

INKSTER CITY COUNCIL

June 18, 2018

26215 Trowbridge, Inkster, MI 48141
(313) 563-4232 www.cityofinkster.com

Mayor – Byron Nolen
Mayor Pro Tem – Timothy Williams, District I

Council Members:

Clarence Oden, Jr., District II

Sandra K. Watley., District III

Steven Chisholm, District IV

Kim Howard, District V

Connie R. Mitchell, District VI

FELICIA RUTLEDGE
CITY CLERK

BYRON NOLEN
MAYOR

TREASURER
DARIN CARRINGTON

DAVID JONES
CITY ATTORNEY

Council may be addressed during the Regular Meeting by filling out the Public Participation Form. Address Council as a whole through the Mayor. Please state your name and your address for the record prior to providing your comments. Comments are limited to three (3) minutes.

Council Orientation Agenda – 6:00 PM

1. Call to Order

2. Discussion

A. Agenda Discussion

Public Participation (limit to 3 minutes)

3. CLOSED SESSION – Council may enter into Closed Session to discuss contract negotiations, purchase or lease of real property and/or pending litigation in accordance with MCL 15.268 (a), (c), (d), (e) and/or (f).

4. Adjournment

June 18, 2018
Regular City Council Agenda – 7:00 PM

1. Call Meeting to Order

- A. Pledge of Allegiance
- B. Roll Call

2. Approval of Agenda

3. Presentations/Discussion

- A. Certificate Presentation Inkster Parade – Councilwoman Sandra K. Watley

4. Public Hearing

5. Consent Agenda

- A. June 4, 2018 Regular City Council Meeting Minutes.

Pg. 1

6. Boards and Commissions

- A. Update of current list of appointments to Boards & Commissions.

Pg. 6

7. Previous Business

8. Ordinance(s)

- A. First Reading(s)

- B. Second Reading(s)

- 1. A second reading and approval of the Inkster Code of Ordinances on; Ticket Specifications

Pg. 14

9. New Business

- A. Discussion/Action: (Felicia Rutledge) Consideration of a street closure on Stollman on July 23, 2018 from 1:00 p.m. until 10:00 p.m.

Pg. 15

- B. Discussion/Action: (Felicia Rutledge) Consideration of a Special Event on August 3 thru August 5, 2018 for the use of the old Inkster High area for parking and busing patrons to the event site. The applicant is Kingmaker Entertainment Group, LLC.

Pg. 22

C. Discussion/Action: (Felicia Rutledge) Consideration of a Juneteenth celebration at Parkwood Park on June 23, 2018 from 12:00 noon until 5:00 p.m. **Pg. 37**

D. Discussion/Action: (Felicia Rutledge) Consideration and approval of a moratorium on accepting Medical Marijuana Business License applications starting June 18, 2018; Cultivation Provisioning Centers, Transportation, Testing and Processing.

Pg. 51

E. Discussion/Action: (Adrianna Jordan) Consider approval of a Special Land Use (SLU 18-07) for a proposed Medical Marijuana Processing Facility to be located in a multi-use development at 2642 Princess in the M-1, Light Industrial District with the conditions noted per the recommendation of the Planning Commission. Brad Chenoweth is the applicant. **Pg. 53**

F. Discussion/Action: (Adrianna Jordan) Consider approval of a Special Land Use (SLU 18-08) for a proposed Medical Marijuana Cultivation Facility to be located in a multi-use development at 2642 Princess in the M-1, Light Industrial District with the conditions noted per the recommendation of the Planning Commission. Brad Chenoweth is the applicant. **(See Pg. 53)**

G. Discussion/Action: (Darin Carrington) Council approval of FY 2018 Budget Amendment #3 for General Fund, Major Streets, Local Streets, Parks & Recreation Fund and Water & Sewer Fund. **Pg. 91**

10. Public Participation (limit to 3 minutes)

11. City Clerk

12. City Treasurer

13. Mayor and Council Communication

14. Closed Session

Council may enter into Closed Session to discuss contract negotiations, purchase or lease of real property and/or pending litigation in accordance with MCL 15.268 (a), (c), (d), (e) and/or (f).

15. Adjournment

Felicia Rutledge
City Clerk

June 4, 2018
Regular City Council Meeting – 7:00 PM

The regular meeting of the Council of the City of Inkster, Wayne County, Michigan convened in the Council Chambers, 26215 Trowbridge, on Monday, June 4, 2018.

Prior to the Regular Council Meeting: City Council members discussed:

A. Agenda Discussion

Moved by Councilmember Chisholm, Seconded by Mayor Pro-Tem Williams, to go into Executive Session 6:47 p.m. to discuss pending litigation, personnel and land sales in accordance with MCL 15.286 (e). Motion carried unanimously

Moved by Mayor Pro-Tem Williams, Seconded by Councilmember Oden to adjourn the closed Executive Session at 7:00 p.m. – Motion carried unanimously.

Call Meeting to Order

Mayor Nolen called the meeting to order at 7:15 p.m.

Pledge of Allegiance

City Council and the public in attendance pledged allegiance to the flag of the United States of America.

Prayer

Prayer was led by Pastor Duckworth

Roll Call

Mayor Nolen	Present	Councilwoman Howard	Present
Councilwoman Watley	Present	Mayor Pro-Tem Williams	Present
Councilman Oden	Present	Councilman Chisholm	Present
Councilwoman Mitchell	Present		

Approval of Agenda

**Moved by Councilmember Oden, Seconded by Mayor Pro-Tem Williams
to approve the agenda.
6-18-115R - Motion carried.**

Presentations/Discussion

A. Senior Alliance Update – Tamera Kiger, CEO

Public Hearings

A. A public hearing on the City of Inkster Code of Ordinance; Ticket Specifications section 39.02

Moved by Councilmember Chisholm, Seconded by Councilmember Oden to OPEN the public hearing on Ticket Specifications section 39.02. Resolution 6-18-116R – Motion carried.

- **Attorney David Jones** – Explained that code enforcement would have been giving two opportunities to write tickets before writing a misdemeanor ticket for the third offense.
- **Ann Chatman** – Asked if this applied to abandoned properties.
- **Rochelle Wells** – Asked what would be the time frame to have work completed.
- **Will Miller** – Stated he thinks this is a great idea.
- **Nathan Newsome** – Asked if it included high grass.
- **Attorney Jones** – Stated yes to all the questions and stated the max is a misdemeanor.

Moved by Councilmember Chisholm, Seconded by Councilmember Oden to CLOSE the public hearing on Ticket Specifications section 39.02. Resolution 6-18-117R – Motion carried.

Consent Agenda

- A. May 21, 2018 Regular City Council Meeting Minutes.
- B. Allen Brother's & Attorney's PLLC. Invoices \$27, 200.00

Moved by Councilmember Howard, Seconded by Councilmember Chisholm to approve the consent agenda. Resolution 6-18-118R – Motion carried.

Boards and Commission

- A. Update of current list of appointments to Boards & Commissions.

Previous Business

Ordinance(s)

- A. First Reading(s)

- 1. A first reading on the City of Inkster Code of Ordinance; Ticket Specifications section 39.02.

- B. Second Reading(s)

New Business

- A. Discussion/Action (Jerome Bivins) Consideration and approval authorizing administration to accept the quote from Adamo Group Inc., in the amount of \$166,500.00 plus a 15% contingency of \$24,975.00, for a total of \$191,475.00 for repair work to perform on the sewer line behind the houses on Middlebelt between Andover and Pine Streets approximately 300 feet of sewer will be replaced with a new 10 inch sanitary line. The inspection fee for 27 days will be approximately \$21,600 at \$800.00 a day.

Moved by Councilmember Howard, Seconded by Councilmember Mitchell to approve authorizing administration to accept the quote from Adamo Group Inc., in the amount of \$166,500.00 plus a 15% contingency of \$24,975.00, for a total of \$191,745.00 for repair work to perform on the sewer line behind the houses on Middlebelt between Andover and Pine Streets approximately 300 feet of sewer will be replaced with a new 10 inch sanitary line. The inspection fee for 27 days will be approximately \$21,600 at \$800.00 a day.
Resolution 6-18-119R – Motion carried.

- B. Discussion/Action (Craig Lewis) Consideration and approval of Gym Floor Restoration project at Dozier.

Moved by Councilmember Howard, Seconded by Mayor Pro-Tem Williams to approve of the Gym Floor Restoration project at the Booker Dozier Recreation complex.
Resolution 6-18-120R – Motion carried.

- C. Discussion/Action (Craig Lewis) Consideration and approval of Restroom Restoration Project @ Westwood Park.

Moved by Mayor Pro-Tem Williams, Seconded by Councilmember Oden to approve of a Restroom Restoration Project at Westwood Park.
Resolution 6-18-121R – Motion carried.

- D. Discussion/Action (Felicia Rutledge) Consideration and approval of a street closure on Notre Dame on June 9, 2018 from 12:00 p.m. until 9:00 p.m. for a Block Party.(applicant; Peggy Moton)

Moved by Councilmember Howard, Seconded by Councilmember Mitchell to approve of a street closure on Notre Dame on June 9, 2018 from 12:00 p.m. until 9:00 p.m. for a Block Party. (applicant; Peggy Moton)
Resolution 6-18-122R – Motion carried.

- E. Discussion/Action (Felicia Rutledge) Consideration and approval of a street closure on Lehigh on June 23, 2018 from 10:00 a.m. until 8:00 p.m. (applicant; Elijah Fizer)

Moved by Councilmember Oden, Seconded by Councilmember Mitchell to approve of a street closure on Lehigh on June 23, 2018 from 10:00 a.m. until 8:00 p.m. (applicant; Elijah Fizer)
Resolution 6-18-123R – Motion carried.

- F. Discussion/Action (City Council) Consideration and approval of a moratorium on any new car dealerships in the City of Inkster.

Moved by Councilmember Watley, Seconded by Councilmember Mitchell to approve a moratorium on any new car dealerships in the City of Inkster.
Resolution 6-18-124R – Motion carried.

- G. Discussion/Action (City Council) Consideration and approval of a street closure for the Inkster Summerfest on July 7th and 8th, 2018 from Midnight July 6th, 2018 until 6:00 a.m. on July 9, 2018.

Moved by Mayor Pro-Tem Williams, Seconded by Councilmember Oden to approve of a street closure for the Inkster Summerfest on July 7th and 8th, 2018 from Midnight July 6th, 2018 until 6:00 a.m. on July 9, 2018.
Resolution 6-18-125R – Motion carried.

Public Participation

- **State Representative, Jewell Jones** – Stated that session in Lansing would be wrapping up soon and that hopefully they can get the budget passed. He introduced his friend Jamie from Nigeria. Jamie stated he was glad to be in the United States and thanked city council for his welcome.
- **Patricia Morgan** – Asked about her street Hazelwood flooding.
- **Officer Lebo** – Stated a day camp would be hosed at St. Clemmons Church on August 20-25th, 2018. She additionally announced the Boy's Scout Fundraiser Breakfast on June 7, 2018. Lastly she informed everyone of Movie Night on June 8, 2018. She said the movie would be Coco.
- **Akindele Akiyemi** – Stated the city of Inkster should be a friendly immigrant city. He stated the library would be opening its new site soon.
- **Catherine Fuller and Ben Williams** – Stated United Way would be hosting the eat up and meet up at the Booker Dozier Recreation Complex on June 28, 2018. They stated that Gleamers and Zaman's would be partnering up with them to host this event.
- **Gabe Henderson** – Juneteenth will be in Parkwood Park on June 23, 2018 at 12 noon.
- **Willie Johnson** – Stated the city needs more police officers.

City Clerk

- Announced the polling location changes. She said that all of District 1, Precincts 1 & 2 who voted at the Recreation Complex would be moved to the Floyd B. Simmons Center. She said that Precinct 4-2 that voted at New Jerusalem would be moved to the American International Academy.

City Treasurer

- No Comments

Mayor and Council

- **Councilwoman Mitchell** – No Comments.
- **Councilman Oden** – No Comments.
- **Councilwoman Watley** – No Comments.
- **Councilman Chisholm** – Stated that the Boy Scouts would be having a breakfast on June 7, 2018. He further invited everyone to participate in Ink Town Pedal Push.
- **Mayor Pro-Tem Williams** – Thanked Pastor Duckworth for doing the prayer. He additionally stated that the City Clerk and he met with the FAA regarding the airplane noise in the city. He stated the City of Inkster did not receive in items such as windows, AC and insulated doors. He encouraged any resident that is bothered by the airplane noise to contact 734-942-3222 or email noise@wcaa.us. He said that the city of Inkster must make complaints in order for the FAA to pay attention to the city getting passed over for any kind of revocations from airplane noise. He invited everyone to shop Inkster.
- **Mayor Nolen** – Stated there was a family fun day participation drive on Sunday, May 27, 2018 at the skating rink. He stated that the inference is that the city is holding up the skating rink from opening. He stated that is not the case, the owners of the skating rink have not complied with city revisions and permits that have needed to be pulled. He additionally stated that the Inkster Library Board held a public hearing and went into closed session illegally to discuss a lease agreement. He stated the city is willing to work with the Library board but will not participate in illegal meetings according to the Open Meetings Act which is state law. He even further stated that he attended the Mackinaw Policy Conference and is hoping to have some money in the State Budget for Inkster. He thanked Sandra K. Watley for the Memorial Day parade. He said that it was one of the best parades and was covered by Fox 2 News. He lastly

stated that the Inkster Housing Commission would be receiving Ben Carson for an Inkster Housing Envision Center dedication on Thursday.

Closed Session

Adjournment

There being no further business to come before Council, on a motion duly made By Councilmember Howard, Seconded by Councilmember Mitchell and carried, the Regular Council meeting of June 4, 2018, was adjourned at 8:20 p.m.



Felicia Rutledge, City Clerk
City of Inkster

CITY OF INKSTER

Boards & Commissions

[MADE OPERATIVE BY STATE LAW, CITY OF INKSTER CHARTER PROVISION OR CITY OF INKSTER ORDINANCE]

AGING COMMISSION

[MEETINGS: Third Friday of each month at 1:00 p.m., Twin Towers Activity Room]

2 Year Term

9 Members

Ordinances: 414,457 & 508

Denise Champagne, Project Dir.

Tenure

- (Ex-Officio Member)

Rochelle Wells

Exp. 02/16/17

Doris Horne

Exp. 02/16/17

Henry Wade

Exp. 02/01/18

Toni Bailey

Exp. 07/07/19

Dorothy Gardner

Exp. 01/17/20

Chuck Coleman

Exp. 02/01/18

Gabe Henderson

Exp. 02/01/18

Jean Liddell

Exp. 05/15/19

Iris Long

Exp. 01/17/20

June Patter son

Exp. 01/17/20

Debra Owens

Exp. 05/21/20

BOARD OF REVIEW

[MEETINGS: March, July and December]

Annual Appointment

3 Members

Charter Provision and State Law

WCA Assessing

Clerk of the Board – Non Voting

William Miller

Exp. 03/05/2019

Gina Triplett (Alternate)

Exp. 03/05/2019

Lenoria Warmack

Exp. 03/06/2019

Vacant

BEAUTIFICATION COMMITTEE

[MEETINGS: Second Monday of each month @ 6:00 p.m., Recreation Center]

2 Year Term

Toni Bailey

Exp. 05/16/18

Kathleen Gibbs

Exp. 02/06/19

Gabe Henderson

Exp. 05/16/18

Avis Love

Exp. 11/6/19

George Williams

Exp. 11/6/19

Vacant

Vacant

Vacant

Vacant

Vacant

Vacant

Vacant

Vacant

Vacant

Vacant

Vacant

Vacant

Vacant

Vacant

Vacant

Vacant

Vacant

BUILDING AUTHORITY COMMISSION - Inactive

[MEETINGS: Second Monday in January]

3 Year Term

5 Members

State Law and Resolution 74-1-39

Nathaniel Elcock
Hersey Bryant, (C)
Horace Wells

Exp. 12/31/05
Exp. 12/31/00
Exp. 12/31/01

CABLE TELEVISION COMMISSION

[MEETINGS: Second Tuesday of each month at 6:00 p.m., Recreation Center]

3 Year Term

9 Members

Ordinances 593 and 609

Timothy Williams Ex-Official

Troy Seaton Dist. 1

Exp. 01/17/20

~~Leon Houston~~ Dist. 2

~~Exp. Served Notice; Returned~~

Vacant Dist. 3

Exp.

Octavia Smith Dist. 4

Exp. 07/03/20

Thelma Jean Overman Dist. 5

Exp. 02/06/20

Dist. 6

Exp. 01/04/19

Sandra Watley **Mayoral**

Exp. 01/03/20

Steven Chisholm At-Large

Exp. 01/17/20

CIVIL SERVICE COMMISSION AND BOARD OF ETHICS

[MEETINGS: Monthly]

3 Year Term

3 Members

Ordinances 237 & 559

Clarence Oden

Exp. 6/18/15

Vacant - (Employee Representative)

~~James White~~

Exp. 12/04/11

- (Commission Appointment)

CONDEMNATION BOARD

[MEETINGS: AS NEEDED]

5 Members

Ordinance 150.140 thru 150.145

Jim Wright (Building Contractor)
Deborah Owens (General Member)
Guy Borrusch General Member)
Dorsey Williams (Contractor)
James Garrett (Engineer)

Exp. 9/18 (1 Year Term)
Exp. 9/19 (2 Year Term)
Exp. 9/19 (2 Year Term)
Exp. 9/20 (3 Year Term)
Exp. 9/20 (3 Year Term)

CONSTRUCTION BOARD OF APPEALS/PROPERTY MAINTENANCE BOARD

[MEETINGS: As required]

3 Year Term	3 Members	Ordinance
Henry Wade		Exp. 12/17
- (Licensed Plumber)		
Stephen Lawrence		Exp. 12/17
Tiara Jones		Exp. 10/17
Kenyatta Mason		Exp. 10/17
- (Licensed Electrician)		
Marcus Hendricks –		Exp. 12/17
- (Licensed Electrician)		
- Tom Michelini		Exp. 04/19
– Building Inspector		
- (Licensed Engineer/Inspector)		

DOWNTOWN DEVELOPMENT AUTHORITY

[MEETINGS: Third Tuesday of each month, 6:00 p.m. City Hall Council Chambers]

4 Year Term	12 Members	State Law and Ordinances 687 and 741
Connie R. Mitchell		Tenure
Martha Theis		Exp. 01/14/18
Angela Dodson		Exp. 02/19/22
Cynthia Adams (Secretary)		Exp. 01/14/18
Brittini Abiolu (Vice Chair)		Exp. 05/18/19
Peter Cimeot		Exp. 01/21/18
Akindele Akinyemi (Chair)		Exp. 02/16/19
Val Ogbonaya		Exp. 07/20/19
Winston Wade		Exp. 07/17/21
Rerhi Onomake (Treasurer)		Exp. 3/16/19
Uche Ndubuisi		Exp. 7/20/19

ECONOMIC DEVELOPMENT CORPORATION (BOARD OF DIRECTORS)

[MEETINGS: Second Thursday each month, held in the Conference Room, City Hall]

6 Year Term	11 Members	State Law and Ordinances 517 and 570
Bishop Walter Starghill, Jr.		Exp. 06/07/16
Winnie Nwankwo		Exp. 05/18/21
Akindele Akinyemi		Exp. 05/18/21
Deborah Walker		Exp. 06/07/16
Mary Weislo		Exp. 03/07/17
Cassandra Leonard		Exp. 06/07/16
Herbert Johnson		Exp. 06/07/16
Dennis Weislo		Exp. 06/07/19
Charmaine Kennedy		Exp. 01/17/23
Connie R. Mitchell		Exp. 02/06/23

ELECTRICAL EXAMINING BOARD

Indefinite Terms	4 Members	State Law and Ordinance 616
Walter Bays (Elec. Cont.)		
Andrew Hughes (Adm. Official)		
Carlton Trouteaud (Rep. of Detroit Edison)		

ELECTION COMMISSION

[Per the City Charter; Chapter 4; Section 4.1]

4 Year Term

Council Member (most votes)

City Attorney

Tenure

City Clerk

Tenure

Catherine Morris (Mayor and Council appointee)

Vacant (Mayor and Council appointee)

HOUSING AND REDEVELOPMENT

[MEETINGS: Third Tuesday of each month at 6:30 p.m., 4500 Inkster Road]

5 Year Term

6 Members

State Law and Ordinance 99

Caroline Smith

Exp. 12/21

Mable Stroman

Exp. 12/21

Ellis Clifton

Exp. 12/21

DaSalla Scott

Exp. 01/22 (Resident Housing)

George Williams

Exp. 12/21

INKSTER HISTORICAL COMMISSION

[MEETINGS: Third Saturday of each month at 10:30a.m. Library Study Room]

2 Year Term

7 Members

State Law and Ordinance 196

Theola Jones

Dist. 1

Exp. 02/06/19

Rhoda Littles

Dist. 2

Exp. 02/06/19

Ruth E. Williams

Dist. 3

Exp. 02/06/19

Vacant

Dist. 4

Vacant

Dist. 5

Jean Liddell

Dist. 6

Exp. 09/18/19

George Mitchell

Exp. 10/16/19

LIBRARY BOARD

4 year term

Michael Wells

Exp. 2019

Akindele Akinyemi

Exp. 2019

DeAndra Crystal-Rikay Watley

Exp. 2019

Dosye A. Thompson

Exp. 2019

Emmereal Shawn Wells

Exp. 2019

Ruth E. Williams

Exp. 2019

LOCAL BUSINESS ENTERPRISE ADVISORY COMMITTEE

[MEETINGS: Third Tuesday of every month at 6:30 P.M., Inkster City Hall]

2 Year Term

7 Members

Ordinance: 603

Neil Harrison

Dist. 1

Exp. 3/21/18

Curtistine Barge

Dist. 2

Exp. 1/20/18

Brittini Abiolu

Dist. 3

Exp. 3/7/18

Olubisi B. Ajetunmobi

Dist. 4

Exp. 1/20/18

Vacant

Dist. 5

Barbara Cooper

Dist. 6

Exp. 5/2/18

Marie Jenkins

Mayoral

Exp. 1/20/18

June 18, 2018

LOCAL OFFICERS COMPENSATION COMMISSION

[MEETINGS: Minimum of One Meeting Each Odd-Numbered Year.]

7 Year Term

7 Members

State Law and Ordinance 409

Lenoria Warmack

Exp. 10/17/2023

Thelma Jean Overman

Exp. 10/17/2023

Debra Owens

Exp. 10/17/2023

Ann Gross

Exp. 12/5/2023

Ronald Johnson

Exp. 12/19/2023

George Williams

Exp. 12/19/2023

Aaron Sims

Exp. 01/03/2024

PARKS AND RECREATION COMMISSION

[MEETINGS: First Tuesday of each month at 7:30 P.M., Recreation Complex]

2 Year Term

9 Members

Ordinances: 493 & 551

John White	Dist. 1	Exp. 03/20/19
Opal Nolen	Dist. 2	Exp. 11/6/19
Vacant	Dist. 3	Exp. 09/15/16
LaWanna Abney-Mitchell	Dist. 4	Exp. 02/19/20
James Richardson, Jr.	Dist. 5	Exp. 02/19/20
Connie R. Mitchell	Dist. 6	Exp. 09/05/19
Tonia Williams	Mayoral	Exp. 02/20/19
Shirley Hankerson	Mayoral	Exp. 05/01/19
Ned Sanders	Council	Exp. 07/07/19
Timothy Williams	?	Exp. 10/2/21

PARKS AND RECREATION YOUTH COMMISSION

2 Year Term

6 Members

Alisa Todd	Dist. 1	Exp. 3/7/18
Katrina Coats	Dist. 2	Exp. 3/7/18
Zeavean Johnson	Dist. 3	Exp. 3/7/18
William Grubbs	Dist. 4	Exp. 3/7/18
Taylor Todd	Dist. 5	Exp. 3/7/18
Demon Zimmerman	Dist. 6	Exp. 3/7/18
Tiwain Smith	Mayoral	Exp. 3/7/18

PLANNING COMMISSION

[MEETINGS: Fourth Monday of each month at 6:00 p.m., City Council Chambers]

3 Year Term

9 Members

State Law and Ordinance 33

Marcus Hendricks (Council appointee)	Exp. 12/18
Byron Nolen (Mayor)	Tenure
Darryl Davis (City appointee)	Exp. 10/18
Timothy Williams (Mayor Pro-Tem)	Exp. 7/19
Mack Willis	Exp. 2/20
James Garrett	Exp. 09/20
William Ratliff (Vice-Chair)	Exp. 04/19
Lynette Cain (Secretary)	Exp. 05/19
Steven Chisholm (Chair)	Exp. 04/19
Kim Faison	Exp. 01/21

POLICE AND FIREMAN RETIREMENT SYSTEM BOARD OF TRUSTEES

[MEETINGS: First Thursday of each month at 1:00 p.m., TIFA Room]

2 Year Term

5 Members

Charter

Lorenzo A. Moner, Jr.	Mayoral	Exp. 12/17
Barry O'Bryan	Police Rep	
Jason Kaye	Fire Rep	
Sandra K. Watley	City Council Rep	Exp. 12/18
Velma Overman	Board of Trustee Rep	

WATER REVIEW COMMITTEE

[MEETINGS: Scheduled by Chairman Marcus Hendricks, City Hall TIFA Room]

Sam Brown	App. 01/07/13
Carl Woods	App. 01/07/13
Ann Coleman	App. 01/07/13
Courtney Owens	App. 01/07/13

June 18, 2018

NOTES:

 Vacancies and/or Expired terms

*Has not taken the oath

39.02 TICKET SPECIFICATIONS.

(A) For the purpose of this section, **APPEARANCE TICKET** means a complaint or written notice issued and subscribed by the following sworn individuals: officials of the Community Development Department, Fire Department, buildings officials and inspectors and code enforcement officers, directing a designated person to appear in a designated district court at a designated future time in connection with the alleged commission of a designated violation or violations of the city's building, zoning, environmental and other related codes for which the maximum penalty does not exceed 90 days in jail and a fine of \$500.

(1) **Exceptions** - The following violations may be written as a civil infraction as long as the offense has not been committed by the same offender more than two (2) times. The third (3rd) offense by same offender, shall be escalated to a misdemeanor as described above.

- a.) **Blight**- City Ord. No. 156.02
- b.) **Encumbering/Obstructing Streets**- City Ord. No.97.004
- c.) **Noxious Weeds**- City Ord. No.95.15
- d.) **Political Signs**- City Ord. No. 153.18, 97.004 and 153.15
- e.) **Appliances/Furniture**- City Ord. No. 156.02
- f.) **Refuse Collection Requirements**- City Ord. No. 50.03
- g.) **Residential Off-street Parking**-City Ord. No. 155.077(C)(9)
- h.) **Signs**- City Ord. No. 155.241(B)(5), 155.234 and 155.235
- i.) **Snow/Ice Removal**- City Ord. No.97.081
- j.) **Tree care**- City Ord. No. 98.19

(B) The appearance tickets shall be numbered consecutively and shall consist of the following parts:

(1) The original, which shall be a complaint or notice to appear by sworn individuals including officials of the Community Development Department, Fire Department, building officials or inspectors, or code enforcement officers, and shall be filed with the district court.

(2) The first copy, which shall be the abstract of court record.

(3) The second copy which shall be delivered to the alleged violator.

(4) The third copy, which shall be retained by the city's code enforcement agency.

(') (Ord. 639, amended 2018)

REQUEST FOR COUNCIL ACTION

To: Byron Nolen, Mayor

Date: June 4, 2018

From: Felicia Rutledge, City Clerk

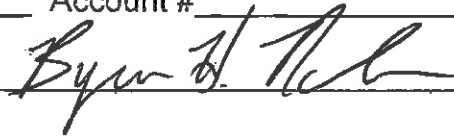
Date for Council Consideration: June 18, 2018

ACTION REQUESTED: Consider approving the request for street closure of Stollman Street between Stollman and Shawdowlawn streets July 28, 2018 for a Block Party from 1:00 p.m. . until 10:00 p.m. the applicant is Jessica McGrath.

Current Action ☒ Emergency ☐ Future ☐

Funds Budgeted: If Yes ☐ Account # ☐ No ☐ N/A ☒

Mayor's Approval



BACKGROUND INFORMATION

The request is to seek permission to close Stollman Street between Stollman/Shadowlawn Streets on July 28, 2018 from 1:00 p.m. until 10:00 p.m. A signed petition by neighbors has been included. All appropriate sign offs from the city have been obtained.

SCOPE OF SERVICES

N/A

JUSTIFICATION

N/A

PROJECT OR IMPROVEMENT TASKS

N/A

COSTS

N/A

PROJECT TIME TABLE

July 28, 2018 from 1:00 p.m. until 10:00 p.m.

RESOLUTION

Authorization is hereby given for a Street closure on Stollman between Stollman/Shadowlawn Streets on July 28, 2018 from 8:00 a.m. until 1:00 p.m. -10:00 p.m. for a Block Party (applicant; Jessica McGrath)

Resolved by _____

Seconded by _____

Yes:

No:

Absent:



Felicia Rutledge, City Clerk
 City of Inkster
 26215 Trowbridge
 Inkster, MI 48141

www.cityofinkster.com
 Phone: 313.563.9770
 frutledge@cityofinkster.com

STREET CLOSURE/BLOCK PARTY REQUEST

APPLICANT:

Jessica McGrath
 Name

734-756-4658
 Phone Number

26462 Stollman
 Applicant Address

Mcgrathjessica25@gmail.com
 Email (Optional)

REQUEST:

Street To Be Closed: July 28

Cross Streets: Stollman / Shawndolawn

Date(s) To Be Closed: July 28

Event Hours: 1 am/pm To 10 am/pm (EVENTS MUST CONCLUDE BY 10PM)

Type Of Event: Block Party

Please read this Waiver carefully before signing – The undersigned hereby verifies that he/she agrees to indemnify defend and save harmless the City of Inkster, its officers, agents and employees from and against all loss and expense be reason of liability imposed by law of bodily injury, including death at any time resulting there from, sustained loss of use thereof, arising out of or in consequence of performance of this agreement, whether such injuries to person or damage to property is due or claimed to be due to the negligence of the contractor, the City of Inkster, its officers, agents and employees, excepting only such injury or damage as shall have been occasioned by the sole negligence of the City of Inkster, its officers, agents and employees. The undersigned further understands that failure to comply with all arrangements herein stated or falsification of any information called for in this application will be grounds for denial of this or any future request.

Applicant assumes all responsibility for the return of all required barricades/cones used for this event. The barricades/cones are to be returned in the same condition as received on the business day following the event.

Furthermore, the undersigned will be liable for the replacement costs of the barricades/cones in the event of loss or damage. The replacement cost is \$20.00 (Twenty Dollars) per item. If the matter is adjudicated in court, attorney fees and court costs will be assessed.

The barricades/cones may be obtained at the Department of Public Service, 26900 Princeton St., between the hours of 10:00 a.m. and 3:00 p.m. **Call to make arrangements: 313-563-9773**

Applicant Signature: Jessica McGrath Date: 6-7-18

**OFFICIAL USE ONLY
 REQUIRED APPROVALS:**

Police _____ Fire ☒ DPS ☒ BLDG ☒

REQUIRED EQUIPMENT:

Barricades _____ Cones _____ Other _____

CITY COUNCIL APPROVAL: Date Approved: _____ Resolution Number: _____

City Clerk Signature: _____ Date: _____



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STREET CLOSURE/BLOCK PARTY REQUEST

APPLICANT:

Jessica McGrath
 Name

734-756-4658
 Phone Number

26462 Stollman
 Applicant Address

mcgrathjessica25@gmail.com
 Email (Optional)

REQUEST:

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Cross Streets: Stollman / Shawndolawn

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Applicant Signature: Felicia McGrath Date: 6-7-18

**OFFICIAL USE ONLY
 REQUIRED APPROVALS:**

Police _____ Fire _____ DPS JB BLDG _____

REQUIRED EQUIPMENT:

Barricades ✓ Cones ✓ Other _____

CITY COUNCIL APPROVAL: Date Approved: _____ Resolution Number: _____

City Clerk Signature: _____ Date: _____



Felicia Rutledge, City Clerk
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26215 Trowbridge
Inkster, MI 48141

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Phone: 313.563.9770
frutledge@cityofinkster.com

STREET CLOSURE/BLOCK PARTY REQUEST

APPLICANT:

Jessica McGrath
Name

734-756-4658
Phone Number

26462 Stollman
Applicant Address

mcgrathjessica200@gmail.com
Email (Optional)

REQUEST:

Street To Be Closed: July 28

Cross Streets: Stollman / Shawboldawn

Date(s) To Be Closed: July 28

Event Hours: 1 am/pm To 10 am/pm (EVENTS MUST CONCLUDE BY 10PM)

Type Of Event: Block Party

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Applicant Signature: Jessica McGrath Date: 6-7-18

OFFICIAL USE ONLY REQUIRED APPROVALS:

Police _____ Fire ☒ DPS _____ BLDG _____

REQUIRED EQUIPMENT:

Barricades _____ Cones _____ Other _____

CITY COUNCIL APPROVAL: Date Approved: _____ Resolution Number: _____

City Clerk Signature: _____ Date: _____



STREET CLOSURE/BLOCK PARTY REQUEST

APPLICANT:

Jessica McGrath
Name

734-756-4658
Phone Number

26462 Stollman
Applicant Address

mcgrathjessica25@gmail.com
Email (Optional)

REQUEST:

Street To Be Closed: July 28

Cross Streets: Stollman / Shawdolawn

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Applicant Signature: Jessica McGrath Date: 6-7-18

**OFFICIAL USE ONLY
REQUIRED APPROVALS:**

Police _____ Fire _____ DPS _____ BLDG OK 6/4/18

REQUIRED EQUIPMENT:

Barricades _____ Cones _____ Other _____

CITY COUNCIL APPROVAL: Date Approved: _____ Resolution Number: _____

City Clerk Signature: _____ Date: _____

July 28, 2018

1p-10p

Stollman Block Party

1.	Jo B's	26462
2.	Wenica M.	26462
3.	RENEE E. Pigeon	26495
4.	Ashley Bichers	26564
5.	Nikki Haire	26500
6.	Sylvia Ash	26412
7.	Sharrifah Selman (Sherry)	26481
8.	John M. Kelly	26523
9.	John M. Kelly	26561
10.	Chas. J. Samuel	26476
11.	Wm. R. Tyler	26438
12.	Sharrice Roberts	26588
13.	Terrace Piers	26455
14.	Kimber Bargerstock	26424
15.	Alexis Walker	26488
16.	Mica Hayes	26509
17.	Leah Humbach	26535
18.	Dennis Prohaska	26443
19.	Sam Smith	26450
20.	Joe & Mary - Betty + James	26467

REQUEST FOR COUNCIL ACTION

To: Byron Nolen, Mayor

Date: July 11, 2018

From: Felicia Rutledge, City Clerk

Date for Council's Consideration: July 18, 2018

ACTION REQUESTED: Special Event; National Outdoor Freedom Festival; August 3, 2018 thru August 5, 2018 from 1:00 p.m. until 11:30 p.m. use of the Old Inkster High School area for parking and busing patrons.

