INKSTER CITY COUNCIL

August 20, 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	BYRON NOLEN	TREASURER	DAVID JONES
CITY CLERK	MAYOR	DARIN CARRINGTON	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

August 20, 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. Inkster Legends – Fred Smiley

4. Public Hearing

5. Consent Agenda

   A. August 6, 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)

9. New Business

   A. Discussion/Action: (Felicia Rutledge) Consider approving the request for street closure of Norfolk Street between Meadowdale (no outlet) August 31, 2018 for a Back to School Block Party from 12:00 p.m. until 8:00 p.m. (the applicant is Kevin Campbell) **Pg. 13**

   B. Discussion/Action: (Adrianna Jordan) Consider approving to review acceptance of petition signatures to allow consideration of a pawn shop at 29230 Michigan within 300 feet of residentially zoned land. **Pg.20**

   C. Discussion/Action: (Adrianna Jordan) Consider approving **:** Consider approval of a Special Land Use (SLU 18-13) for a proposed Medical Marijuana Cultivation

Facility to be located in an existing building at 25907 Trowbridge in the M-1, Light Industrial District with the conditions noted per the recommendation of the Planning Commission. Regina Momgaudas is the applicant. **Pg. 25**

D. Discussion/Action: (Felicia Rutledge) Consideration approving to enter into a shared agreement with Hamtramck as part of the State of Michigan Department of Treasury Competitive Grant Assistance Program to prepare a joint residential target market analysis for Hamtramck and the City of Inkster. **Pg. 51**

E. Discussion/Action: (Sharde Fleming) Consider approving the sale of sale of land to previous owners of the following foreclosed single-family residential properties: **26459 Morley** (Parcel I.D. 44 016 02 0343 000), legally described as 19K343 LOT 343 BILTMORE SITES SUB NO. 2 T2S R10E L73 P13, 14 WCR in the amount of $9,089.53 to Dwight Hines; **28589 Parkwood** (Parcel I.D. 44 005 03 0139 002), legally described as 24N139B 140A E 38 FT OF LOT 139 AND THE W 15 FT OF LOT 140 HYDE PARK SUB T2S R9E L51 P9 WCR in the amount of $6,576.83 to Eddie Powell Jr.; **610 Betty Lane** (Parcel I.D. #44 001 05 0088 002), legally described as 23P88B 23P89 S 2 FT OF LOT 88 ALSO LOT 89 FLORANE GARDENS SUB T2S R9E L77 P26, 27 WCR23P88B 23P89 S 2 FT OF LOT 88 ALSO LOT 89 FLORANE GARDENS SUB T2S R9E L77 P26, 27 WCR in the amount of $7,351.77 to James Terry; **29924 Glenwood** (Parcel I.D. 44 005 03 0139 002), legally described as 23H758 LOT 758 ALSO S 1/2 ADJ VAC ALLEY GRAND VIEW GARDENS SUB NO. 2 T2S R9E L50 P93 WCR in the amount of $8, 201.86 to Keith Curtis. **Pg. 80**

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

August 6, 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, August 6, 2018.

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

A. Agenda Discussion
B. Light Presentation – Tom Pappas

Moved by Mayor Pro-Tem Williams, Seconded by Councilmember Mitchell to go into Executive Session 6:39 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 Mitchell to adjourn the closed Executive Session at 6:50 p.m. – Motion carried unanimously.

Call Meeting to Order

Mayor Nolen called the meeting to order at 7:05 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 Reverend George Williams

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 Mayor Pro-Tem Williams, Seconded by Councilmember Mitchell to approve the agenda.
8-18-155R - Motion carried.

Presentations/Discussion

Public Hearings

Consent Agenda

A. July 16, 2018 Regular City Council Meeting Minutes.
B. July 23, 2018 Special Meeting Minutes.
C. Allen Brother's & Attorney's PLLC. Invoice $ 14,905.00

Moved by Mayor Pro-Tem Williams, Seconded by Councilmember Mitchell to approve the consent agenda.
Resolution 8-18-156R – Motion carried.

Boards and Commission

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

Moved by Mayor Pro-Tem Williams, Seconded by Councilmember Mitchell to reappoint Gabe Henderson to the Commission on Aging.
Resolution 8-18-157R – Motion carried.

Moved by Mayor Pro-Tem Williams, Seconded by Councilmember Mitchell to reappoint Rochelle Wells to the Commission on Aging
Resolution 8-18-158R – Motion carried.

Moved by Mayor Pro-Tem Williams, Seconded by Councilmember Mitchell to reappoint Doris Horne to the Commission on Aging.
Resolution 8-18-159R – Motion carried.

Moved by Mayor Pro-Tem Williams, Seconded by Councilmember Mitchell to reappoint Henry Wade to the Commission on Aging
Resolution 8-18-160R – Motion carried.

Moved by Mayor Pro-Tem Williams, Seconded by Councilmember Mitchell to reappoint Teresa Patton to the Zoning Board of Appeals
Resolution 8-18-161R – Motion carried.

Previous Business

Ordinance(s)

A. First Reading(s)

B. Second Reading(s)

New Business

A. Discussion/Action (Felicia Rutledge) Consider approving the request for street closure of Bayhan Street between S of Kean and Trowbridge Streets August 7, 2018 for the Police Departments National Night Out from 3:00 p.m. until 9:30 p.m.

Moved by Councilmember Chisholm, Seconded by Mayor Pro-Tem Williams to approve the request for street closure of Bayhan Street between S of Kean and Trowbridge Streets August 7, 2018 for the Police Departments National Night Out from 3:00 p.m. until 9:30 p.m.
Resolution 8-18-162R – Motion carried.

B. Discussion/Action (Felicia Rutledge) Consider approving the request for street closure of Moore Street between Beechnut and Chestnut August 25, 2018 for a Block Party from 10:00 a.m. until 10:00 p.m. (the applicant is Anthony Booker)

Moved by Councilmember Mitchell, Seconded by Mayor Pro-Tem Williams to approve the request for street closure of Moore Street between Beechnut and Chestnut August 25, 2018 for a Block Party from 10:00 a.m. until 10:00 p.m. (the applicant is Anthony Booker)
Resolution 8-18-163R – Motion carried.

C. Discussion/Action (Adrianna Jordan) Council to consider a Resolution to implement the recommendations of the Michigan Economic Development Corporation's (MEDC) Redevelopment Ready Communities (RRC) program assessment report, and continue towards certification.

Moved by Mayor Pro-Tem Williams, Seconded by Councilmember Chisholm to approve a Resolution to implement the recommendations of the Michigan Economic Development Corporation's (MEDC) Redevelopment Ready Communities (RRC) program assessment report, and continue towards certification.
Resolution 8-18-164R – Motion carried.

D. Discussion/Action (Jerome Bivins) Consider authorizing Administration to accept the change order been present before this body for the repair sewer line Work been performed behind the houses on Middlebelt between Andover and Pine Street that was approve by this body at June 4, 2018 Council meeting. The original amount of the project is $166.500.00 plus a 15% contingency of $24,975.00, for a total of $191,475.00. The change order request is for an additional $75,000.00 due to unforeseen issue that have arisen from this project. The new cost would be $241,500.00 with the contingency cost remain the same $24,975.00 the total cost for the project is $266,475.00.

Moved by Councilmember Mitchell, Seconded by Mayor Pro-Tem Williams to Consider authorizing Administration to accept the change order been present before this body for the repair sewer line Work been performed behind the houses on Middlebelt between Andover and Pine Street that was approve by this body at June 4, 2018 Council meeting. The original amount of the project is $166.500.00 plus a 15% contingency of $24,975.00, for a total of $191,475.00. The change order request is for an additional $75, 000.00 due to unforeseen issue that have arisen from this project. The new cost would be $241,500.00 with the contingency cost remain the same $24,975.00 the total cost for the project is $266,475.00.
Resolution 8-18-165R – Motion carried.

E. Discussion/Action (Gina Clark) Consideration and approval to implement and update changes in the Personnel Policy Manual.

Moved by Mayor Pro-Tem Williams, Seconded by Councilmember Mitchell to implementing and updating the changes made in the Personnel Policy Manual.
Resolution 8-18-166R – Motion carried.

F. Discussion/Action (Gina Clark) Settle contract agreement between the City of Inkster and the Teamsters, Local 214 Inkster Police Officers Union CBA. (Effective August 1, 2018 through June 30, 2020)

Moved by Mayor Pro-Tem Williams, Seconded by Councilmember Mitchell to approve to settle contract agreement between the City of Inkster and the Teamsters, Local 214 Inkster Police Officers Union CBA. (Effective August 1, 2018 through June 30, 2020)
Resolution 8-18-167R – Motion carried

G. Discussion/Action (Gina Clark) Settle contract agreement between the City of Inkster and (COAM) Command Officers Association of Michigan. (Effective August 1, 2018 through June 30, 2020)

Moved by Councilmember Mitchell, Seconded by Councilmember Williams to approve to settle the contract agreement between the City of Inkster and (COAM) Command Officers Association of Michigan. (Effective August 1, 2018 through June 30, 2020)
Resolution 8-18-168R – Motion carried.

H. Discussion/Action (Sharde Fleming) Consider to enter into agreements with City approved developers/participants to collaborate in a reinvestment program through acquisition/redevelopment of tax-foreclosed, single-family residential structures and selected commercial or vacant properties.

Moved by Councilmember Mitchell, Seconded by Mayor Pro-Tem Williams to approve to enter into agreements with City approved developers/participants to collaborate in a reinvestment program through acquisition/redevelopment of tax-foreclosed, single-family residential structures and selected commercial or vacant properties.
Resolution 8-18-169R – Motion carried.

Public Participation

- **Own Roper** – Stated he is in the process of acquiring the Advance Nursing Home on John Daly. He stated the facility is going to be open for community needs. He further stated they are looking to employee Inkster citizens.
- **Officer Lebo** – Announced National Night out. She said that Kalonte Gavin would be performing. She further announced Movie Night on August 24, 2018, the Bake Sale on August 22, 2018, and Coffee with a Cop on August 15th and Episcapalooza on August 18, 2018.
- **Michael Wells** – Stated the temporary Inkster Library is located at 1086 Inkster Road and should be open by the end of August. He further stated that the permanent location would be at 2500 Hamlin behind the Fire Department. Lastly he stated that

City Clerk

- Announced the August 7, 2018 Primary Election and asked residents to get out and vote.

City Treasurer

- No comments.

Mayor and Council

- **Councilman Chisholm** – Spoke about the Scouting meeting at St. Clements church. He further announced his advisory meeting on August 16, 2018. He provided Mayor Nolen with some spandex shorts for the dunk tank for National Night out.
- **Councilwoman Watley** – Stated I-Can would be doing a car show on September 22, 2018 from 3:00 pm until 5:00 pm. She stated there will be classic cars and motorcycles.
- **Councilwoman Mitchell** – Announced the Inkster Task Force 5K Run to be held on October 6, 2018 at the Inkster Valley Golf Course. She also said the kids would have kids fun run.
- **Mayor Pro-Tem Williams** – Announced for residents to get out and vote on August 7, 2018. He said that State Representative Jewell Jones team is providing rides to the polls. He announced the number for the airpiane noise compiaint 734-924-3222 and noise@wcaa.us
- **Mayor Nolen** – Announced the Police National Night Out. He encouraged residents to get out and vote on August 7, 2018.

Closed Session

Adjournment

There being no further business to come before Council, on a motion duly made By Councilmember Chisholm, Seconded by Mayor Pro-Tem Williams and carried, the Regular Council meeting of August 6 2018, was adjourned at 7:45 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. - (Ex-Officio Member)	Tenure
Rochelle Wells	Exp. 02/16/17
Doris Horne	Exp. 08/06/20
Henry Wade	Exp. 08/06/20
Toni Bailey	Exp. 07/07/19
Dorothy Gardner	Exp. 01/17/20
Gabe Henderson	Exp. 08/06/20
Jean Liddell	Exp. 08/06/20
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. 07/16/20
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	

BUILDING AUTHORITY COMMISSION - *Inactive*

[MEETINGS: Second Monday in January]
3 Year Term | 5 Members | State Law and Resolution 74-1-39

Nathaniel Elcock	Exp. 12/31/05
Hersey Bryant, (C)	Exp. 12/31/00
Horace Wells	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)	Exp. 9/18	(1 Year Term)
Deborah Owens (General Member)	Exp. 9/19	(2 Year Term)
Guy Borrusch General Member)	Exp. 9/19	(2 Year Term)
Dorsey Williams (Contractor)	Exp. 9/20	(3 Year Term)
James Garett (Engineer)	Exp. 9/20	(3 Year Term)

CONSTRUCTION BOARD OF APPEALS/PROPERTY MAINTENANCE BOARD

[MEETINGS: As required]

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

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
Brittni 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
Brittni 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		

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. 0419
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
Councilmember Williams	App. 02/04/13

Marcus Hendricks	App. 02/18/13
Dennis Weislo	App. 02/18/13

ZONING BOARD OF APPEALS (ZBA)

[MEETINGS: First Thursday of each month at 6:00 P.M., City Council Chambers]

3 Year Term	7 Members	State Law and Ordinance 277
Ruth E. Williams	Dist. 1	Exp. 02/15/19
Clarence Oden, Jr. (VC)	Dist. 2	Exp. 04/03/20
James Cross	Dist. 3	Exp. 07/01/16
Roosevelt Stubbs (S)	Dist. 4	Exp. 08/21/20
Vanola Williams	Dist. 5	Exp. 02/06/20
Norma McDaniel	Dist. 6	Exp. 10/05/18
Tom Michelini		Exp. 04/18/19
Teresa Patton		Exp. 08/06/21

Nankin Transit

[Meetings: Third Thursday of each month at 5:45 p.m., Nankin Transit [Jefferson Barns Community CTR. 32150 Dorsey Westland, MI. 48186]

Mayor Pro-Tem Timothy Williams	Exp. Tenure
Denise Champagne, Community Appointee	Exp. (Appointed in 2009)

2015 Community Development Block Grant Advisory Council (CDBG)

[Meetings: Dates and times are quarterly and locations are various]

Timothy Williams, Council Appointee	Exp. Tenure
Clarence Oden (Alternate)	Exp. Tenure

COMMITTEES FORMED BY COUNCIL RESOLUTIONS

TAX INCREMENT FINANCE AUTHORITY

[MEETINGS: Second Thursday of each month at 6:30 P.M., City Hall Council]

6 Year Term	13 Members	Resolution 85-8-331
Connie R. Mitchell		Tenure
Brittni Abiolu		Exp. 6/06/22
Avis Love		Exp. 03/20/23
Rerhi Onomake		Exp. 03/16/21
Dennis Weislow		Exp. 06/07/19
Charmaine Kennedy		Exp. 02/20/21
Mary Weislow (Treasurer)		Exp. 06/06/22
Winnie Nwankwo		Exp. 05/18/21
Akindele Akinyemi		Exp. 05/18/21

BROWNFIELD REDEVELOPMENT AUTHORITY

[MEETINGS: Second Tuesday of each month at 5:00 P.M., City Hall Council Chambers]

Terms 1, 2 and 3 years	Up to 9 members	Resolution 02-9-458
Timothy Williams, City Council Representative		Tenure
Darin Carrington, Treasurer		Tenure
Vacant	Community	Tenure
Tonia C. Williams		Exp. 02/20/19
Dorothy Gardner		Exp. 11/6/20

REQUEST FOR COUNCIL ACTION

To: Byron Nolen, Mayor **Date: August 14, 2018**

From: Felicia Rutledge, City Clerk **Date for Council Consideration: August 20, 2018**

ACTION REQUESTED: Consider approving the request for street closure of Norfolk Street between Meadowdale (no outlet) August 31, 2018 for a Back to School Block Party 12:00 p.m. until 8:00 p.m. (the applicant is Kevin Campbell)

Current Action ___X____ Emergency _____ Future _____

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

Mayor's Approval _____

BACKGROUND INFORMATION

The request is to seek permission to close Norfolk Street between Meadowdale (no outlet) on August 31, 2018 from 12:00 p.m. until 8:00 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

August 31, 2018 from 12:00 p.m. until 8:00 p.m.

RESOLUTION

Authorization is hereby given for a Street closure of Norfolk Street between August 31, 2018 from 12:00 p.m. until 8:00 p.m. for a Back to School Block Party.

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
Fax: 313.563.7378
frutledge@cityofinkster.com

STREET CLOSURE/BLOCK PARTY REQUEST

APPLICANT:

Kevin Campbell (Garage Bums of Norfolk) — Name
(313) 258-2037 — Phone Number
or (313) 460-8971

26165 Norfolk Inkster, MI. 48141 — Applicant Address
Email (Optional)

REQUEST:

Street To Be Closed: Norfolk — Cross Streets: Meadowdale (cul de sac) no outlet

Date(s) To Be Closed: August 31, 2018

Event Hours: 12 am/~~pm~~ To 8:00 am/~~pm~~ **(EVENTS MUST CONCLUDE BY 10PM)**

Type Of Event: Back to School 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: Jasmasha Sutton (secretary) **Date:** 8/6/18

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:_____

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

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Street Closure/Block Party Petition

We the undersigned acknowledge and support the request for a Block Party on

Norfolk (Street) between Meadowdale (Street) (no outlet)

and _____ (Street) for the date and time of August 31, 2018 12:00-8:00pm (Event date & time)

Block Party Coordinator: Garage Bums of Norfolk (Ta Nesha Fleeton- Secretary) (Contact Person)

Daytime Number: 313-450-8971 Evening Number: same

Garage Bums of Norfolk "Back to School" party... Barricades will be needed please.

Name	Address
Jack May	26145 Norfolk
Kevin Campbell	26165 Norfolk
George Wells	26164 Norfolk
Sally Matthews	26205 Norfolk
[illegible]	26214 Norfolk
[illegible]	26245 Norfolk
[illegible]	26204 Norfolk
Ronald V Parker	26194 Norfolk
Tiffany Norman	26184 Norfolk
Anthony Frazier	26165 Norfolk
Laura Jarrett	~~26144~~ 26144 Norfolk
Jonathan Marshall	26125 Norfolk Inkster, MI
William Harris	26115 Norfolk
[illegible]	26105 Norfolk
[illegible]	26104 Norfolk
[illegible]	26114 Norfolk
Myrtle Mays	26175 Norfolk

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STREET CLOSURE/BLOCK PARTY REQUEST

APPLICANT:

Kevin Campbell (Garage Bums of Norfolk)
Name

(313) 258-2037
Phone Number
or (313) 460-8971

26165 Norfolk Inkster, MI. 48141
Applicant Address

Email (Optional)

REQUEST:

Street To Be Closed: Norfolk Cross Streets: Meadowdale (cul de sac) no outlet

Date(s) To Be Closed: August 31, 2018

Event Hours: 12 am/~~pm~~ To 8:00 am/~~pm~~ **(EVENTS MUST CONCLUDE BY 10PM)**

Type Of Event: Back to School Block Party

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Applicant Signature: Jasmasha Sutton (secretary) **Date:** 8/6/18

OFFICIAL USE ONLY
REQUIRED APPROVALS:

Police____ Fire____ DPS____ BLDG OK CK 8/9/18

REQUIRED EQUIPMENT:

Barricades____ Cones____ Other_____

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

City Clerk Signature:_____ Date:_____

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

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Fax: 313.563.7378
frutledge@cityofinkster.com

STREET CLOSURE/BLOCK PARTY REQUEST

APPLICANT:

Kevin Campbell (George Burns of Norfolk)
Name

(313) 258-2987
Phone Number
or (313) 460-8971

26165 Norfolk Inkster, MI. 48141
Applicant Address

Email (Optional)

REQUEST:

Street To Be Closed: Norfolk Cross Streets: Meadowdale (cul de sac) no outlet

Date(s) To Be Closed: August 31, 2018

Event Hours: 12 am/~~pm~~ To 8:00 am/~~pm~~ **(EVENTS MUST CONCLUDE BY 10PM)**

Type Of Event: Back to School 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.

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Applicant Signature: Jasmine Sutton (secretary) **Date:** 8/6/18

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
City of Inkster
26215 Trowbridge
Inkster, MI 48141

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Fax: 313.563.7378
frutledge@cityofinkster.com

STREET CLOSURE/BLOCK PARTY REQUEST

APPLICANT:

Kevin Campbell (George Burns of Norfolk)
Name

(313) 258-2537
Phone Number
or (313) 460-8971

26165 Norfolk Inkster, MI. 48141
Applicant Address

Email (Optional)

REQUEST:

Street To Be Closed: Norfolk Cross Streets: Meadowdale (cul de sac) no outlet

Date(s) To Be Closed: August 31, 2018

Event Hours: 12 am/~~pm~~ To 8:00 am/~~pm~~ **EVENTS MUST CONCLUDE BY 10PM)**

Type Of Event: Back to School Block Party.

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Applicant Signature: Jasmasha Burton (secretary) Date: 8/6/18

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: ____

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

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Phone: 313.563.9770
Fax: 313.563.7378
frutledge@cityofinkster.com

STREET CLOSURE/BLOCK PARTY REQUEST

APPLICANT:

Kevin Campbell (George Burns of Norfolk)
Name

(313) 258-2037
Phone Number
or (313) 460-9971

26165 Norfolk Inkster, MI. 48141
Applicant Address

Email (Optional)

REQUEST:

Street To Be Closed: Norfolk Cross Streets: Meadowdale (cul de sac) no outlet

Date(s) To Be Closed: August 31, 2018

Event Hours: 12 am/pm To 8:00 am/pm **EVENTS MUST CONCLUDE BY 10PM)**

Type Of Event: Back to School Block Party

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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: Joy Joshua Stanton (secretary) **Date:** 8/6/18

OFFICIAL USE ONLY
REQUIRED APPROVALS:

Police____ Fire X DPS____ BLDG____

REQUIRED EQUIPMENT:

Barricades____ Cones____ Other_____

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

City Clerk Signature:_____ Date:_____

REQUEST FOR COUNCIL ACTION

To: Byron H. Nolen, Mayor **Date: August 13, 2018**

From: Adrianna Jordan
City Planner

Date for Council Consideration: August 20, 2018

ACTION REQUESTED: Council to review acceptance of petition signatures to allow consideration of a pawn shop at 29230 Michigan within 300 feet of residentially zoned land.

Current Action ___X___ Emergency _____ Future _____

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

Mayor's Approval _____

BACKGROUND INFORMATION

The applicants Feras and Ghayath Chihadeh would like to open a pawn shop at 29230 Michigan Avenue. The zoning ordinance requires a minimum of 51% of signatures from the persons owning, residing, or doing business within 300 feet of the subject property due to the subject property's proximity to a residentially zoned district.

On Thursday, August 2, 2018, petition signatures were notarized and submitted to the City of Inkster from 56% of the persons owning, residing, or doing business within 300 feet of the subject property stating that they do not object to the opening of a pawn shop. The City Planner recommends acceptance of the signatures. The signatures are attached along with the Land Use Verification / Pre-Application Letter dated May 17, 2018.

SCOPE OF SERVICES

N/A

JUSTIFICATION

The proposed land use is a pawn shop. In the B-3, General Business District "pawn shops" are considered a "Regulated Land Use" and are subject to Planning Commission site plan review, Special Land Use approval by City Council, and provisions in the zoning ordinance related to the regulated use itself including the location restrictions listed in §155.203. These restrictions stipulate that it shall be "unlawful to hereafter establish any regulated use if the proposed regulated use will be within a 300-foot radius of a residentially zoned district, residential development, or within a 1,000- foot radius of any church or primary, secondary, or nursery school. This prohibition relative to the establishment of a regulated use near residentially zoned districts shall be waived upon the presentment to the City Council of a validated petition requesting such waiver, signed by 51% of those persons owning, residing, and doing business within 300 feet of the proposed location." The subject property is located within 50 feet of an R-1B, One-Family Residential District. As such, a petition to waive the location requirements must be presented for consideration to the City Council.

PROJECT OR IMPROVEMENT TASKS

1. Improve and promote the image of Inkster.

COSTS

There are no costs associated with acceptance of the petition signatures.

PROJECT TIME TABLE

If the petition signatures are accepted by Council the applicant may proceed through the site plan review process.

RESOLUTION

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

PETITION OF WAIVER
CITY OF INKSTER MICHIGAN

City of Inkster
Community Development Department
City of Inkster
26215 Trowbridge Street
Inkster, MI 48141

We, the undersigned, of the City of Inkster, in the county of Wayne, and the State of Michigan, do here by agree to allow a Pawn Shop, at the location of 29230 Michigan Avenue, on the north side of Michigan Avenue between Middlebelt Road and Hyde Park.

Petition summary and background	**Pawn Shops are prohibited within 300' of residential uses (as defined by § 155.218 of the City of Inkster Zoning Ordinance). Therefore, per § 155.218, the applicant must obtain signatures of 51% of all those persons owning, residing, or doing business within 300' of the proposed location.**
Action petitioned for	**We, the undersigned, are persons owning, residing, or doing business within 300' feet of 29230 Michigan Avenue, are over the age of 18, and do not object to the opening of a Pawn Shop.**

	Signature	Printed Name	Street Address	Zip Code	Date of Signing Month	Day	Year
1		JR mcLDaber	2617 middlebelt	48141	07	21	18
2		Aaron Jones	29146 middlebelt	48141	07	21	18
3		CARI Cregger	29245 middle	48141	7	21	18
4		Steve Baird	29245 mich	48141	7	21	18
5		Chad Eastin	29131 MI AVE	48141	8	2	18
6		Sanford Taylor	29101 Mich Ave	48141	8	2	18
7		Luis Flores	29230 Mich Ave	48141	8	2	18
8		Rochelle Tolbert	2144 Hyde Park	48141	8	2	18
9		Mazen Al Sheikh	29230 Mich Ave	48141	8	2	18
10							

CERTIFICATE OF CIRCULATOR

The undersigned circulator of the above petition declares and affirms that he or she is qualified to circulate this petition and that he or she has personally witnessed each signature and affirms that each signature is of the person purporting to sign the petition.

Subscribed before me
This 02 day of August 2018
Addisalem Berhe
Notary Public, Wayne County, Michigan
My commission expires: 12-20-2021
Acting in the County of: Wayne

ADDISALEM BERHE
NOTARY PUBLIC
COUNTY OF WAYNE
My Commission Expires
December 20, 2021
Acting in the County of
STATE OF MICHIGAN

CIRCULATOR-DO NOT SIGN OR DATE CERTIFICATE UNTIL AFTER CIRCULATING PETITION.

(Signature of Circulator) (Date) 8-2-18

Ghayath Chinaden
(Printed Name of Circulator)

P22

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

USE VERIFICATION REVIEW FOR COMMERCIAL RE-OCCUPANCY

May 17, 2018

1. **Parcel #/Address:** 29230 Michigan
2. **Applicant(s):** Feras and Ghoyash Chihadeh
3. **Description of Proposed Use:** Pawnshop
4. **Use Determination:**

Zoning District	Permitted by Right?	Permitted as Special Land Use?	Required Approvals?
B-3	No	Maybe (As a Regulated Use)	City Council Location Waiver, City Council Approval of the Regulated Land Use, and Planning Commission Site Plan Approval

5. **Is the proposed use a regulated use?** Yes
6. **Is the proposed use an existing non-conforming use?** No
7. **Is a public hearing required?** Yes

DETERMINATION

On May 17, 2018, the City of Inkster has made the above determinations based upon our review of the information submitted, and the City of Inkster zoning ordinance and zoning map.

In the B-3, General Business District a pawnshop is considered a regulated land use and requires a public hearing in front of the Planning Commission, as well as approval by City Council. As a regulated use a pawnshop may not be located within 1,000 feet of another pawnshop, nor may it be located within 300 feet of a residentially zoned district, or within 1,000 feet of any church or school.

Per § 155.203(D)(1) this prohibition relative to the establishment of a regulated use near residentially zoned districts shall be waived upon the presentment to the City Council of a validated petition requesting such waiver, signed by 51% of those persons owning, residing, and doing business within 300 feet of the proposed location. The subject property is located within 300 feet of an R-1B, One-Family Residential District. As such, a petition to waive the location requirements must be presented for consideration to the City Council.

NEXT STEPS

1. The applicant should prepare and circulate a petition to waive the location requirement. The steps for circulating the petition are as follows:
   A. The circulator of the petition shall:
      (1) Circulate the petition on a form provided by the city;
      (2) Declare and affirm to have personally witnessed the signatures on the petition; and

(3) Declare and affirm that the same were affixed to the petition by the person whose name appeared thereon.

B. City Council shall not consider a waiver of location requirements until the notarized petition has been returned to the Planning Department and verified by the Police Department.

2. If the petition is accepted by City Council then the applicant may proceed through the site plan review process.

Thank you,

Adrianna Jordan, AICP
City Planner

REQUEST FOR COUNCIL ACTION

To: Byron H. Nolen, Mayor **Date: August 14, 2018**

From: Adrianna Jordan
City Planner

Date for Council Consideration: August 20, 2018

ACTION REQUESTED: Consider approval of a Special Land Use (SLU 18-13) for a proposed Medical Marijuana Cultivation Facility to be located in an existing building at 25907 Trowbridge in the M-1, Light Industrial District with the conditions noted per the recommendation of the Planning Commission. Regina Momgaudas is the applicant.

Current Action ___X____ Emergency _____ Future _____

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

Mayor's Approval

BACKGROUND INFORMATION

On Monday, August 13, 2018, the Planning Commission reviewed and recommended for approval SLU 18-13 which is a proposed Medical Marijuana Cultivation Facility to be located at 25907 Trowbridge in the M-1, Light Industrial District, subject to the conditions below. The associated Site Plan (SP 18-14) was approved with conditions. As part of their site plan approval, the Planning Commission approved three waivers including an irrigation waiver, a waiver from the screening wall requirement adjacent to the loading and trash enclosure area, and a waiver to allow a reduction in the loading area from 70 feet long to 35 feet long. City Staff recommended approval of SLU 18-13, and SP 18-14. Regina Momgaudas is the applicant. Draft meeting minutes are attached.

The subject property totals 1.10 acres and is located on the south side of Trowbridge between Bayhan and Beech Daly. There is an existing 9,535 square foot building on the site that will be re-occupied as a cultivation facility.

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. **Public Services.** The applicant must provide the City with information on whether marijuana cultivation requires higher than average levels of water or energy use. To mitigate the burden on utilities, the applicant should consider on-site sustainable sources of water and electricity such as solar panels, wind turbines, and rain barrels.
2. **Security.** A security plan must be reviewed and approved by the Police Department, and inspected for approval by the Police upon installation.
3. **Licenses.** 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 July 16, 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 including those caused by the HVAC systems on the front and sides of the building could be mitigated by requiring parapet screening, and an obscuring fence and a greenbelt along the public right-of-way. Furthermore, the applicant agrees to remove existing stockpiles in the site's rear as a condition of approval. 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 18-13) for a Medical Marijuana Cultivation Facility located at 25907 Trowbridge in the M-1, Light Industrial District with the conditions noted per the recommendation of the Planning Commission.

Yes:
No:
Absent:

CITY OF INKSTER
PLANNING COMMISSION
MINUTES

A regular meeting was held on **Monday, August 13, 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 6:32 p.m.

I. ROLL CALL

Present:	Chairman Chisholm, Vice Chairman Ratliff, Secretary Cain, Faison, Garrett, and Williams.
Absent:	Davis, Nolen, and Willis (all excused)
Others in attendance:	Adrianna Jordan, City Planner Kaitlyn Hines, Planning Technician Regina Momgaudas, Applicant Dave Ganezer, Applicant's Architect John Hindo, Applicant's Lawyer
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 July 9, 2018

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

IV. PUBLIC HEARING

A. **Case # 18-13 (SLU) and # 18-14 (SP) – Medical Marijuana Cultivation**
Public Hearing to review and consider a special land use and site plan for a medical marijuana cultivation facility in the M-1, Light Industrial District at 25907 Trowbridge. Regina Momgaudas on behalf of Unloc Gardens is the applicant. The subject property is located on the south side of Trowbridge, between S. Beech Daly and Bayhan.

MOVED by Williams, Seconded Garrett by to open the public hearing for Case #18-13(SLU) and #18-14 (SP). **MOTION CARRIED unanimously.**

Adrianna Jordan gave an overview of the case and noted that when she made a site visit the HVAC equipment was not properly screened, both at ground level on the east façade, and on the front (north) façade parapet. She also noted that there are still stockpiles in the site's rear that need to be removed. She recommends approval of the Special Land Use and Site Plan application provided the applicant adheres to the conditions noted.

Commissioners Concerns:

1. Commissioners asked the applicant, Regina Momgaudas, if she is sure that the size of the trucks would remain small in the long term. Momgaudas said that they cannot be sure of the future, but their needs right now only require small box trucks.
2. Commissioners asked about the long term irrigation of the trees furthest from the building, what if they die after two years? Momgaudas said that they would be replaced.
3. Commissioner Garret asked about the security in place for outside the facility. Momgaudas said they will be in compliance with the state and zoning ordinance resolution requirements (1080p), and use the same camera system as hospitals and schools.
4. Commissioners had questions regarding the type and placement of the HVAC screening. The City Planner recommended replacing the existing chain link fence going across the driveway with the combination of an obscuring fence plus a greenbelt. More specifically, the City Planner required Thuja Green Giants, no less than 8ft tall at planting, be planted to screen the ground-level HVAC equipment on the east façade, and these would be located in front of an obscuring fence which must be one of the following materials: Symtec, Hardie Fence, or wood. Architect Dave Ganezer mentions they are waiting on measurements for screening the HVAC equipment on the roof parapet. The screening material for the parapet equipment must match the other building materials and will be approved administratively by the City Planner.
5. Commissioners were concerned about the stockpiles on the property. Planner said their removal is addressed as a condition of approval.
6. There was concern over the HVAC system and whether it was capable of handling the heat loads. Mr. Ganezer assured that it would be sufficient.

Public Remarks:

NONE

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

MOVED by Ratliff, Seconded by Williams to recommend approval of Case #18-13 (SLU) to City Council subject to the following recommended Special Land Use conditions:

1. **Public Services.** The applicant must provide the City with information on whether marijuana cultivation requires higher than average levels of water or energy use. To mitigate the burden on utilities, the applicant should consider on-site sustainable sources of water and electricity such as solar panels, wind turbines, and rain barrels.
2. **Security.** A security plan must be reviewed and approved by the Police Department, and inspected for approval by the Police upon installation.
3. **Licenses.** A state license, local business license, and certificate of occupancy must be obtained prior to operations.

MOTION CARRIED unanimously.

MOVED by Ratliff, Seconded by Williams to approve Case #18-14 (SP) subject to the following recommended site plan conditions:

1. **Architecture.** The rooftop HVAC equipment on the front façade must be properly screened. In addition, the HVAC equipment and metal ducting on the east façade of the building must be properly screened. The applicant must use a combination of an eight foot high privacy fence, strategically placed Thuja Green Giants, and potentially a solid entrance gate to screen the HVAC equipment on the east façade.
2. **Irrigation.** A waiver must be approved by the Planning Commission, and additional details must be provided on how areas outside the 100 foot reach of the bib hose will be irrigated.
3. **Screening.** A screening wall waiver must be approved by the Planning Commission.
4. **Loading.** A loading zone length waiver must be approved by the Planning Commission.
5. **Existing Conditions.** Provide a location outline and note regarding the existing stockpiles that indicates that they will be removed.

MOTION CARRIED unanimously.

V. OLD BUSINESS

NONE.

VII. NEW BUSINESS

A. **Case # 18-14 (SP) – Consideration of an Irrigation Waiver**
Planning Commission to review and consider approval of a waiver from the irrigation requirements for a medical marijuana cultivation facility in the M-1, Light Industrial District at 25907 Trowbridge. Regina Momgaudas on behalf of Unloc Gardens is the applicant. The subject property is located on the south side of Trowbridge, between S. Beech Daly and Bayhan.

MOVED by Williams, Seconded by Faison to recommend approval of Irrigation Waiver for Case #18-14(SP)

MOTION CARRIED unanimously.

B. **Case # 18-14 (SP) – Consideration of a Screening Wall Waiver**
Planning Commission to review and consider approval of a waiver from the screening wall requirements for the loading and service areas for a medical marijuana cultivation facility in the M-1, Light Industrial District at 25907 Trowbridge. Regina Momgaudas on behalf of Unloc Gardens is the applicant. The subject property is located on the south side of Trowbridge, between S. Beech Daly and Bayhan.

MOVED by Williams, Seconded by Ratliff to recommend approval of Screening Wall Waiver for Case #18-14(SP).

MOTION CARRIED unanimously.

C. **Case # 18-14 (SP) – Consideration of a Waiver to Reduce the Length of the Loading Zone**
Planning Commission to review and consider approval of a waiver to reduce the length of the required loading zone from 70 feet to 35 feet for a medical marijuana cultivation facility in the M-1, Light Industrial District at 25907 Trowbridge. Regina Momgaudas on behalf of Unloc Gardens is the applicant. The subject property is located on the south side of Trowbridge, between S. Beech Daly and Bayhan.

MOVED by Williams, Seconded by Faison, and amended by Garrett to recommend approval of the waiver to reduce the length of the loading zone for Case #18-14(SP).

Commissioners Concerns:

Garrett's amendment to the motion requires the applicant to come back before the commission if there is any need to lengthen the loading area in the future in order to accommodate vehicles larger than a box truck.

MOTION CARRIED unanimously.

VIII. MISCELLANEOUS

VIII. ADJOURNMENT – 7:10 pm

MOVED by Ratliff, Seconded by Williams to adjourn the Planning Commission meeting held on August 13, 2018. **MOTION CARRIED unanimously**

Respectfully submitted,

Steven Chisholm, Chairman

Lynnette O. Cain, Secretary

Adrianna Jordan, City Planner

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

July 16, 2018

Planning Commission
City of inkster
26215 Trowbridge
Inkster, MI 48141

Subject: SLU18-13 – Medical Marijuana Cultivation Facility

Location: 25907 Trowbridge

Zoning: M-1 Light Industrial District

Applicant(s): Regina Momgaudas on behalf of Unloc Gardens

The City of Inkster Planning Department has reviewed the above-referenced Special Land Use application for the re-occupancy of an existing industrial building with a proposed medical marijuana cultivation facility at 25097 Trowbridge. This development requires a public hearing and special land use approval from City Council, as well as site plan approval. Planning Staff offers the following comments and findings for your consideration. The revised site plan is dated July 2, 2018.

SITE DESCRIPTION

The subject property totals 1.10 acres and is located on the south side of Trowbridge between Bayhan and Beech Daly. The site is zoned M-1 (Light Industrial District) and there is an existing 9,535 square foot building on the site. The building previously received a Certificate of Occupancy (C of O) as a cultivation facility on June 14, 2017. This C of O expired six months later on December 14, 2017 because it was never occupied as a commercial cultivation facility.

The applicant anticipates that the cultivation facility will have no more than 12 employees, and the proposed regular hours of operation are 9 am to 9 pm Monday through Friday, 9 am to 6 pm Saturday, and 10 am to 6 pm Sunday.

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 Research and Technology uses and is part of a special area plan called the "Trowbridge Corridor". The subject site is located a few properties to the east of Inkster City Hall, and Trowbridge Corridor envisions the entrance at Beech Daly as a gateway into the City heading to City Hall and developing as a mixed-use, pedestrian-friendly corridor. The Research and Technology designation is to support larger scale office uses and developments.

   The proposed cultivation facility, while located appropriately under the present M-1, Light Industrial zoning, is not in keeping with the long term vision of the Master Plan for that area. A medical marijuana cultivation facility is a use that must be highly secured and cannot be considered as pedestrian-friendly as the other uses envisioned for this area. The applicant is installing a pedestrian sidewalk that will enhance the walkability. The inconsistency with a Research and Technology designation is mitigated by the economic enhancement to the corridor/district. This finding can be made subject to the results of a public hearing.

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 street trees and other site improvements 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. 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 improving the appearance of the property, and may bring additional economic benefits to the city. This finding can be made.

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 cultivation. Therefore, the applicant must provide the City with information on whether marijuana cultivation requires higher than average levels of water or energy use. To mitigate the burden on utilities, the applicant should consider on-site sustainable sources of water and electricity such as solar panels, wind turbines, and rain barrels. Further, 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 HVAC system includes carbon filtration. In addition, site security includes security guards, fencing, and security alarms. 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 is located in a stand-alone building and buts other industrial uses to the east and west. There are additional industrial uses to the south across the railroad tracks, and a motel to the north off of Michigan Avenue. The proposed use is not likely to have an adverse impact on any of the existing uses in the vicinity. 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 burden on water and energy usage is unknown at this time and the City is requesting more information. In addition, a security plan must be submitted, and input from the Police Department is required.

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 generally complies with the Zoning Ordinance requirements if approved subject to the conditions noted in the site plan letter.

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 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 security guards, fencing, and security alarms. We defer to the Inkster Police Department on review and approval of the Security Plan. 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.** This finding can be made subject to approval by the Police Department.

(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 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 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 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 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 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 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 with the zoning and existing surrounding land uses, and there are mitigating site improvements proposed that increase its compatibility with the "Trowbridge Corridor" subarea plan. Planning Staff recommends approval of the Special Land Use subject to the following conditions:

1. The applicant must provide the City with information on whether marijuana cultivation requires higher than average levels of water or energy use. To mitigate the burden on utilities, the applicant should consider on-site sustainable sources of water and electricity such as solar panels, wind turbines, and rain barrels.
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.

Adrianna Jordan, AICP
City Planner

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

July 16, 2018

Planning Commission
City of Inkster
26215 Trowbridge
Inkster, MI 48141

Subject: SP18-14 Medical Marijuana Cultivation Facility

Location: 25907 Trowbridge

Zoning: M-1, Light Industrial District

Applicant(s): Regina Momgaudas on behalf of Unloc Gardens

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 cultivation facility at 25097 Trowbridge. This development requires a public hearing and special land use approval from City Council, as well as site plan approval. Planning Staff offers the following comments and findings for your consideration based on the revised site plan dated July 2, 2018, as well as a site visit conducted on Monday, July 16, 2018.

SITE DESCRIPTION

The subject property totals 1.10 acres and is located on the south side of Trowbridge between Bayhan and Beech Daly. The site is zoned M-1 (Light Industrial District) and there is an existing 9,535 square foot building on the site. The building previously received a Certificate of Occupancy (C of O) as a cultivation facility on June 14, 2017. This C of O expired six months later on December 14, 2017 because it was never occupied as a commercial cultivation facility.

The applicant anticipates that the cultivation facility will have no more than 12 employees, and the proposed regular hours of operation are 9 am to 9 pm Monday through Friday, 9 am to 6 pm Saturday, and 10 am to 6 pm Sunday.

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	M-1, Light Industrial District	Research Technology
North	Motel	B-3, General Business District	Regional Commercial
South	Vacant Land/Railroad	M-1, Light Industrial District	Industrial
East	Industrial Building	M-1, Light Industrial District	Research Technology
West	Industrial Building	M-1, Light Industrial District	Research Technology

REVIEW COMMENTS

1. **Zoning and Use (§155.048(C)).** The proposed use is a medical marijuana cultivation facility which is a Special Land Uses (SLU) subject to compliance with the general conditions listed in §155.289 and specific conditions listed in §155.146 and §155.150C of the Zoning Ordinance.

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

Setbacks	Required	Proposed
Front Setback	60 ft. min	Existing Non-conforming
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

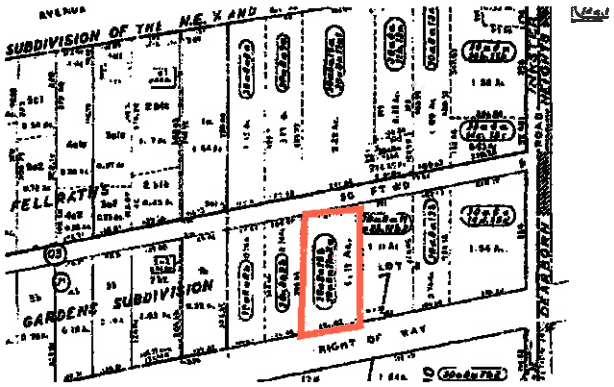
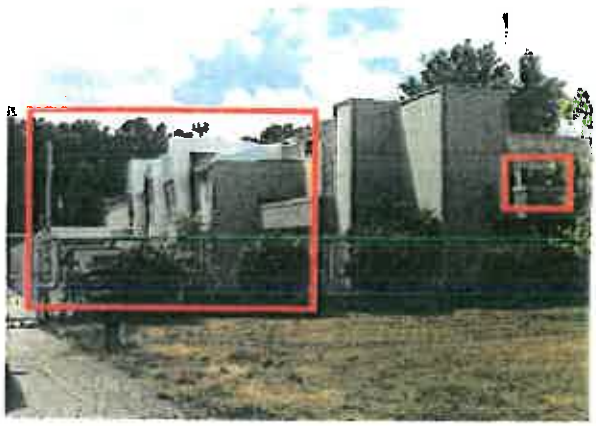


EXHIBIT B: AERIAL VIEW OF SITE

2. **Architectural Features (§155.072).** The existing building is painted brown and constructed of brick on its front façade facing Trowbridge which projects out from the remaining building, while the remaining facades are block. There is also a tall slatted wood column feature next to the main entrance. The front façade entrance features a glass door and windows. During the site visit on Monday, July 16, 2018 Planning Staff observed unscreened HVAC equipment on the front roof of the building which was missing on the elevation drawings. This HVAC equipment is very visible from Trowbridge and must be properly screened. In addition, during the same site visit, Planning Staff observed that the HVAC equipment and metal ducting on the east façade of the building is also highly visible from Trowbridge and must be properly screened. The screening fence shown on the site plans is actually chain link and see-through. The applicant must use a combination of an eight foot high privacy fence around the HVAC equipment perimeter and six foot high (at planting) Thuja Green Giants to screen the HVAC equipment on the east façade, or propose an alternative screening treatment that will have the same results. The Thuja Green Giants must be either planted just outside the facility fence on either side of the entrance gate, or they must be planted around the perimeter of the HVAC equipment where it is visible from Trowbridge (north and east sides). If the Thuja Green Giants are planted on either side of the facility fence then one of the proposed Red Maples closest to the fence will need to be omitted, and the gate must be replaced with a solid gate that provides screening from Trowbridge.



3. **Landscaping (§155.073).** Pursuant to §155.073, the following landscaping items must be addressed:
    a. **Street Trees.** Two Green Linden and Two red Maple are proposed to comply with the street trees requirement.
    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. In lieu of an automatic system the applicant is proposing the use of hose bibs located within 100 feet of the landscaping. The applicant has requested an irrigation waiver from the Planning Commission for the use of the hose bibs based on the justification that "there is really no green space on the property... [and no] areas on the property that would require watering". There is a lawn area with existing shrubs and proposed trees in the front of the property that can be reached by the proposed use of a hose bib; however, there are two proposed trees in the southeast corner of the property that are outside the reach of the hose bib, and there is an eight foot wide proposed lawn area at the rear property line. The applicant proposes to water these two trees via "gator bags" through the "tree warranty" period, and provides no proposed means of watering the new lawn area. The applicant provides its own two-year "warranty" period for trees on Sheet L-1. Planning Staff would like to know what happens if the trees die after two years, and requests information on how the rear lawn area will be sufficiently watered. The City expects landscaping to be properly maintained throughout the project's life.

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. The existing building is located close to the west property line and has overhead doors on the east and south facades. The applicant is requesting a Screening Wall Waiver because the loading and service areas are behind the building, cannot be seen from the road, and are only visible from the railroad. Further, the site abuts other industrial properties on both sides and across the railroad tracks. Planning Staff supports this screening wall waiver from the Planning Commission for the service areas. Finally, there is an existing six foot high chain link fence with gates around the entire property, extending from the front yard setback of the building to the side and rear property lines. Typically the City has required replacement of chain link fences for medical marijuana facilities with higher-quality security and/or privacy fences; however, given the previous site plan approval for this facility, although the City recommends replacement of the fence we will not require it.

5. **Waste Receptacle (Dumpster) or Storage Screening (§155.075).** A 12' x 10'-8" x 6'-4' dumpster enclosure on a six inch concrete pad exists in the southeastern corner of the subject property, and the enclosure details and materials comply with ordinance requirements.

6. **Exterior Lighting (§155.076).** There is an existing light pole on Trowbridge Road across from the main access drive to the site. The elevations also indicate wall-mounted fixtures on the east and south façades and a note that all existing lighting will remain. A note on the site plan states that lighting will be shielded and downward-facing and not exceed 0.3 foot-candles along any lot line.

7. **Off-street Parking (§155.077) and Circulation.** The site plan notes the provision of 18 parking spaces, including one accessible space, and a total of 17 parking spaces are required.

   Site access will be improved by widening the access drive off of Trowbridge to 25 feet wide, and providing concrete curbs to facilitate two-way movement for vehicles. Overall, the pavement is also in poor condition and there is a note on the site plan that states "existing asphalt paving to be replaced and re-striped per parking layout." A five foot wide public sidewalk along Trowbridge is also shown on the site plan and must be built to ensure adequate pedestrian access.

8. **Accessible Parking for Physically Disabled Persons (§155.078).** One van-accessible space is required for a total of 18 parking spaces, and one van-accessible space is provided.

9. **Off-street Loading and Unloading (§155.079).** One 10 foot by 70 foot striped off-street loading area is required, and one 15 foot by 35 foot loading area is provided on the site plan along the southeastern side of the building. The additional width of the loading area was suggested by Planning Staff to allow pedestrians to manuever in between the building and a delivery vehicle. The applicant states that a reduced loading area is sufficient because their largest delivery

vehicle is a box truck, and no semi-trailers will be making deliveries. Planning Staff supports a Planning Commission waiver to reduce 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. Total parking lot area is 11,002 square feet, requiring 550 square feet of interior landscaping. The applicant has provided 568 square feet of landscaping and four deciduous shade trees.
    b. Snow storage area. A snow storage area is shown on the site plan at the south end of the parking lot.

11. **Existing Site Conditions.** Planning Staff conducted a site visit on July 16, 2018 and observed that there are still multiple stockpiles in the rear of the site that must be removed. Therefore, the stockpile location outline and note should not have been removed from the site plan after all.

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. **Architecture.** The rooftop HVAC equipment on the front façade must be properly screened. In addition, the HVAC equipment and metal ducting on the east façade of the building must be properly screened. The applicant must use a combination of an eight foot high privacy fence, strategically placed Thuja Green Giants, and potentially a solid entrance gate to screen the HVAC equipment on the east façade.
2. **Irrigation.** A waiver must be approved by the Planning Commission, and additional details must be provided on how areas outside the 100 foot reach of the bib hose will be irrigated.
3. **Screening.** A screening wall waiver must be approved by the Planning Commission.
4. **Loading.** A loading zone length waiver must be approved by the Planning Commission.
5. **Existing Conditions.** Provide a location outline and note regarding the existing stockpiles that indicates that they will be removed.
6. **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

Alfred Benesch & Company
615 Griswold, Suite 600
Detroit, MI 48226
www.benesch.com
P 313-963-0612
F 313-963-2156

May 10, 2018

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

Attn: Jerome Bivins, Department of Public Services Director

Regarding: 18-14 (SP)/18-13 (SLU)
25907 Trowbridge – Medical Marijuana Cultivation Facility
Site Plan 1st Review

Dear Mr. Bivins:

Alfred Benesch & Company (Benesch) has completed a review of the plans dated November 5, 2015 with the latest revision date of October 10, 2016 for the above referenced project. A Design Review Team meeting was held with the applicant at the City of Inkster City Hall on May 9, 2018. Comments for the submitted plans are summarized below the meeting:

1. The existing pavement is in disrepair and shall be replaced.

2. Please note that any earth change/disturbance over one acre in size or within 500 feet of a water of the state requires a soil erosion and sedimentation control (SESC) permit from Wayne County. Please provide the total acreage of the site that will be disturbed due to replacing asphalt pavement/concrete driveway and removing the existing stock pile, etc. on the plans. Additional information regarding obtaining an SESC permit can be found at https://www.waynecounty.com/departments/environmental/landresources/soil-erosion.aspx.

3. Clean the existing catch basin shown in the parking lot prior to plan approval. Show the approximate location of the underground parking lot storm sewer system and the location of its connection to the public storm sewer system.

4. Show the existing storm sewer man hole near the driveway on the plans.

5. Label the existing water main in Trowbridge 8-inches in diameter.

6. Provide the name of the waste removal service company, the contact name and the phone number on the plans.

7. Note #6 on Sheet SP-2 states above ground tanks shall be removed per city/state/county requirements. Show tanks on site plan or delete the note from the plans if it does not apply.

8. Indicate on the plans what the surface treatment of the unpaved area at the south end of the property will be, i.e. landscaped, planted with grass, covered with gravel. Please note that runoff from the site cannot carry sediment and permanent erosion control measures must be installed as part of the site improvements.

9. The Soil Erosion Control Notes number 1 and 2 on sheet SP-1 should refer to the Wayne County Department of Public Services Land Resource Management Division.

10. The Sequence of Construction on Sheet SP-1 shall be updated.

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: Adrianna Jordan
Sent: Monday, May 14, 2018 2:30 PM
To: Adrianna Jordan
Subject: 25907 Trowbridge Police comments

Follow Up Flag: Follow up
Flag Status: Flagged

From: William Riley
Sent: Thursday, May 10, 2018 3:35 PM
To: Adrianna Jordan
Subject: RE: Police question...

Adrianna,

I am sorry, I got tied up in meetings>

As for the law enforcement side:

- I feel lighting will sufficient at this point, of course we will monitor area,
- I am satisfied with the internal and external security regarding cameras and alarm systems,
- As for parking lot area, the lighting fixtures and the building and the light pole should be satisfactory. We will however monitor the area and if need make management aware if there are any issues.

Chief Riley

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: **05-15-2018**

Subject: **25907 Trowbridge**

After review of the provided prints for 25907 Trowbridge it was determined the following requirements to be applicable:

The Fire Department requires: no requirements at this time.

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.

JOSEPH A. SHALLAL
NEB MEKANI
JOHN J. OROW
JOHN N. HINDO

LAW OFFICES OF
MEKANI, OROW, MEKANI,
SHALLAL, & HINDO, P.C.
A PROFESSIONAL CORPORATION
255 SOUTH OLD WOODWARD
SUITE 310
BIRMINGHAM, MI 48009
TELEPHONE (248) 223-9830
FACSIMILE (248) 265-4106

OF COUNSEL
JANE SHALLAL
JOHN I. KITTEL

LOUIE E. MEKANI
(1971 – 2000)

July 5, 2018

City of Inskter
Attention: Adrianna Jordan
26215 Trowbridge
Inkster, Michigan 48141

RE: Unloc Gardens -25907 Trowbridge – MM Cultivation Application

Dear Ms. Jordan:

The applicant Unloc Gardens requests the following waivers:

1. Irrigation Waiver. The applicant is requesting this waiver because there is really no green space on the property. The property is paved concrete. As such, there aren't any areas on the property that would require watering.
2. Screening wall waiver. The applicant is requesting this waiver because the loading zone is behind the building and cannot be seen from the road and the rear of the building is where the train tracks are so there aren't any buildings behind this location. As to the dumpster, the dumpster is enclosed.
3. Loading zone waiver. The applicant is requesting this because there will not be any semi-trailer type trucks delivering anything to the site. The largest truck will be a box type truck (similar to a UHAUL truck) which is no longer than 15 feet.

Please consider the applicants request for these waivers.

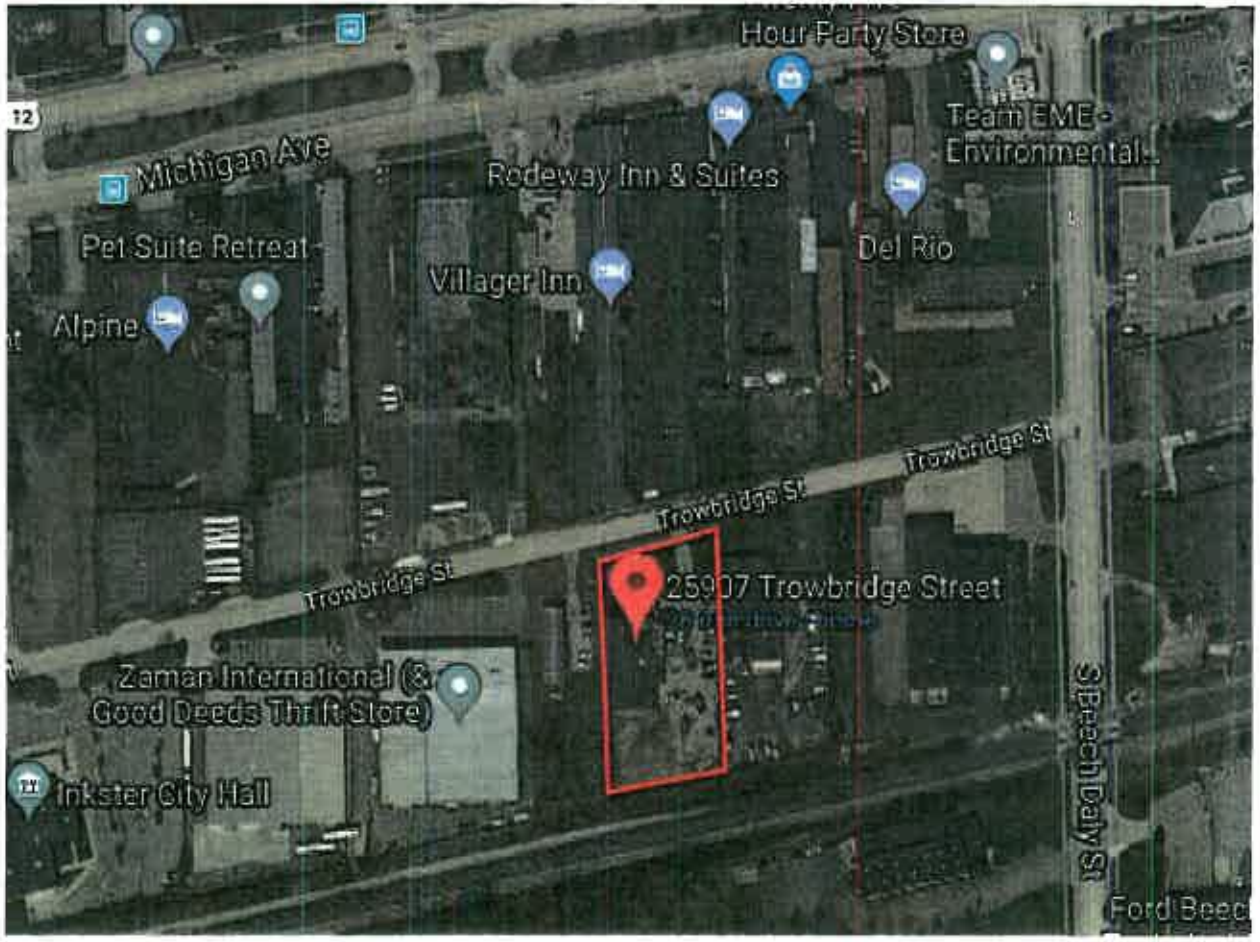
Very truly yours,

John N. Hindo

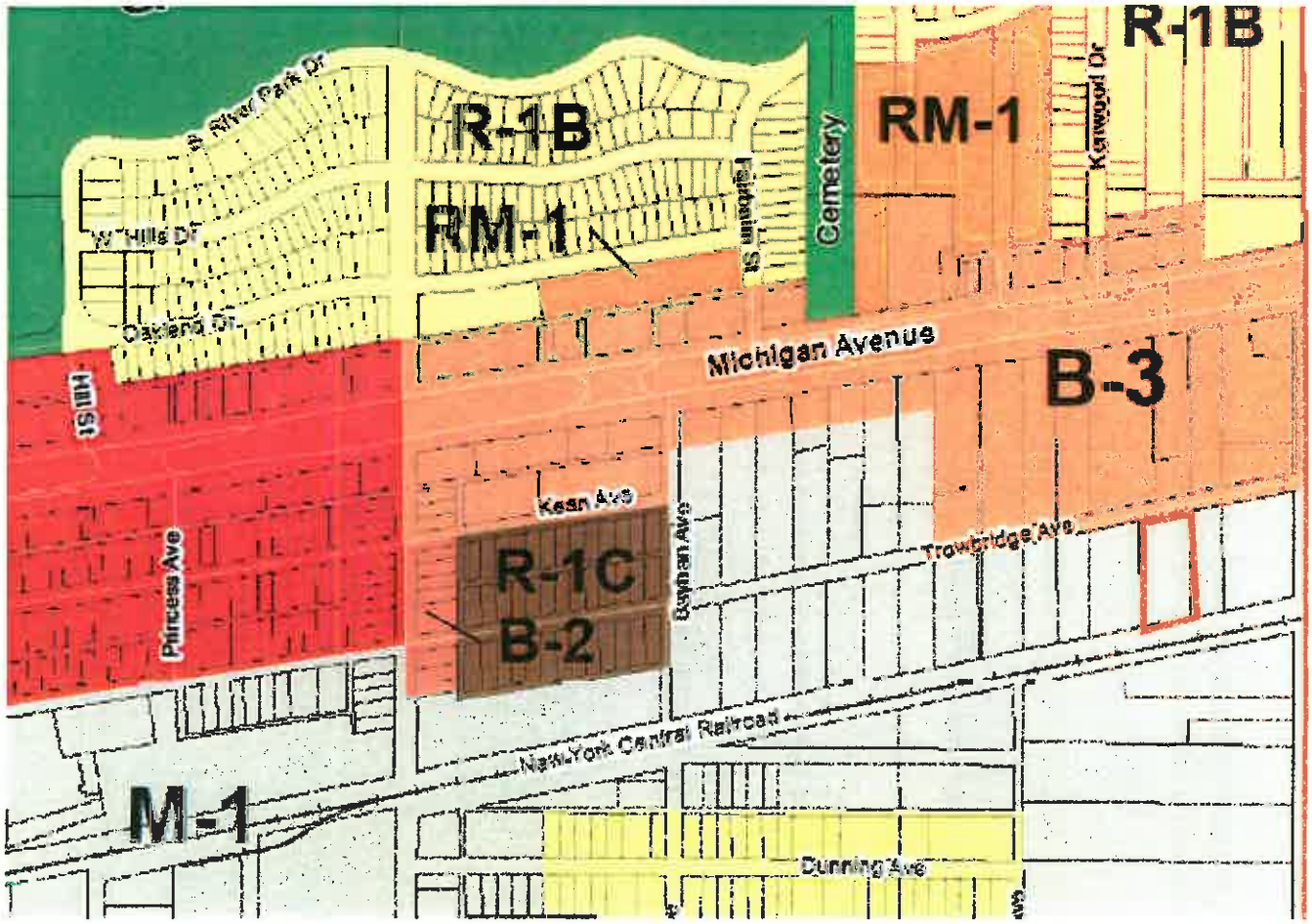
JNH/moi

RECEIVED
JUL 10 2018
BY:

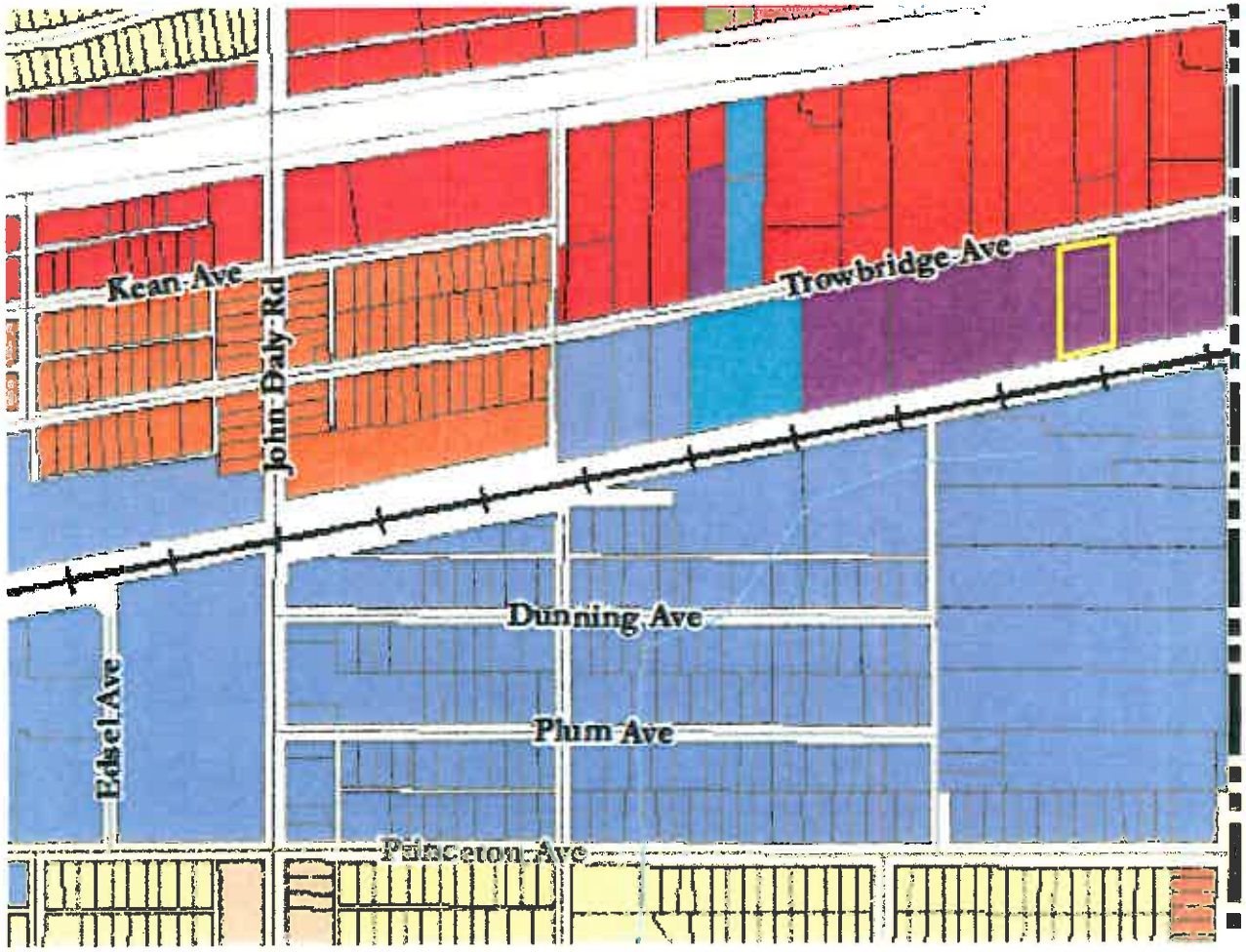
Aerial Map


Hour Party Store
Team EME - Environmental...
Michigan Ave
Rodeway Inn & Suites
Del Rio
Pet Suite Retreat
Villager Inn
Alpine
Trowbridge St
Trowbridge St
Trowbridge St
25907 Trowbridge Street
Zaman International (& Good Deeds Thrift Store)
Inkster City Hall
S Beech Daly St
Ford Beec

Zoning Map


R-1B
RM-1
R-1B
RM-1
Cemetery
Kenwood Dr
Michigan Avenue
B-3
R-1C
B-2
Kean Ave
Princess Ave
Bryan Ave
Trowbridge Ave
New York Central Railroad
M-1
Dunning Ave
River Park Dr
Hills Dr
Oakland Dr
Hill St

Future Land Use Map



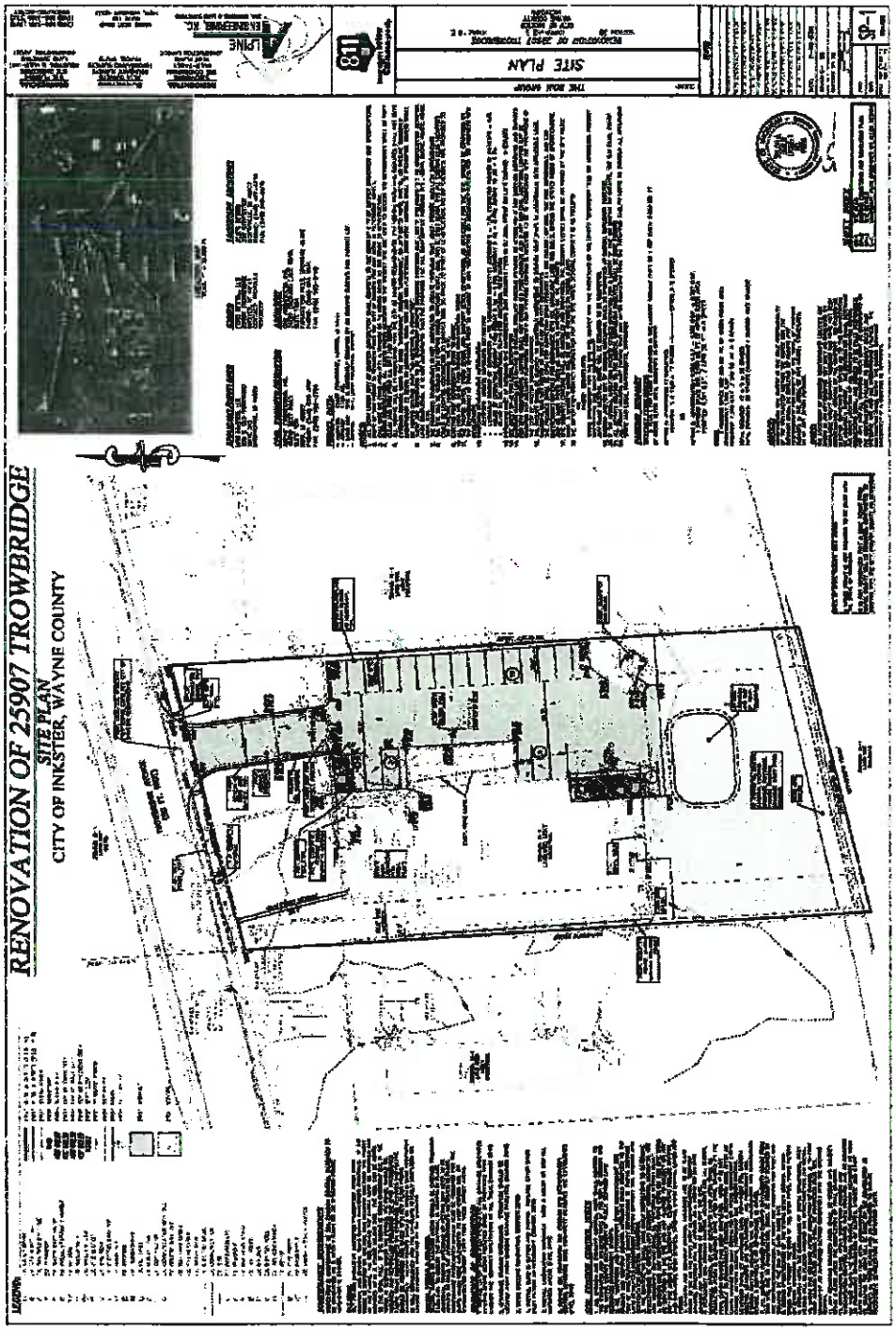
Map 4
Future Land Use
City of Inkster, Michigan

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
- Entertainment District Boundary
- Municipal Boundary

Site Plan


RENOVATION OF 25907 TROWBRIDGE
SITE PLAN
CITY OF INKSTER, WAYNE COUNTY
SITE PLAN

REQUEST FOR COUNCIL ACTION

To: Byron Nolen, Mayor **Date: August 14, 2018**

From: Felicia Rutledge, City Clerk **Date for Council Consideration: August 20, 2018**

ACTION REQUESTED: Consider approving to enter into a shared agreement with Hamtramack as part of the State of Michigan Department of Treasury Competitive Grant Assistance Program to prepare a joint residential target market analysis for Hamtramack and the City of Inkster.

Current Action ___X____ Emergency _____ Future _____

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

Mayor's Approval Byron Nolen

BACKGROUND INFORMATION

The State of Michigan Department of Treasury has made certain funds available for local units of government engaging in inter-local cooperation with other local units of government for the provision of certain services and conservation of resources as part of the Competitive Grant Assistance Program ("CGAP"). Hamtramck submitted a CGAP application (Exhibit 1) in cooperation with Inkster to retain the professional services necessary to prepare a joint residential target market analysis. The Michigan Department of Treasury awarded the Parties $75,000 (Seventy-Five Thousand US Dollars) in CGAP funding ("Grant Funds") to conduct the joint residential target market analysis subject to the Parties' entry into this inter-local agreement and retention of an acceptable firm or individual qualified to perform such an analysis.

SCOPE OF SERVICES

Hamtramck has published a Request for Qualifications ("RFQ) from firms and individuals that specialize in providing the professional services necessary to conduct the contemplated joint residential target market analysis.

MARKET ANALYSIS. Subject to the terms of the CGAP Grant which are attached hereto as Exhibit 2 and incorporated as if fully set forth herein, the Parties agree to use the Grant Funds to engage a qualified firm or individual identified by the RFQ (the "Vendor") to complete the joint residential target market analysis. Vendor shall be expressly required to abide by the terms of this Agreement and CGAP Grant.

2. DUTY TO COOPERATE. The Parties agree, with due deference to the schedules of each other's employees and officials and those of the Vendor selected through the above RFQ to devote adequate resources and workspace reasonably necessary to provide Vendor with the data, information, and reasonable cooperation necessary to complete its contractual obligations.

3. DESIGNATION OF CONTACT. The Parties will each designate one employee or official generally familiar with each city's housing market and economic development plans to serve as

the primary contact for and interface with the Vendor and other party. The Parties agree to meet periodically with the Vendor to discuss Vendor's progress and review whether the Vendor and Parties are achieving the Grant's stated purpose of developing a joint residential target market analysis.

4. COMMENCEMENT. Services will commence upon approval of this Agreement by the city councils of both Parties and the retention of a qualified Vendor selected in accordance with the RFQ.

5. REIMBURSEMENT. The Parties understand that this Grant is a reimbursement grant and that the State of Michigan will reimburse the Parties only for approved charges. The Parties agree to share equally any costs (1) incurred in excess of the Grant Funds that Vendor charges for the completion of the contemplated joint residential target market analysis and (2) that the Department of Treasury refuses to reimburse as not being in compliance with the grant requirements. No charges in excess of the Grant Funds may be incurred for the completion of the joint residential target market analysis unless approved in writing by the governing bodies of both Parties.

6. TERMINATION. This Agreement may be terminated by either party for any reason, at any time. Unless otherwise agreed, the terminating party shall be responsible reimbursing the other party for any cost or expense incurred to fulfill the terms of this Agreement or otherwise comply with the terms of the grant.

7. ASSIGNMENT. Neither Party shall have the right to transfer or assign its interest in or obligations under the Agreement without the prior written consent of the other party by and through a resolution approved by each Party's City Council.

8. ARBITRATION. The Parties agree that any dispute under this Agreement shall be subject exclusively to binding arbitration under the then-applicable Commercial Arbitration Rules of the American Arbitration Association. Unless otherwise agreed to in writing, arbitration hereunder shall occur within 90 days of the demand to arbitrate. Enforcement of the binding award shall occur in the Wayne County Circuit Court.

9. LIMITATIONS. Unless mutually tolled in writing by the Parties, any demand for arbitration hereunder must be filed within 90 days of the incident(s) giving rise to the demand.

10. ENTIRE AGREEMENT. The Agreement constitutes the entire understanding of the Parties with respect to Parties preparation of the joint residential target market analysis contemplated hereunder and the overall administration of the CGAP Grant. This Agreement supersedes any prior written or oral agreements or understandings of the Parties pertaining thereto.

11. NOTICES. Any notice required or permitted to be given pursuant to the Agreement shall be in writing and shall be deemed given either upon delivery of such notice in person or on the third day after posting by certified mail, postage prepaid, return receipt requested, addressed to the party to whom notice is given as follows, unless the address listed below is modified on any notice subsequently given by such party:

JUSTIFICATION

The Cities of Hamtramck (the principle) and Highland Park will utilize funds provided, in part by the Michigan Department of Treasury (Treasury) – Revenue Sharing and Grants Division, for the Competitive Grant Assistance Program (CGAP) to initiate a Target Market Analysis to identify opportunities for specific housing products and price ranges, based on an in-depth assessment of the cities' housing markets. The analysis will assess (in Hamtramck) vacant store fronts, vacant lots and vacant lots owned by the land bank, and single family housing, with the goal of the experts pointing to resolutions of what the community's needs are. The analysis will include City of Highland Park's publicly owned land, single family housing and the high school site. The Cities wish the analysis to provide the fiscal impact and a way to encourage development. To provide data about what potential residents are looking in terms of real estate?

PROJECT OR IMPROVEMENT TASKS

Match vacant properties with potential buyers

COSTS

The company chosen will do the analysis for both cities for $75,000.0. any amount over $75,000.00 the City of Hamtramack will be responsible for that payment amount.

PROJECT TIME TABLE

The bid should go out in the next 30 days. Project completion should be within one year.

RESOLUTION

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

RESOLUTION 2018-XXX

RESOLUTION TO APPROVE AN INTERGOVERNMENTAL AGREEMENT TO ACCEPT MIGHICAN DEPARTMENT OF TREASURY COMETITIVE GRANT ASSISTANCE PROGRAM (CGAP) GRANT

WHEREAS, Michigan Department of Treasury – Revenue Sharing and Grants Division accepted Competitive Grant Assistance Program (CGAP) applications for fiscal year 2018 in March 2018.

WHEREAS, the purpose of the CGAP is to provide incentive-based grants to stimulate smaller, more efficient government and encourage mergers consolidations and cooperation between two or more qualified jurisdictions.

WHEREAS, the City of Hamtramck submitted a CGAP application in cooperation with the City of Highland Park to prepare a joint residential target market analysis.

WHEREAS, the City of Highland Park decided not to participate in the study.

WHEREAS, the Michigan Department of Treasury has approved an amendment to the grant which would allow the City of Inkster to participate in the study in the place of Highland Park.

WHEREAS, the City of Inkster wishes to participate with the City of Hamtramck in receiving the CGAP grant funds so that each city can benefit from receiving a residential target market analysis.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Inkster, Wayne County, Michigan that:

FIRST: The City of Inkster has heretofore determined that it is advisable, necessary and in the public interest to enter into an intergovernmental agreement with the City of Hamtramck for the purposes of engaging a qualified professional to conduct a joint residential target market analysis.

SECOND: The City clerk is authorized and directed to attest to the signatures of the mayor and other city officials on said agreement and retain in the City clerk's office a fully executed original of said agreement for public inspection.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF INKSTER, WAYNE COUNTY, MICHIGAN THIS XX DAY OF XXXXXXXXXXXXXXXXX.

AYES:
NAYS:
ABSTENTIONS:
ABSENT:

ATTEST:

_____

INTERGOVERNMENTAL AGREEMENT
BETWEEN
THE CITY OF HAMTRAMCK, MICHIGAN
AND
THE CITY OF INKSTER, MICHIGAN
TO
ACCEPT MICHIGAN DEPARTMENT OF TREASURY COMPETITIVE GRANT ASSISTANCE PROGRAM FUNDS

THIS AGREEMENT ("the Agreement") is made and entered into effective August __, 2018, by and between the City of Hamtramck, a Michigan municipal corporation ("Hamtramck"), the address of which is 3401 Evaline Street, Hamtramck, Michigan 48212 and the City of Inkster, a Michigan municipal corporation ("Inkster"), the address of which is 26216 Trowbridge, Inkster, Michigan 48141. Collectively, Hamtramck and Inkster shall be referred to as "the Parties."

WHEREAS, The State of Michigan Department of Treasury has made certain funds available for local units of government engaging in inter-local cooperation with other local units of government for the provision of certain services and conservation of resources as part of the Competitive Grant Assistance Program ("CGAP");

WHEREAS, Hamtramck submitted a CGAP application (Exhibit 1) in cooperation with Inkster to retain the professional services necessary to prepare a joint residential target market analysis;

WHEREAS the Michigan Department of Treasury awarded the Parties $75,000 (Seventy-Five Thousand US Dollars) in CGAP funding ("Grant Funds") to conduct the joint residential target market analysis subject to the Parties' entry into this inter-local agreement and retention of an acceptable firm or individual qualified to perform such an analysis;

WHEREAS Hamtramck has published a Request for Qualifications ("RFQ) from firms and individuals that specialize in providing the professional services necessary to conduct the contemplated joint residential target market analysis;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements contained herein, the Parties agree as follows:

1. MARKET ANALYSIS. Subject to the terms of the CGAP Grant which are attached hereto as Exhibit 2 and incorporated as if fully set forth herein, the Parties agree to use the Grant Funds to engage a qualified firm or individual identified by the RFQ (the "Vendor") to complete the joint residential target market analysis. Vendor shall be expressly required to abide by the terms of this Agreement and CGAP Grant.

2. DUTY TO COOPERATE. The Parties agree, with due deference to the schedules of each other's employees and officials and those of the Vendor selected through the above RFQ to devote adequate resources and workspace reasonably necessary to provide Vendor with the data, information, and reasonable cooperation necessary to complete its contractual obligations.

3. DESIGNATION OF CONTACT. The Parties will each designate one employee or official generally familiar with each city's housing market and economic development plans to serve as

the primary contact for and interface with the Vendor and other party. The Parties agree to meet periodically with the Vendor to discuss Vendor's progress and review whether the Vendor and Parties are achieving the Grant's stated purpose of developing a joint residential target market analysis.

4. COMMENCEMENT. Services will commence upon approval of this Agreement by the city councils of both Parties and the retention of a qualified Vendor selected in accordance with the RFQ.

5. REIMBURSEMENT. The Parties understand that this Grant is a reimbursement grant and that the State of Michigan will re-imburse the Parties only for approved charges. The Parties agree to share equally any costs (1) incurred in excess of the Grant Funds that Vendor charges for the completion of the contemplated joint residential target market analysis and (2) that the Department of Treasury refuses to reimburse as not being in compliance with the grant requirements. No charges in excess of the Grant Funds may be incurred for the completion of the joint residential target market analysis unless approved in writing by the governing bodies of both Parties.

6. TERMINATION. This Agreement may be terminated by either party for any reason, at any time. Unless otherwise agreed, the terminating party shall be responsible reimbursing the other party for any cost or expense incurred to fulfill the terms of this Agreement or otherwise comply with the terms of the grant.

7. ASSIGNMENT. Neither Party shall have the right to transfer or assign its interest in or obligations under the Agreement without the prior written consent of the other party by and through a resolution approved by each Party's City Council.

8. ARBITRATION. The Parties agree that any dispute under this Agreement shall be subject exclusively to binding arbitration under the then-applicable Commercial Arbitration Rules of the American Arbitration Association. Unless otherwise agreed to in writing, arbitration hereunder shall occur within 90 days of the demand to arbitrate. Enforcement of the binding award shall occur in the Wayne County Circuit Court.

9. LIMITATIONS. Unless mutually tolled in writing by the Parties, any demand for arbitration hereunder must be filed within 90 days of the incident(s) giving rise to the demand.

10. ENTIRE AGREEMENT. The Agreement constitutes the entire understanding of the Parties with respect to Parties preparation of the joint residential target market analysis contemplated hereunder and the overall administration of the CGAP Grant. This Agreement supersedes any prior written or oral agreements or understandings of the Parties pertaining thereto.

11. NOTICES. Any notice required or permitted to be given pursuant to the Agreement shall be in writing and shall be deemed given either upon delivery of such notice in person or on the third day after posting by certified mail, postage prepaid, return receipt requested, addressed to the party to whom notice is given as follows, unless the address listed below is modified on any notice subsequently given by such party:

If to Hamtramck:

City of Hamtramck
Attn: City Manager
3401 Evaline St.
Hamtramck, MI 48212

If to Inkster:

City of Inkster
Attn: Mayor
26216 Trowbridge.
Inkster, MI 48141

12. GOVERNING LAW. The execution, validity, construction, interpretation, performance, and enforcement of the Agreement shall be governed by the laws of the State of Michigan.

13. AMENDMENTS. No amendment to this Agreement is effective unless it references this Agreement, is written, is signed and acknowledged by duly authorized representatives of both Parties and is approved by a resolution adopted by the Councils of both Parties.

14. SEVERABILITY OF PROVISIONS. If any provision of this Agreement or the application to any person or circumstance is, to any extent, judicially determined to be invalid or unenforceable, the remainder of the Agreement, or the application of the provision to persons or circumstances other than those as to which it is invalid or unenforceable, is not affected and is enforceable.

15. EQUAL EMPLOYMENT OPPORTUNITY. During the performance of this Agreement, Hamtramck, for itself, its members, officers, directors, and employees in interest, and applicants for employment, agrees that it shall not discriminate on grounds prohibited by federal, state or local constitution, law, statute or ordinance with respect to his/her hire tenure, terms, conditions, or privileges.

16. WAIVER OF ANY BREACH OR IMMUNITY. No failure of either of the Parties to insist upon the strict performance of any term of this Agreement shall be deemed a waiver of any breach of a term. This Agreement shall not be construed as a waiver of any immunity to which either Party would otherwise be entitled under any statute or the common law.

17. CONSTRUCTION. This Agreement shall not be construed against either party as the drafter as both parties had input of counsel of their own choosing in the negotiation, drafting and approval required to make this Agreement effective. Unless the context otherwise requires, the words "herein," "hereof," and "hereunder" and other words of similar import, refer to this Agreement as a whole and not to any article, section, paragraph, or subdivision.

18. HEADINGS. The headings of the paragraphs of this Agreement are for convenience only and must not be used to construe or interpret the scope or intent of this Agreement or in any way affect the Agreement.

19. APPROVALS. The Parties below certify that they are authorized to execute and enter into this agreement pursuant to a duly enacted resolution pursuant to each Parties' Charter and Ordinances.

20. FORCE MAJEURE. It is mutually understood and agreed that neither of the parties shall be held responsible for damages occasioned by delay for failure where due to fire, strike, flood, acts of God, War, unavailability of labor, or legal acts of public authorities of superior governmental units.

THIS AGREEMENT CONSISTS OF 20 NUMBERED PARAGRAPHS ON FOUR (4) PAGES WITH ONE ADDITIONAL (FIFTH) PAGE RESERVED FOR THE PARTIES' AUTHORIZED SIGNATURES:

SIGNATURE PAGE

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and date first above written.

Approved:_____

For Inkster:

By: _____
Mayor Byron Nolen

Countersigned: (SEAL)

By: Felicia Rutledge
Inkster Clerk_____

Approved by Inkster Council

Resolution:_____
Dated: _____

For Hamtramck:

By: _____
Kathy Angerer, Hamtramck City Manager

By: _____
Mayor Karen Majewski

Countersigned: (SEAL)

By: _____
August Gittschlag, Hamtramck Clerk

Approved by Hamtramck Hamtramck Council

Resolution:_____
Dated: _____

3401 Evaline
Hamtramck, MI 48212

REQUEST FOR PROPOSAL

TARGET MARKET ANALYSIS (TMA)

FOR THE CITIES OF

HAMTRAMCK AND HIGHLAND PARK, MICHIGAN

City of Hamtramck
Dee Chase, CPM
313-800-5263
Purchasing Agent

June 26, 2018

REQUEST FOR PROPOSAL---THIS IS NOT AN ORDER OR OFFER

IF FOR ANY REASON YOU CANNOT RETURN THIS BID, PLEASE RETURN THIS FORM INDICATING SO TO INSURE THAT YOUR NAME MAY BE RETAINED ON OUR BIDDER LIST.

CITY OF
Hamtramck MICHIGAN

3401 Evaline
Hamtramck, MI 48212

DATE OF REQUEST	June 26, 2018
REFERENCE PROPOSAL NUMBER	RFP 06262018
PROPOSED DATE/TIME REQUIRED	July 16, 2018 11:00 A.M.
BID OPENING	July 16, 2018 2:00 P.M.
SUBMIT PROPOSAL TO	City of Hamtramck City Clerk Office August Gitschlag – City Clerk ATTN: Purchasing 3401 Evaline Hamtramck, MI 48212
SUBMIT ANY QUESTIONS	July 1, 2018 11:00 A.M.
RESPONSES TO QUESTIONS	July 5, 2018 2:00 P.M.
MARK PROPOSAL	DELIVER TO THE PURCHASING OFFICE IMMEDIATELY

PROPOSAL

The City of Hamtramck is accepting bids for a Target Market Analysis for the Cities of Hamtramck and Highland Park, Michigan as described in this bid document.

Purchasing Agent and Acting City Manager reserve the right to accept or reject any or all items in the proposal; to accept or reject any or all proposals; to award the proposal in part or in total; to waive any informalities therein; or for any reason, to award the contract to other than the low bidder. If either a unit price or extended price is obviously in error and, the other is obviously correct, the incorrect price will be disregarded.

3401 Evaline
Hamtramck, MI 48212

All purchase orders subject to this award are to be exempt from all taxes, including state and federal taxes. Exemption certificates will be furnished upon request. All proposals shall be firm for sixty (60) days from the deadline listed above.

All proposals must be submitted with (1) original, (1) electronic and (6) copies to be addressed and directed to the:

City Clerk Office
August Gitschlag – City Clerk
Attn: Purchasing
3401 Evaline
Hamtramck, MI 48212

"REQUEST FOR PROPOSAL: Hamtramck and Highland Park Target Market Analysis"

INTRODUCTION

This document sets forth the general specifications, requirements and responsibilities, for the Target Market Analysis for the Cities of Hamtramck and Highland Park (Highland Park boundary map and Hamtramck's list of parcels available for sale) are attached and a part of this RFP). The City of Hamtramck administrative offices are located 3401 Evaline; Hamtramck, MI 48212. The City of Hamtramck is a municipal corporation created by the voters on October 10, 1921. The Charter of the City of Highland Park was adopted by the Charter Commission of the City on April 24, 1968, approved by the Governor of the State of Michigan on June 11, 1968 as amended, and adopted by the electors on June 25, 1968.

The Cities of Hamtramck (the principle) and Highland Park will utilize funds provided, in part by the Michigan Department of Treasury (Treasury) – Revenue Sharing and Grants Division, for the Competitive Grant Assistance Program (CGAP) to initiate a Target Market Analysis to identify opportunities for specific housing products and price ranges, based on an in-depth assessment of the cities' housing markets. The analysis will assess (in Hamtramck) vacant store fronts, vacant lots and vacant lots owned by the land bank, and single family housing, with the goal of the experts pointing to resolutions of what the community's needs are. The analysis will include City of Highland Park's publicly owned land, single family housing and the high school site. The Cities wish the analysis to provide the fiscal impact and a way to encourage development.

3401 Evaline
Hamtramck, MI 48212

GENERAL CONDITIONS AND SCOPE OF WORK

A. Qualifications
Contractor must provide staff, for this project, which meet the professional qualifications standards for Urban Planning and Development. All work proposed and performed shall be in line with the Secretary of the Interior's Standards for Rehabilitation.

B. Requirements
The qualified contractor, hereinafter referred to as "Contractor", will provide a detailed conditions assessment, plans and specifications for the development services as further addressed in this document. The analysis work will be coordinated and overseen by the Hamtramck's Community and Economic Development Coordinator and the City of Highland Park's Program Coordinator, Community and Economic Development Department. The long-term end goal of the analysis narrative is to provide information to encourage development.

C. Objective
To create a market study that incorporates TMA methodologies for use in underwriting/planning activities. These analyses will look at trends and potentials for a relatively broad geographic area, and will serve as a "platform" in which other, more localized or project-specific studies will reside.

D. General Conditions
The Contractor will have staff assigned to the project including an engineer and urban planner. The property conditions' assessment, construction estimate, and architectural and engineering drawing and specifications will include site access and egress, parking, as well as issues related to the rehabilitation of the site including but not limited to ADA Compliance (Americans with Disabilities Act) and safety concerns such as fire suppression. The project shall also comply with federal environmental regulations, Section 106 and NEPA review processes (http://www.npi.org/nepa/sect106).

Contract shall ensure that its employees and agents conform to all Federal (OSHA), State and City safety and health regulations, and shall assume full responsibility for any violations and/or non-compliance with such regulations.

Contractor shall ensure that all of its employees and agents abide by all safety rules and regulations, which may be promulgated from time to time by either party as they pertain to the Contractor's operations. Contractor will be responsible for regularly informing its employees of all Federal, State and /or City safety regulations.

Contractor shall comply, at all times with any and all City, State or Federal rules, regulations and laws regarding anti-discrimination and equal opportunity in employment.

3401 Evaline
Hamtramck, MI 48212

Contractor shall at all times maintain good order among its employees and shall ensure compliance with the Cities rules and regulations (as such may be amended from time to time).

E. TimeLine

The responses received will be reviewed by the following City of Hamtramck and City of Highland Park staff:

- Acting City Manager
- Community and Economic Development Coordinator
- Purchasing Agent
- Code Official
- Program Coordinator, Community and Economic Development Dept.

Engagement of Work: July 30, 2018 to October 1, 2018

F. Mandatory Requirements

These guidelines are provided to assist firms submitting in response to this Request for Proposal in formulating a thorough response. The successful firm ensures and understands that:

1. The firm will provide a single point of contact for the duration of the contract.

2. The firm will comply with administrative procedures of the Cities.

3. The firm will meet with applicable City departments and consultants to review specific concerns or issues.

Responses to this Request for Proposals should contain the following information:

1. Background of Consultant – Names and qualifications of key personnel proposed for assignments for this City pre-development project and description of experience and qualifications.

2. Technical Qualifications – Describe technical skills, including research, writing, photographic and computer skills of those to be assigned to the Cities' project.

3. Management Capability – The experience of a prospective consultant in managing projects of a similar nature and ability to complete a project within time constraints as established by the City.

3401 Evaline
Hamtramck, MI 48212

4. Planning Capability – The experience of a prospective consultant in working in a diverse rural/suburban environment.

5. Comparable Projects – Provide at least two (2) references for similar projects/engagements by consultants during the last two (2) years.

G. Research Questions/Issues:

1. What is the study area? How was it arrived at?
2. What are the current demographic, income, employment and housing trends in the study area? What are they projected to be in five years?
3. What types of housing are currently available in the study area, in terms of price points, amenities offered, floor plans and/or structure type?
4. What types of place making activities are underway in the study area? These could include commercial enterprises, gathering places, cultural resources, public infrastructure, outward facing, community anchors such as educational centers or health care centers, other major employers, etc.
5. What types of place making activities are underway in the study area? How successful have they been in attracting new populations or new economic developments to the study area?
6. What are the major transportation linkages in the study area? What types of public transit exist currently or are planned? How walkable or bike able is the study area?
7. Who would the target market be for projects that follow place making/New Urbanist design? What are their demographic, employment, income and social attributes?
8. What is the potential demand for place making housing projects of that type in the study area?
9. What types of projects (either owner or renter) would capture the broadest number of target amenities/floor plans/site plans would most appeal to the target market? What price points should be offered (sales prices and rents)?
10. What are the impediments to place-sensitive development in the study area?

3401 Evaline
Hamtramck, MI 48212

The completed TMA should have the following parts:

1. Executive Summary
   i Should include (in a succinct format) the basic findings of the analysis, including
   ii The locations where this type of development should see maximum success
   iii Amenities floor plans, and building types to include the size and composition of the target market for projects like this
   iv An estimate of the absorption rate and period
   v Any major impediments to this type of development that can be described
2. Description of the study area
   i A map of the study area should be included, showing major transportation routes, important places, neighborhoods, and other basic geographic information
   ii Current population and household counts should be noted, and five year estimates made. A description of the pattern of population and household change since the 2000 Census should be made as well
   iii Contract rents being received in the market by existing projects
   iv Amenities on offer from existing projects
   v Vacancy rates from existing projects
   vi Prices for 'for-sale' housing on offer in the area
   vii Amenities included in for-sale housing in the area
   viii A map showing the locations of rental housing projects in the study area
   ix A map showing recent sales of single-family housing in the area
3. Place making issues
   i A listing and description of the place making attributes and amenities in the study area should be provided
   ii A description of the successes of these efforts in increasing the population or economic activity in the area (increased commercial occupancy rates, more foot traffic, recent housing construction, etc.)
   iii A description of the study area in terms of transportation networks and linkages, describing:
      a) Major transportation corridors, and development efforts around them

3401 Evaline
Hamtramck, MI 48212

b) Locations in the study area that exhibit high levels of walkability or "bike ability"
c) Existing public transportation opportunities

4. Target Market Analysis
   i Given the information in the previous sections, what would be the target market for a project that is built upon place making principles? The following items should be included in this section
      a) A discussion of commuting and migration patterns into and out of the study area
      b) A description of the likely types of households that would be attracted to housing developed along place making principles, in terms of their demographics, employment profile, economic situation and housing preferences
      c) A defensible tie between migration patterns and the size of the in-migrating target market
   ii "Gap Analysis"
      a) Given the estimate of the target market and the description of current housing conditions, how much new product (again developed along place making principles) will be demanded by the target market?
      b) Estimates should be in the form of a range
5. Attributes of new housing
   i The following information should be presented
      a) A description of the locations within the study area that are most conducive to place making developments
      b) A description of the building type that would result in the maximum capture of the target market demand
      c) A listing of amenities that would provide the maximum capture of potential target market demand
      d) A listing of the amenities needed for the maximum capture of potential target market demand
      e) A listing of the price points that would be most successful with target market households

3401 Evaline
Hamtramck, MI 48212

6. Impediments to Developments
    i What exists in the study area that limits the possibility of development guided by place making principles?
7. Conclusions/Issues
    i A statement of the general findings of the study should be presented in this section
    ii In addition, other issues not in the scope, but deemed important by the analyst, should be included here as well

STANDARDS AND OTHER CONDITIONS

A. Independent Contractor
The Contractor agrees to perform the work described in the quotation as an independent contractor and not as a subcontractor, agent, or employee of the City.

B. Revisions to original contract
The City shall have the right to make any changes in or delete services from the work described in the contract and may direct the contractor to perform extra work and the Contractor shall implement such changes and perform such extra work. Should any such change increase, decrease or affect the amount or character of services required in the contract, the price shall be adjusted accordingly. The amount of increase or decrease, if any, in the price shall be determined by agreement between the Contractor and the City.

C. Standards of work – general
All services shall be performed to the highest standard and in accordance with all Federal, State and City laws. The Contractor will be responsible for ensuring that its staff is familiar with and accomplishes the functions and tasks as outlined in the Landscaping Specifications.

D. Contractor informed as to conditions
It is agreed the Contractor is familiar with all physical and other conditions existing with the City Properties and all other matters in connection with the work to be performed under this contract.

E. Rejection of Quotation
The award will be made to that responsible vendor whose quotation, conforming to this Request for Proposal, will be most advantageous to the City, price and other factors considered. The Hamtramck City Council reserves the right to reject any and all responses to this RFP, in whole or in part, and to waive informalities and minor irregularities in quotations received.

F. PROPOSAL AWARD
In the event the proposal is awarded directly by the City Manager, a Notice of Intent to Award will be used to notify all bidders of her intent to award the proposal to the Bidder providing the best value to the City.

3401 Evaline
Hamtramck, MI 48212

G. CONTRACT: The City's award of any proposal is subject to and conditioned upon execution of a formal agreement for products and services between the successful bidder and the City. In submitting a proposal, the bidder acknowledges that the contents of the RFP will become incorporated within any formal agreement. This RFP does not include every term and provision which shall be included in the formal agreement. In the event that the bidder fails to execute the formal agreement within 14 days of its presentment by the City, the City may reject the selected bidder, and proceed to accept another qualified proposal, or reject all proposals.

A copy of a bidder's suggested terms and conditions may be submitted with bidder's Proposal, however, neither the City's acceptance of any proposal nor award of any contract pursuant to this RFP shall be construed as any definitive acceptance by the City of Bidder's suggested terms and conditions. In the event of a conflict in terms, the order of precedence to resolve the conflict will be as follows: Michigan State law, the terms and conditions of the signed contract, the terms and conditions of the RFP, and last, the Bidder's Proposal.

H. QUESTIONS: All questions about this RFP must be submitted by July 1, 2018 no later than 11:00 A.M. in writing, via email, to:

Dee Chase, CPM
Purchasing Agent
dchase@hamtramckcity.com

Responses will be released via Addendum in BidNet Direct by July 5, 2018 no later than 2:00 PM.

Tentative Start Date: July 30, 2018

CITY OF
Hamtramck MICHIGAN

3401 Evaline
Hamtramck, MI 48212

CERTIFICATION

The individual signing below certifies:

1. He/She fully authorized to submit this Proposal, including all assurances, understanding and representations contained within it which shall be enforceable as specified.

2. He/She has been duly authorized to act as the official representative of the bidder, to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by County.

3. This Proposal was developed solely by the Bidder indicated below and was prepared without any collusion with any competing bidder or County employee and Bidder has not entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Proposal.

4. The content of this Proposal has not and will not knowingly be disclosed to any competing or potentially competing bidder prior to the proposal opening date, time, and location indicated.

5. No action to persuade any person, partnership, or corporation to submit or withhold a Proposal has been made.

CITY OF
Hamtramck MICHIGAN

3401 Evaline
Hamtramck, MI 48212

ATTACHMENT A

*Name:	
*Title:	
Signature:	
*Name Company:	
*Address:	
*City/State/Zip:	
*Phone Number:	
*Fax Number:	
*Email Address:	

72 (Rev. 04-15)

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

NICK A. KHOURI
STATE TREASURER

May 25, 2018

Kathleen Angerer
Acting City Manager
City of Hamtramck
3401 Evaline Street
Hamtramck, MI 48212

Dear Ms. Angerer:

Re: **Notification of Intent to Award - CGAP FY 2018**

The Michigan Department of Treasury (Treasury) – Revenue Sharing and Grants Division received your grant application for the Competitive Grant Assistance Program (CGAP). We are pleased to inform you that the project your governmental unit submitted entitled ***Residential Target Market Analysis*** has been selected for a grant award in the maximum amount of ***$75,000.00***.

Enclosed is the intent to award approved budget for your grant project.

Grant Application Conditions

For your reference, enclosed is a copy of the CGAP Information and Conditions. Please review the conditions of the grant award. The conditions contain important information pertaining to the grant award (i.e. requirements for final award, reporting, reimbursement, etc.). Reminder, grant funds are distributed on a reimbursement basis.

Next Step

To receive the Grant Notice of Final Award, Treasury must receive all the required Board Resolution(s), Board Meeting Minutes, or Inter-local Agreements for all participating local units (as indicated in the Conditions of the grant application packet) by Friday, July 27, 2018. **If the resolutions, minutes or agreements have not been received for all participating local units, the project funding will be subject to automatic cancellation.**

Submission of the resolutions, minutes or agreements will be considered an agreement to all provisions specified in the grant application packet and this intent to award letter, and will signify acceptance of the grant award.

Please send the required documents by e-mail to TreasRevenueSharing@michigan.gov or by mail to:

Michigan Department of Treasury
Revenue Sharing and Grants Division
PO Box 30722
Lansing, MI 48909

Congratulations to you on the grant award. We appreciate your interest in the CGAP and look forward to working with you on this project. We ask that you inform all participating local units of this intent to award. If you have any questions, please let us know. We can be reached at (517) 373-2697.

Sincerely,

Evah Cole

Evah Cole, Division Administrator
Revenue Sharing and Grants Division

Enclosures

City of Hamtramck
May 25, 2018
Enclosure: Intent to Award Approved Budget Amounts

Residential Target Market Analysis

Below is the approved budget for your grant project. Please note, all feasibility studies were funded at 25%. We have assigned budget categories to each of your original budget line items. Please use these categories when submitting your reimbursement requests*.

Budget Category	Budget Description	Application Budget Amount	Intent to Award Budget Amount	Comments
Contracted Services	Professional Services, Contractor TBD	$75,000.00	$75,000.00	
	Budget Total	**$75,000.00**	**$75,000.00**	

*Reimbursement requests must include copies of invoices and cancelled checks (or equivalent) supporting the costs.

Competitive Grant Assistance Program (CGAP) Application (FY 2018)

Issued under authority of 2013 Public Act 59

GENERAL INFORMATION

Program Purpose:
The purpose of the grant program is to provide incentive-based grants to stimulate smaller, more efficient government and encourage mergers, consolidations, and cooperations between two or more qualified jurisdictions. The grants are to offset the costs associated with mergers, interlocal agreements, and cooperative efforts for cities, villages, townships, counties, authorities, school districts, intermediate school districts, public community colleges, and public universities that elect to combine government operations. The program is focused on stimulating projects between two or more qualified jurisdictions that are creating new mergers, consolidations, and/or cooperative efforts/collaborations of existing services.

Goals of the Program:
To assist local units of government, including authorities, school districts, intermediate school districts, public community colleges, and public universities, with the costs associated with combining government operations.

Eligibility:
All Michigan cities, villages, townships, counties, authorities, school districts, intermediate school districts, public community colleges, and public universities. For an authority, school district, intermediate school district, public community college, or public university to qualify for grant funding under this program, the authority, school district, intermediate school district, public community college, or public university must combine operations with a city, village, township, or county.

Criteria:
- A completed application with detailed information
- Merger of two or more governmental units
- Consolidation of departments and/or existing services across 2 or more governmental units
- Cooperative effort or collaboration of 2 or more governmental units
- Consolidated or combined government operations must demonstrate taxpayer benefits of cost savings, efficiencies, and/or improved services
- The governmental unit must demonstrate how budgeted costs directly relate to and are necessary for implementation of the merger, consolidation, or cooperative effort
- Priority will be given to projects that start after October 1, 2013
- Projects are funded on a reimbursement basis

Application Process:
An application process will be used to solicit proposals for these grants. Applications must be complete and received by the March 2nd deadline to be considered for funding. The submission of an application does not guarantee a grant award. Additional information about the grant program is available on the Michigan Department of Treasury's website at:
http://www.michigan.gov/treasury/0,4679,7-121-1751_2197_58826_62422---,00.html

Project Clarification:
During the application review process, applicants may be contacted for clarification. The Michigan Department of Treasury reserves the right to award funds for an amount other than requested.

Selection Procedures:
Applications will be selected for funding by the Michigan Department of Treasury based on program purpose, goals of the program, eligibility, and criteria. Starting in March, the grant panel will begin reviewing any grant applications submitted. Qualified grants may be awarded on a rolling basis.

Notification Process:
Applications selected for a grant award will receive a Notification of Intent to Award from the Michigan Department of Treasury within ninety (90) days of the grant deadline. However, additional time may be required depending on the number of applications received. Final Award letters will be sent to approved grantees, once the Michigan Department of Treasury has received all the required Board Resolution(s), Board Meeting Minutes, or Inter-local Agreement(s).

Competitive Grant Assistance Program (CGAP) Application (FY 2018)

Issued under authority of 2013 Public Act 59

GENERAL INFORMATION CONTINUED

Deadline:
March 2, 2018.

Completed applications submitted via mail or e-mail must be received by the Michigan Department of Treasury no later than 11:59 p.m. on Friday, March 2, 2018. Incomplete applications may not be considered.

A signed and completed application (including attachments) can be submitted by e-mail to:

TreasRevenueSharing@michigan.gov

or by mail to:

Michigan Department of Treasury
Revenue Sharing and Grants Division
PO Box 30722
Lansing, MI 48909

Timelines:
A project can be in any phase of the consolidation process, but priority will be given to projects started after October 1, 2013.

Grant Period:
October 1, 2013 through September 30, 2018.

FY 2014 Appropriation Amount Available (Min./Max.):
Approximately $3.7 million in funding will be available for the Michigan Department of Treasury to award.

Source of Funds:
The Competitive Grant Assistance Program is supported by revenues from the state sales tax.

Confidentiality:
Application information is public information under the Freedom of Information Act, Public Act 442 of 1976, as amended (MCL 15.231 to 15.246).

Contact:
For questions regarding the Competitive Grant Assistance Program, please contact the Michigan Department of Treasury, Revenue Sharing and Grants Division, at (517) 373-2697.

Competitive Grant Assistance Program (CGAP) Application (FY 2018)

Issued under authority of 2013 Public Act 58

CONDITIONS

Implementation of Project:
The grantee agrees to submit Board Resolution(s), Board Meeting Minutes, or Inter-local Agreement(s) for all jurisdictions participating in the project, indicating approval of the project and Competitive Grant Assistance Program grant funding, within sixty (60) days following the Michigan Department of Treasury's Notification of Intent to Award or be subject to automatic cancellation of the grant. No grant funding will be released until all required resolutions, minutes or agreements have been received.

Project Clarification:
The Michigan Department of Treasury reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of any and all applications received.

Prior to executing any changes to the scope of the project, the selected grantee(s) must inform (in writing) the Michigan Department of Treasury of the proposed changes. The department will notify the grantee(s) within thirty (30) days, whether or not the project changes fall under the original grant award.

Eligible Expenditures:
Up to 25% of shared service analysis and up to 100% of the following expenditures: legal fees, voting costs, office supplies, infrastructure and equipment and other expenditures as approved by the Michigan Department of Treasury.

Ineligible Expenditures:
- Expenditures for the completion and submission of the CGAP application or for any compliance reporting documentation for the grant.
- Expenditures for the renegotiation of collective bargaining agreements, unless those agreements had to be reopened as part of completing the proposed project.

Expenditures:
1. The grantee understands and agrees that all expenditures from the grant will:
   - Be used to ensure efficient administration of the project.
   - Be permissible under state and federal law and consistent with statewide policies, regulations, and practices.
   - Be adequately supported by source documentation, including invoices, cancelled checks and electronic payment confirmations.
   - Only be for items that are necessary for the merger, consolidation, or cooperative effort/collaboration.

2. The grantee agrees to use the approved purchasing practices and bid procedures required by the "Primary Applicant" for expenditures involving project activity.

3. The grantee agrees to maintain accounting records following generally accepted accounting principles for the expenditure of grant funds. The grantee agrees to record all revenues and expenditures in a fund or account separate from the grantee's other funds or accounts.

4. The grantee agrees to maintain all documentation for costs incurred for a seven-year period following the final Michigan Department of Treasury payment for the project.

Competitive Grant Assistance Program (CGAP) Application (FY 2018)

Issued under authority of 2013 Public Act 59

CONDITIONS CONTINUED

Release of Funds:
Payments to the "Primary Applicant" will be made on a monthly reimbursement basis, providing the grantee is in compliance with all terms and conditions of the grant, and dependent upon state appropriations.

For a payment reimbursement, a completed *CGAP Reimbursement Request Form* (Form 4923) must be submitted to the Michigan Department of Treasury. Source documentation supporting the requested reimbursement amount must be attached to the CGAP Reimbursement Request Form. At a minimum, the source documentation should include copies of the original invoices, cancelled checks, and any other report that would support the request.

The "Primary Applicant's" Chief Financial Officer or Chief Administrative Officer must sign and date the *CGAP Reimbursement Request Form* (Form 4923).

Funds may not be released to the "Primary Applicant" if any of the participants in the project:

1. Have not filed their annual financial report (F65) or audit per the Uniform Budgeting and Accounting Act, 1968 Public Act 2, as amended (MCL 141.421 to 141.440a) or the Uniform System of Accounting Act, 1919 Public Act 71, as amended (MCL 21.41 – 21.55), or
2. Have not filed their financial plan (deficit elimination plan) per the Glenn Steil State Revenue Sharing Act, 1971 Public Act 140, as amended (MCL 141.921), or
3. Are delinquent in making payments that are due on loans issued pursuant to the Emergency Municipal Loan Act, 1980 Public Act 243, as amended (MCL 141.931 to 141.942), or
4. Have a payment due and owing to the state.

Reporting Requirements:
1. *Quarterly Narrative and Financial Status Reports* – The awarded grantee(s) shall submit to the Michigan Department of Treasury quarterly, signed and dated, narrative and financial status reports. The reports are due within thirty (30) days after the end of a quarter (i.e. due by April 30th; July 30th; October 30th).

    a. *Narrative Report (NR)* (Form 4971) – should present the following information:
        i. Name of Primary Applicant and Grant Number.
        ii. Reporting Period (i.e. April 2018 to June 2018 etc...).
        iii. The percentage (%) completed of the project work plan.
        iv. The estimated project completion date. For the final report, indicate the actual project completion date.
        v. A brief outline of the work accomplished during the reporting period (or grant period, if this is the final report) relative to the proposed work plan and timeline.
        vi. A brief outline of the work to be completed during the subsequent reporting period.
        vii. A brief description of any problems or delays, real or anticipated, experienced.

    b. *Financial Status Report (FSR)* (Form 4972) – should present the following information:
        i. Name of Primary Applicant and Grant Number.
        ii. Reporting Period (i.e. April 2018 to June 2018 etc...).
        iii. The percentage (%) completed of the project work plan.
        iv. The estimated project completion date. For the final report, indicate the actual project completion date.
        v. The amount of funds expended through the reporting period (i.e. from the beginning of the grant project to the end of the reporting period).
        vi. The projected future expenditures for the project.
        vii. Total projected expenditures for the project.
        viii. Original or revised (per grant award) budget per the Grant Budget Worksheet (item number 31 of the grant application).
        ix. The difference between current projected project expenditures and original budget.

Competitive Grant Assistance Program (CGAP) Application (FY 2018)

Issued under authority of 2013 Public Act 59

CONDITIONS CONTINUED

2. *Final Narrative Report* (Form 4971) and *Final Financial Status Report* (Form 4972) - The selected grantee(s) shall submit to the Michigan Department of Treasury final, signed and dated, narrative and financial status reports. The reports are due within thirty (30) days after the completion of the project.

   a. The reports shall include the information as indicated under *Quarterly Narrative and Financial Status Reports* (above).

   b. Indicate "Final Report" on the top of the Final Narrative and Financial Status Reports.

   c. In addition to the items listed above, the final narrative report must include a description of the project accomplishments and any unanticipated benefits/difficulties experienced while completing the project. Additionally, attach a copy of the project deliverables, if applicable (i.e. feasibility study, pictures of completed construction, etc...).

3. *Final Follow-up Report* (Form 5071) - One year after the date of the Final Closeout Letter from the Michigan Department of Treasury, the grantee agrees to provide a Final Follow-up Report to the Michigan Department of Treasury on the status of the project. The report will include:

   1. A detailed description of service changes and improvements.
   2. A detailed status update on the goals and measures used to determine the success of the project and outcomes presented in the application (i.e. have they been met, what has changed, etc...).
   3. A detailed description of set-backs or difficulties experienced in implementing the project.
   4. A detailed analysis of the actual realized cost savings.
   5. Provide lessons learned to share with other entities that are pursuing similar projects.

Audit and Review:
The grantee agrees to allow the Michigan Department of Treasury and the State Auditor General's Office (and/or any of their duly authorized representatives) access, for the purposes of inspection, audit, and examination, to any books, documents, papers, and records of the grantee which are related to this project.

The Michigan Department of Treasury may conduct periodic program reviews of the project. The purpose of these reviews will be to determine adherence to stated project goals and to review progress of the project in meeting its objectives.

The grantee agrees to submit quarterly and final progress reports, along with a final follow-up report to the Michigan Department of Treasury. The grantee understands that failure to submit any required reports may result in the termination of the grant.

Grant Termination:
The grantee understands that this grant may be terminated if the Michigan Department of Treasury concludes that the grantee is not in compliance with the conditions and provisions of this grant, or has falsified any information. The Michigan Department of Treasury will extend an opportunity for the grantee to demonstrate compliance. Notification of termination will be in writing.

Grantee acknowledges that continuation of this grant is subject to appropriation or availability of funds for this grant. If appropriations to enable the Michigan Department of Treasury to effect continued payment under this grant are reduced, the Michigan Department of Treasury shall have the right to terminate this grant. The Michigan Department of Treasury shall give grantee at least thirty (30) days advance written notice of termination for non-appropriation.

REQUEST FOR COUNCIL ACTION

To: Byron Nolen, Mayor **Date:** August 15, 2018

From: Sharde Fleming
Special Projects, Director **Date for Council Consideration:** August 20, 2018

ACTION REQUESTED: Consider the approval of sale of land to previous owners of the following foreclosed single-family residential properties:
26459 Morley (Parcel I.D. 44 016 02 0343 000), legally described as 19K343 LOT 343 BILTMORE SITES SUB NO. 2 T2S R10E L73 P13, 14 WCR in the amount of $9,089.53 to Dwight Hines;
28589 Parkwood (Parcel I.D. 44 005 03 0139 002), legally described as 24N139B 140A E 38 FT OF LOT 139 AND THE W 15 FT OF LOT 140 HYDE PARK SUB T2S R9E L51 P9 WCR in the amount of $6,576.83 to Eddie Powell Jr.;
610 Betty Lane (Parcel I.D. #44 001 05 0088 002), legally described as 23P88B 23P89 S 2 FT OF LOT 88 ALSO LOT 89 FLORANE GARDENS SUB T2S R9E L77 P26, 27 WCR23P88B 23P89 S 2 FT OF LOT 88 ALSO LOT 89 FLORANE GARDENS SUB T2S R9E L77 P26, 27 WCR in the amount of $7,351.77 to James Terry;
29924 Glenwood (Parcel I.D. 44 005 03 0139 002), legally described as 23H758 LOT 758 ALSO S 1/2 ADJ VAC ALLEY GRAND VIEW GARDENS SUB NO. 2 T2S R9E L50 P93 WCR in the amount of $8, 201.86 to Keith Curtis.

Current Action ___X___ Emergency _____ Future _____

Funds Budgeted: If Yes ____ Account #_101.727.673.170_ No _____ N/A _____

Mayor's Approval Byron D. Nolen

BACKGROUND INFORMATION

The four owner occupants of the below properties have provided ownership and occupant documentation. The properties were foreclosed by Wayne County Treasurer's in June 2018 and purchased by the City of Inkster in July 2018 as part of the Neighborhood Stabilization Program. The former owners have made contact with the City and have provided funds to purchase the properties in full without conditions.

26459 Morley in the amount of $9,089.53 to Dwight Hines;
28589 Parkwood in the amount of $6,576.83 to Eddie Powell Jr.;
610 Betty Lane in the amount of $7,351.77 to James Terry;
29924 Glenwood (in the amount of $8, 201.86 to Keith Curtis.

PROJECT OR IMPROVEMENT TASKS

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

COSTS

The former owners have made payments in the full for the purchase of aforementioned properties. The City will provide developers will full refunds of all acquisitions costs associated with the properties.

RESOLUTION

Authorization is hereby given to sell **26459 Morley** (Parcel I.D. 44 016 02 0343 000), legally described as 19K343 LOT 343 BILTMORE SITES SUB NO. 2 T2S R10E L73 P13, 14 WCR in the amount of $9,089.53 to Dwight Hines;
28589 Parkwood (Parcel I.D. 44 005 03 0139 002), legally described as 24N139B 140A E 38 FT OF LOT 139 AND THE W 15 FT OF LOT 140 HYDE PARK SUB T2S R9E L51 P9 WCR in the amount of $6,576.83 to Eddie Powell Jr.;
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29924 Glenwood (Parcel I.D. 44 005 03 0139 002), legally described as 23H758 LOT 758 ALSO S 1/2 ADJ VAC ALLEY GRAND VIEW GARDENS SUB NO. 2 T2S R9E L50 P93 WCR in the amount of $8, 201.86 to Keith Curtis.

Resolved by _____ Seconded by _____

Yes:
No:
Absent: