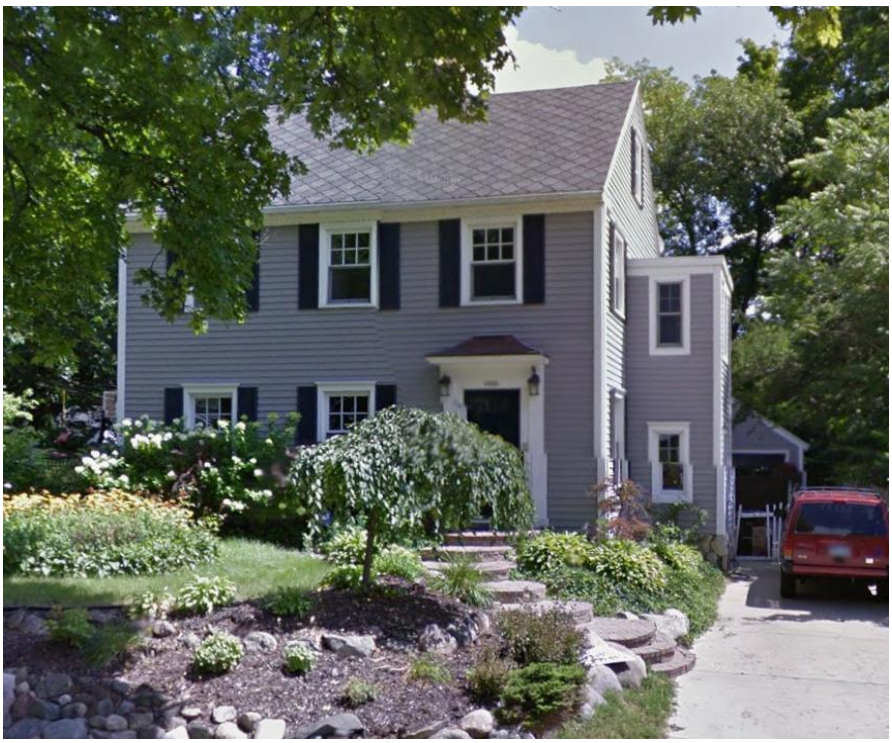
Department of Planning,
Building & Housing

STAFF REPORT

Address	350 Kensington Road
Applicant	Daniel Ahlquist
Historic District	Chesterfield Historic District
Type of Case	Public Hearing
Staff person	Alycia Reiten
HDC hearing date	July 9, 2026

OVERVIEW
To remove the round stone garden bed (already removed) and install lineal pavers (already installed) along the front yard.

EXISTING CONDITIONS
The property is located in the Chesterfield Historic District at the intersection of Huntington Road and Cresenwood Road. The property was built in 1939 and is 2,440 sf. Built in the Colonial Revival style, it is a contributing.



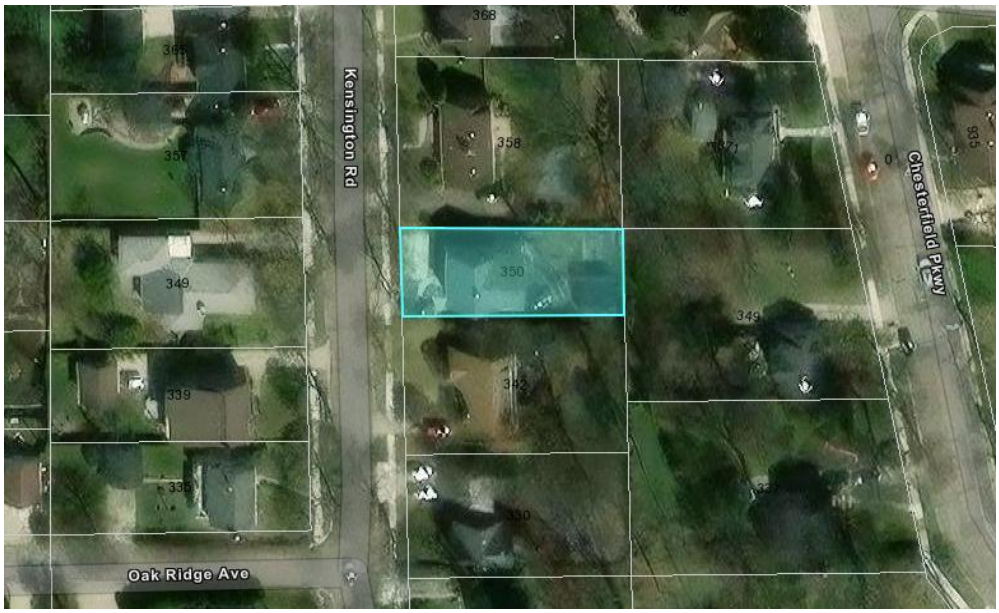
Google photo

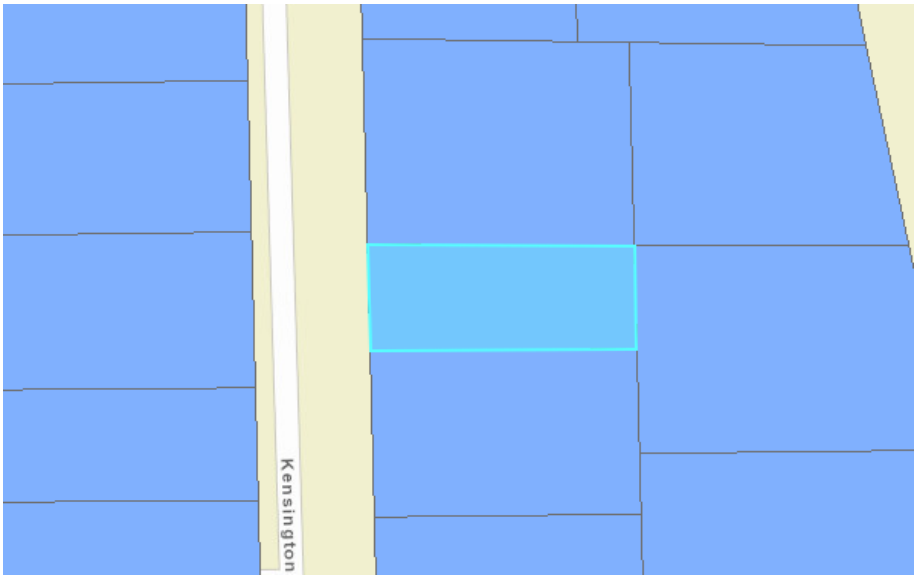


Staff photo



Assessor's 1957 photo





R-2 Medium Density Single-Family Residential District

HISTORICAL INFORMATION

There are 220 properties in the Chesterfield Hills Historic District. 176 of these (80%) were constructed between 1900 and 1929 according to city records. At least 195 (89%) are 50 years or older in age.

The *City of East Lansing Historic District Study Committee, Final Report of March 1988,* states the following historic description for the Chesterfield Hills District:

"This district is composed of primarily of the Chesterfield Hills I and II Subdivisions, platted in 1916 and 1923, respectively by Ehinger Realty. The winding streets and irregular lots are a perfect adaptation to the rolling terrain; the streetscape is dominated by hundreds of mature maples. Most of the houses were built in the 1920's and 1930's and contain a splendid collection of architectural styles popular during this period. Dutch Colonial, Bungalow, Tudor and Prairie styles are found here, along with a few post WWII Cape Cod and ranch houses. Exterior colors and materials are equally diverse; brick, stucco, clapboard, aluminum and shingles. Asphalt, wood and tile roofs are all present.

Despite, or perhaps because of the architectural diversity, Chesterfield Hills has a unified character. Different styles, materials, and building volumes sit next to each other comfortably and without discord, producing a unified character, much as a mosaic is formed by disparate elements."

There are no listings in *Significant Figures in the History of East Lansing* for the property.

CHAPTER 20 HISTORIC PRESERVATION
Article III. - Certificates of Appropriateness, Review Procedures, Fees and Inspections
Sec. 20-63. - Review process for certificate of appropriateness.

(c) Standards for decisions. In reviewing applications for a certificate of appropriateness, the commission shall base its decision only on the Secretary of the Interior's Standards for Rehabilitation, the preservation guidelines stated in section 20-101, and on any additional preservation guidelines adopted by the historic district commission and approved by the city council, and the following:

(1) The historic or architectural value and significance of the resource and its relationship to the historic value of the surrounding area.
(2) The relationship of any architectural features of the resource to the rest of the resource and to the surrounding area.
(3) The general compatibility of the design, arrangement, texture, and materials proposed to be used.
(4) Other factors, such as aesthetic value, that the commission finds relevant.
(5) Recommendations from the historic preservation officer, the building official, the design assistance team, and any affected neighborhood association.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of

historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

STAFF REVIEW

In accordance with Chapter 20 of the City of East Lansing code and consideration of the Secretary of the Interior Standards, the following are most relevant to this application. Comments are provided:

Standard #9: New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

Comment: The raised garden bed was very large compared to the front yard. It was evident that it was not original. The owners removed it before they requested approval however, it does improve the streetscape as there would not have been a structure of its type originally.

There are lineal pavers that have been placed in the front yard that were installed after the raised garden bed that did not have approval to do so. They do not match the house or other stones on the property and should be removed as they are not the appropriate style for the property.

Standard #10: New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Comment: The lineal pavers that have been installed as a small wall in the front yard were installed after the round garden bed and did not have approval to do so. They do not match the house or other stones on the property and should be removed as they are not the appropriate style for the property.

STAFF COMMENTS

The raised garden bed was previously approved by the commission after the fact. The owners removed it when doing other yard work. The lineal pavers were added sometime after the garden bed but no approval had been granted. The applicant would like to leave them but they do not match the other stone on the property as they are modern in design.

CERTIFICATE OF APPROPRIATENESS

The Historic District Commission may approve or deny the CoA application for historic buildings.

Move to (**approve or deny)** the request for the already removed raised garden bed as well as the already installed lineal pavers, in the front yard, located at 350 Kensington Road. The Historic District Commission has found that the removal of the raised garden bed and the installation of the lineal stone (**will or will not negatively)** impact the essential form and integrity of the historic neighborhood or its environment (**consistent or not consistent)** with The Secretary of the Interior Standards for Rehabilitation numbers 9 and 10.

Date Stamp:

Department of Planning Building and Development
City of East Lansing Historic District Commission
410 Abbot Road – East Lansing, Michigan 48823
Telephone (517) 319-6930 – **Fax** (517) 337-1607
coelhistoricdistricts@cityofeastlansing.com

Certificate of Appropriateness

There is a $100 fee for applications to the Historic District Commission

(Please print clearly – See instruction on reverse side)

An incomplete application will not be accepted

Overview

In 1989, the City adopted its Historic Preservation Code to support Historic Neighborhoods that contain architecturally significant structures. The City also established a Landmark Historic District, which encompasses the most significant structures, regardless of location.

Construction in a Historic District

New construction or alterations of existing structures are not prohibited in Historic Neighborhoods; however, the construction or alteration is expected to be done in a historically appropriate manner. Applicants are encouraged to direct any construction to the rear of a structure, not visible from a public street. Additionally, materials used for new construction should be compatible with existing, historic materials.

Construction Approval

Generally, any work on the exterior of a structure requires approval from the Historic Preservation Officer or the Historic District Commission through the submission and approval of a Certificate of Appropriateness Application.

Project Information

In accordance with Article III, Section 20-61(a) of Chapter 20 (Historic Preservation Code) of the City of East Lansing, I hereby apply for review of the following proposed change(s):

Describe changes proposed for the structures exterior. Include plans, photographs and other information as required by Section 20-62 Chapter 20 (Use separate sheet if necessary, please be specific):

350 Kensington Rd: Seeking post-hoc approval to retain a sandstone border between sod grass and perennial garden. Please see attached sheet for all details.

Reason for Change:

please see attached sheet.

Property Information

Property Address:
350 Kensington Rd. East Lansing, MI 48823

Is this property a rental? ☐ YES ☑ NO

Applicant Information

Who is applying for the Certificate of Appropriateness?
☑ OWNER ☐ AGENT ☐ CONTRACTOR (Signature Required)

Email: [redacted]

Name: Amanda Flaim

Phone: [redacted]

Cell: [redacted]

[redacted] ate: [redacted]

SIGN HERE X [signature] DATE 5/31/26

Applicant signature **(Required)**

Property Owner: ☑ Check box if same as above

Name:	Email:	Phone:	Cell:	
See above				
Address:		City:	State:	Zip:

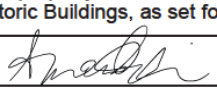
SIGN HERE X [signature] DATE 5/31/2026

Property owner signature **(Required)**

APPLICATION CONTINUED ON NEXT PAGE

Required Review

Signature and submission of this application by Owner and/or Agent:
1) Authorizes the City and/or its representative(s) to enter upon the property and take any photos or undertake any inspections necessary for review and action on this application; and
2) Signifies that Owner/Agent understands that the Historic Preservation Code applies to exterior work to this property and all properties in East Lansing Historic Districts; and
3) Certifies that the property now has or will have before the proposed project completion date, a fire alarm system or smoke alarm complying with the requirements of the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531; and
4) Certifies that the property owner has reviewed the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, as set forth in 36 CFR 67.

SIGN HERE X  DATE 5/31/2026

Required Items for a Complete Application. Check all that apply:

To obtain a Certificate of appropriateness, an applicant shall file an application in writing on a form furnished by the City. Prior to acceptance, every application shall:

- ☑ Identify and describe the work to be authorized by the Certificate of Appropriateness
- ☑ Describe the land on which the proposed work is to be done by legal description, street address, mortgage survey or similar description.
- ☐ Be accompanied by scaled plans, elevations, diagrams, photographs and other similar documents necessary to demonstrate that the proposed work is in compliance with this Chapter. Plans shall be drawn to scale upon substantial paper and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that the proposed work shall conform to the requirements of this Chapter.
- ☐ Be signed by the owner of record and any contractor performing the work.
- ☐ Be accompanied by other data and information as may be necessary to demonstrate compliance with the requirements of this Chapter.

* Please note the commission may determine at the time of the meeting if the application is complete or incomplete

SIGN HERE X  DATE 5/31/2026

Office Use Only

Review

Date:	Building permit required? ☐ YES ☐ NO	Application Complete? ☐ YES ☐ NO

Staff Action:

☐ APPROVED ☐ DENIED	☐ Refer to Historic District Commission	Permit #
Signature X		

Historic District Commission:

Meeting Date:		Letter Date:
☐ APPROVED ☐ DENIED	Extension requested:	Date:
Signature X		

Final Inspection

☐ APPROVED ☐ DENIED

Conditions of Approval (if applicable):

Conditions provided in letter dated:	Conditions provided in permit #

Revised 6/2025

Application for Certificate of Appropriateness
350 Kensington Rd, East Lansing MI 48823

Proposal for the structure's exterior. Include plans, photographs and other information as required by Section 20-62 Chapter 20 (Use separate sheet if necessary, please be specific):

In this proposal for a Certificate of Appropriateness, we seek post-hoc approval for to retain a sandstone border[1], which was built by the former occupants (see below regarding occupancy) at the same time and in the same material as the keystone garden that was approved by committee in the fall of 2025. Because the former occupants had not installed of the garden bed in a way that is either safe, productive, or sanitary, we elected to remove the garden bed and restore the front yard to sod grass, but to not remove the sandstone border as it a) holdsthe sod in place, b) protects the sod grass from weeds and mulch, c) and distinguishes the grass from perennial gardens, which is a style consistent with the neighborhood. The house is now again listed for sale.

Explanation of occupancy and construction:

The former occupants who built the garden and stone border in 2025 were a couple who had signed contractual paperwork with us to purchase the house, and they were living in the house until closing per the contract. They went through the process of acquiring approval for their lawn "structure" by the city. We were in New Zealand for sabbatical and were unaware that their COA application did not also include the sandstone border. Unfortunately, those would-be buyers who built the sandstone garden and border in the front yard experienced financial hardship and were not able to close on the house. They moved out on May 1 and left the property in disarray. Our modifications to the front yard - removing the dilapidated and unsafe garden bed and installing grass - greatly enhanced the "street view" of the house in a way that is consistent with the neighborhood aesthetic. Several neighbors made a point of commenting on how nice the border appears, and how glad they were to see the garden bed removed and replaced by lawn.

Images A & B below show the condition of the front lawn when we received the keys back from the former occupants (note that, in the top-down photo, we had already removed some stones from the keyhole garden bed). Both the keyhole garden bed and sandstone border are visible in these pictures.

[1] We were unaware that this border was not included in the COA from fall 2025.

A. April 15, 2026



B. May 1, 2026



Sandstone "Keystone Garden"

Sandstone Border

Image C below provides additional closeup of the condition of the strip between the street and sidewalk. It is replete with old cardboard and other refuse, which matched the condition of the front lawn where sod has been planted.

C. May 1, 2026



Images D & E below show the current condition of the lawn and grass strip. The keystone garden has been removed. The lowlying sandstone border that separates the grass from the perennial garden remains visible.

D. May 25, 2026



Sandstone Border

E. June 1, 2026



New Sod Grass

Image F highlights a fully restored grass strip between the street and the sidewalk as well.

F. May 26, 2026



The assumption that we built a new retaining wall when dismantling the keystone structure is incorrect, but understandable. We *fully* appreciate that city planners are tasked with upholding standards in historic districts so as to protect home values, the city's revenue, as well as the charming character and heritage of the neighborhood. Indeed, this is why we lived in Chesterfield Hills for 9 years. With this in mind, we feel it necessary to address herein the concern that the sandstone landscaping stones constituting the grass barrier depart from the raw stone aesthetic in the yard:

1) These sandstone lawnscaping bricks were installed in different configurations in the front and back yard by owners who predate ourselves. They have always been visible as part of the yard, but the would-be-owners placed them in a more conspicuous place with the keystone garden and border; And, 2) as the following images reveal, the use of far more modern—e.g., concrete and square—landscaping stones are widely used in the neighborhood, not only as retaining walls, but also as simple visual barriers between grass and gardens. The following images are photographs of homes located on Kensington, Huntington and University Rds, within one block of 350 Kensington Rd. These photographs clearly indicate that landscaping stone styles that are far more modern than that used for the visible border on 350 Kensington is a typical feature of lawnscapes in the neighborhood. The first image below is of a modern retaining wall installed in what is widely understood to be the orginal, early 1900s farm home that predates the neighborhood.







This last image showcases a property only 5 houses away from ours that utilizes modern, very square landscaping stones (red/orange circle) in visible relation to both large round rocks and square stones that are far more natural looking (below the red/orange circle).



In closing, we want to re-emphasize our sincere appreciation that the work of planners and officials in the the City of East Lansing. We understand that city planners are responsible for protecting the homes and the interest of the city overall. We truly apologize for misunderstanding the process for undertaking the work on the property, but we hope that the Committee understands that the property has been restored to far better and more "appropriate" condition under our care. We appreciate productive engagement with the committee and would be very grateful for approval of this application.

Sincerely,

Daniel Ahlquist and Amanda Flaim

Current owners: 350 Kensington Rd. | East Lansing, MI | 48823

Historic District Commission

AGENDA ITEM REPORT

To:	Historic District Commission
Subject:	A public hearing to receive and discuss consideration of a Certificate of Appropriateness from Zachary Matthews on behalf of The Peoples Church, located at 200 W. Grand River Avenue. The applicant request is to replace deteriorated brick and stone throughout the building as needed.
Meeting:	Historic District Commission - 09 Jul 2026
Department:	Planning, Building, and Housing
Staff Contact:	

ATTACHMENTS:

200 W. Grand River Ave staff report 7.9.26
200 W. Grand River combined CoA app

Department of Planning,
Building & Housing

STAFF REPORT

Address	200 W. Grand River Avenue (The Peoples Church)
Applicant	Zach Matthews
Historic District	Landmark structure
Type of Case	Public Hearing
Staff person	Alycia Reiten
HDC hearing date	July 9, 2026

OVERVIEW
To replace deteriorated brick and stone throughout the building as needed.

EXISTING CONDITIONS
The Peoples Church was constructed in 1926 with the initial cornerstone placed in 1923. The front façade facing Grand River Avenue is designed in a mixed style with a Collegiate style bell tower, Gothic windows, decorative crown lintels and an arched entrance reminiscent of the Châteauesque period. The rear façade facing Albert Street, prominent in its own right, is reminiscent of the Industrial Age with the massive concrete and brick façade, chimney (similar to an Industrial smokestack) and large windows.



Google photo



Google photo





B-2 Retail Sales District

HISTORICAL INFORMATION
Landmark resource historic district means contiguous or noncontiguous individual structures with historic, architectural, archeological, engineering or cultural significance which have received such designation by City Council.

Landmark resources shall meet the highest restoration standards possible given the unique circumstances of each application.

The church was completed in 1926. The structure is a significant contributing structure.

There was a fire in the 60's and the tower was struck by lightning in 1980's. Significant efforts to restore the building were undertaken.

There are no listings in *Significant Figures in the History of East Lansing* for the property.

CHAPTER 20 HISTORIC PRESERVATION
Article III. - Certificates of Appropriateness, Review Procedures, Fees and Inspections
Sec. 20-63. - Review process for certificate of appropriateness.

(c) Standards for decisions. In reviewing applications for a certificate of appropriateness, the commission shall base its decision only on the Secretary of the Interior's Standards for Rehabilitation, the preservation guidelines stated in section 20-101, and on any additional preservation guidelines adopted by the historic district commission and approved by the city council, and the following:

(1) The historic or architectural value and significance of the resource and its relationship to the historic value of the surrounding area.

(2) The relationship of any architectural features of the resource to the rest of the resource and to the surrounding area.
(3) The general compatibility of the design, arrangement, texture, and materials proposed to be used.
(4) Other factors, such as aesthetic value, that the commission finds relevant.
(5) Recommendations from the historic preservation officer, the building official, the design assistance team, and any affected neighborhood association.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

STAFF COMMENTS
The work had already begun on the building when staff met with the applicant. They had begun tuckpointing and said that they intended to replace cracked and broken bricks and stones as needed. The work includes tuckpointing, which staff was able to issue a Certificate of Appropriateness for just the tuckpointing. Replacement of deteriorated brick and stone requires commission approval.

STAFF REVIEW
In accordance with Chapter 20 of the City of East Lansing code and consideration of the Secretary of the Interior Standards, the following are most relevant to this application.

> Standard #6: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
>
> *Comment: The building needs mortar, brick and stonework. The applicant had salvaged some bricks from the louver installation that they intend to use as needed for the bricks that need to be replaced. The application indicates there is a piece of stone along the coping that will be removed and replaced with patch materials. It is unclear what the patch materials will be but should be a stone or replica that matches the* old in design, color, texture, and other visual qualities.

CERTIFICATE OF APPROPRIATENESS
The Historic District Commission may approve or deny the CoA application for historic buildings.

Move to (**approve or deny)** the request to replace bricks and stone, only as needed, with new that shall match the old in design, color, texture, and other visual qualities, located at 200 W. Grand River Avenue. The Historic District Commission has found that replacement brick and stone (**will or will not negatively)** impact the essential form and integrity of the historic neighborhood or its environment (**consistent or not consistent)** with The Secretary of the Interior Standard for Rehabilitation number 6.

Date Stamp:

Department of Planning Building and Development
City of East Lansing Historic District Commission
410 Abbot Road – East Lansing, Michigan 48823
Telephone (517) 319-6930 – **Fax** (517) 337-1607
coelhistoricdistricts@cityofeastlansing.com

Certificate of Appropriateness

There is a $100 fee for applications to the Historic District Commission

(Please print clearly – See instruction on reverse side)

An incomplete application will not be accepted

Overview

In 1989, the City adopted its Historic Preservation Code to support Historic Neighborhoods that contain architecturally significant structures. The City also established a Landmark Historic District, which encompasses the most significant structures, regardless of location.

Construction in a Historic District

New construction or alterations of existing structures are not prohibited in Historic Neighborhoods; however, the construction or alteration is expected to be done in a historically appropriate manner. Applicants are encouraged to direct any construction to the rear of a structure, not visible from a public street. Additionally, materials used for new construction should be compatible with existing, historic materials.

Construction Approval

Generally, any work on the exterior of a structure requires approval from the Historic Preservation Officer or the Historic District Commission through the submission and approval of a Certificate of Appropriateness Application.

Project Information

In accordance with Article III, Section 20-61(a) of Chapter 20 (Historic Preservation Code) of the City of East Lansing, I hereby apply for review of the following proposed change(s):
Describe changes proposed for the structures exterior. Include plans, photographs and other information as required by Section 20-62 Chapter 20 (Use separate sheet if necessary, please be specific):
See attached documentation
Reason for Change:
Cleaning and preventative maintenance

Property Information

Property Address: 200 West Grand River Avenue		
Is this property a rental?	☐ YES	☑ NO

Applicant Information

Who is applying for the Certificate of Appropriateness? ☑ OWNER ☐ AGENT ☐ CONTRACTOR (Signature Required)	Email: [redacted]		
Name: Zachary Matthews	Phone: [redacted]	Cell: [redacted]	
Address: [redacted]	City: [redacted]	State: [redacted]	Zip: [redacted]
SIGN HERE X [signature]	DATE 6/2/26		

Applicant signature **(Required)**

Property Owner: ☑ Check box if same as above

Name:	Email:	Phone:	Cell:	
Address:		City:	State:	Zip:
SIGN HERE X		DATE		

Property owner signature **(Required)**

APPLICATION CONTINUED ON NEXT PAGE

Required Review

Signature and submission of this application by Owner and/or Agent:
1) Authorizes the City and/or its representative(s) to enter upon the property and take any photos or undertake any inspections necessary for review and action on this application; and
2) Signifies that Owner/Agent understands that the Historic Preservation Code applies to exterior work to this property and all properties in East Lansing Historic Districts; and
3) Certifies that the property now has or will have before the proposed project completion date, a fire alarm system or smoke alarm complying with the requirements of the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531; and
4) Certifies that the property owner has reviewed the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, as set forth in 36 CFR 67.

SIGN HERE X [signature] DATE 6/2/26

Required Items for a Complete Application. Check all that apply:

To obtain a Certificate of appropriateness, an applicant shall file an application in writing on a form furnished by the City. Prior to acceptance, every application shall:

- ☑ Identify and describe the work to be authorized by the Certificate of Appropriateness
- ☑ Describe the land on which the proposed work is to be done by legal description, street address, mortgage survey or similar description.
- ☑ Be accompanied by scaled plans, elevations, diagrams, photographs and other similar documents necessary to demonstrate that the proposed work is in compliance with this Chapter. Plans shall be drawn to scale upon substantial paper and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that the proposed work shall conform to the requirements of this Chapter.
- ☑ Be signed by the owner of record and any contractor performing the work.
- ☑ Be accompanied by other data and information as may be necessary to demonstrate compliance with the requirements of this Chapter.

* Please note the commission may determine at the time of the meeting if the application is complete or incomplete

SIGN HERE X [signature] DATE 6/2/26

Office Use Only

Review

Date:	Building permit required? ☐ YES ☐ NO	Application Complete? ☐ YES ☐ NO

Staff Action:

☐ APPROVED ☐ DENIED	☐ Refer to Historic District Commission	Permit #
Signature X		

Historic District Commission:

Meeting Date:		Letter Date:
☐ APPROVED ☐ DENIED	Extension requested:	Date:
Signature X		

Final Inspection

☐ APPROVED ☐ DENIED

Conditions of Approval (if applicable):

Conditions provided in letter dated:	Conditions provided in permit #

Revised 6/2025

Proposed changes for the structure's exterior

The Peoples Church
200 W Grand River Ave.
East Lansing, MI 48823

Zack Matthews, Facility Director

6/1/2026

North and East Elevations:

1. Clean the masonry using mild detergents and pressurized water.

2. Remove and replace the sealants around the window frames, stone coping joints, door frames, and louver frames using Dow silicone and backer rod.

3. Remove and replace the damaged mortar joints as necessary using Type N mortar. The new mortar will match the existing as closely as possible.

4. Remove and replace cracked brick as necessary. The new brick will match the existing as closely as possible.

5. Remove the damaged piece of stone along the coping and install new patch materials.

6. Clean up the debris related to this scope of work

BORNOR RESTORATION, INC.

[redacted]

TYPE N MIX DESIGN for TUCKPOINTING AND REBUILDING MORTAR

ST MARY'S TYPE I PORTLAND CEMENT	ONE PART
CARMEUSE MASON TYPE S LIME	ONE PART
MASONS SAND - ASTM C144	SIX PARTS

MORTAR COLOR AS NEEDED TO MATCH EXISTING MORTAR COLOR

APPROXIMATE COMPRESSIVE STRENGTH @ 28 DAYS – 750-PSI

MEETS ASTM C270 – SEE ATTACHED PRODUCT DATA

Project: The Peoples Church, East Lansing, MI 48823

Mortar Mix Designs

How Is Lime Specified Into Mortars?

Portland cement-lime mortars are specified in two steps. First, the mortar type must be determined based on the strength required for the application. Secondly, a choice must be made between specifying proportions or properties listed in ASTM C270.

The ASTM Standard C270 (Mortar for Unit Masonry) provides the basis for specifying cement-lime mortars. This specification provides the basis for five different mortar types (Type K is listed in section X3 of the appendix) depending on the strength of mortar needed for an application. The names for these mortar types, developed in 1954, were based on alternating letters of the phrase "**M**A**S**O**N** W**O**R**K**". Type M mortar has the highest strength. Type K mortar has the lowest compressive strength.

The Appendix of ASTM C270 provides a reference to which mortar type should be used in some general applications. A version of this list is shown in Table 1.

TABLE 1a

		Mortar Type	
Location	**Building Segment**	**Recommended**	**Alternative**
Exterior, above grade	Load-bearing wall Non-load bearing wall Parapet wall	N Ob N	S or M N or S S
Exterior, at or below grade	Foundation wall, retaining wall, manholes, sewers, pavements, walks, and patios	Sc	M or Nc
Interior	Load-bearing wall	N	S or M
	Non-bearing partitions	O	N

a This table does not provide for many specialized mortar uses, such as chimney, reinforced masonry, and acid resistant mortars.

b Type O mortar is recommended for use where the masonry is unlikely to be frozen when saturated, or unlikely to be subjected to high winds or other significant lateral loads. Type N or S mortar should be used in other cases.

c Masonry exposed to weather in a nominally horizontal surface is extremely vulnerable to weathering. Mortar for such masonry should be selected with due caution.

The materials which could be used in a cement-lime mortar are defined in ASTM C270 (Mortar for Unit Masonry).

- **Portland Cement** - Types I, IA, II, IIA, III or IIIA of ASTM Specification C150 or

- **Blended Hydraulic Cement** - Types IS, IS-A, IP, IP-A, I(PM), I(PM)-A of ASTM Specification C595/595M
- **Quicklime** - ASTM Specification C5
- **Lime Putty** - ASTM Specification C1489
- **Hydrated Lime** - Type S or SA of ASTM Specification C207. *Note: If a Type SA Hydrated Lime product is used, air entrained portland cement products should not be used.*
- **Aggregates** - ASTM specification C144

ASTM Standard C270 provides both a proportion specification and a property specification for each mortar type.

TABLE 2	
Mortar Component	**Bulk Density (lbs/ft3)**
Portland Cement	94
Hydrated Lime	40
Mason's Sand, damp & loose	80 (dry)

The **proportion specification** provides a recipe based on volume. For cement-lime mortars, the proportion specification will indicate the volume of portland cement followed by the volume of hydrated lime and finally the volume of sand. For example, a 1:½:4½ mix contains 1 cubic foot of portland cement plus ½ of a cubic foot of hydrated lime and 4½ cubic feet of sand. For the purposes of determining volumes, ASTM C270 provides typical bulk densities for portland cement, hydrated lime and sand. These densities are shown in Table 2. Table 3 details the recipes required for each mortar type specified by proportion. Type N hydrated lime products must be laboratory tested to insure that they meet the property specification for the applicable mortar type in order to be acceptable for the proportion specifications.

TABLE 3 - ASTM C270 Proportion Specification			
Mortar Type	**Proportions by volume (cementitious materials)**		**Aggregate Ratio - Measured in damp, loose conditions**
	Cement	**Lime**	
M	1	¼	Not less than 2¼ and not more than 3 times the sum of the separate volumes of cementitious materials
S	1	Over ¼ to ½	
N	1	Over ½ to 1¼	
O	1	Over 1¼ to 2½	

The property specification requires that the mortar exhibit certain characteristics when tested under laboratory conditions. As seen in Table 4, compressive strength, water retention and air content tests are required to be performed on the mortar mixed in the laboratory. Since jobsite water additions may not be the same as those in the laboratory, the properties of field mixed mortar cannot be compared to the property requirements of ASTM C270.

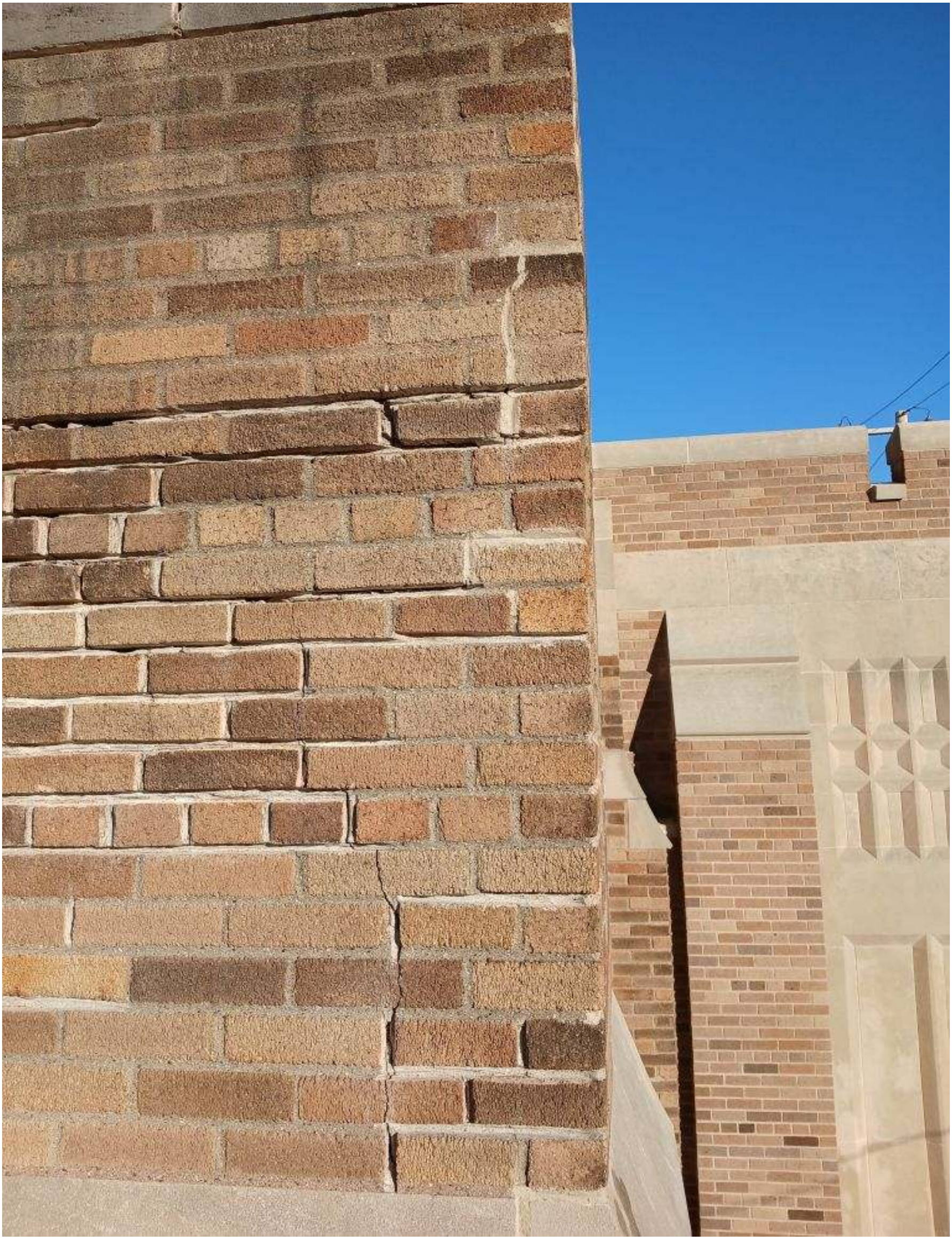
Portland cement-lime mortars should be specified by either the property or the proportion specification but not both. When neither the proportion or property specifications are specified, the proportion specifications govern.

TABLE 4 - ASTM C270 Property SpecificationA				
Mortar Type	**Average Compressive Strength at 28 Days (min. psi)**	**Water Retention (min. %)**	**Air Content max. %**	**Aggregate Ratio**
M	2,500	75	12	Not less than 2¼ and not more than 3 times the sum of the separate volumes of cementitious materials
S	1,800	75	12	
N	750	75	14B	
O	350	75	14B	
A Laboratory Prepared Mortar Only B When structural reinforcement is incorporated into cement-lime mortar, the maximum air content shall be 12%				

For the complete ASTM C270 document, visit the website www.astm.org.

NOTICE: There are no warranties that extend beyond the description contained herein. We shall not be liable for incidental and consequential damages, directly or indirectly sustained, nor for any loss caused by application of these goods not in accordance with current printed instructions or for other than the intended use. Our liability is expressly limited to replacement of defective goods. Any claim shall be deemed waived unless made in writing to us within 30 days from the earlier of the date it was or reasonably should have been discovered.







CITY MANAGER

Quality Services for a Quality Community

MEMORANDUM

TO: **East Lansing City Council**

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

DATE: **June 5, 2026**

SUBJECT: **Council/Manager Communication #22-2026**

City of East Lansing
OFFICE OF THE CITY MANAGER
410 Abbot Road
East Lansing,
MI 48823

(517) 319-6920
www.cityofeastlansing.com

Departmental Updates

City Manager's Office

Downtown Development Authority

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

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

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

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

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

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

Grants Coordinator

ELPD Social Work and Prime Time Senior Programs

The Grants Coordinator worked with Director of Prime Time Senior Programs Alesha Williams, and ELPD Social Worker Taylor Knickerbocker to submit a grant application for the Michigan Health Endowment Fund Healthy Aging Program. If awarded, this project will improve access to prevention and early intervention mental healthcare and fraud prevention resources for seniors living in Ingham, Clinton, and Eaton counties. As a key focus of this project, ELPD social workers will deliver Mental Health First Aid training to local providers who work with older adults who live in their homes. The graphic below depicts the ALGEE method, the cornerstone of mental health first aid (citation: National Council for Mental Wellbeing. 2025, September 24. Using the 5-Step MHFA Action Plan. Mental Health First Aid Blog).



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

Communications

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

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

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

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

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

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

The Community Photo Contest, generously supported by the Downtown Management Board, is now open! Community members can submit photos and have a chance to win great prizes. Aquatics Specialist Dana Kilponen won the grand prize two years ago for this photo of the frog slide. Read more about the contest in this story from WILX:
https://www.wilx.com/2026/06/02/residents-visitors-invited-enter-east-lansing-photo-contest/
Submit your five best photos here:
https://cityofeastlansing.com/photocontest



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

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

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

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

Community & Economic Development

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

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

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

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

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

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

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

Department of Public Works

Operations:

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





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

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

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

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

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

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

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

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

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

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

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

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

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

Capital Improvement Project Status

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

Planning, Building & Housing and Parking



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

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

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

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

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

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

Police Department

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

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



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

Prime Time Senior Programs

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

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

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

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

Enjoy your weekend!!

CITY MANAGER

Quality Services for a Quality Community

MEMORANDUM

TO: **East Lansing City Council**

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

DATE: **June 12, 2026**

SUBJECT: **Council/Manager Communication #23-2026**

City of East Lansing
OFFICE OF THE CITY MANAGER
410 Abbot Road
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MI 48823

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Departmental Updates

City Manager's Office

Downtown Development Authority

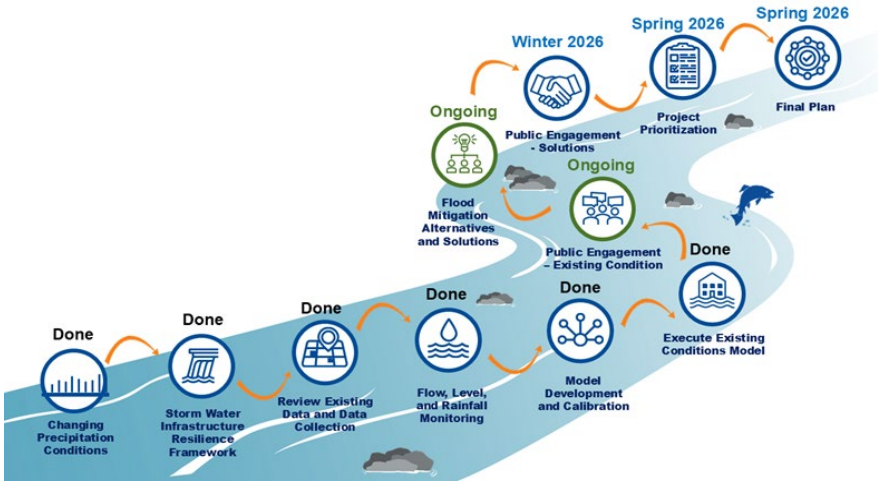
The DDA is continuing to support planning efforts to advance its goals for the downtown. One goal is to have a housing development program that creates a diverse mix of housing choices for everyone. In support of that goal, the ArtSpace Core Group met to continue planning for the ArtSpace site visit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

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

Grants Coordinator

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

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



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

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

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

Community & Economic Development

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

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

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

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

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

Department of Public Works

Operations

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



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

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

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

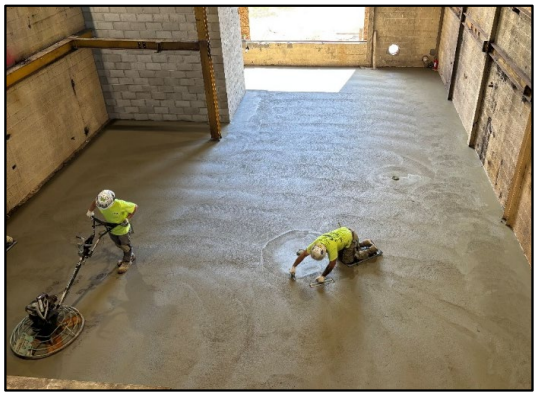
Engineering
Staff attended a pre-construction meeting for the Clinton County upcoming Chandler Road project.

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

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

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

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

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

Library

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

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



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

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

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

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

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

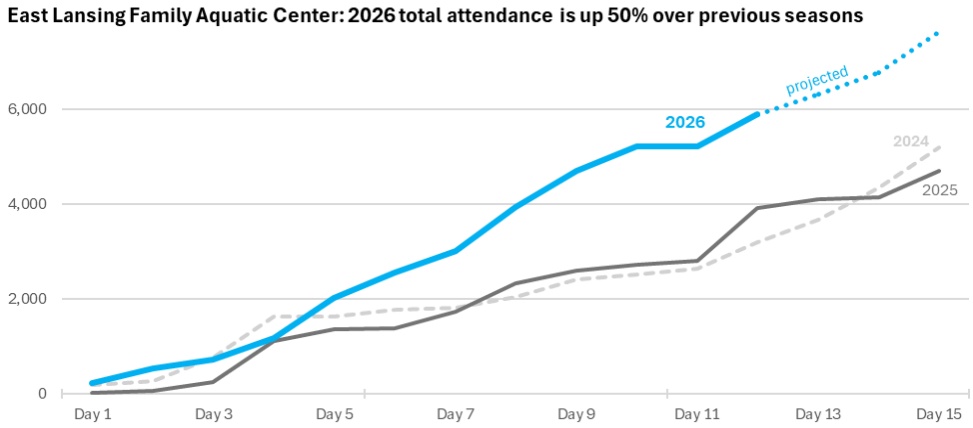


On June 20 at noon, the Library will celebrate the grand opening of the Children's Musical Garden, featuring outdoor musical instruments and sensory play elements for young children, paired with a meet and greet with the Library's new director. From 1 - 2:30pm, the Library will host a Toy Photography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

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

Parks, Recreations & Arts

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



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

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

Capital Improvement Project Status

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

	ELHCC Sidewalk Replacement
Scheduled	ELHCC Lobby Elevator Modernization (starting June 22)

Planning, Building & Housing and Parking

Parking

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

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

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

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

Planning

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

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

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

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

Police Department

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

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





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





Have a great weekend!

CITY MANAGER

Quality Services for a Quality Community

MEMORANDUM

TO: **East Lansing City Council**

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

DATE: **June 18, 2026**

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

City of East Lansing
OFFICE OF THE CITY MANAGER
410 Abbot Road
East Lansing,
MI 48823

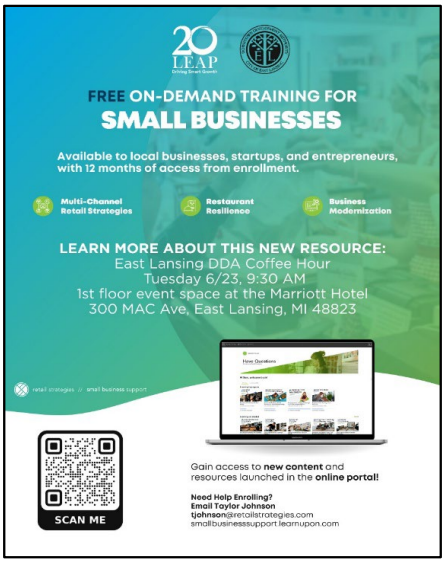
(517) 319-6920
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Departmental Updates

City Manager's Office

Downtown Development Authority

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



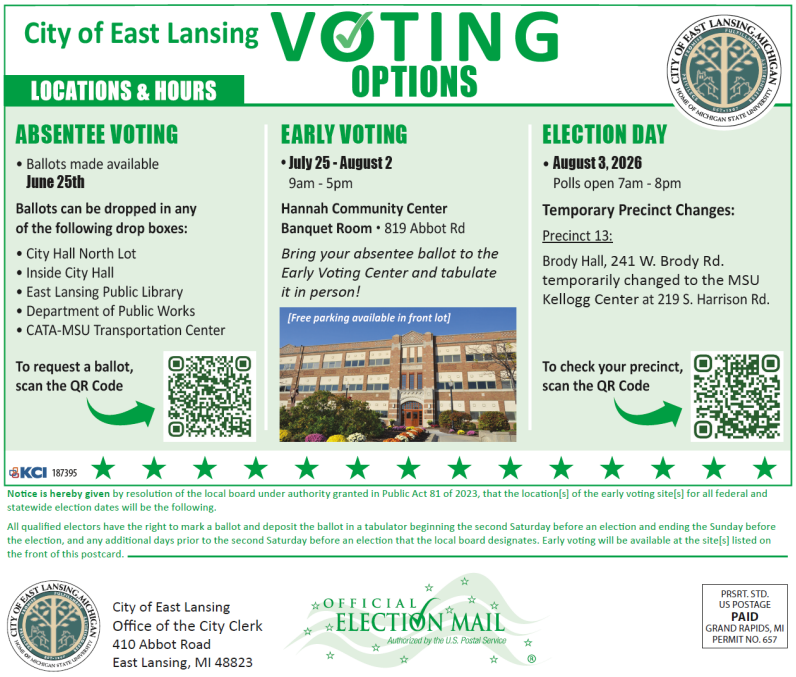
The DDA is reviewing proposals from brokers to provide professional marketing services in support of the DDA's efforts to sell the properties that they own on Evergreen and will consider a recommendation at the Board's meeting on June 25.

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

City Clerk

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

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



Communications

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



Community & Economic Development

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

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

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

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

Department of Public Works

Operations

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

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

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

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





Engineering

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

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

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

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



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

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

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

Planning, Building & Housing and Parking

Building

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

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

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

Housing

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

Parking

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

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

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

There will be FREE parking for the Juneteenth holiday.

Planning

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

Police Department

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

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





Prime Time Senior Programs

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

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

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

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

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

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

Enjoy your weekend!!

CITY MANAGER

Quality Services for a Quality Community

MEMORANDUM

TO: **East Lansing City Council**

FROM: **Annette Irwin, Interim City Manager**

DATE: **June 26, 2026**

SUBJECT: **Council/Manager Communication #25-2026**

City of East Lansing
OFFICE OF THE CITY MANAGER
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Departmental Updates

City Manager's Office

Downtown Development Authority

To increase stakeholder engagement and actively assist downtown businesses, the DDA Director held the first DDA Coffee Hour at the Marriott Hotel this week. Attendees learned about the free Retail Strategies program provided by LEAP and also heard about the DDA's recent activities and investments in safety and placemaking.

Discussions have begun about starting a downtown neighborhood association. Participants in the discussion will work to engage with a variety of downtown residents over the next few months to continue planning and outreach.

A series of discussions were held regarding the formation of a downtown ambassador program aimed at enhancing district safety and cultivating a welcoming environment. The DDA formed a workgroup to continue those discussions and to make a recommendation to the board at their July meeting.

The DDA Board met on Thursday and took action on several items including two recommendations to City Council, three items related to improving safety in the downtown, two items related to planning and design, and three items related to DDA administration and downtown maintenance. The board also approved an agreement with Martin Commercial Properties for the marketing and selling of the DDA's Evergreen Properties.

The ArtSpace Core Group met to continue planning for the ArtSpace site visit to be held on July 27, 28 and 29. Please save the date for a community meeting to be held on July 28 at 6:00pm at the East Lansing Hannah Community Center.

A new asset is coming to Downtown East Lansing! MSUFCU will be opening their new Money Lab on Tuesday, June 30. This will be their first youth branch and engagement space and is equipped with interactive financial games designed with kids in mind.

Two long-time DDA board members, Greg Ballein and Luke Hackney, attended their last meeting this week, and the board and staff wish to extend sincere thanks to each of them for their dedication to the community and especially to Downtown East Lansing.

Community & Economic Development

The DMB currently has a Request for Quotes out for Brand Development Services. The goal is for the DMB Marketing Committee to work with a consultant on developing a refreshed logo and brand identity for Downtown East Lansing. As of Wednesday, June 24, 11 submissions have been received. The deadline to submit is 4pm on Friday, June 26. The DMB will then review submissions at their July 9, board meeting.

CED staff worked with Gary Caldwell Productions to brainstorm and film several short-form videos highlighting Downtown East Lansing and its businesses.

CED staff launched promotions for the East Lansing PRIDE Drag Show taking place at Landshark on July 16, 9pm-11pm. This will be the first show that our new Mx East Lansing PRIDE, Mag N. Cheez, will perform at as title holder.

Wendy Sylvester Rowan attended the Fifth International Placemaking Conference hosted by Project for Public Spaces in Detroit.

The Ammy Amorette mural in the MAC Parking Garage had two additional spotlights installed to illuminate the art piece. Photo is below:



Upcoming events including the annual Chalk Walk event which will take place on Thursday, July 9 at Ann Street Plaza. The event will include a petting zoo along with face painting. 80's night will be held on Friday, July 17, from 5pm – 10pm, with Starfarm performing at 7pm. ExtraGRANDza will take on Saturday, August 29, from 5pm – 8pm.

CED staff are working with Meridian Rapid Defense Group Sales LLC, on finalizing the order for the modular vehicular barricades. The goal is to have the vehicular barricades for use at ExtravaGRANDza.

Heather Pope, Director of Community and Economic Development, attended the Ingham County Housing Trust Fund Housing Resource Fair, held in Lansing. The event featured over 30 vendors that provide housing programs and services.

Heather also participated in the Downtown Discussion on Tuesday, June 23. LEAP staff presented on their Retail Strategies Program.

Department of Public Works

Operations

The Streets Division performed skip paving on Harrison, Westland, Centerlawn, and Marshall streets. Staff have also assisted with the preparation for the Jazz Festival occurring this weekend. In addition, stop signs have been added to Oxford and Sunset in accordance with TCO 507.





The Water Division replaced water services at: 562 Gunson, 574 Gunson, 568 Gunson, 580 Gunson, and 586 Gunson. Water service verifications have continued with M.L. Chartier.

Engineering
Staff met with MDOT for the regional monthly signal coordination meeting to discuss various signals within the region. The design of signal modernizations for the 2028 and 2029 construction seasons is still on schedule. The signal at Harrison and Saginaw is still being evaluated for protected left turn phasing but will need to wait for school to get back in session. The crash at Harrison and Saginaw was mentioned, but no information yet other than that it is suspected that both vehicles were on Saginaw, and therefore not related to the Harrison turning movement. Staff continue to try to address the progression issues on Hagadorn through the Haslett and Saginaw intersections.

Staff met with Daryl Kesler to discuss the pump station and eventual development by the golf course. Daryl's contractor will meet with staff at a later date to discuss the pump station upgrades to bring to compliance, but there is no timeline yet for the development.

The full closure of Grand River Avenue took effect on Monday, June 15 and is scheduled through July 31. Staff continue to respond to residents, business owners, other employees, and are adjusting as necessary. Staff will continue to monitor the area for any trouble spots and/or improvements that could be made to the layout. Staff will also continue working with businesses and residents to address any concerns they may bring forth.

Staff will be attending a stakeholder meeting held by our consultant HDR to follow back up with the same group that met previously to discuss the Wet Weather Resiliency Plan project prioritization. Based on feedback and the modeling results, stormwater related projects are being condensed into a project plan. These projects will be separated out into smaller sub-projects for implementation. This meeting seeks feedback on the modeling results, the prioritization, project selection, and overall project costs, etc.

Parks, Recreations & Arts
The Hannah Community Center (ELHCC) will be closed July 3-5 for the Independence Day holiday. Additionally, the building will be closed on Sundays in July and August. Regular hours will resume after Labor Day.

There are no summer camps scheduled for the week of June 29 due to the short holiday week. Camps resume the week of July 6.

The ELHCC elevator modernization project has been delayed due to a mechanical issue with the building's service elevator. Staff had planned to use the service elevator to support community members who need elevator access to the second floor. The lobby elevator modernization project will be rescheduled once the service elevator is back in service.

Capital Improvement Project Status

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

Planning, Building & Housing and Parking

Building and Housing inspectors are busy as usual with lots of inspections taking place daily. Permits have been steady this month.

Planning

On Wednesday, June 24, the Planning Commission voted unanimously to recommend approval to Council for all three business agenda items which included a proposed mixed-use building at 530 Albert Ave., a proposed building expansion of the Brightwell medical facility at 3512 Coolidge Road and for Ordinance 1575, to modify requirements related to electric vehicles and charging stations; parking ratios for automobiles and bicycles; landscaping, green space, & trees; and the keeping of bees and chickens.

Staff attended the regular DDA meeting on June 25 and presented the applications for the site plan for a mixed-use building at 530 Albert and special use permit for expanding alcohol service on the rooftop deck at 133 Evergreen (The Graduate).

Principal Planner Landon Bartley is attending the 5th Annual International Placemaking Conference in Detroit. The conference brings together public space professionals and advocates to emphasize hands-on learning and innovative events to develop and share concrete strategies to advance placemaking.

Parking

The Parking Division is having warranty work done on the expansion joint on the north side of the 5th floor. It will be fully replaced.



The fence for the Transformer area behind the Albert Avenue Garage was installed this week. Photo to the right.

The annual garage window washing took place this week.

Uplighting was installed in the MAC Garage entrance in front of the mural.

Police Department

June 17-24, 2026: ELPD Officers responded to 704 Calls for Service and Self-Initiated Activity (more than one officer may have responded to one call) and responded to or initiated 176 Traffic Stops (more than one officer may have been present at one traffic stop). Removing all duplicate calls, Officers responded to 388 Calls for Service and Self-Initiated Activity and responded to or initiated 131 Traffic Stops throughout the City.

June 20, 2026: Several ELPD Employees and their significant others attended Travis Howze's Post Traumatic Purpose event at the Wharton Center on their own time. Travis' presentation covered topics about post-traumatic stress and the importance of mental health for first responders and their significant others.

June 23, 2026: Many Sworn ELPD Staff, along with East Lansing Public Schools Superintendent Dori Leyko and Assistant Superintendent Mark Dobson attended AVI training in the Police EOC. ELFD provided first aid training for the group.

Enjoy your weekend!!

CITY MANAGER

Quality Services for a Quality Community

MEMORANDUM

TO: **East Lansing City Council**

FROM: **Annette Irwin, Interim City Manager**

DATE: **July 2, 2026**

SUBJECT: **Council/Manager Communication #26-2026**

City of East Lansing
OFFICE OF THE CITY MANAGER
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Departmental Updates

City Manager's Office

Downtown Development Authority

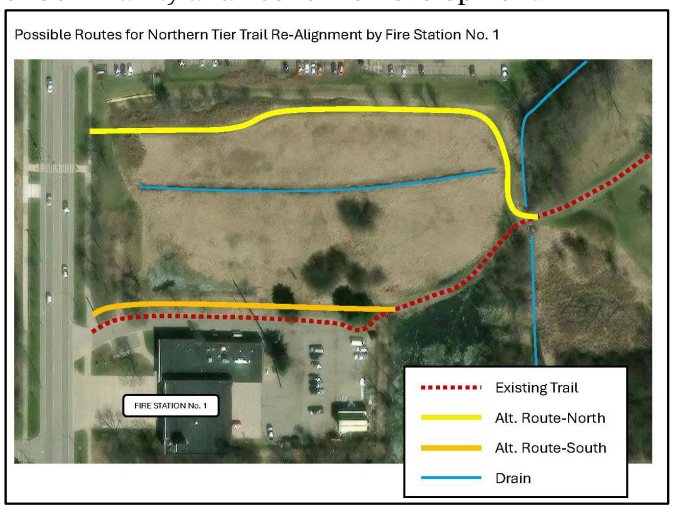
Two meetings were held this week regarding downtown maintenance and ongoing placemaking improvements, including a downtown maintenance walk that included representatives from multiple departments coordinating to address maintenance needs such as replacement of damaged bike loops and benches.

Downtown businesses have been notified via email of two construction-related closures happening downtown next week. The 300 Block Grand River Avenue alleyway will be closed to through traffic for underground utility work necessary to support the construction at 309 and 321 E. Grand River beginning Monday, July 6 at 7:00am. The work is expected to take five days. During this closure, vehicle traffic will not be allowed in the alleyway, however there will be access for pedestrians. A portion of the 300 block of Albert Avenue will also be closed for one day on Tuesday July 7, to accommodate a crane that is necessary for electrical upgrades at 333 Albert Avenue. The contractor will need to return in approximately two weeks for a second one-day closure, which has not yet been scheduled.

Grants Coordinator

Grant Award: The East Lansing Parks, Recreation & Arts Department was recently awarded FY2027 Community Development Block Grant funding to re-align a section of the Northern Tier Trail that shares the driveway with Fire Station #1. The current configuration is a safety hazard, as pedestrians, bicyclists, and emergency response vehicles must share the driveway. The diagram below shows two alternative solutions for trail re-alignment: a northern route that would guide trail users north of the wetland area and a

southern route that would run parallel to the Fire Station driveway. Community Development Block Grant funding is managed by the East Lansing Department of Community and Economic Development.



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

- **Sound Infrastructure & Environmental Sustainability.** Plans, builds and maintains high quality infrastructure and integrates multiple modes of transportation for pedestrians, cyclists, motorists and more to enhance the livability and connectivity of the city.
- **Sense of Place.** Invests in well-planned, well-maintained, safe and convenient parks, trails and recreational facilities that meet the diverse needs and expectations of the community.

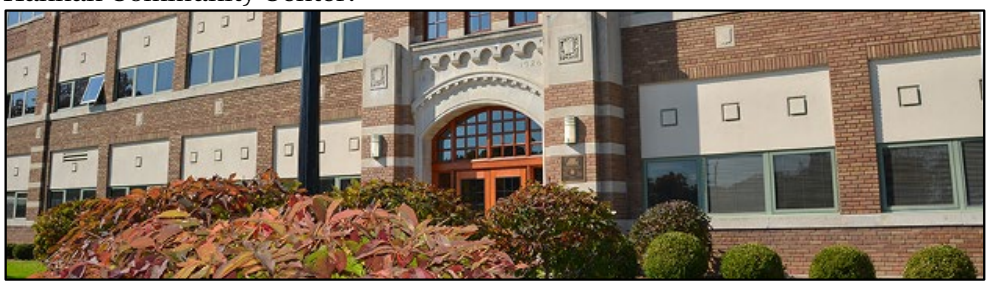
Grant Award: The City Clerk's Office and the Grants Coordinator received exciting news this week! In late 2025, the department's grant with the Michigan Department of Labor & Economic Opportunity (LEO) was frozen by the Michigan House of Representatives. The Grants Coordinator spoke to LEO's Grant Implementation Manager last week and learned that grant funds are available again! This state funding will enable the City Clerk's Office to replace decertified voting election equipment. This project aligns with the following City of East Lansing Strategic Priority:

- High-Performing Government. The city delivers excellent public service through transparency, accountability and continuous improvement.
  Goal One: Ensure high efficiency and fiscal responsibility with election administration.

Grant Application: The Grants Coordinator met with Police Chief Jen Brown to plan several grant opportunities for the police department. ELPD will pursue a series of U.S. Department of Justice grants for law enforcement officer wellness and mental health, public school safety, and equipment. Additionally,

ELPD will submit a grant application to the Michigan Municipal Risk Management Authority requesting support for equipment purchases.

Grant Application: Last week the Grants Coordinator met with the Information Systems Department to plan the second phase of applying for the city's FY26 Congressionally Directed Spending award, in which the city must submit an application to the U.S. Department of Justice. When awarded, the city will enhance the security of its government buildings, specifically City Hall and the Hannah Community Center.



Communications

Communications continues to promote information on how to access and support local businesses during the Grand River Avenue closure, including on social media and in online newsletters. The City has surpassed 19,000 followers on Facebook and is only 50 followers away from reaching 9,000 on Instagram.

Graphic Designer Archie Foote has been working on logos for various upcoming events, including the recently-announced Red Cedar Roots Festival, which will be held in Downtown East Lansing August 14-15 (mark your calendars)!

Community & Economic Development



Two plaques for the "Community Canopy" artwork were installed on Grove Parking Garage as well as one plaque for the "Critter Corner" GET/Girl Scout mural on Charles Parking Garage.

Sixteen new locations in the downtown parking garages were marked out for new rotating art frames.

Work continues on the whimsical wayfinding sign that will be designed and fabricated by MSU's Arts Living Learning Community and installed in Bill Sharp Park.

An application was recently approved for the Successful Leasing Program, for assistance with first month rent and security deposit. The individual was able

to move into their rental unit on Monday. Five households were assisted through this program during FY26.

The Successful Leasing Program's Eviction Prevention Assistance was launched on July 1, 2026.

The annual Chalk Walk event will take place on Thursday, July 9, 5 – 7pm at Ann Street Plaza. This year's event includes a petting zoo, ice pops, Tat Tattoo Face Painting and East Lansing Public Library's Library on the Go. Rocket Fizz Soda Pop and Candy Shop will be handing out coupons for a free soda pop.

Work continues for 80's night which will be held on Friday, July 17, from 5pm – 10pm, with Starfarm performing at 7pm. Pinball Pete's will be setting up arcade games on Ann Street Plaza; there will also be trivia and street giveaways.

Department of Public Works

Operations

The Sanitation Division worked later than normal on Monday to collect all of the yard waste and bulk items that had been scheduled for collection. This week's collection was much larger than usual due to there being no collection last week with the collection schedule change that occurred due to the Juneteenth holiday. Staff collected 135 cubic yards of yard waste this week.

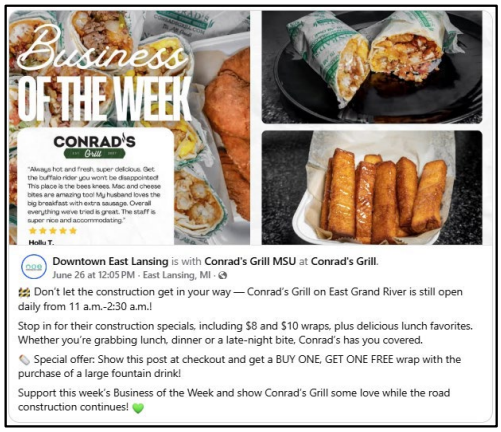
The Sewer Division rebuilt a catch basin on Cowley, repaired a storm pipe on Marfitt, and a water main break on Cedarhill.

The Water Division replaced water services at:

- 586 Gunson
- 2855 E. Coleman
- 725 Touraine
- 633 Gunson
- 627 Gunson
- 613 Gunson

Engineering

Staff have been working with the Downtown Management Board, Communications Department, and business owners to promote the businesses being impacted by the Grand River Avenue closure. Social media posts have been made, and graphics have been placed in the e-dialogue and on the City's construction website which encourages patrons to visit the affected businesses and provides information regarding where each is accessible from.





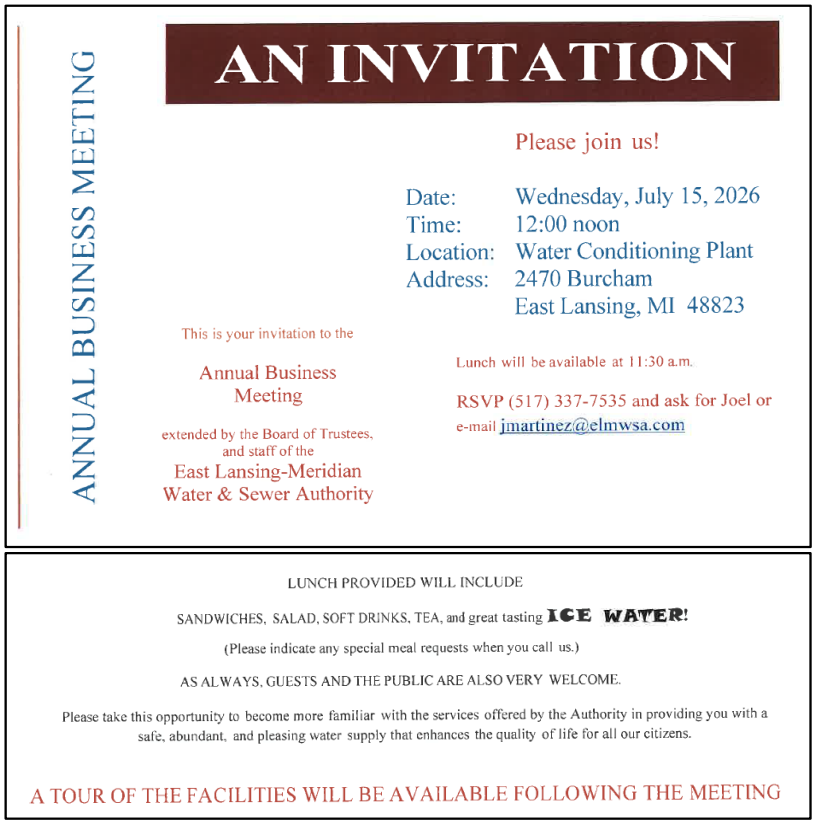
Engineering staff met internally with Police to coordinate radar sign requests from residents. Police will handle many of these installations, and DPW operations will help facilitate the placement when there are no available poles/signs within the street that the radar sign can be attached to.

The Hazardous Sidewalk project in the Bailey neighborhood is ongoing. The contractor is Able Concrete, and the work is being inspected in-house. Work has been completed on the west side of Virginia and is being worked on the east side of Lexington.



The Abbott Parkside Local Street Resurfacing project is currently out to bid. This project will resurface all of the streets within that neighborhood north of Abby and Marfitt. The project was designed by staff and will be inspected by City staff. Bid due date is July 14.

The East Lansing-Meridian Water & Sewer Authority will be hosting their Annual Business Meeting on Wednesday, July 15 at noon. More information is below. Please RSVP to Joel Martinez at 517-337-7535 if you would like to attend.



ANNUAL BUSINESS MEETING

AN INVITATION

Please join us!

Date: Wednesday, July 15, 2026
Time: 12:00 noon
Location: Water Conditioning Plant
Address: 2470 Burcham
East Lansing, MI 48823

This is your invitation to the

Annual Business Meeting

extended by the Board of Trustees, and staff of the
East Lansing-Meridian Water & Sewer Authority

Lunch will be available at 11:30 a.m.

RSVP (517) 337-7535 and ask for Joel or e-mail jmartinez@elmwsa.com

LUNCH PROVIDED WILL INCLUDE

SANDWICHES, SALAD, SOFT DRINKS, TEA, and great tasting ICE WATER!

(Please indicate any special meal requests when you call us.)

AS ALWAYS, GUESTS AND THE PUBLIC ARE ALSO VERY WELCOME.

Please take this opportunity to become more familiar with the services offered by the Authority in providing you with a safe, abundant, and pleasing water supply that enhances the quality of life for all our citizens.

A TOUR OF THE FACILITIES WILL BE AVAILABLE FOLLOWING THE MEETING

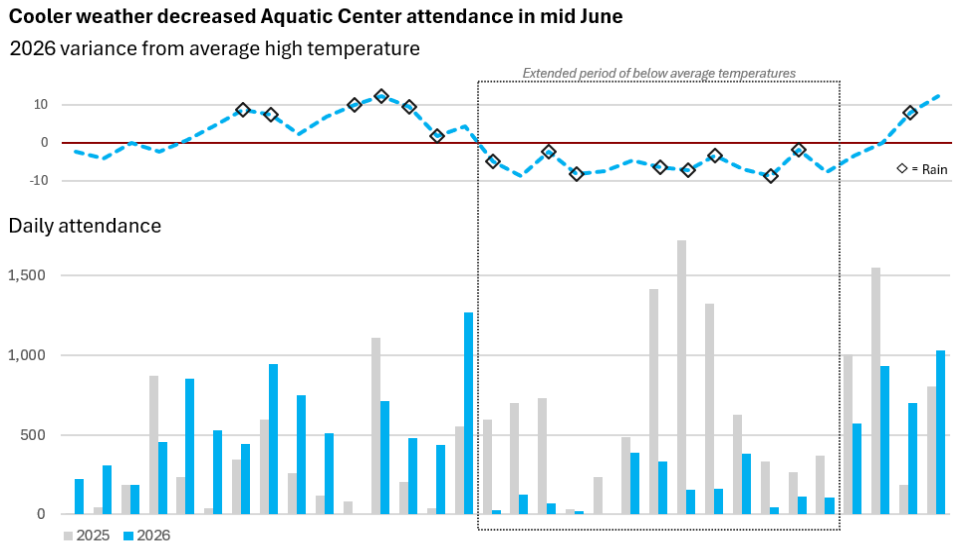
Parks, Recreations & Arts

In response to the Extreme Heat Warning issued by the National Weather Service, the Hannah Community Center (ELHCC) has served as a cooling center during regular building hours for community members who need a break from the heat.

The ELHCC will be closed July 3-5 for the Independence Day holiday. Additionally, the building will be closed on Sundays in July and August. Regular hours will resume after Labor Day.

There were no summer camps scheduled for this week due to the short holiday week. All camps will resume next week, starting July 6.

After a period of below average temperatures in June caused lower than expected attendance at the East Lansing Family Aquatic Center, attendance has returned to typical summer levels with this week's warmer temperatures. Lead aquatics staff are taking extra precautions to ensure all staff stay well hydrated and safe during this week's high temperatures. Additionally, all staff are trained to recognize and respond appropriately to signs of heat stress.



Capital Improvement Project Status

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

Planning, Building & Housing and Parking

Planning, Building & Housing Director Aleece Hodges attended the Grand Opening of MSUFCU's Money Lab and spoke at the event. The Money Lab is located on the ground level of MSUFCU's downtown location and has interactive financial games for kids to learn all about budgeting and finances. The event had tours of the Money Lab available, and kids were able to test out the stations.

The Zoning Board of Appeals held their regularly scheduled meeting on Wednesday, July 1. There were two applications for variance requests. The request made for 970 and 962 Lilac Avenue was to allow for a lot line adjustment. 1933 Tamarisk Drive's request was for existing parcel conditions to allow for application for a rental license. The decisions were made after the deadline for this week's managers' report and will be included in next week's report.

Parking

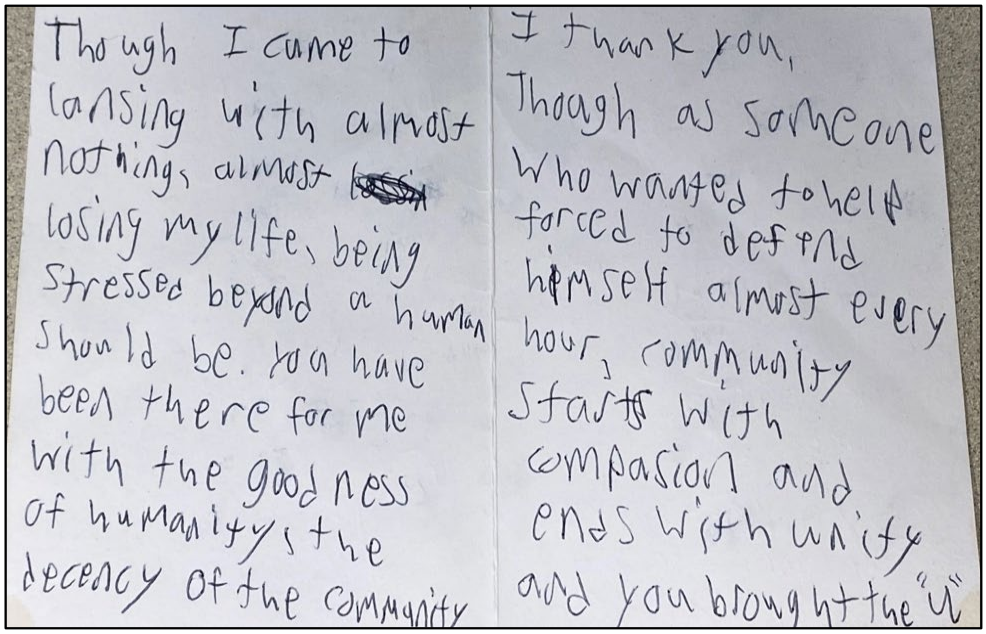
- Four bids were received for the upcoming parking facility repairs project at our six downtown parking garages. Bids continue to be evaluated, and the Registered Local Vendor is being given the opportunity to match the low bidder pricing. We plan to have this item on the City Council consent agenda for July 21.
- Electric vehicle (EV) charging rate went into effect July 1 at the downtown city EV chargers. Customers will pay an increased rate at EV chargers in multi-space metered lots or use the Passport Parking app to pay for EV charger use in the gated parking facilities.
- Staff participated in the annual University Place Condo Association board meeting. The city is 1/3 of this condo association because of MAC parking garage under the Marriott. The upcoming parking facility repairs project was discussed, as well as the condo annual budget.
- Worked with CED staff to discuss repurposing an unused electrical panel at Division garage for possible downtown event use.
- DDA 200 block dumpster room washdown took place this week.
- Central Square Asset management training updates continued for parking staff at DPW.
- Staff participated in a downtown maintenance walk-through coordinated by the DDA Director.
- A malfunctioning Buffalo Wild Wings internal exhaust fan was replaced, which stopped the loud noises in their vent that runs up through Charles Street garage.
- Restriping of street parking spaces and surface parking lots continued.
- Staff met with an electrician regarding plaza lighting repairs at the west end of University Place (Marriott complex).
- Canopy painting was touched up at Bailey Street lot entry/exit lanes.
- Several graffiti areas were handled.
- Albert and Charles elevators were repaired this week.

Police Department

June 24, 2026: Sgt. Katelyn Bennett led a Jewish Community Tabletop discussion for 30 stakeholders. Representatives from the Michigan State University Department of Police and Public Safety, the Lansing Police Department, the Ingham County Emergency Management Team, and the East Lansing Fire Department were all in attendance.

June 26-27, 2026: East Lansing Police Officers monitored activity at the East Lansing Summer Solstice Jazz Festival. There were no issues.

June 1, 2026: The letter below was dropped off at the East Lansing Police Desk:



Prime Time Senior Programs
Prime Time seniors celebrated America's 250th with a Summer BBQ. Local musician Jonathan Starrs performed to the delight of the crowd and participants competed in a rather difficult U.S. Trivia challenge. It was perfect weather, amazing food, and spectacular company!

Director Alesha Williams was invited and attended a networking event with local senior professionals, meeting several area hospital social workers. This is a previously unapproached resource to provide information on Prime Time programs to discharging patients. Often patients are discharging home and resources to keep them active in the community are a value to these social workers.

The Seniors Commission will meet on Monday, July 6 at 9:30am in the Prime Time Conference Room. There is no planned speaker for this meeting.

Enjoy your weekend!!