Current Action ☒X_____ Emergency _____ Future _____

Funds Budgeted: If Yes _____ Account # _____ No _____ N/A _____

Mayor's Approval _____

BACKGROUND:

The National Outdoor Freedom Festival will be held on August 3rd thru August 5, 2018 from 1:00 p.m. until 11:30 p.m. at the Inkster Golf Range. The event will be an outdoor music festival that will host several musical entertainment acts. Kingmaker Entertainment is seeking to use the old Inkster High School area as a parking place to pick up patrons and bus them back and forth to the Golf Course. They are expecting that 40,000 people will attend this event.

SCOPE OF SERVICES:

A Special Event application was completed.

JUSTIFICATION:

City Council adopted a Special Events Policy for events that will be held in the city. This policy is to notify administration and essential departments of "Special Events" so that the city is abreast and able to respond if necessary.

PROJECT IMPROVEMENTS:

COSTS:

The city is seeking to receive \$1000.00 for the cost of using the old Inkster High area for parking.

PROJECTED TIME TABLE:

August 3, 2018 thru August 5, 2018 from 1:00 p.m. until 11:30 p.m.

RESOLUTION:

Authorization is hereby given to allow Kingmaker Entertainment Group, LLC to bus patrons back and forth from the old Inkster High Golf Course to the Inkster Golf Range on August 3, 2018 thru August 5, 2018 from 12:00 p.m. until 11:30 p.m.

Resolved by _____

Seconded by _____

Yes:

No:

Absent:



City of Inkster, Michigan

Application Packet For Class 1 and Class 2 Events

Received: _____

NOTICE OF INTENT TO APPLY FOR AN EVENT PERMIT

The first page of this packet implies your intent to hold an event, reserve a park, or close a street in the city of Inkster. The due date for the Notice of Intent can be found on the next page under your event class. In order to reserve a date and location, please fill out this first page and mail or email it to:

City Clerk's Office
26215 Trowbridge Rd. Inkster, MI. 48141
Office: (313) 563-9770; Fax: (313) 563-7378
E-Mail: frutledge@cityofinkster.com
www.cityofinkster.com

Event Title: NATIONAL OUTDOOR FREEDOM FESTIVAL

Type of Event: CONCERT/PARTY EVENT

Estimated Class Level (please circle): Class 1 **Class 2**

Event Date (s): FRIDAY, AUGUST 3, 2018 - SUNDAY, AUGUST 5, 2018 Event Hours: DOORS OPEN 1:00 PM, CLOSES 11:30 PM

Park Name and Location (if only interested in a portion of a park, please specify the portion):

THE NATIONAL HOLY GROUND FREEDOM RANGE, 3000 MICHIGAN AVE.

***Additional days for set up: _____ ***Additional days for clean-up: _____

***Please note, the rental rate allows for set up to begin after 5:00 pm the day prior and clean up to end by 10:00AM following your event. If this does not allow you enough time, please discuss with the Clerk's Office.

Please name the person(s) principally responsible for this event (applicant):

Name: Mr. Rodney Wallace, Sr. E-mail Address: kingmakerent1@gmail.com

Phone 1: (734) 260-7325 (work/home/cell) Phone2: _____ (work/home/cell) Fax: _____

Legal name of applicant's organization: Kingmaker Entertainment Group, LLC.

Form of ownership:

☒ Doing Business As

☐ Corporation

☐ Non-Profit

**City of Inkster
Event Permit**

☒ Individual

☐ Association

☐ Partnership

Applicant organization is:

☐ Resident or located in the City (proof of residency is required) ☒ Non-resident

Legal address: _____

Mailing address: 2446 Orchard Lake Road

City: Sylan Lake State: Michigan Zip: 48320

Phone: (734) 260-7325 Fax: _____ E-mail: kingmakerent1@gmail.com

The permit shall not be issued until the application (pages 8-13) has been reviewed and approved by the Clerk's Office, DPW, Police Department, Fire Department, City Mayor, and City Council.

CLASSES/CATEGORIES

Alcohol is strictly prohibited in any City Street and/or any Public Property pursuant to the Inkster City Code.

	Pre-event meeting	Security Deposit Req.	City services Requirement	Notice of intent due	Applicable sections
Class 1 event: - Any street closure or park reservation that is not open to the public - Neighborhood association block parties. - Family reunion or private organization park reservation. - Less than 500 people in attendance at any one time. - No alcoholic beverages sold, served, or consumed. - Single day event.	May be Required	\$300	May require DPW services post-event.	30 days prior to event	1, 2, 5, 6, 8, 9, 10, 11, 12, 13, 14
Class 2 event: - Any event, street closure or park reservation that is open to the public - Less than 1,000 people in attendance at any one time. - No alcoholic beverages sold, served, or consumed.	Determined by City Event Organizer	\$300	May require DPW services post-event.	30 days prior to event	1, 2, 5, 6, 8, 9, 10, 11, 12, 13, 14

Please note your Security Deposit will be returned to you upon completed payment of your invoice. Fees are based on services provided.

DEADLINES

Class 1 Permit Deadlines

30 Days Prior to Event Date: • Notice of Intent • Application Fee	30 Days Prior to Event Date: • Application • Copy of insurance rider (if necessary). • Security Deposit
---	---

Class 2 Permit Deadlines

30 Days Prior to Event Date: • Notice of Intent • Application Fee	30 Days Prior to Event Date: • Application • Copy of insurance rider. • Pre-event meeting scheduled (if necessary). • Security Deposit
---	--

INSURANCE REQUIREMENTS

TIP: Check with your own insurance carriers (business, organization, auto, renters, home owners, etc.) to see if they will extend your coverage to cover the event before starting from scratch.

Please submit only the Certificate of Liability Insurance page of the policy with your application if your event class requires it.

Class 1 Insurance requirements

Insurance will be required for all Class 1 Events in the amount of \$250,000 per occurrence, naming the City of Inkster as additionally insured **if any of the following instances are planned:**

- Planned/Organized athletic event.
- Any commercial service being provided, including but not limited to:
 - Setting up of tents/canopies, such as family reunions, weddings, etc.
 - A hired act – magician, animal rides, band, etc.
 - A hired service, such as caterers, portable toilets, moonwalks, rides, etc.

Class 2 Insurance requirements

Insurance will be required for all Class 2 Events in the amount of \$250,000 per occurrence, naming the City of Inkster as additionally insured.

FEES

The City of Inkster provides a variety of public services for events. Event permit holders shall reimburse the City for 100% of the cost of services provided. The fees and rates below do not constitute a written or implied contract. The need for services and cost estimates will be determined at the pre-event meeting between the event permit applicant and City staff.

Fees paid via cash, check, credit card or money order payable to "City of Inkster" should be submitted with the application. If you wish to pay your application fee via credit card, please complete the Credit Card Authorization Form. Only MasterCard and Visa can be accepted for payment and a 3% fee is associated with using a credit card. If the actual costs differ from the amount paid, the City of Inkster or the permit holder must refund or pay the difference within 30 days after the event. Penalties and interest will be charged for late payments. The penalty for late payments is 3.0% of the outstanding balance. The interest charge for late payments is 0.5% of the outstanding balance each month until paid in full.

These rates are subject to change without notice on July 1.

Park key fee

To ensure that you have access to the park during the hours on the approved application, you can pick up a key for your event at the DPW office anytime Monday through Thursday between 9a – 4p for a \$20 key deposit. The deposit is 100% refundable after the key is returned.

Application Fee (non-refundable)

- Payable to "City of Inkster"

	<u>Application Fee</u>	
Class 1 Resident	\$75	
Class 1 Non-Resident	\$150	
Class 2 Resident	\$100	
Class 2 Non-Resident	\$200	\$200 + \$300 deposit

Security Deposit (refundable minus any costs incurred)

- Class 1 Event: \$300
- Class 2 Event: \$300
- Paid via check or money order or credit card payable to "City of Inkster"

Inkster Police Department Service Fees/Auxiliary

Labor Rates: These rates change annually on July 1 and are subject to change at any time

- Uniformed police officer: \$45/hour
- Uniformed sergeant: \$67/hour
- Uniformed lieutenant: \$69/hour
- Volunteer Service Corps: The Police Department's Volunteer Service Corps (VSC) is designed to supplement or substitute uniformed police personnel when appropriate. However, the Police Department has the sole authority to determine the level of use and deployment, if any, of the VSC for an event. In other words, some events may have VSC service and others events may not – the decision lies solely with the Police Department and its evaluation of event service needs. Although VSC members are volunteers, event permit holders are charged for a Sergeant's time to organize and schedule VSC members (1 hour for every 4 VSC members).
 - 1-4 VSC members \$67/Per Day
 - 5-8 VSC members \$134/Per Day
 - 9-12 VSC members \$201/Per Day

Equipment Rates:

- Mobile command post \$11.44/hour
- Police cruiser \$8.09/hour

Department of Public Works Service Fees

Labor Rates:

- Park worker (Straight Time): \$18.48/hour
- Park worker (Overtime): \$27.72/hour
- Crew Chief (straight time) \$20.76/hour
- Crew Chief (overtime) \$31.14/hour

Fire Department Rates

- Firefighter (Straight Time):\$ 38.00 /hour
(Rescue Vehicle)

Equipment Rates

- Trailer \$75.00/hour
- Pick Up Truck \$420.00/hour
- Stake Truck \$75.00/hour
- Weed Whip 4.16/hour
- Mower 26.43/hour
- Sweeper \$150.00/hour
- Loader \$150.00/hour

INVOICE EXAMPLES FROM PREVIOUS YEARS

Department of Public Works (DPW)

This is a common invoice for trash removal. Four of Republics trash boxes (55 gallons each) are equal to one cubic yard of trash. So the example below shows disposal of 18 boxes of trash.

Qty	Description	Unit Price	Total
2.5 hrs.	DPW Crew Chief Employee	\$20.76	\$51.90
2.5 hrs.	DPW Employee	\$18.48	\$46.20
.5 hrs.	Pick-up Truck	\$ 20.00	\$ 10.00
.5 hrs.	Loader	\$150.00	\$75.00
1 hrs.	Stake Truck	\$75.00	\$75.00
.5 hrs.	Trailer	\$50.00	\$25.00
4.5 cubic yards	Trash removal	\$20 per cubic yard (1 Republic Management box = 55 gallon trash bag = 1/4 a cubic yard. i.e. 4 55 gallon trash bags = \$20	\$85.00

Received: _____

EVENT PERMIT

Please note Event Organizer (s) is responsible for notifying vendors and attendees: Of the No Alcohol Policy/Ordinance.

Event Title: NATIONAL OUTDOOR FREEDOM FESTIVAL

Location: 3000 MICHIGAN AVE.

Estimated Class Level (please circle): Class 1 **Class 2**

Event Date/time (s):

Date: _____ Start: _____ **AM** PM End: _____ AM **PM**

Please name the person (s) principally responsible for this event (applicant):

Name: MR. RODNEY WALLACE, SR. E-mail Address: kingmakerent1@gmail.com

Mailing address: _____

City: Sylvan Lake State: Michigan Zip: 48320

Day Phone: _____ Evening Phone: _____

Cell Phone: (734) 260-7325 Fax: _____

Names and addresses of all officers and directors (attach separate sheet if necessary):

President: MRS. SEANTELE WILLIAMS Secretary: MRS. MONTICA CRAIGHEAD

Vice President: AL COLEMAN,
WILLIAM BROOKS JR. Treasurer: MR. JAMES SMITH, ATTORNEY JEFFREY S. SHERBOW

+++++

Were there any changes to event date/location/time/structure/etc. since the Notice of Intent was submitted?
If yes, please describe and explain:

**City of Inkster
Event Permit**

Section
requirement
by class

1, 2

Please read and check the boxes stating that you are aware of the following.

1a. Ordinance inclusion on Promotional Materials

Please check the box to indicate you have read and understood this section.

The City of Inkster **highly encourages** adding the following information on all promotional materials, fliers, websites, etc. because people violating this ordinance will be asked to leave the premises:

☒ "The City's event ordinance prohibits the allowance of Alcoholic Beverages on premises.

1b. Ordinance inclusion on Signage:

☒ The City does not allow posting of flyers on any poles (utility or otherwise) within the City limits, nor does it allow posting of signs in any public right of way (space between street and sidewalk) without express permission (please attach copies of written authorization).

Please note that the event organizer is responsible for informing vendors and other participants of these ordinances.

1, 2

2. Attendance:

Please estimate the number of people you expect to attend the event: 40,000

1, 2
DPW

3. Utilities:

Does this event require any utilities? (Electricity in the parks may need to be requested in order to be turned on; not all parks are equipped with electricity).

☒ Yes (see below) ☐ No

☒ Electricity ☐ Water ☐ Other _____

Are the necessary utilities available at the location?

☒ Yes ☐ No (see below)

If not, how do you propose supplying the required utilities?

Generators will be used for the event, extra lighting and vendors present.

**City of Inkster
Event Permit**

Section
requirement
by class

1, 2
DPW

4. Street closures:

Does your event require street closures: ☐ Yes (see below) ☒ No

Michigan Ave., is considered a State Trunklines. MDOT must be notified of any closings of these streets. If you are listing a state trunkline, please put a Y in the trunkline column.

Please list all streets that will be closed, including their intersecting streets on either end.

EXAMPLE:

Street to close	From	To	Date	Time	Trunkline?
Penn	9/1/13	9/5/13	8/30/13	Noon-3p	N

Street to close	From	To	Date	Time	Trunkline?

(Please be sure to include enough time for event set up and clean up. Please attach additional sheets as necessary).

Will you require the use of City owned barricades to close the street(s)? Yes ☐ No ☒
If no, by what means will you close the street? _____

If yes, please provide the name and address of the person who will take responsibility for the barricades during the course of the event. (Barricades can be picked up at the Inkster Police Department the day before your event. Barricades should be returned to the Inkster Police Department upon completion of your event or a fee will be incurred.
If it's the same as the applicant, please write SAME in the name field.

Name: _____ Address: _____ Phone: _____

Describe the means by which you intend to inform residents of the street closing.

Will you permit local residential traffic street access during the event? Yes ☐ No ☐

If no, how do you intend to accommodate residents? _____

****Must have an entrance and exit for Emergency Vehicles.**

**City of Inkster
Event Permit**

Section
requirement
by class

1, 2

5. Food Permit:

Will any food be prepared, distributed, or sold at event?

☒ Yes (see below) ☐ No

If food will be prepared on site, distributed or sold each vendor must apply for and receive a permit from the City Clerk's Office/Wayne County. ****

Please note that the Wayne County Health Department must be contacted and advised of event date (s), times, and event organizer contact information in case they have any questions.

1, 2

6. Restrooms:

***Wheatley Park has Restrooms.**

Does your event require restroom facilities?

☒ Yes (see below) ☐ No

How many portable restrooms are you supplying? _____

1, 2
IPD

7. Noise Permit:

Does your event require a noise permit: ☒ Yes (see below) ☐ No

Type of sound at this event:

☒ P.A. system ☒ live band ☒ stereo equipment ☐ other: _____

Event coordinators are responsible for monitoring noise levels and ensuring compliance with the stated noise policy for park events.

1. Permissible Noise Levels – Maximum decibel levels shall not exceed 80 dB (A) from the hours of 10 am thru 10 pm. Maximum decibel levels shall not exceed 75 dB (A) from the hours of 10 pm thru 10 am. These measurements shall be taken from the ROW along the perimeters of the parks. Parties in violation will be given (1) warning to correct violations. If a second violation occurs, then the event will be shut down. Event holders are responsible for any cost incurred to the IPD in this respect.
2. No obscene language or racial epithets shall be allowed during stage productions.
3. The IPD reserve the right to cancel any production for any violation of item (1) or (2). No refunds shall be given and additional costs may be deducted from the security deposit.

Please state the days and times that music or P.A. system will be used:

Date:	Time from:	Time to:
	12:00 pm	11:30 pm

Please attach a scaled layout/set up for the event

Section

**City of Inkster
Event Permit**

requirement by class	
1, 2 DPW	8. Temporary Apparatus: Will your event include any of the following? ☒ Yes (see below) ☐ No If yes, check all that apply and include placement of each on event site plan: (Note that the city can only supply bleachers and picnic tables) ☒ Tent (s) ☒ Portable toilet (s)*** ☐ Inflatable devices*** ☒ Portable lights ☐ Other _____ ☒ Bleacher (s) Number requested from the City _____ ☐ Picnic Table (s) Number requested from the City _____ ***Please see page 4 for insurance requirements if these are utilized.
1, 2 DPW	9. Trash: How many trash receptacles (with liners) do you intend to provide _____ How do you intend to dispose of the trash following your event? _____ _____ Republic sells event trash boxes (55 gallons each, 1box is equal to ¼ cubic yard). You can contact them at 877-264-5544
1, 2 DPW	10. Site Restoration: <i>Site restoration and equipment removal are required by 10:00 am the morning following your event.</i> What date do you agree to restore the location to the condition in which you found it? _____ _____

**City of Inkster
Event Permit**

Event Title: NATIONAL OUTDOOR FREEDOM FESTIVAL
Event Date(s): AUGUST 3, 2018 - AUGUST 5, 2018 Event Hours: 12:00 PM - 11:30 PM

ATTESTATION

As applicable to event, applicant understands and agrees to comply with City ordinances and rules governing events and agrees to make final payment within thirty (30) days after the scheduled event invoice is received for any additional services required. Failure to comply within thirty (30) days shall place the applicant in default status. Further, it is understood that in the event a permit holder is placed in default status, the permit holder will be denied any other event permit (s) for a period of at least eighteen (18) months from the date of final payment and/or default resolution.

I hereby agree to comply with all Federal and State Statutes and with all City of Inkster Ordinances, including the curfew and noise ordinances. I understand and agree that in the event any nuisance or disturbances are caused by the individuals attending the event, the use of the location may be terminated without prior notice by the Police Chief or the City Mayor or their designee. I authorize the Fire Chief to determine the maximum number of persons who may attend this event based on available space. Further, I understand and agree to abide by any additional City requirements that may be deemed necessary to safely operate the proposed event.

This application represents my intent for the proposed event to the best of my knowledge. I am authorized to sign on behalf of the organization:

MR. RODNEY WALLACE, SR.

Applicant Name (printed)

Signature

Date

City of Inkster Approvals

<u>Department Approval</u>	<u>Name (printed)</u>	<u>Approved?</u>	<u>Date</u>
City Council	Resolution Number		
Public Works	Jerome Bivins		
Inkster Fire Dept.	Chief Hubbard		
Inkster Police	Chief Riley		
City Mayor	Byron Nolen		
City Clerk	Felicia Rutledge		

A permit shall not be issued until all information has been submitted, application and security deposit fees paid and approved by all departments.

No. 62541

Received From:

ister

Date: 05/22/2018

Time: 3:09:19 PM

Idge
141

Receipt: 393156

Cashier: CPETERSON

Workstation: CSHIER Drawer: 1

Receipts

GL NUMBER	AMOUNT
701-000-285.215	\$300.00
101-215-607.003	\$150.00
TOTAL	\$450.00
CASH	\$450.00
Total Tendered:	\$450.00
Change:	\$0.00

DATE

AMOUNT \$

ACCOUNT CLASSIFICATION

FUND

A/C NO.	AMOUNT
TOTAL \$	

BY

DO NOT WRITE IN THIS BOX

PAID
MAY 22 2018
141

REQUEST FOR COUNCIL ACTION

To: Byron Nolen, Mayor

Date: July 11, 2018

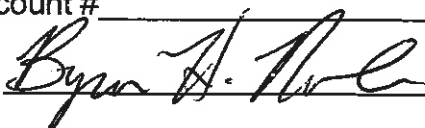
From: Felicia Rutledge, City Clerk

Date for Council's Consideration: July 18, 2018

ACTION REQUESTED: Special Event; Juneteenth Celebration in Parkwood Park on June 23, 2018 from 12:00 noon until 5:00 p.m.

Current Action ☒ X Emergency ☐ Future ☐

Funds Budgeted: If Yes ☐ Account # No ☐ N/A ☐

Mayor's Approval 

BACKGROUND:

The Middle Park Manor Block Club will be hosting a Juneteenth celebration in Parkwood Park on June 23, 2018 from 12:00 p.m. until 5:00 p.m. Every year on June 19th, Black Americans around the country celebrate "Juneteenth" to commemorate the day Union Officer General Gordon Granger issued an order to slave masters in Galveston, Texas to free enslaved Africans.

SCOPE OF SERVICES:

A Special Event application was completed.

JUSTIFICATION:

City Council adopted a Special Events Policy for events that will be held in the city. This policy is to notify administration and essential departments of "Special Events" so that the city is abreast and able to respond if necessary.

PROJECT IMPROVEMENTS:

COSTS:

PROJECTED TIME TABLE:

June 23, 2018 from 12:00 p.m. until 5:00 p.m. for a Juneteenth celebration.

RESOLUTION:

Authorization is hereby given to allow Middle Park Manor Block Club to host a Juneteenth celebration in Parkwood Park from 12:00 p.m. until 5:00 p.m. on June 23, 2018.

Resolved by

Seconded by

Yes:

No:

Absent:



City of Inkster, Michigan

Application Packet For Class 1 and Class 2 Events

Received: _____

NOTICE OF INTENT TO APPLY FOR AN EVENT PERMIT

The first page of this packet implies your intent to hold an event, reserve a park, or close a street in the city of Inkster. The due date for the Notice of Intent can be found on the next page under your event class. In order to reserve a date and location, please fill out this first page and mail or email it to:

City Clerk's Office
26215 Trowbridge Rd. Inkster, MI. 48141
Office: (313) 563-9770; Fax: (313) 563-7378
E-Mail: frutledge@cityofinkster.com
www.cityofinkster.com

Event Title: FREE GIVE BACK TO THE COMMUNITY
Type of Event: MEET + GREET + JUNETEENTH
Estimated Class Level (please circle): Class 1 Class 2
Event Date (s): JUNE 23 - 2018 Event Hours: 12 NOON - 5 PM
Park Name and Location (if only interested in a portion of a park, please specify the portion):
PARK WOOD PARK
***Additional days for set up: _____ ***Additional days for clean-up: _____

***Please note, the rental rate allows for set up to begin after 5:00 pm the day prior and clean up to end by 10:00AM following your event. If this does not allow you enough time, please discuss with the Clerk's Office.

Please name the person(s) principally responsible for this event (applicant):

Name: ANN GROSS E-mail Address: _____

Phone 1: 313 399 1276 (work/home/cell) Phone 2: _____ (work/home/cell) Fax: _____

Legal name of applicant's organization: MIDDLE PARK MAJOR BLOCK CLUB

Form of ownership:

☐ Doing Business As

☐ Corporation

☒ Non-Profit

**City of Inkster
Event Permit**

☐ Individual

☐ Association

☐ Partnership

Applicant organization is:

☒ Resident or located in the City (proof of residency is required) ☐ Non-resident

Legal address: 1784 MEADOW LANE

Mailing address: _____

City: INKSTER

State: MICHIGAN

Zip: 48141

Phone: 313-3991276

Fax: _____

E-mail: _____

The permit shall not be issued until the application (pages 8-13) has been reviewed and approved by the Clerk's Office, DPW, Police Department, Fire Department, City Mayor, and City Council.

CLASSES/CATEGORIES

Alcohol is strictly prohibited in any City Street and/or any Public Property pursuant to the Inkster City Code.

	Pre-event meeting	Security Deposit Req.	City services Requirement	Notice of intent due	Applicable sections
Class 1 event: - Any street closure or park reservation that is not open to the public - Neighborhood association block parties. - Family reunion or private organization park reservation. - Less than 500 people in attendance at any one time. - No alcoholic beverages sold, served, or consumed. - Single day event.	May be Required	\$300	May require DPW services post-event.	30 days prior to event	1, 2, 5, 6, 8, 9, 10, 11, 12, 13, 14
Class 2 event: - Any event, street closure or park reservation that is <u>open</u> to the public - Less than 1,000 people in attendance at any one time. - No alcoholic beverages sold, served, or consumed.	Determined by City Event Organizer	\$300	May require DPW services post-event.	30 days prior to event	1, 2, 5, 6, 8, 9, 10, 11, 12, 13, 14

Please note your Security Deposit will be returned to you upon completed payment of your invoice. Fees are based on services provided.

DEADLINES

Class 1 Permit Deadlines

30 Days Prior to Event Date: • Notice of Intent • Application Fee	30 Days Prior to Event Date: • Application • Copy of insurance rider (if necessary). • Security Deposit
---	---

Class 2 Permit Deadlines

30 Days Prior to Event Date: • Notice of Intent • Application Fee	30 Days Prior to Event Date: • Application • Copy of insurance rider. • Pre-event meeting scheduled (if necessary). • Security Deposit
---	--

INSURANCE REQUIREMENTS

TIP: Check with your own insurance carriers (business, organization, auto, renters, home owners, etc.) to see if they will extend your coverage to cover the event before starting from scratch.

Please submit only the Certificate of Liability Insurance page of the policy with your application if your event class requires it.

Class 1 Insurance requirements

Insurance will be required for all Class 1 Events in the amount of \$250,000 per occurrence, naming the City of Inkster as additionally insured **if any of the following instances are planned:**

- Planned/Organized athletic event.
- Any commercial service being provided, including but not limited to:
 - Setting up of tents/canopies, such as family reunions, weddings, etc.
 - A hired act – magician, animal rides, band, etc.
 - A hired service, such as caterers, portable toilets, moonwalks, rides, etc.

Class 2 Insurance requirements

Insurance will be required for all Class 2 Events in the amount of \$250,000 per occurrence, naming the City of Inkster as additionally insured.

FEES

The City of Inkster provides a variety of public services for events. Event permit holders shall reimburse the City for 100% of the cost of services provided. The fees and rates below do not constitute a written or implied contract. The need for services and cost estimates will be determined at the pre-event meeting between the event permit applicant and City staff.

Fees paid via cash, check, credit card or money order payable to "City of Inkster" should be submitted with the application. If you wish to pay your application fee via credit card, please complete the Credit Card Authorization Form. Only MasterCard and Visa can be accepted for payment and a 3% fee is associated with using a credit card. If the actual costs differ from the amount paid, the City of Inkster or the permit holder must refund or pay the difference within 30 days after the event. Penalties and interest will be charged for late payments. The penalty for late payments is 3.0% of the outstanding balance. The interest charge for late payments is 0.5% of the outstanding balance each month until paid in full.

These rates are subject to change without notice on July 1.

Park key fee

To ensure that you have access to the park during the hours on the approved application, you can pick up a key for your event at the DPW office anytime Monday through Thursday between 9a – 4p for a \$20 key deposit. The deposit is 100% refundable after the key is returned.

Application Fee (non-refundable)

- Payable to "City of Inkster"

	<u>Application Fee</u>	
Class 1 Resident	\$75	
Class 1 Non-Resident	\$150	
Class 2 Resident	\$100	
Class 2 Non-Resident	\$200	

Security Deposit (refundable minus any costs incurred)

- Class 1 Event: \$300
- Class 2 Event: \$300
- Paid via check or money order or credit card payable to "City of Inkster"

Inkster Police Department Service Fees/Auxiliary

Labor Rates: These rates change annually on July 1 and are subject to change at any time

- Uniformed police officer: \$45/hour
- Uniformed sergeant: \$67/hour
- Uniformed lieutenant: \$69/hour
- Volunteer Service Corps: The Police Department's Volunteer Service Corps (VSC) is designed to supplement or substitute uniformed police personnel when appropriate. However, the Police Department has the sole authority to determine the level of use and deployment, if any, of the VSC for an event. In other words, some events may have VSC service and others events may not – the decision lies solely with the Police Department and its evaluation of event service needs. Although VSC members are volunteers, event permit holders are charged for a Sergeant's time to organize and schedule VSC members (1 hour for every 4 VSC members).
 - 1-4 VSC members \$67/Per Day
 - 5-8 VSC members \$134/Per Day
 - 9-12 VSC members \$201/Per Day

Equipment Rates:

- Mobile command post \$11.44/hour
- Police cruiser \$8.09/hour

Department of Public Works Service Fees

Labor Rates:

- Park worker (Straight Time): \$18.48/hour
- Park worker (Overtime): \$27.72/hour
- Crew Chief (straight time) \$20.76/hour
- Crew Chief (overtime) \$31.14/hour

Fire Department Rates

- Firefighter (Straight Time):\$ 38.00 /hour
(Rescue Vehicle)

Equipment Rates

- Trailer \$75.00/hour
- Pick Up Truck \$420.00/hour
- Stake Truck \$75.00/hour
- Weed Whip 4.16/hour
- Mower 26.43/hour
- Sweeper \$150.00/hour
- Loader \$150.00/hour

INVOICE EXAMPLES FROM PREVIOUS YEARS

Department of Public Works (DPW)

This is a common invoice for trash removal. Four of Republics trash boxes (55 gallons each) are equal to one cubic yard of trash. So the example below shows disposal of 18 boxes of trash.

Qty	Description	Unit Price	Total
2.5 hrs.	DPW Crew Chief Employee	\$20.76	\$51.90
2.5 hrs.	DPW Employee	\$18.48	\$46.20
.5 hrs.	Pick-up Truck	\$ 20.00	\$ 10.00
.5 hrs.	Loader	\$150.00	\$75.00
1 hrs.	Stake Truck	\$75.00	\$75.00
.5 hrs.	Trailer	\$50.00	\$25.00
4.5 cubic yards	Trash removal	\$20 per cubic yard (1 Republic Management box = 55 gallon trash bag = 1/4 a cubic yard. i.e. 4 55 gallon trash bags = \$20	\$85.00

Received: _____

EVENT PERMIT

Please note Event Organizer (s) is responsible for notifying vendors and attendees: Of the No Alcohol Policy/Ordinance.

Event Title: MEET & GREET + JUNE TEENTH

Location: PARKWOOD PARK

Estimated Class Level (please circle): Class 1 Class 2

Event Date/time (s):

Date: 6-23-18 Start: 12:00 AM/PM End: 5:00 AM/PM

Please name the person (s) principally responsible for this event (applicant):

Name: ANN GROSS E-mail Address: INKSTERANN@YAHOO.COM

Mailing address: 1784 MEADOWLANE

City: INKSTER State: MICHIGAN Zip: 48141

Day Phone: _____ Evening Phone: _____

Cell Phone: 313-3991276 Fax: _____

Names and addresses of all officers and directors (attach separate sheet if necessary):

President: ANN GROSS Secretary: SHELIA GARLAND

Vice President: MARY GEE Treasurer: GABE HENDERSON

+++++

Were there any changes to event date/location/time/structure/etc. since the Notice of Intent was submitted?
If yes, please describe and explain: NO

**City of Inkster
Event Permit**

Section
requirement
by class

1, 2

Please read and check the boxes stating that you are aware of the following.

1a. Ordinance inclusion on Promotional Materials

Please check the box to indicate you have read and understood this section.

The City of Inkster **highly encourages** adding the following information on all promotional materials, fliers, websites, etc. because people violating this ordinance will be asked to leave the premises:

☐ "The City's event ordinance prohibits the allowance of Alcoholic Beverages on premises.

1b. Ordinance inclusion on Signage:

☐ The City does not allow posting of flyers on any poles (utility or otherwise) within the City limits, nor does it allow posting of signs in any public right of way (space between street and sidewalk) without express permission (please attach copies of written authorization).

Please note that the event organizer is responsible for informing vendors and other participants of these ordinances.

1, 2

2. Attendance:

Please estimate the number of people you expect to attend the event: _____

1, 2
DPW

3. Utilities:

Does this event require any utilities? (Electricity in the parks may need to be requested in order to be turned on; not all parks are equipped with electricity).

☐ Yes (see below) ☐ No

☐ Electricity ☐ Water ☐ Other _____

Are the necessary utilities available at the location?

☐ Yes ☐ No (see below)

If not, how do you propose supplying the required utilities?

**City of Inkster
Event Permit**

Section
requirement
by class

1, 2
DPW

4. Street closures:

Does your event require street closures: ☐ Yes (see below) ☐ No

Michigan Ave., is considered a State Trunklines. MDOT must be notified of any closings of these streets. If you are listing a state trunkline, please put a Y in the trunkline column.

Please list all streets that will be closed, including their intersecting streets on either end.

EXAMPLE:

Street to close	From	To	Date	Time	Trunkline?
Penn	9/1/13	9/5/13	8/30/13	Noon-3p	N

Street to close	From	To	Date	Time	Trunkline?

(Please be sure to include enough time for event set up and clean up. Please attach additional sheets as necessary).

Will you require the use of City owned barricades to close the street(s)? Yes ☐ No ☐
If no, by what means will you close the street? _____

If yes, please provide the name and address of the person who will take responsibility for the barricades during the course of the event. (Barricades can be picked up at the Inkster Police Department the day before your event. Barricades should be returned to the Inkster Police Department upon completion of your event or a fee will be incurred.
If it's the same as the applicant, please write SAME in the name field.

Name: _____ Address: _____ Phone: _____

Describe the means by which you intend to inform residents of the street closing.

Will you permit local residential traffic street access during the event? Yes ☐ No ☐

If no, how do you intend to accommodate residents? _____

****Must have an entrance and exit for Emergency Vehicles.**

**City of Inkster
Event Permit**

Section
requirement
by class

1, 2

5. Food Permit:

Will any food be prepared, distributed, or sold at event?

☐ Yes (see below) ☐ No

If food will be prepared on site, distributed or sold each vendor must apply for and receive a permit from the City Clerk's Office/Wayne County. ****

Please note that the Wayne County Health Department must be contacted and advised of event date (s), times, and event organizer contact information in case they have any questions.

1, 2

6. Restrooms:

***Wheatley Park has Restrooms.**

Does your event require restroom facilities?

☐ Yes (see below) ☐ No

How many portable restrooms are you supplying? _____

1, 2
IPD

7. Noise Permit:

Does your event require a noise permit: ☐ Yes (see below) ☐ No

Type of sound at this event:

☐ P.A. system ☐ live band ☐ stereo equipment ☐ other: _____

Event coordinators are responsible for monitoring noise levels and ensuring compliance with the stated noise policy for park events.

1. Permissible Noise Levels – Maximum decibel levels shall not exceed 80 dB (A) from the hours of 10 am thru 10 pm. Maximum decibel levels shall not exceed 75 dB (A) from the hours of 10 pm thru 10 am. These measurements shall be taken from the ROW along the perimeters of the parks. Parties in violation will be given (1) warning to correct violations. If a second violation occurs, then the event will be shut down. Event holders are responsible for any cost incurred to the IPD in this respect.
2. No obscene language or racial epithets shall be allowed during stage productions.
3. The IPD reserve the right to cancel any production for any violation of item (1) or (2). No refunds shall be given and additional costs may be deducted from the security deposit.

Please state the days and times that music or P.A. system will be used:

Date:	Time from:	Time to:

Please attach a scaled layout/set up for the event

Section

**City of Inkster
Event Permit**

requirement
by class

1, 2
DPW

8. Temporary Apparatus:
Will your event include any of the following?

☐ Yes (see below) ☐ No

If yes, check all that apply and include placement of each on event site plan:
(Note that the city can only supply bleachers and picnic tables)

☐ Tent (s) ☐ Portable toilet (s)*** ☐ Inflatable
devices***

☐ Portable lights ☐ Other _____

☐ Bleacher (s) Number requested from the City _____

☐ Picnic Table (s) Number requested from the City _____

*****Please see page 4 for insurance requirements if these are utilized.**

1, 2
DPW

9. Trash:
How many trash receptacles (with liners) do you intend to
provide _____

How do you intend to dispose of the trash following your event? _____

Republic sells event trash boxes (55 gallons each, 1box is equal to ¼ cubic yard). You
can contact them at 877-264-5544

1, 2
DPW

10. Site Restoration:
***Site restoration and equipment removal are required by 10:00 am the morning
following your event.***

What date do you agree to restore the location to the condition in which you found it?

**City of Inkster
Event Permit**

Event Title: _____

Event Date(s): _____ Event Hours: _____

ATTESTATION

As applicable to event, applicant understands and agrees to comply with City ordinances and rules governing events and agrees to make final payment within thirty (30) days after the scheduled event invoice is received for any additional services required. Failure to comply within thirty (30) days shall place the applicant in default status. Further, it is understood that in the event a permit holder is placed in default status, the permit holder will be denied any other event permit (s) for a period of at least eighteen (18) months from the date of final payment and/or default resolution.

I hereby agree to comply with all Federal and State Statutes and with all City of Inkster Ordinances, including the curfew and noise ordinances. I understand and agree that in the event any nuisance or disturbances are caused by the individuals attending the event, the use of the location may be terminated without prior notice by the Police Chief or the City Mayor or their designee. I authorize the Fire Chief to determine the maximum number of persons who may attend this event based on available space. Further, I understand and agree to abide by any additional City requirements that may be deemed necessary to safely operate the proposed event.

This application represents my intent for the proposed event to the best of my knowledge. I am authorized to sign on behalf of the organization:

Applicant Name (printed)

Signature

Date

City of Inkster Approvals

<u>Department Approval</u>	<u>Name (printed)</u>	<u>Approved?</u>	<u>Date</u>
City Council	Resolution Number		
Public Works	Jerome Bivins		
Inkster Fire Dept.	Chief Hubbard		
Inkster Police	Chief Riley		
City Mayor	Byron Nolen		
City Clerk	Felicia Rutledge		

A permit shall not be issued until all information has been submitted, application and security deposit fees paid and approved by all departments.

REQUEST FOR COUNCIL ACTION

To: Byron Nolen, Mayor

Date: June 4, 2018

From: Felicia Rutledge, City Clerk

Date for Council Consideration: June 18, 2018

ACTION REQUESTED: Consideration and approval of a moratorium on accepting Medical Marijuana Business License applications starting June 18, 2018; Cultivation Provisioning Centers, Transportation, Testing and Processing for seven (7) months.

Current Action ☒ Emergency ☐ Future ☐

Funds Budgeted: If Yes ☐ Account # ☐ No ☐ N/A ☒

Mayor's Approval ☐

BACKGROUND INFORMATION

In 2008, the Michigan Medical Marijuana Act ("MMMA") established the legal the use of marijuana to treat various medical conditions in the State of Michigan. The MMMA also creates the designation "caregiver" to authorize individuals to provide medical marijuana to approved patients to treat their conditions.

After the law was enacted, the City of Inkster instituted a moratorium on accepting and/or approving business license applications for medical marijuana establishments. The first moratorium was granted in May 2010 and was subsequently renewed several times. The last moratorium expired approximately January 2013. The purpose of the moratorium was to provide time for the City to review possible land use and public safety issues and to craft an appropriate zoning code amendment to address the unique concerns related to medical marijuana establishments. The moratorium was lifted.

On September 21, 2016 Governor Snyder signed a package of bills (2016 PA 281-283) that significantly expanded the types of Medical Marijuana facilities permitted under state law, and establishes a licensing factor thru the State of Michigan. Under the new ACT, the requirements legalize the use of Marijuana infused products, commonly known as edibles and now requires annual licenses for growers, processors, provisioning centers, secure transporters and safety compliance facilities. The City of Inkster add three additional license types per the State of Michigan new state law.

The city now seeks to place a moratorium on accepting applications for all five medical Marijuana Business Licenses (Cultivation, Provisioning Centers, Processing, Testing and Transportation) as of June 18, 2018. This does not apply to licenses that have applied and are in the process of receiving a license.

The city has issued seven three (3) Dispensary Licenses and one (1) Cultivation License
The city has forty two (42) licenses in the que that consist of cultivation, processing, testing and transportation. All of these applicants have paid the necessary Medical Marijuana fees and have

gone thru the background check portion of the process and are now in the site plan and special conditions use phase.

SCOPE OF SERVICES

N/A

JUSTIFICATION

The city would like to see how many Medical Marijuana Business licenses will be issued by LARA the licensing agent for all Medical Marijuana facilities. Further there is a recreational marijuana ballot initiative that will happen at the November election and the city would like to time to see how LARA handles prospective licensees if that initiative passes.

PROJECT OR IMPROVEMENT TASKS

N/A

COSTS

N/A

PROJECT TIME TABLE

Until further notice.

RESOLUTION

Authorization is hereby of a moratorium on accepting Medical Marijuana Business License applications starting June 18, 2018; Cultivation Provisioning Centers, Transportation, Testing and Processing for seven (7) months.

Resolved by _____

Seconded by _____

Yes:

No:

Absent:

REQUEST FOR COUNCIL ACTION

To: Byron H. Nolen, Mayor

Date: June 12, 2018

From: Adrianna Jordan
City Planner

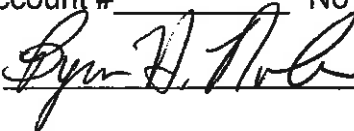
Date for Council Consideration: June 18, 2018

ACTION REQUESTED: Consider approval of a Special Land Use (SLU 18-07) for a proposed Medical Marijuana Processing Facility to be located in a multi-use development at 2642 Princess in the M-1, Light Industrial District with the conditions noted per the recommendation of the Planning Commission. Brad Chenoweth is the applicant.

Current Action ☒ X _____ Emergency _____ Future _____

Funds Budgeted: If Yes _____ Account # _____ No _____ N/A ☒ X _____

Mayor's Approval



BACKGROUND INFORMATION

On Monday, June 11, 2018, the Planning Commission reviewed and recommended for approval SLU 18-07 which is a proposed Medical Marijuana Processing Facility to be located in a multi-use development within an existing building at 2642 Princess in the M-1, Light Industrial District, subject to the conditions below. The associated Special Land Use for Medical Marijuana Cultivation (SLU 18-08) was recommended for approval by the Planning Commission, and associated Site Plan (SP 18-09) was approved with conditions. As part of their site plan approval, the Planning Commission approved a waiver from the screening wall requirement adjacent to the loading and trash enclosure area, and they also approved a waiver to allow a reduction in the loading area from 70 feet long to 35 feet long. City Staff recommended approval of SLU 18-07, SLU 18-08, and SP 18-09. Brad Chenoweth is the applicant. Draft meeting minutes are attached.

The subject property totals 0.94 acres and is located on the south side of Trowbridge between Princess and Sylvia and consists of APN 44-021-99-0010-004. The site is zoned M-1 (Light Industrial District) and there is an existing 10,000 square foot building on the site. The proposed future development includes an approximate 8,266 square foot cultivation facility, and an approximate 1,734 square foot processing facility. The processing and cultivation facilities share a common area that includes a common reception, toilet, and coffee area. The individual facilities and then accessible from the common area through locked interior doors.

The Planning Commission's recommendation for approval of the Special Land Use was subject to the following conditions (review letters and site plans are attached):

1. **Screening.** The greenbelt and privacy fence must be installed per the specifications of the site plan.

2. **Security.** A security plan must be reviewed and approved by the Police Department, and inspected for approval by the Police upon installation.
3. **Licensing.** A state license, local business license, and certificate of occupancy must be obtained prior to operations.

SCOPE OF SERVICES

N/A

JUSTIFICATION

The City Planner's letter dated June 4, 2018 recommends that Planning Commission recommend approval of the Special Land Use because the proposed use is compatible with the Zoning Ordinance, Master Plan, and surrounding uses. Additionally, it would bring an existing non-conforming site into compliance with the City's Zoning Ordinance and foster economic development within the City of Inkster. The Planning Commission found that the visual impacts could be mitigated by requiring a greenbelt along the public right-of-way. Finally, Planning Commission felt that the proposed hours of operation are reasonable.

Site maps and plans are attached for review. A full copy of the site plan is available for review in the Planning Department upon request.

PROJECT OR IMPROVEMENT TASKS

1. Develop a plan to diversify the tax base to ensure a sustainable budget for Inkster.

COSTS

All costs are incurred by the petitioner.

PROJECT TIME TABLE

If approved by City Council, Final Site Plan approval will be sought and then the applicant will seek a Certificate of Occupancy form the Building Dept. in order to begin operation.

RESOLUTION

Resolved by _____

Seconded by _____

To approve a Special Land Use (SLU 18-07) for a Medical Marijuana Processing Facility located at 2642 Princess in the M-1, Light Industrial District with the conditions noted per the recommendation of the Planning Commission.

Yes:

No:

Absent:



CITY OF INKSTER

26215 Trowbridge St.
Inkster, MI 48141
www.cityofinkster.com
313.563.4232

June 4, 2018

Planning Commission
City of Inkster
26215 Trowbridge
Inkster, MI 48141

Subject: SLU18-07 – Medical Marijuana Co-Located Processing Facility

Location: 2642 Princess

Zoning: M-1 Light Industrial

Applicant(s): Stephen Goldner, Pure Green LLC

The City of Inkster Planning Department has reviewed the above-referenced Special Land Use (SLU) and Site Plan application for a medical marijuana processing facility that would be co-located in a 10,000 square foot existing building with a medical marijuana cultivation facility. The overall co-located development requires public hearings and special land use approvals from City Council for both medical marijuana facility types, as well as site plan approval by the City Council. The site plan is dated April 24, 2018.

SITE DESCRIPTION

The subject property totals 0.94 acres and is located on the south side of Trowbridge between Princess and Sylvia and consists of APN 44-021-99-0010-004. The site is zoned M-1 (Light Industrial District) and there is an existing 10,000 square foot building on the site.

The proposed future development includes an approximate 8,266 square foot cultivation facility, and an approximate 1,734 square foot processing facility. The processing and cultivation facilities share a common area that includes a common reception, toilet, and coffee area. The individual facilities and then accessible from the common area through locked interior doors. BMMR Emergency Rule 24 states that co-located facilities must "have distinct and identifiable areas with designated structures that are contiguous and specific to the state operating license" as well as "separate entrances and exits", and separate street addresses. There is a note in the common area that states it is an office area for BlueSol. BlueSol's office area should be closed and separate from the common area – please remove this note, or place it directly over the closed locked office. New information on the application of these rules may be released at any time which may affect the site layout requirements.

The applicant anticipates that the processing facility will have five employees, and the proposed hours of operation are 7 am to 6 pm Monday through Friday.

SPECIAL LAND USES IN M-1 DISTRICT

Medical marijuana processing facilities are a SLU in the M-1 district. We have reviewed the application for compliance with the Inkster Zoning Ordinance regulations, and sound planning and zoning principles, and offer the following comments for your consideration.

REVIEW OF SPECIAL LAND USE (\$155.289)

The following standards are applicable to all SLU applications.

1. **Will be harmonious and in accordance with the goals, policies, and actions of the Master Plan.** The site is planned for industrial uses which include manufacturing, assembly, warehousing, salvage facilities, research/office, and similar uses. Although located in an industrial area that the future land use plan designates as industrial, the vacant properties directly north are zoned TCD, Town Center District. To mitigate this, the applicant is proposing a greenbelt and a privacy fence. With the installation of the greenbelt and fence, we believe that the proposed use is consistent with the goals, policies, and vision of the Master Plan for this area.
2. **Will be designed, constructed, operated, and maintained so as to be visually and physically harmonious and appropriate in appearance with the existing or intended character of the general vicinity and not change the essential scale and character of the area.** With the installation of the greenbelt along Trowbridge and the perimeter privacy fence, we believe that the proposed use will be visually and physically harmonious and appropriate in appearance with the existing and intended character of the general vicinity. With the installation of the greenbelt and privacy fence this finding can be made.
3. **Will be a visual, physical, and economic improvement in relation to the property in the immediate vicinity and to the city as a whole.** The proposed use is not altering the appearance; however, with the changes required for compliance with landscaping, screening, and other standards, this finding can be made. The proposed use may bring additional economic benefits to the city.
4. **Will be served adequately by essential public services and facilities or that the persons responsible for the establishment of the proposed use will adequately provide any such service or facility.** The exact impact on utilities is unknown for medical marijuana processing; however, the processing facility will likely require additional services in the form of police security and patrolling. A security plan must be reviewed and approved by the Police Department before this finding can be made.

5. **Will not detract from the desirability and orderly function of residential or business uses.** Discretion shall be given to the impact of the proposed use upon existing uses which may relate to the traffic generation, sound, artificial lighting, odors, emission of exhaust gases, pedestrian traffic, hours and days of operation, creation of a public or private nuisance, opportunity for crime or criminal activity, congregation of individuals for purposes other than intended by the proposed use, and similar factors generated by the proposed use. The factors stated herein are not intended as a limitation upon the possible considerations and are by way of example only. Generally speaking, marijuana plant odor will likely permeate from the site. To mitigate this, the applicant intends to install a ventilation system that uses a charcoal filtration system to reduce or eliminate odors emanating from the facility. In addition, site security includes an alarm system with a radio automatic voice dialer, panic buttons, motion detectors, glass break detectors, and video surveillance. We defer to the Inkster Police Department on review and approval of the Security Plan.
6. **Will not erode or reduce the economic viability of other existing land uses. Consideration shall be given to the compatibility of other existing uses with the proposed use and maintaining land values within the City.** The subject site abuts other planned multi-use medical marijuana facilities to the west and south, and vacant land zoned TCD to the north. We recommend that the results of a public hearing be considered to assess impacts on the surrounding neighborhood.
7. **Will not impose additional service demands upon the City or its anticipated future resources.** The proposed processing facility will likely require additional police and public safety services.
8. **Will further and enhance the health, safety, welfare, morals, character, comfort, convenience, and policies of the City, will not create excessive additional public costs or be detrimental to the economic welfare of the City.** This finding can be made, subject to the recommendation of the Chief of Police. While the proposed use is a commercial operation to process marijuana to provide for the medical needs of patients, the secondary effects of marijuana-based uses are well documented. Therefore, the Police Department prefers to see different marijuana operations clustered in the same general area to better provide for police patrols. The City recognizes that there is potential for criminal activity surrounding marijuana facilities, and feels this potential can be minimized if the operators put in place good security measures, and work closely with law enforcement to correct issues as they develop.
9. **Will be consistent with the intent and purposes of this Zoning Code, and comply with all the specific standards as established for said use by the Ordinance.** The site plan submitted complies with the Zoning Ordinance requirements.

REVIEW OF SPECIFIC STANDARDS FOR MEDICAL MARIJUANA FACILITY (§155.146)

- (A) **The medical use of marijuana shall comply at all times and in all circumstances with the Michigan Medical Marijuana Act, Medical Marijuana Facilities Licensing Act, State of Michigan regulations for the transfer of medical marijuana, and the General Rules of the Michigan**

Department of Community Health, as they may be amended from time to time. The applicant will be required to supply information and documentation related to the procurement of a state license. If the State of Michigan determines that building or site modifications are required a new site plan and SLU application may need to be filed with the City of Inkster.

- (B) A state and local license is required for all medical marijuana facilities. The applicant will be required to supply information and documentation related to the procurement of a state license.
- (C) **Smoking and/or use of medical marijuana shall be prohibited at medical marijuana facilities.** There is a note on the site plan indicating the applicant's willingness to comply. This finding can be made.
- (D) **Security cameras shall be installed and maintained; and are subject to approval by the City Police Chief. All security cameras shall have a minimum resolution of 1080p, and at least 120 concurrent hours of digitally recorded documentation. The security cameras shall be in operation 24 hours a day, seven days a week, and shall be set to maintain the record of the prior 120 hours of continuous operation. An alarm system is required that is operated and monitored by a recognized security company. Site security includes an alarm system with a radio automatic voice dialer, panic buttons, motion detectors, glass break detectors, and video surveillance. We defer to the Inkster Police Department on review and approval of the Security Plan. Per the December 4, 2017 BMMR emergency rules, surveillance footage must be kept for a minimum of 14 days.**
- (E) **Exterior lighting shall be required for security purposes, but in accordance with the provisions of the Zoning Ordinance.** There are three roof-mounted down-shielded existing lights on the building that will remain. We defer to the Inkster Police Department on review and approval of the lighting for security purposes.
- (F) **The premises shall be open for inspection upon request by the Building Official, the Fire Department, and law enforcement officials for compliance with all applicable laws and rules, during the stated hours of operation/use, and as such other times as anyone is present on the premises.** There is a note on the site plan indicating the applicant's willingness to comply. This finding can be made.
- (G) **Quarterly inspections may be made by the City Official's designee to confirm the facility is operating in accordance with applicable laws including, but not limited to, State Law and City Ordinances.** There is a note on the site plan indicating the applicant's willingness to comply. This finding can be made.
- (H) **Any medical marijuana facilities shall not have exterior signage using the word "marihuana" and/or "marijuana", or any other word, phrase, or picture commonly understood to refer to marijuana. Neon signs and non-functional decorative lighting shall be prohibited. Sign(s) shall be posted stating that "no loitering is permitted" on such property.** There is a note on the site plan indicating the applicant's willingness to comply. This finding can be made.

- (I) **If the medical marijuana facility ceases operation for a length of time six months or greater, the SLU shall expire.** There is a note on the site plan indicating the applicant's willingness to comply. This finding can be made.

REVIEW OF SPECIFIC STANDARDS FOR MEDICAL MARIJUANA PROCESSING FACILITIES (§155.150)

- (A) **Processing facilities shall have a minimum 300 foot radius, measured as the shortest distance from building to building, to any structure in residentially zoned districts, and a minimum 500 foot radius, measured as the shortest distance from building to building to any library, church, child care center, licensed day care facility, preschool program center, primary, intermediate or secondary school, or like facility.** This finding can be made.
- (B) **All medical marijuana shall be contained indoors within the main building in an enclosed, locked facility.** There is a note on the site plan indicating the applicant's willingness to comply. This finding can be made.
- (C) **All Permit Holders must ensure that any water emanating from the permitted facility meets or exceeds all applicable state and local environmental standards.** There is a note on the site plan indicating the applicant's willingness to comply. This finding can be made.
- (D) **Application for a Medical Marijuana Processing Facilities License shall be made to the City Clerk upon application forms provided by the Clerk for Medical Marijuana Processing Facilities License and signed by the applicant verifying the truth and accuracy of all information and representations in the application. Applications including information and documentation provided pursuant to an application shall be subject to the confidentiality rules under the Act. In addition to information and submittals, the application shall include payment of application fee in an amount set by the City Council. A state license, local business license, and certificate of occupancy must be obtained prior to operations.**

RECOMMENDATION

In general, the proposed medical marijuana processing facility is compatible the master plan, zoning map, and existing surrounding land uses. Planning Staff recommends approval of the Special Land Use subject to the following conditions:

1. The greenbelt and privacy fence must be installed per the specifications of the site plan.
2. A security plan must be reviewed and approved by the Police Department, and inspected for approval by the Police upon installation.
3. A state license, local business license, and certificate of occupancy must be obtained prior to operations.

If you have any questions, please don't hesitate to contact me.

Planning Commission
SLU18-07 – 2642 Princess – Processing
June 4, 2017
Page 6

Thank you,

A handwritten signature in blue ink, appearing to read 'Adrianna Jordan', with a long horizontal flourish extending to the right.

Adrianna Jordan, AICP
City Planner



CITY OF INKSTER

26215 Trowbridge St.
Inkster, MI 48141
www.cityofinkster.com
313.563.4232

June 4, 2018

Planning Commission
City of Inkster
26215 Trowbridge
Inkster, MI 48141

Subject: SLU18-08 – Medical Marijuana Co-Located Cultivation Facility

Location: 2642 Princess

Zoning: M-1 Light Industrial

Applicant(s): Brad Chenoweth, BlueSol Biomedical

The City of Inkster Planning Department has reviewed the above-referenced Special Land Use (SLU) and Site Plan application for a medical marijuana cultivation facility that would be co-located in a 10,000 square foot existing building with a medical marijuana processing facility. The overall co-located development requires public hearings and special land use approvals from City Council for both medical marijuana facility types, as well as site plan approval by the City Council. The site plan is dated April 24, 2018.

SITE DESCRIPTION

The subject property totals 0.94 acres and is located on the south side of Trowbridge between Princess and Sylvia and consists of APN 44-021-99-0010-004. The site is zoned M-1 (Light Industrial District) and there is an existing 10,000 square foot building on the site.

The proposed future development includes an approximate 8,266 square foot cultivation facility, and an approximate 1,734 square foot processing facility. The processing and cultivation facilities have separate front entrances, but share exit doors on the building's south side. BMMR Emergency Rule 24 states that co-located facilities must "have distinct and identifiable areas with designated structures that are contiguous and specific to the state operating license" as well as "separate entrances and exits", and separate street addresses. There is a note in the common area that states it is an office area for BlueSol. BlueSol's office area should be closed and separate from the common area – please remove this note, or place it directly over the closed locked office. New information on the application of these rules may be released at any time which may affect the site layout requirements.

The applicant anticipates that the cultivation facility will have 10 employees, and the proposed hours of operation are 7 am to 6 pm Monday through Friday.

SPECIAL LAND USES IN M-1 DISTRICT

Medical marijuana cultivation facilities are a SLU in the M-1 district. We have reviewed the application for compliance with the Inkster Zoning Ordinance regulations, and sound planning and zoning principles, and offer the following comments for your consideration.

REVIEW OF SPECIAL LAND USE (§155.289)

The following standards are applicable to all SLU applications.

1. **Will be harmonious and in accordance with the goals, policies, and actions of the Master Plan.** The site is planned for industrial uses which include manufacturing, assembly, warehousing, salvage facilities, research/office, and similar uses. Although located in an industrial area that the future land use plan designates as industrial, the vacant properties directly north are zoned TCD, Town Center District. To mitigate this, the applicant is proposing a greenbelt and a privacy fence. With the installation of the greenbelt and fence, we believe that the proposed use is consistent with the goals, policies, and vision of the Master Plan for this area.
2. **Will be designed, constructed, operated, and maintained so as to be visually and physically harmonious and appropriate in appearance with the existing or intended character of the general vicinity and not change the essential scale and character of the area.** With the installation of the greenbelt along Trowbridge and the perimeter privacy fence, we believe that the proposed use will be visually and physically harmonious and appropriate in appearance with the existing and intended character of the general vicinity. With the installation of the greenbelt and privacy fence this finding can be made.
3. **Will be a visual, physical, and economic improvement in relation to the property in the immediate vicinity and to the city as a whole.** The proposed use is not altering the appearance; however, with the changes required for compliance with landscaping, screening, and other standards, this finding can be made. The proposed use may bring additional economic benefits to the city.
4. **Will be served adequately by essential public services and facilities or that the persons responsible for the establishment of the proposed use will adequately provide any such service or facility.** Generally speaking, marijuana cultivation uses enormous amounts of water and electricity. The applicant has indicated that they are using a drip irrigation method for the cultivation rather than hydroponics due to the reduced demand on water. They have also indicated that they would like to explore the use of solar roof panels to conserve energy in the future. The cultivation facility will likely require additional services in the form of police security and patrolling. A security plan must be reviewed and approved by the Police Department before this finding can be made.

5. **Will not detract from the desirability and orderly function of residential or business uses.** Discretion shall be given to the impact of the proposed use upon existing uses which may relate to the traffic generation, sound, artificial lighting, odors, emission of exhaust gases, pedestrian traffic, hours and days of operation, creation of a public or private nuisance, opportunity for crime or criminal activity, congregation of individuals for purposes other than intended by the proposed use, and similar factors generated by the proposed use. The factors stated herein are not intended as a limitation upon the possible considerations and are by way of example only. Generally speaking, marijuana plant odor will likely permeate from the site. To mitigate this, the applicant intends to install a ventilation system that uses a charcoal filtration system to reduce or eliminate odors emanating from the facility. In addition, site security includes an alarm system with a radio automatic voice dialer, panic buttons, motion detectors, glass break detectors, and video surveillance. We defer to the Inkster Police Department on review and approval of the Security Plan.
6. **Will not erode or reduce the economic viability of other existing land uses.** Consideration shall be given to the compatibility of other existing uses with the proposed use and maintaining land values within the City. The subject site abuts other planned multi-use medical marijuana facilities to the west and south, and vacant land zoned TCD to the north. We recommend that the results of a public hearing be considered to assess impacts on the surrounding neighborhood.
7. **Will not impose additional service demands upon the City or its anticipated future resources.** The proposed cultivation facility will likely require additional police and public safety services.
8. **Will further and enhance the health, safety, welfare, morals, character, comfort, convenience, and policies of the City, will not create excessive additional public costs or be detrimental to the economic welfare of the City.** This finding can be made, subject to the recommendation of the Chief of Police. While the proposed use is a commercial operation to process marijuana to provide for the medical needs of patients, the secondary effects of marijuana-based uses are well documented. Therefore, the Police Department prefers to see different marijuana operations clustered in the same general area to better provide for police patrols. The City recognizes that there is potential for criminal activity surrounding marijuana facilities, and feels this potential can be minimized if the operators put in place good security measures, and work closely with law enforcement to correct issues as they develop.
9. **Will be consistent with the intent and purposes of this Zoning Code, and comply with all the specific standards as established for said use by the Ordinance.** The site plan submitted complies with the Zoning Ordinance requirements.

REVIEW OF SPECIFIC STANDARDS FOR MEDICAL MARIJUANA FACILITY (§155.146)

- (A) **The medical use of marijuana shall comply at all times and in all circumstances with the Michigan Medical Marijuana Act, Medical Marijuana Facilities Licensing Act, State of Michigan**

regulations for the transfer of medical marijuana, and the General Rules of the Michigan Department of Community Health, as they may be amended from time to time. The applicant will be required to supply information and documentation related to the procurement of a state license. If the State of Michigan determines that building or site modifications are required a new site plan and SLU application may need to be filed with the City of Inkster.

- (B) A state and local license is required for all medical marijuana facilities. The applicant will be required to supply information and documentation related to the procurement of a state license.**
- (C) Smoking and/or use of medical marijuana shall be prohibited at medical marijuana facilities.**
There is a note on the site plan indicating the applicant's willingness to comply. This finding can be made.
- (D) Security cameras shall be installed and maintained; and are subject to approval by the City Police Chief. All security cameras shall have a minimum resolution of 1080p, and at least 120 concurrent hours of digitally recorded documentation. The security cameras shall be in operation 24 hours a day, seven days a week, and shall be set to maintain the record of the prior 120 hours of continuous operation. An alarm system is required that is operated and monitored by a recognized security company. Site security includes 24 hour surveillance, fencing, and security alarms. We defer to the Inkster Police Department on review and approval of the Security Plan. Per the December 4, 2017 BMMR emergency rules, surveillance footage must be kept for a minimum of 14 days.**
- (E) Exterior lighting shall be required for security purposes, but in accordance with the provisions of the Zoning Ordinance.** There are three roof-mounted down-shielded existing lights on the building that will remain. We defer to the Inkster Police Department on review and approval of the lighting for security purposes.
- (F) The premises shall be open for inspection upon request by the Building Official, the Fire Department, and law enforcement officials for compliance with all applicable laws and rules, during the stated hours of operation/use, and as such other times as anyone is present on the premises.** There is a note on the site plan indicating the applicant's willingness to comply. This finding can be made.
- (G) Quarterly inspections may be made by the City Official's designee to confirm the facility is operating in accordance with applicable laws including, but not limited to, State Law and City Ordinances.** There is a note on the site plan indicating the applicant's willingness to comply. This finding can be made.
- (H) Any medical marijuana facilities shall not have exterior signage using the word "marihuana" and/or "marijuana", or any other word, phrase, or picture commonly understood to refer to marijuana. Neon signs and non-functional decorative lighting shall be prohibited. Sign(s) shall be posted stating that "no loitering is permitted" on such property.** There is a note on the site plan indicating the applicant's willingness to comply. This finding can be made.

- (I) If the medical marijuana facility ceases operation for a length of time six months or greater, the SLU shall expire. There is a note on the site plan indicating the applicant's willingness to comply. This finding can be made.

REVIEW OF SPECIFIC STANDARDS FOR MEDICAL MARIJUANA CULTIVATION FACILITIES (§155.150C)

- (A) Cultivation facilities shall have a minimum 300 foot radius, measured as the shortest distance from building to building, to any structure in residentially zoned districts, and a minimum 500 foot radius, measured as the shortest distance from building to building to any library, church, child care center, licensed day care facility, preschool program center, primary, intermediate or secondary school, or like facility. This finding can be made.
- (B) All activity related to the medical marijuana facilities shall be done indoors. There is a note on the site plan indicating the applicant's willingness to comply. This finding can be made.
- (C) All Permit Holders must ensure that any water emanating from the permitted facility meets or exceeds all applicable state and local environmental standards. There is a note on the site plan indicating the applicant's willingness to comply. This finding can be made.
- (D) Application for a Medical Marijuana Cultivation Facilities License shall be made to the City Clerk upon application forms provided by the Clerk for Medical Marijuana Cultivation Facilities License and signed by the applicant verifying the truth and accuracy of all information and representations in the application. Applications including information and documentation provided pursuant to an application shall be subject to the confidentiality rules under the Act. In addition to information and submittals, the application shall include payment of application fee in an amount set by the City Council. A state license, local business license, and certificate of occupancy must be obtained prior to operations.

RECOMMENDATION

In general, the proposed medical marijuana processing facility is compatible the master plan, zoning map, and existing surrounding land uses. Planning Staff recommends approval of the Special Land Use subject to the following conditions:

1. The greenbelt and privacy fence must be installed per the specifications of the site plan.
2. A security plan must be reviewed and approved by the Police Department, and inspected for approval by the Police upon installation.
3. Fix the required note regarding signage.
4. A state license, local business license, and certificate of occupancy must be obtained prior to operations.

If you have any questions, please don't hesitate to contact me.

Planning Commission
SLU18-08 – 2642 Princess – Cultivation
June 4, 2018
Page 6

Thank you,


Adrianna Jordan, AICP
City Planner



CITY OF INKSTER

26215 Trowbridge St.
Inkster, MI 48141
www.cityofinkster.com
313.563.4232

June 4, 2018

Planning Commission
City of Inkster
26215 Trowbridge
Inkster, MI 48141

Subject: SP18-09 Medical Marijuana Multi-Use Facility

Location: 2642 Princess

Zoning: M-1, Light Industrial District

Applicant(s): Brad Chenoweth

The City of Inkster Planning Department has reviewed the above-referenced Site Plan application for the re-occupancy of an existing industrial building with a proposed medical marijuana multi-use facility at 2642 Princess. This development requires public hearings and special land use approvals from City Council for each individual medical marijuana facility type, as well as site plan approval by the City Council. Planning Staff offers the following comments and findings for your consideration. The site plan is dated April 24, 2018.

SITE DESCRIPTION

The subject property totals 0.94 acres and is located on the south side of Trowbridge between Princess and Sylvia and consists of APN 44-021-99-0010-004. The site is zoned M-1 (Light Industrial District) and there is an existing 10,000 square foot building on the site.

The proposed future development includes an approximate 8,266 square foot cultivation facility, and an approximate 1,734 square foot processing facility. The processing and cultivation facilities have separate front entrances, but share exit doors on the building's south side. BMMR Emergency Rule 24 states that co-located facilities must "have distinct and identifiable areas with designated structures that are contiguous and specific to the state operating license" as well as "separate entrances and exits", and separate street addresses. Therefore, the building's ingress and egress must be revised to distinctly separate the land uses, and the applicant must apply for separate street addresses for each facility. There is a note in the common area that states it is an office area for BlueSol. BlueSol's office area should be closed and separate from the common area – please remove this note, or place it directly

over the closed locked office. New information on the application of these rules may be released at any time which may affect the site layout requirements.

The applicant anticipates that the cultivation facility will have 10 employees, and the processing facility will have five employees. The proposed hours of operation are typically Monday through Friday from 7 am to 6 pm.

The following chart provides information on existing land use, current zoning, and future land use.

	Existing Land Use	Current Zoning	Future Land Use Designation
Subject Site	Medical Marijuana Cultivation and Processing Multi-Use Facility	M-1, Light Industrial District	Industrial
North	Vacant Land	TCD, Town Center District	Brownstones Residential
South	Proposed Medical Marijuana Multi-Use Facility	M-1, Light Industrial District	Industrial
East	Proposed Medical Marijuana Multi-Use Facility	M-1, Light Industrial District	Industrial
West	Proposed Medical Marijuana Cultivation Facility	M-1, Light Industrial District	Industrial

REVIEW COMMENTS

1. **Zoning and Use (§155.048(C)).** The proposed use is a medical marijuana multi-use facility consisting of a medical marijuana cultivation and processing center, both of which are permitted as Special Land Uses (SLUs) subject to compliance with the general conditions listed in §155.289 and specific conditions listed in §155.146, §155.150, and §155.150C of the Zoning Ordinance.

The M-1 district requires setbacks, lot size, lot coverage, and height as follows:

Setback	Required	Proposed
Front Setback	60 ft. min	Meets requirement
Rear Setback	N/A	Meets requirement
Side Yard Setback (Both)	40 ft. min	Meets requirement
Side Yard Setback (One)	20 ft. min	Existing Non-Conforming
Lot Size	Dimensions must permit parking and landscaping	Meets requirement
Lot Coverage	Based on off-street parking, loading, greenbelt screening, and setbacks	Meets requirement
Height	40 ft. max	Meets requirement

EXHIBIT A: PARCEL MAP

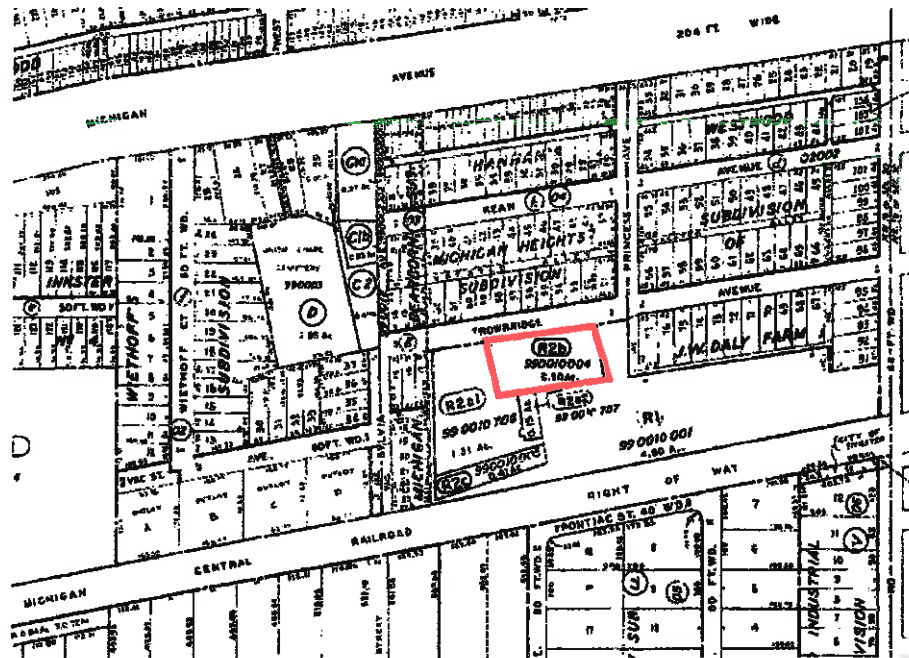


EXHIBIT B: AERIAL VIEW OF SITE



2. **Architectural Features (\$155,072).** The applicant intends to re-occupy an existing two-story 20.5' tall block wall industrial building with metal siding accents. The building will be painted neutral grey. They are proposing the removal and replacement of overhead doors with opaque

doors on the north and east elevations. There is also an existing structural connection to the building immediately south of the site that will be removed. Additionally, there are HVAC systems attached to the front (north) façade of the building that will be partially screened by eight foot high Arbor Vitae shrubs.

3. **Landscaping (§155.073).** Pursuant to §155.073, the following landscaping items must be addressed:
 - a. **Street Trees.** The proposed street tree requirements for Trowbridge Avenue are superseded by the more stringent requirements for parking lot perimeter landscaping given that the front parking lot is located within 100 feet of the street right-of-way. Please see “perimeter landscaping” comments in this review letter for landscaping requirements along Trowbridge Avenue.
 - b. **Irrigation.** To assist in maintaining plant materials in a healthy condition, all landscaped areas (including lawns) shall be provided with an automatic underground or drip irrigation system. There is a note on the landscape plan that indicates an “irrigated system on a dedicated meter”.
 - c. **Deadline for Installation.** Installation of required screening and landscaping shall be completed prior to or at the time of completion of building construction.
4. **Walls (§155.074).** The Ordinance requires all loading and service areas in the M-1 district to be screened from abutting properties by a 6’-8’ high wall. In lieu of the screening wall, the applicant is proposing to install a six foot high Simtek fence along the southernmost 35 feet of the eastern property line. The Simtek fence along the remainder of the eastern property line will be installed at a future date. In light of the proposed Simtek privacy fence, City Staff supports a Planning Commission waiver of the service wall requirement.
5. **Waste Receptacle (Dumpster) or Storage Screening (§155.075).** The site plan proposes one 6’ x 10’ x 10’ dumpster enclosure on a six inch concrete pad in the southeastern corner of the subject property. The proposed enclosure details and materials comply with ordinance requirements.
6. **Exterior Lighting (§155.076).** There are a total of three down-shielded existing roof-mounted lights that will remain on the building, and one wall-mounted light on the south elevation that will be removed.
7. **Off-street Parking (§155.077) and Circulation.** The site plan proposes a brand new five foot wide sidewalk along Trowbridge that furthers the City’s goals of complete streets and increased multi-modal mobility. In addition, a five foot wide pedestrian zone is striped in front of the building.

There is an existing shared curb cut and main access drive that straddles the property line with 2640 Princess which will be removed and replaced with a 24 foot wide driveway that is located entirely on the subject property.

The medical marijuana cultivation facility most closely resembles a “wholesale” establishment in terms of off-street parking. As such, parking must be provided at a rate of five parking spaces plus one for every employee in the largest shift, or one space for every 2,000 square feet of gross floor area, whichever is greater. The medical marijuana processing facility most closely resembles industrial/research establishments in terms of off-street parking. As such, parking must be provided at a rate of five spaces plus one for every one and a half employees in the largest working shift or one per 1,000 square feet of gross floor area, or whichever is greater.

Facility Type	Required Parking (based on sf)	Required Parking (based on employ)	Provided Parking
Cultivation Facilities (wholesale)	4 spaces	15 spaces	15 spaces
Processing Facilities (industrial)	2 spaces	8 spaces	6 spaces
Total Site Parking	23 total parking spaces are required		24 spaces

*The larger of the two requirements must be used for calculations.

The parking requirements are calculated incorrectly on the site plan. The applicant has used the industrial/research establishment calculation for both the processing and cultivation facilities, and it must only be used for the processing facility. The site plan must be corrected to show parking requirements for the cultivation facility based on the wholesale establishment parking requirements. In addition, the employees must be divided by a factor of 1.5 for the processing facility, but the site plan is showing the employees multiplied by the 1.5 factor.

8. **Accessible Parking for Physically Disabled Persons (§155.078).** One van-accessible space is required for a total of 24 parking spaces, and one van-accessible space is provided. Please add ADA striping and sign information/details to the site plans.
9. **Off-street Loading and Unloading (§155.079).** One 10 foot by 70 foot striped off-street loading area is required, and one 10 foot by 35 foot loading area is provided on the site plan along the eastern side of the building. The applicant states that a reduced loading area is sufficient because only small box trucks will load or unload at the site. Planning Staff supports a Planning Commission waiver to reduce the length of the loading area. No direct access is provided to the loading area from the processing facility, and more information is needed to determine how logistics for the processing facility will be handled without direct access to the loading area.
10. **Parking Lot Landscaping (§155.080).** Interior landscaping shall be provided within the boundaries of the parking lot, and shall comply with the following provisions:
 - a. Interior landscaping areas equivalent to 5% of the vehicle use area shall be required in all parking lots of twenty (20) spaces or more. One deciduous shade tree shall be required for each 150 square feet of required interior landscape area. The total square footage of the parking area is 31,037 square feet; therefore, 1,552 square feet of interior landscaping is required. For some reason the calculation used under the interior landscaping is 27,823 square feet which would result in a requirement of 1,391 square feet. Please correct or explain this discrepancy. The applicant is proposing 1,430 square feet of interior landscaping which in Planning Staff’s opinion meets the intent of the

Ordinance requirements. Nine deciduous shade trees are required and 10 Red Maple trees are provided. Planning Staff recommends consulting with a landscape architect or arborist regarding the appropriate number and spacing of Red Maples for the landscape island. They appear to be spaced 10 feet on center which may be too tight given the tree species, and could result in overcrowding.

Perimeter landscaping shall be provided along the edge of any parking lot facing and located within 100 feet of a public right-of-way, and shall comply with the following provisions:

- b. Perimeter parking lot landscaping shall include a minimum of one deciduous shade tree per each 25 linear feet or fraction thereof, and one ornamental tree per each 35 linear feet or fraction thereof. Parking perimeter area totals 232 linear feet. Therefore, a total of nine deciduous shade trees, and seven ornamental trees are required. The applicant has provided ten shade trees and seven ornamentals.

11. **Site Plan Accuracy.** On Sheet C-1X it appears that there's errant text and dimensions overlaid on one of the existing buildings. Please remove.
12. **Comments from Other Departments.** All applicable City departments and consultants should review the site plan and identify any remaining issues.

RECOMMENDATION

Planning Staff believes the proposed site plan substantially complies with the Zoning Ordinance requirements and recommends approval of the site plan subject to the following conditions:

1. **Common Area Note.** There is a note in the common area that states it is an office area for BlueSol. BlueSol's office area should be closed and separate from the common area – please remove this note, or place it directly over the closed locked office.
2. **Service Wall Waiver.** Planning Commission approves a waiver of the service wall requirement along the eastern property line.
3. **Parking.** The parking calculations must be corrected on the site plan. Please also add ADA striping and sign information/details to the site plans.
4. **Loading.** Planning Commission approves a waiver of the loading area size from 10 feet by 70 feet to 10 feet by 35 feet. Applicant must provide more information to determine how logistics for the processing facility will be handled without direct access to the loading area.
5. **Parking Lot Landscaping.** Correct or explain the two different amounts for the total amount of paving on the site.
6. **Site Plan Accuracy.** Please remove errant text from Sheet C-1X.
7. **Other Department Comments.** Address all other department comments.

If you have any questions, please don't hesitate to contact me.

Thank you,


Adrianna Jordan, AICP
City Planner

March 23, 2018

City of Inkster
Department of Public Services
26900 Princeton
Inkster, MI 48141

Attn: Jerome Bivins, Department of Public Services Director

Regarding: 18-09 (SP)/18-07 (SLU)/18-08 (SLU)
2642 Princess – Medical Marijuana Facility
Site Plan 1st Review

Dear Mr. Bivins:

Alfred Benesch & Company (Benesch) has completed a review of the plans dated February 22, 2018 for the above referenced project. A Design Review Team meeting was held with the applicant at the City of Inkster City Hall on March 22, 2018. Comments for the submitted plans are summarized below the meeting:

1. Show the existing and proposed conditions of the site. The current plan appears to be the proposed condition only. Indicate the changes to the site, i.e. removal of the Quonset hut, mobile storage units, sign(s).
2. Show the existing structures and pavement on the adjacent properties to the south and the east of the site on the plans.
3. According to City of Inkster record drawings the water main in Trowbridge Avenue is 8-inches in diameter.
4. A 15- & 12-inch diameter combined sewer is located along the southern property line. Show the approximate location and the existing utility easement.

Plans showing the general location, type and size of water and sewer utilities can be obtained from the following FTP site:

FTP site address: <http://files.benesch.com>

User Name: DET1155 **Password:** Bf0917

Please note that the 0 shown in the password is the numeral zero.

Subdirectory: City of Inkster

File names: inkster exist sewer general plans.pdf, inkster water section maps.pdf

5. A 6-inch diameter fire suppression water line extends from the 8-inch diameter main in Trowbridge, south to the south side of the existing building. This fire line shall be cut and capped on the north side of the structure so that the pipeline under the structure is dead and abandoned. Fire suppression may be served from the existing line on the north side of the building. The property owner shall coordinate with the City of Inkster DPS personnel to ensure the capping and abandonment of the existing fire suppression water line is completed.
6. Show the locations of all existing surface features including utility poles and overhead wires, street lights, signs and sign posts, curb stops, manhole covers and catch basins.

7. Show the existing roof drain cleanouts on the plans.
8. Confirm the existence of the catch basin located in the parking lot and shown on the plans. Show the approximate location of the underground parking lot storm sewer system and the location of its connection to the public storm sewer system.
9. Curb along the perimeter of the parking lot is required. However, if storm sewer system does not exist on site to collect runoff and direct it to the City's storm sewer system a curb shall not be installed.
10. Show the location of the existing water meter.
11. The proposed driveway and sidewalk shall meet requirements of the City of Inkster and Michigan Department of Transportation standards. See details attached.
12. Show the existing shared access easement on the plans. If this access is proposed to be vacated please indicate on the plans with a note.
13. Structural loads are included on the plans but it is not clear that there are proposed load bearing structures as a part of this project. Please clarify.
14. Provide the name of the waste removal service company, the contact name and the phone number on the plans.

Please call me at 313-234-0349 if you have any questions.

Sincerely,

Alfred Benesch & Company



Carrie Loya-Smalley, P.E.
Project Engineer

CC: Bud Avery, City of Inkster Department of Public Services
Adrianna Jordan, AICP, City of Inkster Planner
Eric Tucker, P.E., Project Manager
File: 00040010.00 Task 1

Adrianna Jordan

From: William Riley
Sent: Friday, March 23, 2018 3:41 PM
To: Adrianna Jordan
Subject: RE: DRT comments for library and Princess MM multi-use facility

Adrianna

On Library

Concerns:

- Make sure of proper lighting outside/surrounding the building
- Make sure of video surveillance outside/surrounding building
- Make sure of inside video surveillance
- Note: police to have access to video

2642 Princess

- Concerns of entire complex having external video surveillance
- Concern of having internal rooms with video surveillance
- To be determined if the company will have onsite security personnel, they will advise
- Concern on property being fenced in

Chief Riley

From: Adrianna Jordan
Sent: Friday, March 23, 2018 11:23 AM
To: William Riley
Cc: Jeffrey Twardzik; Kathy Moore; William Ratliff
Subject: DRT comments for library and Princess MM multi-use facility

Good morning,

Just a reminder that I will need the Police Dept. comments on the library in the Chase building and the 2642 Princess MM Multi-use facility today by 4 pm so I can send the comments to the applicant. Thank you.

Adrianna Jordan, AICP
City Planner

ajordan@cityofinkster.com
(313) 429-2366

Please note that I am not in the office on Fridays. Thank you.



CITY OF INKSTER FIRE DEPARTMENT

Chuck Hubbard
Fire Chief

Inkster Fire Department
27717 Michigan Ave
Inkster, MI 48141
313-563-9874

Investigations
313-563-9875

FAX
313-563-6660

EMERGENCY
911

To: Adrianna Jordan
From: Jason Kaye, Fire Inspector
Date: 03-26-2018
Subject: 2642 Princess

After review of the above mentioned site plan and recent DRT meeting, it was determined the following items applicable:

The Fire Department requires: all sprinkler fire suppression systems be in accordance with NFPA 13.

The Fire Department recommends: a **KNOX Box** be installed on the outside of the building in a location easily accessible by the fire department. The Knox Box shall contain keys to the entry door and any interior door that will be locked after hours that houses any equipment the fire department would need access to in the event of an emergency.

The requirements listed above are not intended to be all inclusive, additional requirements may be determined as applicable on actual occupancy or use. Final approval subject to final inspection.

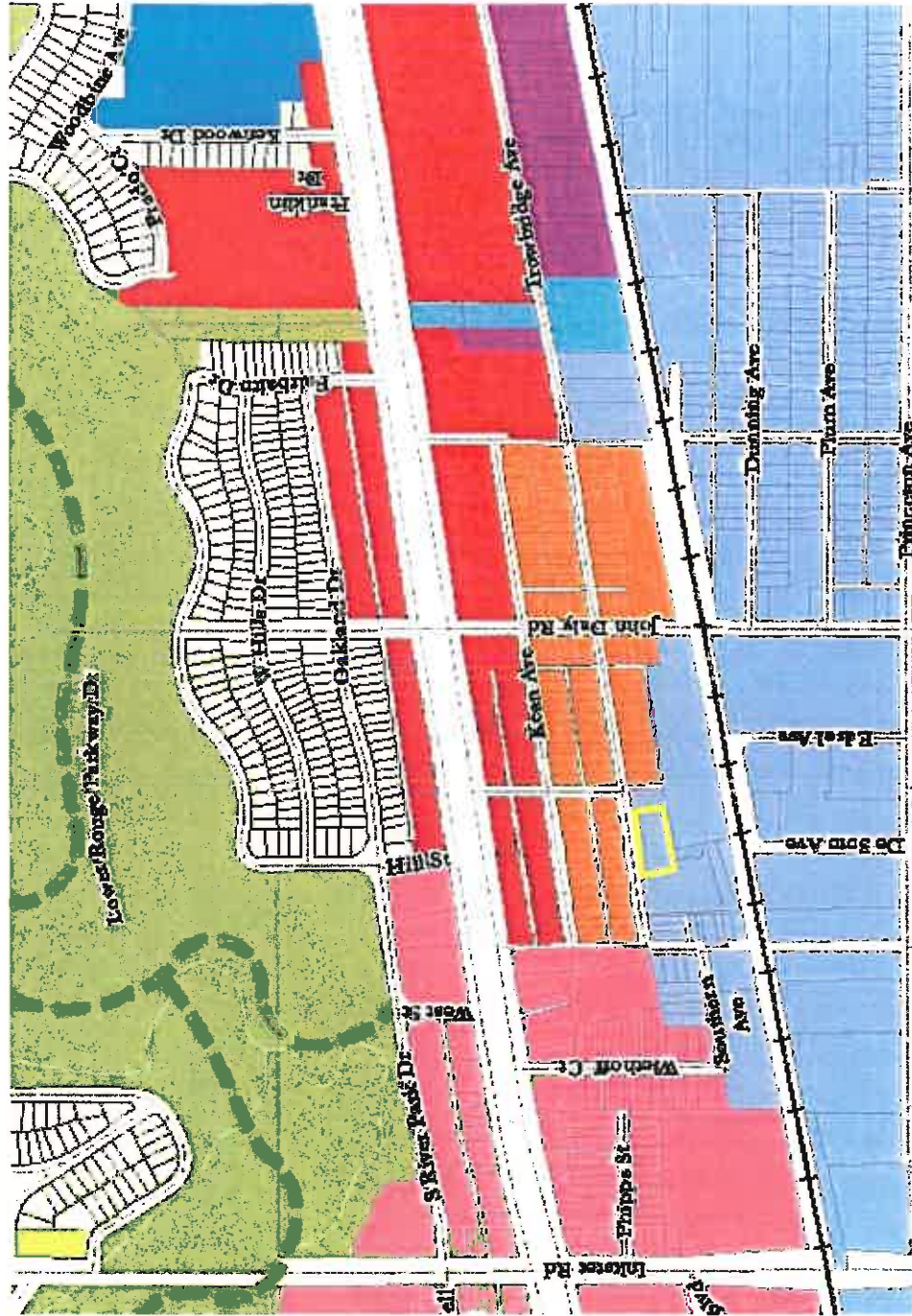
Aerial Map



The map displays a residential neighborhood with the following features:

- Zoning Districts:** Labeled areas include R-1B (top left), RM-1 (center left), B-3 (top center), R-1C/B-2 (center right), and M-1 (bottom right).
- Streets:** Major thoroughfares shown are Parkway (left side) and Michigan Avenue (running vertically). Other streets include Waver Park Dr, Woodbine Dr, Grand Trunk Ave, Tremaine Ave, Brighton Ave, Dufferin Ave, De Soto Ave, and Edgewood Ave.
- Landmarks:** A cemetery is located near the top center, adjacent to Grand Trunk Ave.
- Geographic Features:** A large green area on the left side of the map is labeled "Parkway".

Future Land Use Map



Map 4 Future Land Use City of Inkster, Michigan

February 16, 2017

Legend	
Low Density Residential	
Medium Density Residential	
High Density Residential	
Brownstones Residential	
Mobile Home Park	
Neighborhood Mixed Use	
Corridor Convenience Retail	
Regional Commercial	
Town Center	
Research and Technology	
Industrial	
Park and Open Space	
Public Semi Public	
Schools	
Redevelopment Potential	
Proposed Bike Trail	
District Boundary	
Municipal Boundary	



39.02 TICKET SPECIFICATIONS.

(A) For the purpose of this section, **APPEARANCE TICKET** means a complaint or written notice issued and subscribed by the following sworn individuals: officials of the Community Development Department, Fire Department, buildings officials and inspectors and code enforcement officers, directing a designated person to appear in a designated district court at a designated future time in connection with the alleged commission of a designated violation or violations of the city's building, zoning, environmental and other related codes for which the maximum penalty does not exceed 90 days in jail and a fine of \$500.

(1) **Exceptions** - The following violations may be written as a civil infraction as long as the offense has not been committed by the same offender more than two (2) times. The third (3rd) offense by same offender, shall be escalated to a misdemeanor as described above.

- a.) **Blight**- City Ord. No. 156.02
- b.) **Encumbering/Obstructing Streets**- City Ord. No.97.004
- c.) **Noxious Weeds**- City Ord. No.95.15
- d.) **Political Signs**- City Ord. No. 153.18, 97.004 and 153.15
- e.) **Appliances/Furniture**- City Ord. No. 156.02
- f.) **Refuse Collection Requirements**- City Ord. No. 50.03
- g.) **Residential Off-street Parking**-City Ord. No. 155.077(C)(9)
- h.) **Signs**- City Ord. No. 155.241(B)(5), 155.234 and 155.235
- i.) **Snow/Ice Removal**- City Ord. No.97.081
- j.) **Tree care**- City Ord. No. 98.19

(B) The appearance tickets shall be numbered consecutively and shall consist of the following parts:

- (1) The original, which shall be a complaint or notice to appear by sworn individuals including officials of the Community Development Department, Fire Department, building officials or inspectors, or code enforcement officers, and shall be filed with the district court.
- (2) The first copy, which shall be the abstract of court record.
- (3) The second copy which shall be delivered to the alleged violator.
- (4) The third copy, which shall be retained by the city's code enforcement agency.

(') (Ord. 639, amended 2018)

**CITY OF INKSTER
PLANNING COMMISSION
MINUTES**

A regular meeting was held on **Monday, June 11, 2018**, in the Inkster City Council Chambers, located at 26215 Trowbridge, Inkster, Michigan.

A quorum was reached. Chairman Chisolm called the meeting to order at 6:31 p.m.

I. ROLL CALL

Present: Chairman Chisolm, Vice Chairman Ratliff, Secretary Cain, Commissioners Faison, Garrett, Nolen (6:33 pm), Williams, and Willis.

Absent: Commissioner Davis

Others in attendance: Adrianna Jordan, City Planner
Felicia Rutledge, City Clerk
Stephanie Murray Taylor
Brad Chenoweth
Steve Goldner
Josh Bloom
Vic Habersmith

Public in attendance: None

II. ADOPTION OF AGENDA

MOVED by Garrett, Seconded by Williams to Adopt the Agenda. **MOTION CARRIED unanimously.**

III. ADOPTION OF MINUTES OF MAY 14, 2018

MOVED by Williams, Seconded by Ratliff to Adopt the Minutes. **MOTION CARRIED unanimously.**

IV. PUBLIC HEARING

A. Case # 18-07 (SLU), # 18-08 (SLU), and # 18-09 (SP) – Medical Marijuana Multi-Use Facility

Public Hearing to review and consider special land uses and an associated site plan for a medical marijuana multi-use processing and cultivation facility in the M-1, Light Industrial District at 2642 Princess. Brad Chenoweth is the applicant. The subject property is located on the south side of Trowbridge, between Princess and Sylvia.

MOVED by Nolen, Seconded by Williams to open the public hearing for Case #18-07(SLU), #18-08(SLU), and #18-09(SP). **MOTION CARRIED unanimously.**

Adrianna Jordan gave an overview of the case and read from the letters sent to applicant dated June 4, 2018 She recommends approval of the Special Land Uses and Site Plan applications provided the applicant adheres to the conditions noted.

Commissioners Concerns:

1. Commissioners requested information on when the applicant decided to operate both cultivation and processing out of the building. The applicant replied that the choice was made around December 2017 when Mr. Goldner asked if they had space for him. The Commissioners also asked how the applicant planned to address the conditions of approval. And finally, the Commissioners asked if there was going to be on-site security and the applicants stated that after talking to Chief Riley they have decided to forgo on-site security for now.

Public Remarks:

NONE

MOVED by Nolen, Seconded by Williams to close the public hearing. **MOTION CARRIED unanimously.**

MOVED by Nolen, Seconded by Willis to recommend approval of Cases #18-07(SLU) & #18-08(SLU) to City Council subject to the following recommended conditions:

1. **Screening.** The greenbelt and privacy fence must be installed per the specifications of the site plan.
2. **Security.** A security plan must be reviewed and approved by the Police Department, and inspected for approval by the Police upon installation.
3. **Licensing.** A state license, local business license, and certificate of occupancy must be obtained prior to operations.

MOVED by Nolen, Seconded by Garrett to approve Case #18-09 (SP) & #17-24 (SP) subject to the following recommended conditions:

1. **Common Area Note.** There is a note in the common area that states it is an office area for BlueSol. BlueSol's office area should be closed and separate from the common area – please remove this note, or place it directly over the closed locked office.
2. **Service Wall Waiver.** Planning Commission approves a waiver of the service wall requirement along the eastern property line.
3. **Parking.** The parking calculations must be corrected on the site plan. Please also add ADA striping and sign information/details to the site plans.
4. **Loading.** Planning Commission approves a waiver of the loading area size from 10 feet by 70 feet to 10 feet by 35 feet. Applicant must provide more information to determine how logistics for the processing facility will be handled without direct access to the loading area.
5. **Parking Lot Landscaping.** Correct or explain the two different amounts for the total amount of paving on the site.
6. **Site Plan Accuracy.** Please remove errant text from Sheet C-1X.
7. **Other Department Comments.** Address all other department comments.

MOTION CARRIED unanimously.

V. OLD BUSINESS

NONE

VII. NEW BUSINESS

A. **Case # 18-09 (SP) – Consideration of a Loading Zone Length Waiver**

Planning Commission to review and consider approval of a reduction in the length of the required loading zoned from 70 feet to 35 feet for a medical marijuana multi-use cultivation and processing facility in the M-1, Light Industrial District. Brad Chenoweth is the applicant. The subject property is located on the south side of Trowbridge, between Princess and Sylvia.

Commissioners Concerns:

1. Commissioners asked what kind of vehicles would use the loading zone, and the applicant responded that only small box trucks will make deliveries to the site. Commissioners also asked how the processing facility will use the loading dock if it's on the other side of the cultivation facility. The applicant responded that they are waiting for a decision from LARA to allow the processing facility to carry its deliveries through the cultivation facility. The applicant also stated that the processing facility only receives deliveries once a week. The applicant was also asked when the privacy fence will be complete to screen the loading area from neighboring properties and responded that it will be constructed prior to obtaining the Certificate of Occupancy.

MOVED by Williams, Seconded by Cain to approve the Loading Zone Length Waiver for Case #18-09(SP)

MOTION CARRIED unanimously.

B. **Case # 18-09 (SP) – Consideration of a Screening Wall Waiver**

Planning Commission to review and consider approval of a screening wall waiver in a service area for a medical marijuana multi-use cultivation and processing facility in the M-1, Light Industrial District. Brad Chenoweth is the applicant. The subject property is located on the south side of Trowbridge, between Princess and Sylvia.

MOVED by Nolen, Seconded by Williams to approve the Screening Wall Waiver for Case #18-09(SP).

MOTION CARRIED unanimously.

C. **Case # 16-25 (SP) – Consideration of Parking Waiver**

Planning Commission to review and consider approval of a reduction in an additional four required parking spaces for a retail center located in the B-2, Thoroughfare Mixed-Use District at 1080-1090 Inkster Road. Salwa Abdolkarim is the applicant. The subject property is located on the west side of Inkster, between Avondale and Glenwood.

MOVED by Nolen, Seconded by Williams to approve the Parking Waiver for Case #16-25(SP).

MOTION CARRIED unanimously.

D. Case # 17-10 (SP) – Consideration of Parking Waiver

Planning Commission to review and consider approval of a reduction in an additional seven required parking spaces for a blood plasma collection center located in the TCD, Town Center District at 27445 Michigan Avenue. Laurence Winokur is the applicant. The subject property is located on the south side of Michigan, between Hamlin and Inkster.

MOVED by Nolen, Seconded by Williams to approve the Parking Waiver for Case #17-10(SP).

MOTION CARRIED unanimously.

E. Case # 17-15 (SP) – Consideration of Development Table, Financial Resume, and Traffic Study Waiver

Planning Commission to review and consider approval of a waiver from the development table, financial resume, and traffic study requirements for a real-estate office in the Town Center District at 28057 Michigan Avenue. Murray's Real Estate is the applicant. The subject property is located on the south side of Michigan, between Stratford and Hamlin.

Commissioners Concerns:

1. Commissioners asked City Planner for more information on the purpose of a development table and financial resume. City Planner provide more in depth descriptions of a development table and financial resume.

MOVED by Nolen, Seconded by Williams to approve the Development Table, Financial Resume, and Traffic Study Waiver for Case #17-15(SP).

MOTION CARRIED unanimously.

F. Case # 17-15 (SP) – Consideration of Trash Enclosure Waiver

Planning Commission to review and consider approval of a waiver from the dumpster enclosure and dumpster requirements for a real-estate office in the Town Center District at 28057 Michigan Avenue. Murray's Real Estate is the applicant. The subject property is located on the south side of Michigan, between Stratford and Hamlin.

MOVED by Williams, Seconded by Nolen to approve the Trash Enclosure Waiver for Case #17-15(SP).

MOTION CARRIED unanimously.

VIII. MISCELLANEOUS

Commissioners discussed an off-site retreat and combining it with the upcoming Planning Commission and Zoning Board of Appeals training. There are concerns that the training should take place in the City Council chambers since there is a professional trainer being hired and it will also be done in conjunction with the ZBA. Adrianna Jordan asks if any Commissioners will take vacations in July or August or if everyone will be around for training if she sets a date up. None of the Commissioners mention any upcoming vacations.

VIII. ADJOURNMENT – 7:16 pm

MOVED by Garrett, Seconded by Williams to adjourn the Planning Commission meeting held on June 11, 2018. **MOTION CARRIED unanimously**

Respectfully submitted,

Steven Chisholm, Chairman

Lynnette O. Cain, Secretary

Adrianna Jordan, City Planner

DRAFT

REQUEST FOR COUNCIL ACTION

To: Byron H. Nolen, Mayor

Date: June 12, 2018

From: Adrianna Jordan
City Planner

Date for Council Consideration: June 18, 2018

ACTION REQUESTED: Consider approval of a Special Land Use (SLU 18-08) for a proposed Medical Marijuana Cultivation Facility to be located in a multi-use development at 2642 Princess in the M-1, Light Industrial District with the conditions noted per the recommendation of the Planning Commission. Brad Chenoweth is the applicant.

Current Action ☒X_____ Emergency _____ Future _____

Funds Budgeted: If Yes _____ Account # _____ No _____ N/A ☒X_____

Mayor's Approval



BACKGROUND INFORMATION

On Monday, June 11, 2018, the Planning Commission reviewed and recommended for approval SLU 18-08 which is a proposed Medical Marijuana Cultivation Facility to be located in a multi-use development within an existing building at 2642 Princess in the M-1, Light Industrial District, subject to the conditions below. The associated Special Land Use for Medical Marijuana Processing (SLU 18-07) was recommended for approval by the Planning Commission, and associated Site Plan (SP 18-09) was approved with conditions. As part of their site plan approval, the Planning Commission approved a waiver from the screening wall requirement adjacent to the loading and trash enclosure area, and they also approved a waiver to allow a reduction in the loading area from 70 feet long to 35 feet long. City Staff recommended approval of SLU 18-07, SLU 18-08, and SP 18-09. Brad Chenoweth is the applicant. Draft meeting minutes are attached.

The subject property totals 0.94 acres and is located on the south side of Trowbridge between Princess and Sylvia and consists of APN 44-021-99-0010-004. The site is zoned M-1 (Light Industrial District) and there is an existing 10,000 square foot building on the site. The proposed future development includes an approximate 8,266 square foot cultivation facility, and an approximate 1,734 square foot processing facility. The processing and cultivation facilities share a common area that includes a common reception, toilet, and coffee area. The individual facilities and then accessible from the common area through locked interior doors.

The Planning Commission's recommendation for approval of the Special Land Use was subject to the following conditions (review letters and site plans are attached):

1. **Screening.** The greenbelt and privacy fence must be installed per the specifications of the site plan.

2. **Security.** A security plan must be reviewed and approved by the Police Department, and inspected for approval by the Police upon installation.
3. **Licensing.** A state license, local business license, and certificate of occupancy must be obtained prior to operations.

SCOPE OF SERVICES

N/A

JUSTIFICATION

The City Planner's letter dated June 4, 2018 recommends that Planning Commission recommend approval of the Special Land Use because the proposed use is compatible with the Zoning Ordinance, Master Plan, and surrounding uses. Additionally, it would bring an existing non-conforming site into compliance with the City's Zoning Ordinance and foster economic development within the City of Inkster. The Planning Commission found that the visual impacts could be mitigated by requiring a greenbelt along the public right-of-way. Finally, Planning Commission felt that the proposed hours of operation are reasonable.

Site maps and plans are attached for review. A full copy of the site plan is available for review in the Planning Department upon request.

PROJECT OR IMPROVEMENT TASKS

1. Develop a plan to diversify the tax base to ensure a sustainable budget for Inkster.

COSTS

All costs are incurred by the petitioner.

PROJECT TIME TABLE

If approved by City Council, Final Site Plan approval will be sought and then the applicant will seek a Certificate of Occupancy form the Building Dept. in order to begin operation.

RESOLUTION

Resolved by _____

Seconded by _____

To approve a Special Land Use (SLU 18-08) for a Medical Marijuana Cultivation Facility located at 2642 Princess in the M-1, Light Industrial District with the conditions noted per the recommendation of the Planning Commission.

Yes:

No:

Absent:

REQUEST FOR COUNCIL ACTION

To: Byron Nolen, Mayor

Date: June 13, 2018

From: Darin Carrington, Treasurer

Date for Council's Consideration: June 18, 2017

ACTION REQUESTED: Council approval of FY 2018 Budget Amendment #3 for General Fund, Major Streets, Local Streets, Parks & Recreation Fund and Water & Sewer Fund.

Current Action X Emergency _____ Future _____

Funds Budgeted: If Yes _____ Account # _____ No _____ N/A X

Mayor's Approval Byron H. Nolen

BACKGROUND:

The Administration is recommending that a FY 2018 budget amendment (BA #3) be adopted by City Council as detailed in the attachments. A summary of the proposed amendments is attached and gives an overview of the Funds, Departments and amounts for the amendment. Following the summary, there is a detailed breakdown of the proposed amendments broken down by GL account. In addition to the numerical detail, there is a Tick Mark Legend document which provides a narrative for each of the proposed amendments.

SCOPE OF SERVICES:

N/A

JUSTIFICATION:

This budget amendment will keep the City of Inkster in compliance with the Uniform Budget Act and updates this fiscal year's budget to more accurately reflect the City's financial position and budget priorities.

PROJECT IMPROVEMENTS:

N/A

COSTS:

N/A

PROJECTED TIME TABLE:

N/A

RESOLUTION:

Authorization is hereby given to amend the FY 2018 budget for the for General Fund, Major Street, Local Streets, Parks & Recreation Fund and Water & Sewer Fund.

Resolved by _____

Seconded by _____

Yes:

No:

Absent: