



INKSTER CITY COUNCIL

April 5, 2021

(Virtual Meeting)

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

Mayor – Patrick Wimberly
Mayor Pro Tem – Kim Howard, District V

Council Members:

George Williams, District I
La’Gina Washington, District II
Sandra K. Watley., District III
Steven Chisholm, District IV
Dennard Shaw, District VI

FELICIA RUTLEDGE
CITY CLERK

PATRICK WIMBERLY
MAYOR

TREASURER
VIJAY VIRUPANNAVAR

DAVID JONES
CITY ATTORNEY

Council may be addressed during the Regular Meeting by filling out the Public Participation Form. Address Council as a whole through the Mayor. Email your comment to be read for one (1) minute into the record. frutledge@cityofinkster.com (for virtual meeting)

April 5, 2021

Orientation 6:00 PM (Virtual)

Regular City Council Agenda – 7:00 PM (Virtual Meeting)

1. Call Meeting to Order

- A. Pledge of Allegiance
- B. Roll Call
- C. 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).

2. Approval of Agenda

3. Presentations/Discussion

A. Letter for Moorish Americans – Samuel Ward Bey

Pg. 1

4. Public Hearing

5. Consent Agenda

A. March 15, 2021 Regular (Virtual) City Council Meeting Minutes.

Pg. 3

6. Boards and Commissions

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

Pg. 8

7. Previous Business

8. Ordinance(s)

A. First Reading(s)

B. Second Reading(s)

9. New Business

A. Discussion/Action: (Vijay Virupannavar) Consideration and approval of the Bottom Line Concepts LLC Consulting Agreement.

Pg. 15

B. Discussion/Action: (Felicia Rutledge) Consideration and approval of a Special Event "Inkster Blessing of the Bikes" on Sunday, May 9, 2021 from 10:00a.m. until 6:30p.m. Applicant is Eric Pritchett on behalf of the Inkster Cobras.

Pg. 27

C. Discussion/Action: (Felicia Rutledge) Consideration and approval to recognize The Friends of the Inkster Library as a non-profit within the City of Inkster.

Pg. 47

D. Discussion/Action: (Jerome Bivins) Consider authorizing administration to enter into a lease agreement with Aielli Construction Company, Inc. to utilize city owned property, Parcel ID#44-010-99-0001-000, 13.98 acres for staging construction materials from March 17, 2021 – December 31, 2021

Pg. 51

E. Discussion/Action: (Jerome Bivins) Consider authorizing the Director of DPS to make application to the Wayne County Department of Public Service for permit to maintain the stormwater management system in accordance with the drawing attached as Exhibit "A", the terms of long-term maintenance plan attached as Exhibit "B" and the Wayne County Storm Water Ordinance and Administrative rules. A resolution from the local municipality to maintain the proposed storm water management system and its facilities is required.

Pg. 53

F. Discussion/Action: (Jerome Bivins) Consider authorizing the Administration to approve the contract in the amount of \$1,844,651.00 for Inland Waters Pollution Control, Inc. for phase one of sewer rehab project Northeast section of the City. Additionally, requesting authorization to approve 15% contingency for unforeseen conditions, the amount of \$276,696.65 and Engineer cost in the amount of \$192,113.36 . The total project cost is \$2,313,461.01. **Pg. 61**

G. Discussion/Action: (Kaitlyn Hines) Consider approval of Special Land Uses (SLUs 20-29, 20-30, 20-31, 20-32) for a proposed and previously approved Medical and Adult Use Marijuana Cultivation and Processing Facility to be located at 26277 Trowbridge on the south side of Trowbridge St between Bayhan and Beech Daly, in the M-1, Light Industrial District. Michael Boggio, on behalf of HWRJST Inkster, LLC is the applicant. **Pg. 80**

H. Discussion/Action: (Kaitlyn Hines) Consider approval of Special Land Use (SLUs 20-18) for a proposed Medical Marijuana Cultivation Facility to be located on the west side of Edsel St where the road turns into John Daly, in the M-1, Light Industrial District. Cody Railey, on behalf of TC Gardens is the applicant. **(See Pg. 82-186 Planning Minutes) Pg. 187**

I. Discussion/Action: (Vijay Virupannavar) Consider approval of extending temporary agreement with Emery HR LLC for 6 weeks. **Pg. 189**

10. Public Participation (limit to 1 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

Moorish Science Temple of America Temple#13 Pontiac Michigan
Ambassador Samuel Ward Bey
26837 New York Inkster Michigan 48141
313)880-9102
Cupwardbey@gmail.com

3/18/21

MOORISH SCIENCE TEMPLE OF AMERICA INC. (A lawfully Chartered and Incorporated Organization)
53 ½ W Huron St Ste 215, Pontiac Mi 48342
PROPHET NOBLE DREW ALI FOUNDER
DIVINE MINISTER GRAND SHEIK OF TEMPLE#13 Prince Ravanna Miles El
Email Msta13.gov

To: Mayor Patrick Wimberly

I'm asking for this to be put on the agenda for the next city council meeting peace. Moors/Moorish Americans are not UNITED STATES OF AMERICA citizens. It is incorrect to label Moors or Moorish Americans of North America, Black or African American. These names were given to slaves by slave holders in 1779 and lasted until 1865 during the time of slavery. Giving Moors these labels flies in the face of historical fact, truth, and the rule of law. It also undermines the inherent right of all to retain their national identity. If the national identity of the Moors of North America can be wiped away with the stroke of a pen then people of all nations may face the same fate. The UNITED STATES OF AMERICA's attempt to classify Moor/Moorish Americans of North America as UNITED STATES OF AMERICA citizens undermines the true Moor/Moorish Americans as well as the UNITED STATES CONSTITUTION, THE TREATY OF PEACE AND FRIENDSHIP BETWEEN MOROCCO AND THE UNITED STATES and the UNITED NATIONS DECLARATION ON THE RIGHTS OF THE INDIGENOUS PEOPLE that is promulgated upon the rule of law.

By executive order, the Moorish Science Temple of America is requesting that government agencies and officials in The City of INKSTER MI, WAYNE COUNTY and all of Michigan territories, recognize Moor/Moorish American history and nationality. By not doing so, it lends to the horrific history of the United States violating its own treaties, which the U.S. constitution unequivocally proclaims as the highest law of the land.

Many sons and daughters of that proud and handsome race which inspired the architecture of Northern Africa and carried into Spain the influence of its artistic temperaments have become citizens of this Nation. In the city of Inkster in Wayne County there exists a Moorish American society made up of Moors who are the Moabites from the land of Moab. The Moabites received permission from the Pharaohs of Egypt to settle and inhabit North-West Africa; they were the founders and are the true possessor of the present Moroccan Empire. With their Canaanite, Hittite and Amorite brethren who sojourned from the land of Canaan seeking new homes. Their dominion and inhabitation extended from North-East and South-West Africa, across the great Atlantis even unto the present North, South and Central America and also Mexico and the Atlantis Islands; before the great earthquake, which caused the great Atlantic Ocean. Moorish Americans are the Descendants of Moroccans born in America. MA

These Moorish America's have missed the use of the name annexation that were so familiar accordance with the doctrine of the religious faith to which they are adherents therefore be it,

Resolved that this right of religious independence guaranteed every citizen the United States of America recognize also the right of these Moorish Americans to use the name affixes El or Ali or Bey prefix or suffix to which they have heretofore been accustomed to use or which they may hereafter acquire the right to use on driver's license and ID.

Ambassador Samuel Ward Bey

March 15, 2021

Regular (Virtual) City Council Meeting – 7:00 PM

The regular meeting of the Council of the City of Inkster, Wayne County, and Michigan was a virtual meeting held on the Zoom platform in compliance with the State of Michigan Open Meetings Act. Monday, March 15, 2021.

Prior to the Regular Council Meeting: City Council members discussed: The Agenda.

Call Meeting to Order

Mayor Pro-Tem Howard called the meeting to order at 7:01 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 Wimberly	Exc. Absence (Inkster, MI.)
Councilwoman Howard	Present (Inkster, MI.)
Councilwoman Watley	Present (Inkster, MI.)
Councilman Williams	Present (Inkster, MI.)
Councilwoman Washington	Present (Inkster, MI.)
Councilman Chisholm	Present (Inkster, MI.)
Councilman Shaw	Present (Inkster, MI.)

Approval of Agenda

**Moved by Councilmember Shaw, Seconded by Councilmember Williams to approve the agenda.
Resolution 03--21-62COV - Motion carried**

ROLL CALL VOTE:

Councilmember Chisholm	Yea	Councilmember Washington	Yea
Councilmember Watley	Yea	Councilmember Williams	Yea
Mayor Pro-Tem Howard	Yea	Councilmember Shaw	Yea

Presentations/Discussion

Public Hearings

Consent Agenda

- A. March 15, 2021 Regular (Virtual) City Council Meeting Minutes.
- B. Allen Brother's and Attorney's PLLC Invoice \$33,453.75

**Moved by Councilmember Shaw, Seconded by Councilmember Williams
Resolution 03-21-63COV - Motion carried**

ROLL CALL VOTE:

Councilmember Williams	Yea	Councilmember Shaw	Yea
Mayor Pro-Tem Howard	Yea	Councilmember Chisholm	Yea
Councilmember Washington	Yea	Councilmember Watley	Yea

Boards and Commission

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

**Moved by Councilmember Williams, Seconded by Councilmember Shaw
to appoint Gabe Henderson to the Beautification Commission
Resolution 03-21-64COV - Motion carried**

Previous Business

Ordinance(s)

- A. First Reading(s)
B. Second Reading(s)

New Business

- A. Discussion/Action: (Vijay Viruppanavar) Consider approval of the Plante Moran Engagement Letter for supplemental hours through 6/30/2021. The associated expenditures are 100% reimbursable through the Michigan Department of Treasury.

**Moved by Councilmember Shaw, Seconded by Councilmember Williams
To approve of the Plante Moran Engagement Letter for supplemental hours
through 6/30/2021. The associated expenditures are 100% reimbursable
through the Michigan Department of Treasury.
Resolution 03-21-65COV – Motion carried**

ROLL CALL VOTE:

Councilmember Washington	Yea	Councilmember Watley	Yea
Mayor Pro-Tem Howard	Yea	Councilmember Shaw	Yea
Councilmember Chisholm	Yea	Councilmember Williams	Yea

- B. Discussion/Action: (Tracy Ann-Jennings) Consider approval of one (1) offer to purchase (Case # LD 20-25) one (1) vacant lot located on the north side of Avondale Avenue between Michigan Avenue and Cherry Hill Road which is legally described as 19D1B2B1A PT OF NE 1/4 SEC 19 T2S R10E BEG N89DEG 05M 00S W 1027.67FT FROM THE E 1/4 COR OF SEC 19 TH N89DEG 05M 00S W 115.00FT TH N0DEG 26M 00S E 263.00FT TH S89DEG 05M 00S E 115.00FT TH S0DEG 26M 00S W 263.00FT POB 0.70 AC, also known as 26110 Avondale (Parcel ID # 44 016 99 0031 001) in the amount of \$500.00 to Willard Ray Powell, Jr.

Moved by Councilmember Williams, Seconded by Councilmember Shaw

to approve of one (1) offer to purchase (Case # LD 20-25) one (1) vacant lot located on the north side of Avondale Avenue between Michigan Avenue and Cherry Hill Road which is legally described as 19D1B2B1A PT OF NE 1/4 SEC 19 T2S R10E BEG N89DEG 05M 00S W 1027.67FT FROM THE E 1/4 COR OF SEC 19 TH N89DEG 05M 00S W 115.00FT TH N0DEG 26M 00S E 263.00FT TH S89DEG 05M 00S E 115.00FT TH S0DEG 26M 00S W 263.00FT POB 0.70 AC, also known as 26110 Avondale (Parcel ID # 44 016 99 0031 001) in the amount of \$500.00 to Willard Ray Powell, Jr.
Resolution 03-21-66COV – Motion carried

ROLL CALL VOTE:

Mayor Pro-Tem Howard	Yea	Councilmember Washington	Yea
Councilmember Watley	Yea	Councilmember Chisholm	Yea
Councilmember Williams	Yea	Councilmember Shaw	Yea

- C. Discussion/Action: (Kaitlyn Hines) Consider approval of Special Land Use (SLU 19-08) for a Pawn Shop to be located on the on the north side of Michigan Avenue at 29230 Michigan Ave, in the B-3, General Business District. Feras Chihadeh is the applicant.

Moved by Councilmember Shaw, Seconded by Councilmember Williams to approve of Special Land Use (SLU 19-08) for a Pawn Shop to be located on the on the north side of Michigan Avenue at 29230 Michigan Ave, in the B-3, General Business District. Feras Chihadeh is the applicant.
Resolution 03-21-67COV – Motion carried

ROLL CALL VOTE:

Councilmember Watley	Yea	Councilmember Chisholm	Yea
Councilmember Williams	Yea	Councilmember Shaw	Yea
Mayor Pro-Tem Howard	Yea	Councilmember Washington	Yea

- D. Discussion/Action: (Kaitlyn Hines) Consider approval of Special Land Use (SLU 20-06, 20- 13) for a proposed Medical and Adult Use Marijuana Retail store to be located on the south side of the street at 26831 Michigan Ave. between Silvia and Princess, in the TCD Town Center district. John Clark is the applicant

Moved by Councilmember Williams, Seconded by Councilmember Shaw to approve of Special Land Use (SLU 20-06, 20- 13) for a proposed Medical and Adult Use Marijuana Retail store to be located on the south side of the street at 26831 Michigan Ave. between Silvia and Princess, in the TCD Town Center district. John Clark is the applicant
Resolution 03-21-68COV – Motion carried

ROLL CALL VOTE:

Councilmember Shaw	Nay	Councilmember Watley	Yea
Councilmember Williams	Yea	Councilmember Chisholm	Yea
Mayor Pro-Tem Howard	Yea	Councilmember Washington	Yea

- E. Discussion/Action: (Kaitlyn Hines) Consider approval of Special Land Use (SLU 20-34, 20-35) for a Medical and Adult Use Marijuana Provisioning Center to be located on the on the south side of Cherry Hill Rd in the existing shopping center at 29385 Cherry Hill, in the B-2, Thoroughfare Mixed Use District. Samantha Bevins is the applicant.

Moved by Councilmember Shaw, Seconded by Councilmember Williams to approve of Special Land Use (SLU 20-34, 20-35) for a Medical and Adult Use Marijuana Provisioning Center to be located on the on the south side of Cherry Hill Rd in the existing shopping center at 29385 Cherry Hill, in the B-2, Thoroughfare Mixed Use District. Samantha Bevins is the applicant. Resolution 03-21-69COV- Motion carried.

ROLL CALL VOTE:

Councilmember Williams	Yea	Mayor Pro-Tem Howard	Yea
Councilmember Chisholm	Yea	Councilmember Shaw	Yea
Councilmember Washington	Yea	Councilmember Watley	Nay

Public Participation

- **Toni Bailey** – Announced the Inkster Annual Clean-Up that will be held on April 24, 2021. She stated she would be announcing further details.
- **Yvette Brock** – Stated she is concerned about trash across the street from Precision. She stated it looks like a lot of steel.
- **Pastor Jean Overman** – Announced persons who were nominated for their works during the COVID-19 Pandemic. She further announced a Listening Tour to be held on Thursday March 18, 2021. She thanked the Mayor, Councilmember Shaw and Councilmember Williams for their nominations to the 2020 Hero's.
- **Charles Blackwell** – Stated he did not know why personal and financial business it was being discussed. He asked that the city budget be worried about and not him.
- **Octavia Smith** – Announced that Western Wayne Family Health Center would be providing COVID-19 vaccinations for persons fifty (50) and up. She further announced that second shots would be given out at Western Wayne Family Health on Friday March 19, 2021 for persons who took the first vaccination. She lastly announced the Inkster Chamber of Commerce annual fundraiser to be held on March 22, 2021. She thanked Councilmember Shaw for giving the Inkster Chamber a shout out.
- **Denise Champagne** – Announced that second COVID-19 vaccination shots will be given Thursday, March 19, 2021 at the Inkster Recreation Complex to residents who had the first vaccination. She asked residents to come at their same scheduled time as the first vaccination.
- **Jerome Bevins** – Announced a Food-Give-Away on March 27, 2021 at Gestemene Baptist Church located at 29066 Eden Street in Westland, Michigan beginning at 11:30a.m. until the food runs out. Stated that compost pick up would begin April 5, 2021.

City Clerk

- No Comment

City Treasurer

- Stated he would be providing the February month end reports.
- Stated still on track for the April 1, 2021 audit.
- Stated that the FDCVT Grants and CDBG Grants are being worked on.
- Stated 4.3 million is owed to Wayne County.
- Thanked Tracy-Ann Jennings, Treasury staff and Human Resources staff.

Mayor and Council

- **Councilman Williams** – Stated that he is tired of Charles Blackwell doing character assassinations on Mayor Wimberly, Councilmember Steven Chisholm and all the persons he has

attacked. He said that when you attack persons in Inkster, it makes the residents love the person that much more. He stated the city is trying to open more businesses and people are purchasing land in Inkster. He encouraged residents to get involved in the city. He said that the employees working need to get more business friendly.

- **Councilwoman Washington** – Stated more Police are needed on Glenwood. She said she has gotten complaints about speeding and noise. She further announced she is partnering with the LeAnna Hicks Library for March reading month. She said she will be reading to the children at a couple of schools in the area.
- **Councilwoman Watley** – Requested a clean copy of the Marijuana Ordinance. She stated she had spoken with Councilwoman Virginia Williams of Romulus and wanted to announce the Forgotten Harvest Food Give-Away. She said the food give-away would be held at Romulus High school and any persons interested can contact 734-673-8396. She lastly asked when compost pick up would begin.
- **Councilman Shaw** – Asked all Block captains of the block clubs to get prepared. He stated we are in the season of persons being outside and "If you see something, say something". He thanked Chief Riley for the Police patrol on Helen Street. He stated he is concerned about potholes. He thanked Tracy-Ann Jennings for supplying the checklist in the packet. He stated the Police presence is needed on Lucerne, Crescent and West Hills. He lastly stated that coming up very soon he would be hosting a drawing contest in a park in his district. He said that cash prizes would be given away. He asked for volunteers. He stated the information would soon be posted at the Clerk's office.
- **Mayor Pro-Tem Howard** – Asked the City Treasurer is the balance owed to Wayne County 4.3 million. She further asked is the city paying on the 4.3 million. She asked who does the invoices come to for Wayne County regarding the payment. She asked about the check register for the past month.

CLOSED SESSION

- No Closed Session

Adjournment

There being no further business to come before Council, on a motion duly made

By Councilmember Shaw, Seconded by Councilmember Chisholm carried, to conclude

the Regular Virtual City Council meeting of Monday, March 15, 2021 was adjourned at 8:02p.m.



Felicia Rutledge, City Clerk
City of Inkster

CITY OF INKSTER
Boards & Commissions

AGING COMMISSION

2 Year Term 9 Members Ordinances: 414.457 & 508

Tenure

Exp. 07/20/22

Exp. 07/06/22

Exp.

Exp. 07/06/22

Exp. 04/15/21

Exp. 07/06/22

Exp. 07/06/22

Exp. 01/06/22

Exp. 01/06/22

Exp. 07/06/22

Exp. 07/06/22

Charter Provision and State Law

Clerk of the Board – Non Voting

Exp. 02/01/22

Exp. 02/01/22

Exp. 02/01/22

Exp. 02/01/22

2 Year Term

Exp. 07/06/22

Exp. 01/21/22

Exp. 03/15/23

Exp. 01/06/22

Exp. 08/17/22

Exp. 12/16/21

Exp. 02/01/23

Exp. 02/01/23

Exp: 02/07/20

April 5, 2021

BUILDING AUTHORITY COMMISSION - *INACTIVE*

[MEETINGS: Second Monday in January]

3 Year Term

5 Members

State Law and Resolution 74-1-39

Nathaniel Elcock
Hersey Bryant, (C)
Horace Wells

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

CABLE TELEVISION COMMISSION

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

3 Year Term

9 Members

Ordinances 593 and 609

Vacant

Troy Seaton Dist. 1
Phineas Cody Dist. 3
Octavia Smith Dist. 4
Thelma Jean Overman Dist. 5
Connie R. Mitchell Dist. 6
Sandra Watley **Mayoral**
Steven Chisholm At-Large

Ex. Officio

Exp. 07/06/23
Exp. 10/07/22
Exp. 07/03/20-**Expired**
Exp. 02/06/20-**Expired**
Exp. 02/04/22
Exp. 01/06/23
Exp. 07/06/23

CIVIL SERVICE COMMISSION AND BOARD OF ETHICS

[MEETINGS: Monthly]

3 Year Term

3 Members

Ordinances 237 & 559

Vacant

Vacant - (Employee Representative)
Vacant (Commission Appointment)

CONDEMNATION BOARD

[MEETINGS: AS NEEDED]

5 Members

Ordinance 150.140 thru 150.145

Don Jones (Building Contractor)
Deborah Owens (General Member)
Guy Borrusch General Member
Tom Michelini Contractor
James Garrett (Engineer)
Charles Rizzo (Alternate)

Exp. Tenure

Exp. 01/22 (2 Year Term)
Exp. 9/19 (2 Year Term)-**Expired**
Exp. 01/23 (3 Year Term)
Exp. 9/20 (3 Year Term)-**RESIGNED**
Exp. 01/21

April 5, 2021

CONSTRUCTION BOARD OF APPEALS/PROPERTY MAINTENANCE BOARD

[MEETINGS: As required]

3 Year Term	3 Members	Ordinance
Shirley Hankerson		Exp. 12/21
Yvette Brock		Exp. 12/21
Charles Rizzo		Exp. 12/21
Rebecca Daniels		Exp. 02/22
Tom Michellini		Exp. 04/19-Expired
Don Jones- Building Inspector		Exp. Tenure

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		Exp. 07/20/19-RESIGNED
Martha Thels		Exp. 12/17/22
Angela Dodson		Exp. 02/19/22
Barbara Cooper		Exp. 10/7/23
Octavia Smith		Exp. 10/21/23
Sonja Jennings		Exp. 11/4/23
Randa Davis		Exp. 11/4/23
Winston Wade		Exp. 07/17/21
Rerhi Onomake (Treasurer)		Exp. 3/16/19-Expired
Uche Ndubuisi		Exp. 7/20/19-Expired
Clarence Oden		Exp. 7/1/23

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-Expired
Octavia Smith		Exp. 10/21/25
Angela Dotson		Exp. 10/21/25
Deborah Walker		Exp. 06/07/16-Expired
Mary Weislo		Exp. 03/07/17-Expired
Cassandra Leonard		Exp. 06/07/16-Expired
Herbert Johnson		Exp. 06/07/16-Expired
Dennis Weislo		Exp. 06/07/19-Expired
Charmaine Kennedy		Exp. 01/17/23
Connie R. Mitchell		Exp. 02/06/23

ELECTRICAL EXAMINING BOARD-INACTIVE

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

April 5, 2021

ELECTION COMMISSION

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

4 Year Term

Council Member (most votes)

Kim Howard

City Attorney

Tenure

City Clerk

Tenure

Lucina Westington (Mayor and Council at-large)

Resigned 03/18/21

Ruth E. Williams

02/24

HOUSING AND REDEVELOPMENT

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

5 Year Term

5 Members

State Law and Ordinance 99

Will Miller

Exp. 02/25

Mable Stroman

Exp. 3/22

Ellis Clifton

Exp. 5/24

DaSalla Scott

Exp. 9/20 (Resident Housing)

Yvette Brock

Exp. 10/24

Victor Wheeler

Exp. 5/24

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

Roosevelt Stubbs

Dist. 1

Exp. 7/06/22

Rhoda Littles

Dist. 2

Exp. 10/24/21

Ruth E. Williams

Dist. 3

Exp. 02/06/19 – Expired

Vacant

Dist. 4

Vacant

Dist. 5

June Liddell

Dist. 6

Exp. 10/21/21

George Mitchell

Exp. 10/21/21

Gabe Henderson

Dist. ???

Exp. 08/20/20

Chrisha Bond-Johnson

Exp. 10/19/22

LIBRARY BOARD

4 year term -Elected

Michael Wells

Exp. 2023

Timothy Williams

Exp. 2023

DeAndra Crystal-Rikay Watley

Exp. 2023

Stephanie Abernathy-Lane

Exp. 2023

Doyse A. Thompson

Exp. 2023

Ruth E. Williams

Exp. 2023

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

Nell Harrison

Dist. 1

Exp. 3/21/18-Expired

Curtistine Barge

Dist. 2

Exp. 1/20/18-Expired

Brittni Ablolu

Dist. 3

Exp. 3/7/18-Expired

Olubisi B. Ajetunmbi

Dist. 4

Exp. 1/20/18-Expired

Vacant

Dist. 5

Barbara Cooper

Dist. 6

Exp. 5/2/18-Expired

Marie Jenkins

Mayoral

Exp. 1/20/18-Expired

April 5, 2021

Yolanda Lockett

Exp. 09/08/26

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

NAME	TENURE
ViJay Virupannavar, Treasurer	Tenure
Vacant Community	Tenure
Tonla C. Williams	Exp. 02/20/19-Expired
Vacant	Exp. 11/6/20-Expired

NOTES:

Vacancies and/or Expired terms

*Has not taken the oath

REQUEST FOR COUNCIL ACTION

To: Patrick Wimberly, Mayor

Date: March 8, 2021

From: Vijay Virupannavar, Treasurer

Date for Council Consideration: March 15, 2021

ACTION REQUESTED: Consider approval of the Bottom Line Concepts LLC Consulting Agreement.

Current Action X Emergency Future

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

Mayor's Approval _____

BACKGROUND INFORMATION

Bottom Line is a cost savings consulting company that seeks to lower its clients costs by reducing category specific expenditures and identifying unclaimed assets, refunds, prebates, rebates, credits and/or other forms of monetary savings. Bottom Line has analyzed costs that the City of Inkster has and has identified expenditure categories in which it believes it can reduce expenditures. If Inkster utilizes any negotiated savings from Bottom Line, Bottom Line is paid a percentage of the savings in future years as noted in the Agreement.

SCOPE OF SERVICES

Bottom Line will analyze the below categories:

- (1) Health Insurance/Benefits
- (2) Banking
- (3) Credit Cards
- (4) Utilities
- (5) Telecommunications/Internet
- (6) Accounts Payable Refunds

Analyses which the City has in place already are exempt from Bottom Line's savings fees.

JUSTIFICATION

Bottom Line will do a deep dive in different areas to help the City reduce expenditures. A portion of these savings are remitted to Bottom Line as consulting fees in accordance with the Agreement. A benefit of this is that there is no upfront cost which helps the City from a liquidity and cost perspective. An additional benefit is that the City does not have

to assign any individual to do such analyses. Utilizing Bottom Line allows for Bottom Line to provide the individual performing the analysis and the hours spent performing the analysis while not having an upfront cost. The City's time input will be related to providing detail and documentation as Bottom Line needs.

PROJECT OR IMPROVEMENT TASKS

N/A

COSTS

There are no upfront costs for this agreement. Bottom Line is paid based on the amount saved in accordance with the Agreement.

PROJECT TIME TABLE

The Term of the agreement is one year. After that period, the contract continues month-to-month. The City has the right to terminate the agreement with or without cause. It is anticipated that the work being done by Bottom Line would likely be finished within a few months.

RESOLUTION

Resolved by _____

Seconded by _____

Yes:

No:

Absent:



CONSULTING AGREEMENT

THIS CONSULTING AGREEMENT (hereinafter "Agreement") is made and entered into this 1st day of , March 2021, by and between Bottom Line Concepts, LLC ("Bottom Line"), a New York limited liability company, and City of Inkster ("Client") (collectively the "Parties").

WHEREAS, Bottom Line is a cost savings consulting company that seeks to lower its clients costs by reducing category specific expenditures and identifying unclaimed assets, refunds, prebates, rebates, credits and/or other forms of monetary savings, and;

WHEREAS, Bottom Line offers consultation in several expense categories set forth in Schedule A, attached hereto, and;

WHEREAS, Client desires to engage Bottom Line as a cost savings consultant for those specific expense categories set forth in Schedule A, and;

NOW, THEREFORE, in consideration of the covenants and agreements set forth herein, and other good and valuable consideration, the Parties agree as follows:

A. DEFINITIONS

1. **"Benchmark"** shall equal the Client's average monthly Current Spend for each Engaged Category calculated from the twelve (12) months prior to the execution of this Agreement or any other period of time agreed to by the Parties.
2. **"Benchmark Document"** shall be a separately document signed by the Client that identifies the Benchmark for calculating future Cost Savings for each Engaged Category.
3. **"Client Information"** shall be any and all of Client's documents relevant and necessary to determine the Benchmark and/or achieve Cost Savings, including but not limited to bills, invoices, account numbers, etc.
4. **"Consulting Fees"** shall be the compensation due to Bottom Line for its services, calculated as a percentage of Cost Savings and/or Refunds.
5. **"Consulting Fees Commencement Date"** shall be the first date that Consulting Fees are owed to Bottom Line for any Cost Savings and/or Refunds. The date shall be affixed to the first day of the month following the day that any Cost Savings and/or Refunds are received by Client.



6. *"Cost Savings"* shall equal the ongoing monthly net savings calculated as follows: The difference between the Benchmark and Monthly Spend.
7. *"Current Spend"* shall equal the amount paid by Client on a monthly basis for each Engaged Category prior to the implementation of any Deliverable by Bottom Line.
8. *"Deliverable"* or *"Deliverables"* shall be the assessments, recommendations, strategies, protocols, processes, procedures and/or initiatives provided by Bottom Line to Client in order to reduce achieve Cost Savings and/or Refunds.
9. *"Engaged Category"* shall be those Client expenditures that Bottom Line will consult to achieve Cost Savings and/or Refunds and shall be identified in Schedule A.
10. *"Independent Location"* shall be each of Client's individual office, storefront, location, etc.
11. *"Monthly Spend"* shall be the amount paid by Client on a monthly basis for each Engaged Category after the implementation of any Deliverable by Bottom Line.
12. *"Realized Benefit"* shall be any Cost Savings and/or Refunds.
13. *"Refund"* or *"Refunds"* shall be any and all one-time cash credits, rebates, recoveries, discounts, or any other type of monetary benefit received by Client as a result of the implementation of the Deliverables.

B. DUTIES AND OBLIGATIONS

1. Bottom Line agrees to evaluate the availability of Cost Savings and/or Refunds in each Engaged Category identified in Schedule A.
2. To effectively evaluate potential savings, Client agrees to promptly provide Bottom Line its Client Information necessary to determine Client's Current Spend on each Engaged Category.
3. Once Bottom Line identifies any potential Cost Savings and/or Refunds, Bottom Line shall present its Deliverables to Client.



4. Should Client wish to implement Bottom Line's Deliverables, Client shall sign the Benchmark Document identifying the Benchmark for each Engaged Category.
5. Bottom Line shall then implement its Deliverables to achieve Realized Benefits for Client's Engaged Category.
6. Client is under no obligation to implement any Deliverables and shall have the right to reject any Deliverable by Bottom Line prior to implementation.

C. CONSULTING FEES

1. Client agrees to pay Bottom Line a Consulting fee as follows:
 - a. 50% of the Cost Savings during the first 12 months of any Realized Benefit starting on the Consulting Fees Commencement Date.
 - b. 40% of the Cost Savings during the second 12 months of any Realized Benefit starting on the Consulting Fees Commencement Date.
 - c. 30% of the Cost Savings during the third 12 months of any Realized Benefit starting on the Consulting Fees Commencement Date.
 - d. 20% of the Cost Savings during the fourth 12 months of any Realized Benefit starting on the Consulting Fees Commencement Date.
 - e. 40% of any Refunds during the 48 months of any Realized Benefit starting on the Consulting Fees Commencement Date.
2. Cost Savings achieved for each of Client's Independent Locations shall have a separate Consulting Fees Commencement Date.
3. Consulting Fees shall be invoiced by Bottom Line to Client on a monthly basis and payable by Client upon receipt.
4. If one of the Engaged Categories is "Utilities", in the event that for any month Client's utility usage is less than 50% of the usage rate used to calculate the Benchmark, no Consulting Fees shall be due from Client to Bottom Line for that month, however the payment term shall be extended by one (1) month at the end of the payment term provided in Paragraph C.1.e.



D. NON-CIRCUMVENT

Client shall refrain from implementing any cost savings strategies in any Engaged Category without the express written consent of Bottom Line. Notwithstanding the foregoing:

1. To the extent Client has implemented any cost saving strategies for an Engaged Category prior to this Agreement, Client will disclose the same to Bottom Line prior to execution of this Agreement.
2. Should Client implement any cost saving strategy for an Engaged Category without Bottom Line's written consent after execution of this Agreement, Client shall be required to pay Bottom Line its Consulting Fee as though Bottom Line implemented the strategy through its own Deliverable.

E. AUDIT RIGHTS

Bottom Line shall be provided access as reasonably needed to Clients Information in order establish a Benchmark, determine cost expenditures, monitor pricing, and monitor vendor compliance in any Engaged Category. This Audit Right survives termination of this Agreement for a period of two (2) years.

F. INDEPENDENT CONTRACTOR

This Agreement does not create any partnership or joint venture between the parties, not constitute either party as the agent or legal representative of the other for any purpose. The relationship of Bottom Line and Client shall be one of independent contractor. Neither party has the right or authority to create any obligation or responsibility, express or implied, on behalf of the other, or to bind the other in any manner whatsoever.

G. LIMITATION OF LIABILITY

Bottom Line shall not be liable to Client for any claim, liability, loss, damage (actual or consequential), cost or expense (including legal or accounting fees) arising directly or indirectly from the services or Deliverables provided under this Agreement or any of its conduct, acts or omissions.

H. CONFIDENTIALITY

In connection with this Agreement each party may receive or have access to Confidential Information concerning the other Party, including, but not limited to, financial information, trade secrets, and methods, which is non-public and may be proprietary in nature. All such information, together with all non-public information concerning a Party and all information concerning this

1407 Broadway, 40th Floor | New York, NY 10018 | Phone (212)668-1111

info@BottomLineSavings.com | www.BottomLineSavings.com



Agreement, is referred to as "Confidential Information." Each Party shall use the other's Confidential Information solely for the purposes of performing its obligations under this Agreement and shall not use any such Confidential Information for its own purposes, and shall not

disclose Confidential Information except (i) to its employees, officers, directors, affiliates, and advisors on an as-needed basis in connection with the performance under this Agreement, and in the case of Bottom Line to vendors with providing Deliverables to Client, and (ii) as other required by an regulatory authority, law or regulation, or by legal process. Client understands and agrees that Bottom Line may on its website and in its marketing materials identify Client as a client of Bottom Line and, in connection, may display Client's logo, and any license or permission with respect to the same is hereby granted without any liability of any kind to Bottom Line.

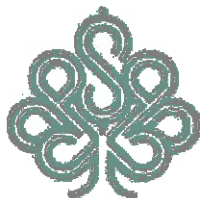
I. TERM OF AGREEMENT

The initial term of this Agreement shall be for one (1) year, and then shall continue on a month-to-month basis until terminated by either party. Notwithstanding termination of this Agreement, Client shall be responsible to continue to pay Bottom Line's Consulting Fees through the end of the time period described in Paragraph C.1.

The City shall have the right to terminate this contract with or without cause, for the convenience of the City. In the event of termination for the City's convenience, compensation to Contractor shall be made on the same basis as provided for in the Agreement between City and Contractor or Contract Documents, or in the absence of applicable provisions, then based on the percentage of the work completed as of the date of termination. In no event shall the Contractor be entitled to anticipated profits, however, to the extent realized savings are being incurred by Client, Client shall remain liable to Contractor for the duration of the compensation term, so long as anticipated savings are actually realized.

J. MISCELLANEOUS

1. This Agreement shall be governed by and construed in the accordance with the laws of the United States and the State of Maryland regardless of the substantive law that might otherwise govern under applicable choice-of-law principles.
2. The Parties agree to submit to the exclusive jurisdiction of any claim or dispute to be determined in the federal and state courts for Montgomery County, Maryland for any claim or dispute arising out of or relating to this Agreement and waive all objections to the selection of such venue.
3. In the event that any party institutes any legal suit, action or proceeding, against the other party arising out of or relating to this Agreement, the prevailing party in such suit, action or proceeding shall be entitled to receive, in addition to all other



**BottomLine
CONCEPTS**

We audit for refunds & negotiate for savings

damages to which it may be entitled, the costs incurred by the prevailing party in connection with the suit, action or proceeding, including reasonable attorneys' fees and expenses.

4. This Agreement constitutes the entire agreement between the Parties with respect to the subject matter herein and supersedes all prior agreements or understandings.
5. This Agreement shall not be amended or modified unless agreed to in writing by both Parties.
6. This Agreement may be executed and delivered electronically and in counterparts as though signed in full.

IN WITNESS ABOVE, the Parties hereto have entered into this Agreement on the date set forth above.

BOTTOM LINE CONCEPTS, LLC

City of Inkster

DocuSigned by:

hamza shaikh

3/1/2021

BE3A9700FA1E4D4...

By: hamza shaikh

Title: coo

By:

Title:



SCHEDULE A

SAVINGS	
X	Health Insurance/Prescription Drugs/Ancillary Benefits
X	Banking
X	Credit Cards
X	Utilities: Electric, Gas, Oil
X	Telecommunications/Internet

REFUNDS/CREDITS	
X	Accounts Payable
	Sales & Use/GST Tax
	Unclaimed Property



BottomLine
CONCEPTS
We audit for refunds & negotiate for savings

BOTTOM LINE CONCEPTS, LLC

City of Inkster

DocuSigned by:

hamza shaikh

BE3A9700FA1E4D4...

By: hamza shaikh

Title: coo

By:

Title:

Certificate Of Completion

Envelope Id: 5612E72F240C4E6EA169F27DF24BE539
 Subject: Please DocuSign: City of Inkster - Client Agreement-2.docx
 Source Envelope:
 Document Pages: 8
 Certificate Pages: 2
 AutoNav: Enabled
 Envelope Stamping: Enabled
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Delivered

Envelope Originator:
 BLC Legal
 1407 Broadway
 40th floor
 new york, NY 10018
 legal@bottomlinesavings.com
 IP Address: 66.229.95.130

Record Tracking

Status: Original
 3/1/2021 11:41:13 AM

Holder: BLC Legal
 legal@bottomlinesavings.com

Location: DocuSign

Signer Events

hamza shalkh
 hshalkh@bottomlinesavings.com
 COO
 Bottom Line Concepts, LLC
 Security Level: Email, Account Authentication
 (None)

Signature

DocuSigned by:

 BE3A8700FA1E4D4...

Signature Adoption: Pre-selected Style
 Using IP Address: 108.54.173.46

Timestamp

Sent: 3/1/2021 11:46:24 AM
 Viewed: 3/1/2021 11:56:25 AM
 Signed: 3/1/2021 11:56:41 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Patrick Wimberly
 pwimberly@cityofinkster.com
 Security Level: Email, Account Authentication
 (None)

Sent: 3/1/2021 11:52:09 AM
 Viewed: 3/1/2021 11:55:36 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

David Tanner
 dtanner@bottomlinesavings.com
 Security Level: Email, Account Authentication
 (None)
 Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

COPIED

Sent: 3/1/2021 11:46:24 AM

Josh Fox
 fox@bottomlinesavings.com
 CEO
 Security Level: Email, Account Authentication
 (None)

COPIED

Sent: 3/1/2021 11:46:24 AM

Carbon Copy Events

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Vijay Virupannavar

vvirupannavar@cityofinkster.com

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Zach Familoie

zfamilioe@bottomlinesavings.com

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Status**COPIED****COPIED****Timestamp**

Sent: 3/1/2021 11:52:10 AM
Viewed: 3/8/2021 1:19:00 PM

Sent: 3/1/2021 11:46:24 AM

Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Certified Delivered

Hashed/Encrypted

Security Checked

3/1/2021 11:46:24 AM

3/1/2021 11:55:36 AM

Payment Events**Status****Timestamps**

REQUEST FOR COUNCIL ACTION

To: Patrick Wimberly, Mayor

Date: March 30, 2021

From: Felicia Rutledge, City Clerk

Date for Council's Consideration: April 5, 2021

ACTION REQUESTED: Consideration and Approval of a Special Event "Inkster Blessing of the Bikes" on Sunday, May 9, 2021 from 10:00a.m. until 6:30p.m. Applicant is Eric Pritchett on behalf of the Inkster Cobras.

Current Action ☒ Emergency ☐ Future ☐

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

Mayor's Approval ☐

BACKGROUND:

The "Blessing of the Bikes" is an annual tradition in which riders of motorcycles are blessed by a Priest/Pastor in the hope that it will bring safety for the coming season. Many towns hold annual ceremonies to bless motorcycles at the start of the motorcycle riding season.

The Inkster Cobras are an Inkster based motorcycle club that was established in the 1960's. They contribute to the community with various events; turkey giveaways, toys for tots and bike giveaways to name a few. They are looking to host a "Blessing of the Bikes" event where a prayer is had over local and other state motorcycle riders for the riding season.

SCOPE OF SERVICES:

The event applicant is looking to host the event at the old Inkster High grounds on May 9, 2021 from 10:00am until 6:30p.m. The event will host motorcycle riders from all over with an expectation 600 - 950 motorcycle riders and event attendees. The event will have vendors, security, porta-potties and trash receptacles. The event applicants will return the event area to pre-event status by Monday May 10, 2021. The event has received all proper signoffs from various city departments. Application fee has been paid.

JUSTIFICATION:

This event will bring several people to the area and will be good for the community and local businesses. This event hopes to establish blessings by prayer over all motorcycle riders who seek prayer for a safe motorcycle season.

PROJECT IMPROVEMENTS:

COSTS:

The event applicant will be charging \$5.00 entrance fee to help defray the cost of the security, porta-potties and trash receptacles.

PROJECTED TIMETABLE:

Event to be held Sunday, May 9, 2021 from 10:00a.m. until 6:30p.m. with clean-up of event area by Monday, May 10, 2021 10:00a.m.

RESOLUTION:

Authorization and approval are hereby given for a Special Event; "Blessing of the Bikes" on May 9, 2021 from 10:00a.m. until 6:30p.m.

Resolved by _____

Seconded by _____

Yes:

No:

Absent:



City of Inkster, Michigan

Application Packet For Class 1 and Class 2 Events

Received: 3/2/2021

NOTICE OF INTENT TO APPLY FOR AN EVENT PERMIT

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

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

Event Title: INKSTER Blessing of the Bikes
Type of Event: Motorcycle & Car Event
Estimated Class Level (please circle): Class 1 Class 2
Event Date (s): May 9, 2021 Event Hours: 10 AM TO 4:30 PM
Park Name and Location (if only interested in a portion of a park, please specify the portion):
THE Old Inkster High School Grounds
***Additional days for set up: May 7, 2021 ***Additional days for clean-up: May 10, 2021

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

Please name the person(s) principally responsible for this event (applicant):
Name: ERIC E. FRUTLEDGE E-mail Address: EFUNTIMESRITCHET@gmail.com
Phone 1: 313-629-2319 (work/home/cell) Phone2: _____ (work/home/cell) Fax: _____
Legal name of applicant's organization: INKSTER COBRA'S
Form of ownership:
☐ Doing Business As ☐ Corporation ☐ Non-Profit

**City of Inkster
Event Permit**

☐ Individual

☐ Association

☐ Partnership

Applicant organization is:

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

Legal address: 1553 Helen St

Mailing address: _____

City: Inkster

State: MI

Zip: 48141

Phone: 313-629-2319 Fax: _____

E-mail: EFunTimesRitchot@gmail.com

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

CLASSES/CATEGORIES

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

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

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

DEADLINES

Class 1 Permit Deadlines

30 Days Prior to Event Date:

- Notice of Intent
- Application Fee

30 Days Prior to Event Date:

- Application
- Copy of insurance rider (If necessary).
- Security Deposit

Class 2 Permit Deadlines

30 Days Prior to Event Date:

- Notice of Intent
- Application Fee

30 Days Prior to Event Date:

- Application
- Copy of insurance rider.
- Pre-event meeting scheduled (If necessary).
- Security Deposit

INSURANCE REQUIREMENTS

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

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

Class 1 Insurance requirements

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

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

Class 2 Insurance requirements

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

FEES

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

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

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

Park key fee

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

Application Fee (non-refundable)

- Payable to "City of Inkster"

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

Security Deposit (refundable minus any costs incurred)

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

Inkster Police Department Service Fees/Auxiliary

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

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

Equipment Rates:

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

Department of Public Works Service Fees

Labor Rates:

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

Fire Department Rates

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

Equipment Rates

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

INVOICE EXAMPLES FROM PREVIOUS YEARS

Department of Public Works (DPW)

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

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



Received: _____

EVENT PERMIT

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

Event Title: Inkster Blessing of the Bikes

Location: The Old Inkster High School Grounds

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

Event Date/time (s):

Date: 5/9/2021 Start: 10:00 AM/PM End: 5:30 AM/PM

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

Name: Eric Pritchett E-mail Address: erichp56@gmail.com

Mailing address: 1553 Helen St

City: Inkster State: MI Zip: 48141

Day Phone: 9 Evening Phone: _____

Cell Phone: 313-629-2319 Fax: _____

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

President: Eric Pritchett Secretary: _____

Vice President: Dave Rappaport Treasurer: _____

+++++

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

**City of Inkster
Event Permit**

Section
requirement
by class

1, 2

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

1a. Ordinance Inclusion on Promotional Materials

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

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

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

1b. Ordinance Inclusion on Signage:

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

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

1, 2

2. Attendance:

Please estimate the number of people you expect to attend the event: 600-650

1, 2
DPW

3. Utilities:

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

☒ Yes (see below) ☐ No

☐ Electricity ☐ Water ☒ Other _____

Are the necessary utilities available at the location?

☐ Yes ☐ No (see below) not that I know of.

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

GENERATORS

City of Inkster
Event Permit

Section
requirement
by class

1, 2
DPW

4. Street closures:

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

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

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

EXAMPLE:

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

Street to close	From	To	Date	Time	Trunkline?

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

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

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

Name: _____ Address: _____ Phone: _____

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

Will you permit local residential traffic street access during the event? Yes ☐ No ☒
If no, how do you intend to accommodate residents? _____

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

**City of Inkster
Event Permit**

Section
requirement
by class

1, 2

5. Food Permit:

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

☒ Yes (see below) ☐ No

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

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

1, 2

6. Restrooms:

***Wheatley Park has Restrooms.**

Does your event require restroom facilities?

☐ Yes (see below) ☐ No

How many portable restrooms are you supplying? 10-20

1, 2
IPD

7. Noise Permit:

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

Type of sound at this event:

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

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

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

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

Date:	Time from:	Time to:
<u>5/9/2021</u>	<u>10:00 AM</u>	<u>5:30 pm</u>

Please attach a scaled layout/set up for the event

Section

**City of Inkster
Event Permit
requirement
by class**

1, 2
DPW

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

☐ Yes (see below) ☐ No

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

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

☐ Portable lights ☐ Other _____

☐ Bleacher (s) Number requested from the City _____

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

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

1, 2
DPW

9. Trash:
How many trash receptacles (with liners) do you intend to
provide 30 - 60

How do you intend to dispose of the trash following your event? All of that
I use.

Republic sells event trash boxes (55 gallons each, 1box is equal to 1/4 cubic yard). You
can contact them at 877-264-5544

1, 2
DPW

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

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

5/10/2021

**City of Inkster
Event Permit**

Event Title: INKSTER BLESSING OF THE BIKES

Event Date(s): MAY 9, 2021

Event Hours: 10:00 AM - 6:30 PM.

ATTESTATION

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

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

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

ERIC E. PRITCHETT
Applicant Name (printed)

Eric E. Pritchett Sr
Signature

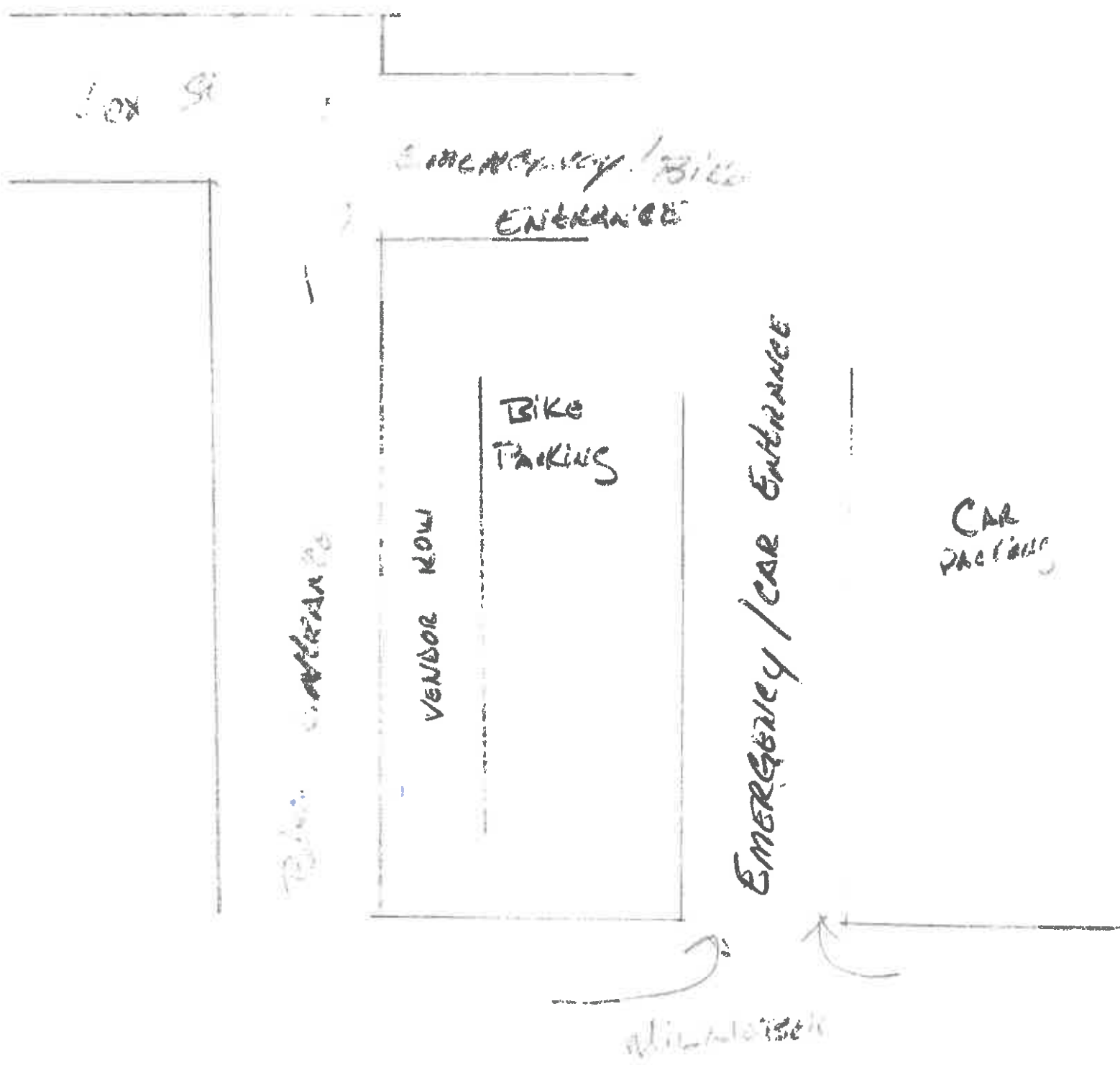
2/19/2021
Date

City of Inkster Approvals

Department Approval	Name (printed)	Approved?	Date
City Council	Resolution Number		
Public Works	Jerome Bivins		
Inkster Fire Dept.	Chief Hubbard		
Inkster Police	Chief Riley		
City Mayor	Patrick Wimberly Patrick Wimberly		
City Clerk	Felicia Rutledge		

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

MAY 9, 2021



No. 66205

City of Inkster

26215 Trowbridge
Inkster, MI 48141

Miscellaneous Cash Receipts

Received
From

Inkster P'dr's
David Trowbridge - check
26215 Trowbridge
Inkster, MI 48141
Name

DATE

3/9/2021

AMOUNT \$

100.00

EXPLANATION:

101-215-1/52-000

SPECIAL EVENT (May 9, 2021)

ACCOUNT CLASSIFICATION

FUND

A/C NO.	AMOUNT
101-215-1/52-000	100.00
TOTAL \$	

BY

FR

DO NOT WRITE IN THIS BOX

PAID
MAR 09 2021
D-1

City of Inkster
Event Permit

Event Title: INKSTER Blessing of The Bikes

Event Date(s): MAY 9, 2021

Event Hours: 10:00 AM - 6:30 PM.

ATTESTATION

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

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ERIC E. PRITCHETT
Applicant Name (printed)

Eric E. Pritchett Sr
Signature

2/19/2021
Date

City of Inkster Approvals

Department Approval Name (printed)

City Council Resolution Number

Public Works Jerome Bivins

Inkster Fire Dept. Chief Hubbard

Inkster Police Chief Riley

City Mayor Patrick Wimberly

City Clerk Felicia Rutledge

Approved?

Jerome Bivins

Date

3/27/21

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

City of Inkster
Event Permit

Event Title: INKSTER BLESSING OF THE BIKES

Event Date(s): MAY 9, 2021 Event Hours: 10:00 AM - 6:30 PM.

ATTESTATION

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ERIC E. PRITCHETT
Applicant Name (printed)

Eric E. Pritchett Sr
Signature

2/19/2021
Date

City of Inkster Approvals

Department Approval	Name (printed)	Approved?	Date
City Council	Resolution Number		
Public Works	Jerome Bivins		
Inkster Fire Dept.	Chief Hubbard	Approved	03-11-21
Inkster Police	Chief Riley		
City Mayor	Patricia Wimbark Patricia Wimbark		
City Clerk	Felicia Rutledge		

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

City of Inkster
Event Permit

Event Title: INKSTER BLESSING OF THE BIKES

Event Date(s): MAY 9, 2021

Event Hours: 10:00 AM - 6:30 PM.

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ERIC E. PRITCHETT
Applicant Name (printed)

Eric E. Pritchett Sr
Signature

2/19/2021
Date

City of Inkster Approvals

Department Approval	Name (printed)	Approved?	Date
City Council	Resolution Number		
Public Works	<u>Jerome Blivins</u>		
Inkster Fire Dept.	Chief Hubbard		
Inkster Police	Chief Riley <u>W.P.</u>	<u>William T. Riley</u>	<u>3-29-2021</u>
City Mayor	<u>Patrick Wimberly</u>		
City Clerk	<u>Felicia Rutledge</u>		

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

WE WILL HAVE AXXILARY IN THE AREA.
Chf. H

REQUEST FOR COUNCIL ACTION

To: Mayor, Patrick Wimberly

Date: March 30, 2021

From: City Clerk, Felicia Rutledge

Date for Council's Consideration:

ACTION REQUESTED: Consideration and approval to recognize the Friends of the LeAnna Hicks Library as a non-profit that operates within the city of Inkster.

Current Action ☒ Emergency ☐ Future ☐

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

Mayor's Approval _____

BACKGROUND:

Friends of the LeAnna Hicks Public Library need to be recognized as a non-profit in the city of Inkster to begin fundraising efforts.

The Friends of the Leanna Hicks Public Library Foundation is named after Leanna Hicks who began the "Friends of the Library" over 20 years ago.

The purpose of the foundation is to support the Leanna Hicks Public Library located in Inkster. Our export extends to assisting with library events, publicizing events, raising funds to support library events and activities, and generally offering support to every aspect of the library's purpose and existence.

Members of the "Friends...Foundation" include individuals living in Inkster and in other cities near and far who understand and support the important work that libraries do all over the county. They pay nominal yearly dues and those dues are used to carry out the mission of the foundation.

The Executive Board of the Friends of the Leanna Hicks Public Library Foundation are:

- Dr. Louise Edje, Chairman
- Mable P. Stroman, Vice Chairman
- Sarah Lebrell (resident of Dearborn Heights), Secretary
- Connie R. Mitchell, Treasurer
- Rita Hampton, Trustee

SCOPE OF SERVICES:

To recognize the Friends of the LeAnna Hicks Library as a non-profit and provide the State with a Resolution stating such.

JUSTIFICATION:

The state of Michigan gaming division requires that the local municipality recognize non-profits who wish to do fundraising as a non-profit in their local municipality.

PROJECT IMPROVEMENTS:

N/A

COSTS:

N/A

PROJECT TIME TABLE:

RESOLUTION:

Authorization is hereby given to recognize Friends of the LeAnna Hicks Library as a non-profit that operates within the City of Inkster.

Resolved by _____

Seconded by _____

Yes:

No:

Absent:

QUALIFICATION INFORMATION

Complete this form and submit with the required qualification documents listed on the attached Qualification Requirements sheet. A Bingo, Raffle, or Charity Game Ticket license application and fee may also be submitted with this information. See box #5 below for mailing instructions.

1. ORGANIZATION INFORMATION

Organization Name Friends of the Leanna Hicks Public Library Foundation			
Organization Physical Street Address 2500 Hamlin Dr.			
City Inkster	State MI	Zip Code 48141	County Wayne
Organization Mailing Address 2500 Hamlin Dr.			☒ Same as Physical Address
City Inkster	State MI	Zip Code 48141	County Wayne
Organization Telephone Number (313) 563 2822			

2. ORGANIZATION PURPOSE

Briefly describe the purpose of your organization.

The purpose of this organization shall be to maintain an association of persons interested in books and media and to assist in promoting knowledge of and participation in the Leann Hicks Public Library of Inkster, MI.

3. LICENSE APPLICATION

Enclosed is a completed application and fee for a ☐ Bingo ☒ Raffle ☐ Charity Game Ticket license
Make checks payable to STATE OF MICHIGAN.

4. AUTHORIZED CONTACT PERSON

First Name		Position/Role with Organization	
Mailing Address		City	
State	Zip Code	Telephone Number (Day)	Telephone Number (Evening)
By signing below, I hereby certify that the representations, information, and data presented are true, accurate, and complete to the best of my knowledge. I understand that failure to answer truthfully, completely, and accurately could preclude the organization from receiving an approval to obtain a gaming license.			
Authorized Contact Person Signature			Date
Print Authorized Contact Name and Title			

5. MAILING INSTRUCTIONS

Mail this completed Qualification Information form, the required qualification documentation listed on the Qualification Requirements sheet, and the completed license application and fee (if also applying for a gaming license) to Charitable Gaming Division, PO Box 30023, Lansing, MI 48909. If submitting by overnight carrier (FedEx, UPS, etc.), send to Charitable Gaming Division, 101 East Hillsdale, Lansing, MI 48933.





Charitable Gaming Division
Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY:
101 E. Hilldale, Lansing MI 48933
(517) 335-5780
www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL 432.103(K)(II))

At a _____ meeting of the _____
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

_____ on _____
DATE

_____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from The Friends of the Leanna Hicks Public Library Foundation Inkster
NAME OF ORGANIZATION CITY

county of Wayne asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for approval
APPROVAL/DISAPPROVAL

APPROVAL

Yeas: _____

Nays: _____

Absent: _____

DISAPPROVAL

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the Leanna Hicks Public Library Board at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____
DATE

SIGNED: _____

PRINTED NAME AND TITLE

ADDRESS

REQUEST FOR COUNCIL ACTION

To: Patrick Wimberly, Mayor

Date: March 29, 2021

From: Jerome Bivins, DPS Director Date for Council's Consideration: April 5, 2021

ACTION REQUESTED: Consider authorizing administration to enter into a lease agreement with Aielli Construction Company, Inc. to utilize city owned property, Parcel ID#44-010-99-0001-000, 13.98 acres for staging construction materials from March 17, 2021 – December 31, 2021.

Current Action ☒ Emergency ☐ Future ☐

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

Mayor Approval _____

BACKGROUND:

The area is the city's dump site, where all of our broken up concrete and dirt is disposed of from water main breaks and infrastructural repairs throughout the city.

SCOPE OF SERVICES:

To utilize City owned property for the purpose of staging construction materials (aggregates, dirt, pipe, etc.) and equipment for local project.

JUSTIFICATION:

Aielle Construction Company, Inc. will pay the City of Inkster \$500.00 per month or fully improve property features by providing grading of disturbed areas free of charge at the end of property use.

PROJECT IMPROVEMENTS:

Improve and promote the image of Inkster

COSTS:

N/A

PROJECTED TIMETABLE:

March 17, 2021 – December 31, 2021

RESOLUTION:

Authorization is hereby given on behalf of the City of Inkster to enter into a lease agreement with Aielli Construction Company, Inc. in the amount of \$500.00 per month or to fully improve property features.

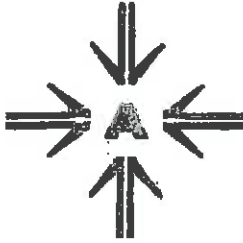
Resolved by _____

Seconded by _____

Yes:

No:

Absent:



Aielli Construction Company, Inc.

47742 Van Dyke Ave

Shelby Township, MI 48317

Phone 586-792-1890 / Fax 586-843-3203

E-Mail - info@aiellicc.com

Short-term Lease Agreement

This agreement is between the City of Inkster and Aielli Construction Company, Inc. (tenant), for the lease of a parcel of land for the purpose of staging construction materials (aggregates, dirt, pipe, etc.) and equipment for a local project.

1. The parcel contained in this agreement is described as follows: Southwest corner of Inkster Road and railroad tracks, Parcel ID # 44-010-99-0001-000, 13.98 Acres of vacant land; City of Inkster, Michigan 48141
2. The term of this lease shall be from March 17, 2021 to December 31, 2021 except as terminated earlier or extended according to the provisions below.
3. The tenant agrees to pay a lease fee to the landowner of \$500 per month OR fully improve property features by providing grading of disturbed areas free of charge at the end of property use. The tenant agrees to pay such sum at the beginning of each month (payments to be prorated if less than a full month is used).
4. Permitted Uses: The tenant is permitted all normal activities associated with the above purposes, including but not limited to:
 - Staging of aggregates (sand, stone, etc.) for use on local projects
 - Staging of dirt – to be loaded and hauled away at a later time within the lease term, or graded throughout the site for site improvements (upon owner permission)
 - Staging of construction equipment for use on local projects and to keep piles on site consolidated
 - Staging of construction materials for local projects

The tenant agrees to employ standard best management practices. It shall not be considered a default of this Lease if weather or other circumstance prevents timely practices or restoration.

5. Aielli Construction Co., Inc. agrees to provide the landowner with evidence of liability insurance coverage.
6. Aielli Construction Co., Inc. and the City of Inkster may mutually extend this lease with 1 month notice prior to end of lease term. Aielli agrees not to assign or sublease his/her interest.
7. The terms of this lease may be amended by mutual consent.
8. A default in any of these provisions by either party may be cured upon written notice by the other party within 30 days of receipt of such notice.
9. City of Inkster retains his/her right to access the parcel for its own purposes and use.

date
Aielli Construction Company, Inc.

date
City of Inkster

REQUEST FOR COUNCIL ACTION

To: Patrick Wimberly, Mayor

Date: March 19, 2021

From: Jerome Bivins, DPS Director Date for Council's Consideration: April 5, 2021

ACTION REQUESTED: Consider authorizing the Director of DPS to make application to the Wayne County Department of Public Service for permit to maintain the stormwater management system in accordance with the drawing attached as Exhibit "A", the terms of long-term maintenance plan attached as Exhibit "B" and the Wayne County Storm Water Ordinance and Administrative rules. A resolution from the local municipality to maintain the proposed storm water management system and its facilities is required.

Current Action ☒ Emergency ☐ Future ☐
Funds Budgeted: If Yes ☐ Account # No ☐ N/A ☐
Mayor Approval

BACKGROUND:

Wayne County requires a permit be submitted to maintain stormwater management systems in accordance the Storm Water Ordinance and Administrative rules. Gulf Shore Holdings, LLC on behalf of the City of Inkster shall assume jurisdiction over and accept responsibility for maintenance of storm water management system(s) at 2424 John Daly to ensure that the storm water management system functions properly as designed and constructed. Gulf Shore Holdings, LLC has agreed not to hold the City of Inkster responsible. (See attached letter).

SCOPE OF SERVICES:

Gulf Shore Holdings, LLC shall maintain the stormwater management system at the property located at 2424 John Daly to full extent required by Wayne County Department of Public Services to comply with Wayne County Storm Water Ordinance and Administrative Rules including any future revisions. Gulf Shore Holdings shall not hold the City of Inkster accountable for maintenance, and will be solely responsible to Wayne County for any breach or violations.

JUSTIFICATION:

To eliminate the City's liability and responsibility for maintenance of Storm Water management system associated with 2424 John Daly, and allow Gulf Shore Holdings, LLC shall maintain and manage the storm water management system located at 2424 John Daly.

PROJECT IMPROVEMENTS:

Improve and promote the image of Inkster

COSTS:

PROJECTED TIME TABLE:

Resolution will be submitted as part of the application upon adoption by City Council resolution.

RESOLUTION:

Authorization is hereby given to Director of DPS to make application to the Wayne County Department of Public Service for permit to maintain the stormwater management system in accordance with the drawing attached as Exhibit "A", the terms of long-term maintenance plan attached as Exhibit "B" and the Wayne County Storm Water Ordinance and Administrative rules. A resolution from the local municipality to maintain the proposed storm water management system and its facilities is required.

Resolved by _____

Seconded by _____

Yes:

No:

Absent:



Warren C. Evans
Wayne County Executive

JANUARY 20, 2021

Mr. Jerome Bivens
City of Inkster
26215 Trowbridge
Inkster, Michigan 48141-2314

**RE: Maintenance of Storm Water Management
Maintenance Permit for Inkster Pine Park**

Dear Mr. Bivens

Enclosed are the Storm Water Maintenance Permit M-52416 and Exhibits A&B.

Please sign and date the enclosed maintenance permit and request Council to pass a Resolution as required by the Wayne County Storm Water Ordinance.

http://www.waynecounty.com/doe_wqm_res_stormwm_standards.htm

Please return complete packet to Wayne County Permit Office. An executed copy of this permit with exhibits will be returned to your attention.

If you have any questions or concerns, you may contact me at 734.595.6504, extension 2038.

Sincerely,


Osama Qasem
Plan Review Engineer

**DEPARTMENT OF PUBLIC SERVICES / ENGINEERING DIVISION/ PERMIT OFFICE
33809 MICHIGAN AVENUE, WAYNE, MI 48184 ■ PHONE (734) 858-2774 ■ FAX (734) 595-6356**



**Gulf Shore Holdings, LLC
2424 John Daly St.
Inkster, MI 48141**

March 10, 2021

**Mr. Jerome Bivins
Director, City of Inkster Department of Public Services
26900 Princeton St.
Inkster, MI 48141**

Dear Mr. Bivins,

Regarding the storm water management system at 2424 John Daly St., Gulf Shore Holdings, LLC agrees to perform the maintenance activities, within the confines of our property, required by the long-term maintenance plan attached as Exhibit B of Wayne County permit number M-52416.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Carr", is positioned above the printed name.

**Michael Carr
Managing Member
Gulf Shore Holdings, LLC**

PERMIT OFFICE
33809 MICHIGAN AVE
WAYNE, MI 48184
PHONE (734) 595-8604
FAX (734) 595-6366

72 HOURS BEFORE ANY
CONSTRUCTION, CALL

FOR INSPECTION



WAYNE COUNTY
DEPARTMENT OF PUBLIC SERVICES
PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN

PERMIT No.

M-52416

ISSUE DATE

1/20/2021

EXPIRES

REVIEW No.

R 18-535

WORK ORDER

PROJECT NAME

MAINTENANCE PERMIT FOR INKSTER PINE PARK

LOCATION

2424 JOHN DALY ROAD (SW CORNER OF JOHN DALY ROAD AND TROWBRIDGE STREET, MULTIPLE PARCELS 8 AC +/-)

CITY/TWP

INKSTER

PERMIT HOLDER

CITY OF INKSTER
28216 TROWBRIDGE STREET
INKSTER, MI 48141-1800

CONTRACTOR

CONTACT

JEROME BIVINS

(313) 563-9774

CONTACT

<BLANK>

DESCRIPTION OF PERMITTED ACTIVITY

(72 HOURS BEFORE YOU DIG, CALL MISS DIG 1-800-482-7161, www.missdig.org)

PERMIT TO MAINTAIN THE STORM WATER MANAGEMENT SYSTEM IN ACCORDANCE WITH THE DRAWING ATTACHED AS EXHIBIT 'A', THE TERMS OF THE LONG-TERM MAINTENANCE PLAN ATTACHED AS EXHIBIT 'B' AND THE WAYNE COUNTY STORM WATER ORDINANCE AND ADMINISTRATIVE RULES. A RESOLUTION FROM THE LOCAL MUNICIPALITY TO MAINTAIN THE PROPOSED STORM WATER MANAGEMENT SYSTEM AND ITS FACILITIES IS REQUIRED.

THE CITY OF INKSTER SHALL ASSUME JURISDICTION OVER AND ACCEPT RESPONSIBILITY FOR MAINTENANCE OF THE STORM WATER MANAGEMENT SYSTEM(S) TO ENSURE THAT THE STORM WATER MANAGEMENT SYSTEM FUNCTIONS PROPERLY AS DESIGNED AND CONSTRUCTED. THE PERMIT HOLDER'S RESPONSIBILITIES UNDER THIS PERMIT SHALL INCLUDE, WITHOUT LIMITATIONS, (A) ANY MONITORING AND PREVENTIVE MAINTENANCE ACTIVITIES SET FORTH IN THE PLAN; (B) ANY AND ALL REMEDIAL ACTIONS NECESSARY TO REPAIR, MODIFY OR RECONSTRUCT THE SYSTEM AND (C) OTHER ACTIVITIES OR RESPONSIBILITIES FOR MAINTENANCE OF THE STORM WATER MANAGEMENT SYSTEM AS MAY BE SET FORTH IN THE ORDINANCE, ADMINISTRATIVE RULES, THE PLAN OR THIS PERMIT.

THE CITY OF INKSTER SHALL PERFORM ALL MONITORING, MAINTENANCE, REMEDIAL AND OTHER RESPONSIBILITIES REQUIRED BY THE WAYNE COUNTY ORDINANCE, ADMINISTRATIVE RULES, THE PLAN AND THIS PERMIT, IN PERPETUITY AND AT ITS SOLE COST EXPENSE.

THE CITY OF INKSTER SHALL PREPARE, EXECUTE AND (IF NECESSARY) RECORD ANY AND ALL AGREEMENTS, CONTRACTS AND OTHER DOCUMENTS THAT MAY BE REQUIRED TO PERFORM ITS OBLIGATIONS HEREUNDER AND ENSURE MAINTENANCE OF THE STORM WATER MANAGEMENT SYSTEM IN PERPETUITY.

IF WAYNE COUNTY FINDS IT NECESSARY TO ADJUST OR RELOCATE ALL OR ANY PORTION OF THE PERMITTED STORM WATER MANAGEMENT SYSTEM, THE PERMIT HOLDER SHALL CAUSE THIS ADJUSTMENT OR RELOCATION TO BE ACCOMPLISHED AT NO EXPENSE TO THE COUNTY. PRIOR TO ANY WORK BEING PERFORMED IN THE RIGHT-OF-WAY, A PERMIT SHALL BE SECURED FROM THE WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES PERMIT OFFICE.

APPROVED PLANS PREPARED BY

Gulf Shore Holdings

PLANS APPROVED BY

Kasson, H.

REQUIRED ATTACHMENTS

EXHIBIT A: MAP DEPICTING PHYSICAL LIMITS OF STORM WATER MGT SYSTEM

EXHIBIT 'B': LONG TERM MAINTENANCE PLAN

EXHIBIT 'C': BINDING AGREEMENT (COMMUNITY RESOLUTION)

(PERMIT VALID ONLY IF ACCOMPANIED BY ABOVE ATTACHMENTS)

In consideration of the Permit Holder and Contractor agreeing to abide and conform with all the terms and conditions herein, a Permit is hereby issued to the above named to Construct, Operate, Use and/or Maintain within the Road Right of Way, County Easement, and/or County Property. The permitted work described above shall be accomplished in accordance with the Approved Plans, Maps, Specifications and Statements filed with the Permit Office which are integral to and made part of this Permit. The General Conditions as well as any Required Attachments are incorporated as part of this Permit.

PERMIT HOLDER NAME

PERMIT HOLDER / AUTHORIZED AGENT

DATE

WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES

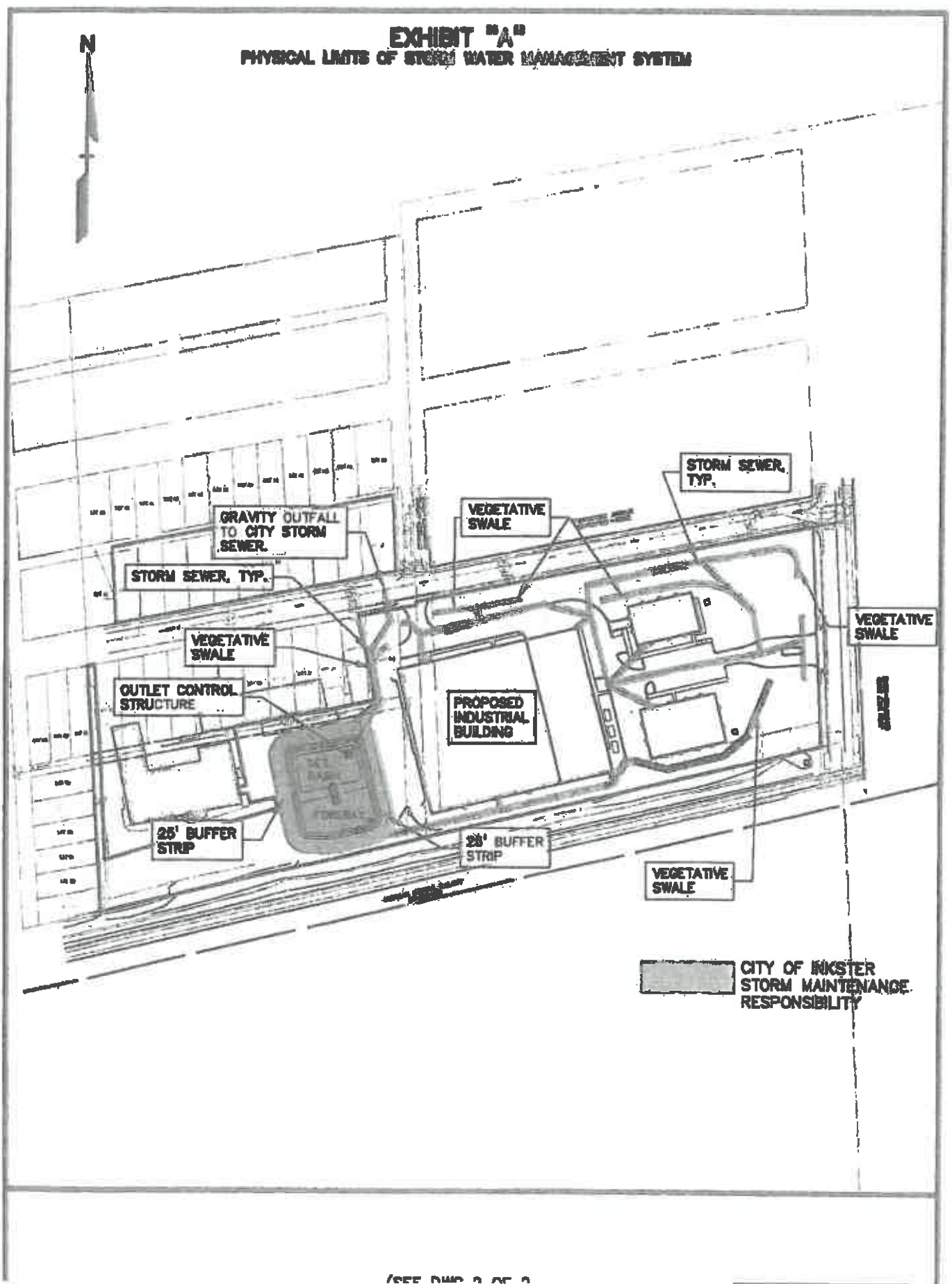
PREPARED BY

VALIDATED BY

PERMIT COORDINATOR

DATE

EXHIBIT "A" **PHYSICAL LIMITS OF STORM WATER MANAGEMENT SYSTEM**



SEE DWG 2 OF 2

EXHIBIT "A"
PHYSICAL LIMITS OF STORM WATER MANAGEMENT SYSTEM

LEGAL DESCRIPTION

(As-Surveyed)

Parcel A:

A parcel of land in the Northwest 1/4 of Section 30, Town 02 South - Range 10 East, City of Inkster, Wayne County, Michigan; including Lots 67 through 95, vacated Ridge Avenue adjacent to Lots 78 through 89, vacated Princess Avenue adjacent to Lots 77 and 78, the vacated 17-foot wide alley adjacent to and between Lot 67 and 88 through 95, and the vacated 16-foot wide alley adjacent to and between Lots 67 through 88 of Westwood Subdivision of J.W. Daly Farm as recorded in Liber 41 of Plats, Page 19, Wayne County records; also including parts of Lot 63, and Lots 68 through 75, all of vacated Princess Avenue adjacent to Lots 74 and 75, and parts of the vacated 18-foot wide alley adjacent to and between Lots 63 through 75 of Hannan's Michigan Heights Subdivision as recorded in Liber 53 of Plats, Page 4, Wayne County records; the surveyed boundary of this parcel is more particularly described as: Beginning at the northwest corner of vacated Lot 63 of Hannan's Michigan Heights Subdivision and the northeast corner of Lot 17, Michigan Dearborn Subdivision, as recorded in Liber 57, Page 94 of Plats, Wayne County records; thence North 79°02'15" East, along the south line of Trowbridge Avenue, 11.61 feet; thence South 03°41'20" East, 162.43 feet; thence South 02°12'41" East, 156.18 feet; thence North 72°54'17" East, 288.15 feet; thence North 10°52'05" West, 17.71 feet; thence South 78°35'45" West, 41.36 feet; thence North 11°24'15" West, 15.76 feet; thence South 78°35'45" West, 12.20 feet; thence North 11°24'15" West, 12.00 feet; thence North 78°35'45" East, 12.20 feet; thence North 11°24'15" West, 96.91 feet; thence North 79°32'05" East, 149.71 feet; thence North 76°40'11" East, 79.80 feet; thence North 10°41'43" West, 140.65 feet to the south line of Trowbridge Avenue; thence North 79°02'15" East, along the south line of Trowbridge Avenue, 93.40 feet to the east line of Hannan's Michigan Heights Subdivision and the west line of Westwood Subdivision; thence North 02°30'45" West, along said east and west lines, 5.29 feet; thence North 78°35'45" East, continuing along the south line of Trowbridge Avenue, 650.21 feet to the west line of John Daly Road; thence South 02°28'45" East, along the west line of John Daly Road, 358.02 feet to the north line of the National Railroad Passenger Corporation (Amtrak) right-of-way, platted as Michigan Central Railway; thence South 76°38'25" West, along the north railway right-of-way, 1188.80 feet to the southwest corner of Hannan's Michigan Heights Subdivision and the southeast corner of Michigan Dearborn Subdivision; thence North 03°04'39" West, along the west line of Hannan's Michigan Heights Subdivision and the east line of Michigan Dearborn Subdivision, 238.67 feet; thence North 03°09'50" West, continuing along said west and east lines, 162.61 feet returning to the Point of Beginning of this parcel description. Containing 7.91 acres of land.

EXHIBIT "B"

STORM WATER MANAGEMENT SYSTEM LONG-TERM MAINTENANCE PLAN WAYNE COUNTY DPS PLAN REVIEW NO.: TBD WAYNE COUNTY DPS PERMIT NO.: TBD

A. Physical Limits of the Storm Water Management System

The storm water management system (SWMS) subject to this long-term Maintenance Plan (Plan) is depicted on Exhibit A to the Permit and includes without limitation the storm sewers, catch basins, manholes, inlets, swales, buffer strip, spillways, forebay, detention basin, outlet control structure, and outlet pipe that conveys flow from the detention basin to an existing Trowbridge Road storm manhole, tributary to the Westwood Tia, a Wayne County Drain, located east and north of the site. For the purposes of this plan, this storm water management system (SWMS) and all of its components as shown in Exhibit A is referred to as "Gulf Shore Holdings SWMS."

B. Time Frame for Long-Term Maintenance Responsibility

Gulf Shore Holdings is responsible for maintaining the Gulf Shore Holdings SWMS, including complying with applicable requirements of the local or Wayne County soil erosion and sedimentation control program until Wayne County releases the construction permit. Long-term maintenance responsibility for the Gulf Shore Holdings SWMS commences when defined by the maintenance permit issued by the County. Long-term maintenance continues in perpetuity.

C. Matter of Inhering Maintenance Responsibility

City of Inkster has assumed responsibility for long-term maintenance of Gulf Shore Holdings SWMS. The resolution by which the City of Inkster has assumed maintenance responsibility is attached to this permit as Exhibit C. Gulf Shore Holdings, through a maintenance agreement with the City of Inkster, has agreed to perform the maintenance activities required by this plan. City of Inkster retains the right to enter the property and perform the necessary maintenance of the Gulf Shore Holdings SWMS if Gulf Shore Holdings fails to perform the required maintenance activities. To ensure that the Gulf Shore Holdings SWMS is maintained in perpetuity, the map of the physical limits of the storm water management system (Exhibit A), this plan (Exhibit B), the resolution attached as Exhibit C, and the maintenance agreement between the City of Inkster and the property owner(s) will be recorded with the Wayne County Register of Deeds. Upon recording, a copy of the recorded documents will be provided to the County.

D. Long-Term Maintenance Plan and Schedule

Table 1 identifies the maintenance activities to be performed, organized by category (monitoring/inspections, preventative maintenance and remedial actions). While performing maintenance, chemicals should not be applied to the forebay, detention basin, buffer strip, or watercourse. Table 1 also identifies site specific work needed to ensure that the storm water management system functions properly as designed.

TABLE 1: STORM WATER MANAGEMENT SYSTEM LONG-TERM MAINTENANCE SCHEDULE

MAINTENANCE ACTIVITIES	SYSTEM COMPONENTS	Storm Collection System (inlets, catch basins, manholes, sewers)	Inlets to Forebay & Detention Basin	Forebay & Detention Basin	Outlet Control Structure, & Outlet Pipe	Buffer Strip	Spillways, Rillages	Pavement Areas, Others	FREQUENCY
MONITORING/INSPECTION									
Inspect for sediment accumulation/clogging of stone filter		X	X	X	X				Annually
Inspect for tree limbs, dead vegetation and debris		X	X	X	X	X			Annually and after major events
Inspect for erosion and integrity of banks and berms		X	X	X	X	X	X		Annually and after major events
Monitor plantings/vegetation				X		X			2 times per year
Inspect all components during wet weather and compare to as-built plans		X	X	X	X	X	X		Annually
Ensure maintenance access remain clear/open		X	X	X	X	X	X		Annually
PREVENTIVE MAINTENANCE									
Mowing				X		X			As needed, select areas only
Remove accumulated sediments		X	X	X	X				As needed
Remove floatables, debris, invasive and dead vegetation		X	X	X	X	X			As needed
Replace or wash and reuse riser stone filters				X					Every 3 years, or as needed
Sweeping of pavement surfaces (streets and parking areas)								X	As needed
REMEDIAL ACTIONS									
Repair/establish areas of erosion		X	X	X	X	X			As needed
Replace dead plantings and trees, reseed bare areas				X		X			As needed
Structural repairs		X	X	X	X	X	X		As needed
Make adjustments/repairs to ensure proper functioning		X	X	X	X	X	X		As needed

REQUEST FOR COUNCIL ACTION

To: Patrick Wimberly, Mayor

Date: March 29, 2021

From: Jerome Bivins, DPS Director Date for Council's Consideration: April 5, 2021

ACTION REQUESTED: Consider authorizing the Administration to approve the contract in the amount of \$1,844,651.00 for Inland Waters Pollution Control, Inc. for phase one of sewer rehab project Northeast section of the City. Additionally, requesting authorization to approve 15% contingency for unforeseen conditions, the amount of \$276,696.65 and Engineer cost in the amount of \$192,113.36 . The total project cost is \$2,313,461.01.

Current Action X Emergency _____ Future _____

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

Mayor Approval _____

BACKGROUND:

In November of 2016 the City of Inkster was awarded a SAW Grant (Stormwater ,Asset, Management and Wastewater) for \$2,000,000.00 for cleaning and inspecting the sewer in the City. With this funding we were able to clean and inspect one-third of the City sewer system. Upon completing the project the City was required as part of one of the conditions of the grant to develop and plan to begin to address the sewer in the City. What we are asking for approval tonight is phase one of the sewer rehab project starting in the Northeast section of the City.

SCOPE OF SERVICES:

To begin phase one of the sewer rehab project in accordance with the requirement of the saw , which we were award in November 2016 in development and implementing plan to address of sewer system .

JUSTIFICATION:

To begin to improve our sewer system by rehabbing our current sewer and improving our infrastructure throughout the City.

PROJECT IMPROVEMENTS:

Improve and promote the image of Inkster

COSTS:

Total cost \$2,313,461.01

PROJECTED TIME TABLE:

Upon City Council approval the project will begin in three to four weeks.

RESOLUTION:

Authorization is hereby given Administration to approve the contract in the amount of \$1,844,651.00 for Inland Waters Pollution Control, Inc. for phase one of sewer rehab project Northeast section of the City. Additionally, requesting authorization to approve 15% contingency for unforeseen conditions, the

amount of \$276,696.65 and Engineer cost in the amount of \$192,113.36 . The total project cost is \$2,313,461.01.

Resolved by _____

Seconded by _____

Yes:

No:

Absent:

PRELIMINARY SCHEDULES

Start site work after receiving the Notice to Proceed. The date indicated on the Notice to Proceed is the date at which Contract times commence. In no case shall site work be commenced prior to receipt of a formal Notice to Proceed by the Owner.

The tentative scheduled dates of activity are as follows:

Wednesday, March 3, 2021	Bid Package Available for Download (Bid Issue Date)
Wednesday, March 10, 2021	Pre-Bid Conference
Tuesday, March 16, 2021	Bid Questions Due to Issuing Office by 5:00PM
Wednesday, March 24, 2021	Bids Due; Bid Opening at 1:00PM
Monday, April 5, 2021	Owner Awards Contract and Issues Notice of Award
Tuesday, April 6, 2021	Owner Delivers Three Unsigned Books to Bidder for Review and Signature
Wednesday, April 21, 2021	Contractor Delivers Bonds, Insurance, and Signed Books to Owner
Friday, April 23, 2021	Owner signs Contract (Effective Date of the Contract), Delivering One Project Manual to Contractor and One to Engineer
Monday, April 26, 2021	Pre-Construction Meeting: Owner Issues Notice To Proceed Stating Date of Contract Time Commencement
Monday, May 3, 2021	Contract Times Commence
Tuesday, November 30, 2021	Substantial Completion Date
Friday, December 31, 2021	Final Completion Date

Perspective Bidders will be required to participate in the pre-construction and (if applicable) pre-bid meetings with Owner and Engineering representatives to discuss a detailed Progress Schedule. The Owner will arrange the time and place for the meetings. The Progress Schedule shall include, at a minimum, the controlling work items for the completion of the project, the planned dates that these work items will be controlling operations, and the dates of Substantial and Final Completion.

Note that the above tentative schedule does not preclude the Owner from utilizing other requirements of the project related to timing in the Instructions to Bidders and General Conditions. Furthermore, Contractors shall coordinate all work with the Owner to ensure conflicts between this project and any other concurrent projects are avoided. Failure on the part of the Contractor to carry out provisions of this section as established may be sufficient cause to prevent bidding on future projects with the Owner.

GEOTECHNICAL DATA

The following report, entitled: "Inkster Sewer Rehab Phase 1 East of Inkster Road, Between Michigan Ave & Avondale Street Inkster, Michigan", was prepared by G2 Consulting Group on behalf of Giffels Webster on October 15, 2020 and should be used to reference their observations, analyses, and recommendations for the design and construction of the proposed sanitary and combined sewer rehabilitation as they relate to the geotechnical conditions beneath the site.



Report on Geotechnical Investigation

Inkster Sewer Rehab Phase 1 East of Inkster Road, Between Michigan Ave & Avondale Street Inkster, Michigan

Prepared for:

**Giffels Webster
6303 26 Mile Road, Suite 100
Washington Township, Michigan 48094**

**G2 Project No. 203437
October 15, 2020**

g2consultinggroup.com

Headquarters	1866 Woodslee St	Troy, MI 48083	P 248.680.0400	F 248.680.9745
Ann Arbor	1350 Eisenhower Pl	Ann Arbor, MI 48108	P 734.390.9330	F 734.390.9331
Chicagoland	1186 Heather Dr	Lake Zurich, IL 60047	P 847.353.8740	F 847.353.8742



October 15, 2020

Mr. Brent Kraft, P.E.
Senior Engineer
Giffels Webster
6303 26 Mile Road, Suite 100
Washington Township, Michigan 48094

Re: Report of Geotechnical Investigation
Inkster Sewer Rehab Phase 1
East of Inkster Road, between Michigan Ave and Avondale St
Inkster, Michigan
G2 Project No. 203437

Dear Mr. Kraft:

We have completed the geotechnical investigation for the proposed sewer rehabilitation project to take place in Inkster, Michigan. This report presents our observations, analyses, and recommendations for the design and construction of the proposed sanitary sewer improvements as they relate to the geotechnical conditions beneath the site.

We appreciate the opportunity to be of service to Giffels Webster and look forward to discussing the recommendations presented. In the meantime, if you have any questions regarding the report or any other matter pertaining to the project, please call us.

Sincerely,

G2 Consulting Group, LLC

Michael L. Evans, P.E.
Project Engineer

Jeffrey D. Crow, P.E.
Project Engineer

Jason B. Stoops, P.E.
Associate / Project Manager

MLE/JDC/JBS

Enclosures

g2consultinggroup.com

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EXECUTIVE SUMMARY

We understand the project consist of rehabilitating approximately 11,000 feet of existing sewer in Inkster, Michigan. A mixture of rehabilitation methods will be used for the project. Trenchless rehabilitation methods will include full CIPP lining, spot sectional liners, grouting, manhole lining/coating, and sewer lead reinstatement. Sections of the sewer will be replaced using open-cut methods. Invert depths of the existing sewer typically range from 9 to 20 feet below the ground surface.

We drilled a total of twenty-three (23) soil borings spaced along the existing sewer alignment. Approximately 2 to 15 inches of topsoil are present at the ground surface of soil borings B-2 through B-23. No distinct topsoil layer was observed at boring B-1. Stiff to hard cohesive fill, consisting of silty clay and sandy clay, and loose granular fill, consisting of sand, gravelly sand, and clayey sand, are present at the ground surface of boring B-1, underlie the topsoil within borings B-3 through B-23, and extend to depths ranging from 1 to 8-1/2 feet below the ground surface. Native loose sand underlies the topsoil within boring B-2 and the fill soils within boring B-9 and extends to an approximate depth of 3-1/2 feet. Native stiff to hard sandy clay and silty clay underlie the fill soils and native granular soils and extend to the explored depths ranging from 12-1/2 to 25 feet below the ground surface. During drilling operations, groundwater was encountered at depths ranging from 6 to 17 feet below the ground surface within borings B-1, B-9, B-11, B-14, B-17, B-20, and B-21. Upon completion of the drilling operations, groundwater was observed at depths ranging from 12 to 17 feet below the ground surface within borings B-1, B-9, B-20, and B-21. No groundwater was encountered within any of the remaining soil borings either during or upon completion of the drilling operations.

Temporary unsurcharged open-cut utility trenches should be sloped back at 1-1/2H:1V (horizontal:vertical) within the loose granular fill and the native granular soils, 1H:1V within the cohesive fill and native stiff cohesive soils, and 2/3H:1V in the native very stiff to hard cohesive soils. If sufficient space is not available to slope the trench sides, shoring will be required to support vertical cuts. If some lateral deflection of adjacent soils can be tolerated, such as in open areas, trench-box shoring may be used. If lateral deflection of adjacent soils cannot be tolerated, steel sheet pile or soldier pile and lagging shoring will be required.

We anticipate the proposed sewer rehabilitation sections will generally be supported on stiff to hard silty clay. These soils are suitable for support of the proposed sanitary sewer. However, fill soils were encountered along the majority of the sewer alignment and extend up to 8-1/2 feet below the ground surface. The existing fill is not suitable for support of the proposed sewer. If fill soils are encountered at the proposed sewer subgrade elevation, they must be completely removed from within the influence of the proposed sewer and be replaced with engineered fill.

For the design of a structural lining pipe system, a modulus of elasticity is required for the soil at the perimeter of the pipe. Based on the observed subsurface conditions and a conservative estimation of the variables, we recommend that a minimum modulus of elasticity of 5,000 psi be used for the design of the structural lining systems for the existing sewer supported within the native stiff to hard silty clay.

Do not consider this summary separate from the entire text of this report, with all the conclusions and qualifications mentioned herein. Details of our analysis and recommendations are discussed in the following sections and in the Appendix of this report.

PROJECT DESCRIPTION

We understand the project consist of rehabilltating an existing sewer in Inkster, Michigan. A mixture of rehabilitation methods will be used along the approximately 11,000 linear feet of existing sanitary sewer. The proposed trenchless rehabilitation methods will include full CIPP lining, spot sectional liners, grouting, manhole lining/coating, and sewer lead reinstatement. Sections of the existing sewer will be replaced using open-cut methods. We understand that the invert depths for the existing sewer typically range from 9 to 15 feet below the ground surface; however, portions of the sewer have invert elevations extending to approximately 20 feet below the ground surface.

SCOPE OF SERVICES

The field operations, laboratory testing, and engineering report preparation were performed under direction and supervision of a licensed professional engineer. Our services were performed according to generally accepted standards and procedures in the practice of geotechnical engineering in this area. Our scope of services for this project is as follows:

1. We drilled a total of twenty-three (23) soil borings along the existing sanitary sewer alignment. The soil borings were spaced approximately 500 to 800 feet apart and extend to a depths ranging from 12-1/2 of 25 feet below the existing ground surface.
2. We performed laboratory testing on representative samples obtained from the soil borings. Laboratory testing included visual engineering classification, natural moisture content, Atterberg Limits determinations, and unconfined compressive strength determinations
3. We prepared this engineering report. The report includes recommendations regarding appropriate pipeline design and installation methods given the subsurface soil and groundwater conditions observed along the proposed pipeline alignment.

FIELD OPERATIONS

Giffels Webster, in conjunction with G2 Consulting Group, LLC (G2), selected the number, depth, and location of the soil borings. The soil boring locations were located in the field by a representative of Giffels Webster prior to the drilling operations. Some boring locations were offset at the time of drilling due to utility conflicts and access restraints. The boring locations were offset the The approximate soil boring locations are shown on the Soil Boring Location Plans, Plate Nos. 1 and 2. The ground surface elevations at the boring locations were not available at the time of this report.

The soil borings were drilled using an all-terrain vehicle (ATV) rotary drilling rig. Continuous flight, 4-inch diameter solid-stem augers were used to advance the boreholes to the explored depths. Soil samples were obtained at regular intervals of 2-1/2 to 5 feet with the closer sampling depths occurring at the sewer invert elevations. The samples were obtained by the Standard Penetration Test method (ASTM D 1586), which involves driving a 2-inch diameter split-spoon sampler into the soil with a 140-pound weight falling 30 inches. The sampler is generally driven three successive 6-inch increments with the number of blows for each increment recorded. The number of blows required to advance the sampler the last 12 inches is termed the Standard Penetration Resistance (N). The blow counts for each 6-inch increment and the resulting N-value are presented on the Individual soil boring logs.

The soil samples were placed in sealed containers in the field and brought to our laboratory for testing and classification. A G2 representative maintained logs of the subsurface conditions during field operations, including changes in stratigraphy and observed groundwater levels. The final boring logs are based on the field boring logs supplemented by laboratory soil classification and test results. The boreholes were backfilled with auger cuttings upon completion of drilling operations.

LABORATORY TESTING

Representative soil samples were subjected to laboratory testing to determine soil parameters pertinent to sanitary sewer rehabilitation and construction. An experienced geotechnical engineer classified the samples in general conformance with the Unified Soil Classification System.

Laboratory testing included natural moisture content, Atterberg Limits determinations, and unconfined compressive strength determinations. The Atterberg Limits of representative samples were determined in accordance with ASTM Test Method D 4318, "Standard Test Methods for Liquid Limit, Plastic Limit, and Plasticity Index of Soils". The unconfined compressive strengths were determined using a spring-loaded hand penetrometer. The hand penetrometer estimates the unconfined compressive strength to a maximum of 4-1/2 tons per square foot by measuring the resistance of the soil sample to the penetration of a calibrated spring loaded cylinder.

The results of the laboratory tests are indicated on the soil boring logs, Figure Nos. 1 through 23, at the depths the samples were obtained. The Atterberg Limits Results are presented graphically on Figure No. 24. We will hold the soil samples for 60 days from the date of this report, after which time they will be discarded. If you would like the samples, please let us know.

SITE DESCRIPTION

The proposed sanitary sewer rehabilitation will be performed within a neighborhood located east of Inkster Road and north of Michigan Ave in Inkster, Michigan. The majority of the sewer lies within greenbelt areas in the backyards of residential homes. The northwestern portion of the sewer is adjacent to the Perrin Drain. The existing sewer alignment is covered with grass, bushes, and a few trees. Ground surface elevations were not available at the time of this report; however, the grade appears to be relatively flat with slight undulations along the alignment. Invert elevations were not available at the time of the report, but we understand the invert depths typically range from 9 to 15 feet below the ground surface with some portions extending to approximately 20 feet. The surrounding properties consist primarily of residential developments.

SOIL CONDITIONS

Approximately 2 to 15 inches of topsoil are present at the ground surface of soil borings B-2 through B-23. No distinct topsoil layer was observed at boring B-1. Cohesive fill, consisting of silty clay and sandy clay, and granular fill, consisting of sand, gravelly sand, and clayey sand, are present at the ground surface of boring B-1, underlie the topsoil within borings B-3 through B-23, and extend to depths ranging from 1 to 8-1/2 feet below the ground surface. Native sand underlies the topsoil within boring B-2 and the fill soils within boring B-9 and extends to an approximate depth of 3-1/2 feet. Native sandy clay and silty clay underlie the fill soils and native granular soils and extend to the explored depths ranging from 12-1/2 to 25 feet below the ground surface.

The cohesive fill soils are stiff to hard in consistency with moisture contents ranging from 11 to 35 percent and unconfined compressive strengths ranging from 2,000 to 9,000 pounds per square foot (psf). The granular fill soils are loose with Standard Penetration Test (SPT) N-values ranging from 4 to 7 blows per foot. The native sand is loose with SPT N-values of 5 and 8 blows per foot. The native cohesive soils are stiff to hard in consistency with natural moisture contents ranging from 10 to 27 percent, liquid limits ranging from 15 to 31, plasticity indexes ranging from 4 to 15, and unconfined compressive strengths ranging from 2,000 to 9,000 psf.

The stratification depths shown on the soil boring logs represent the soil conditions at the boring locations. Variations may occur away from the boring locations. Additionally, the stratigraphic lines represent the approximate boundaries between soil types. The transitions may be more gradual than indicated. We have prepared the boring logs on the basis of the field logs of the soil conditions encountered supplemented by laboratory classification and testing.

The Soil Boring Location Plans, Plate Nos. 1 and 2, Soil Boring Logs, Figure Nos. 1 through 23, and Atterberg Limits Results, Figure No. 24, are presented in the Appendix. The soil profiles described above are generalized descriptions of the conditions encountered at the boring location. General Notes Terminology defining the nomenclature used on the soil boring logs and elsewhere in this report are presented on Figure No. 25.

GROUNDWATER CONDITIONS

During drilling operations, groundwater was encountered at depths ranging from 6 to 17 feet below the ground surface within borings B-1, B-9, B-11, B-14, B-17, B-20, and B-21. Upon completion of the drilling operations, groundwater was observed at depths ranging from 12 to 17 feet below the ground surface within borings B-1, B-9, B-20, and B-21. No groundwater was encountered within any of the remaining soil borings either during or upon completion of the drilling operations.

Fluctuations in perched and long term groundwater levels should be anticipated due to seasonal variations and following periods of prolonged precipitation. It should also be noted that groundwater observations made during drilling operations in predominantly cohesive soils are not necessarily indicative of the static groundwater level. This is due to the low permeability of such soils and the tendency of drilling operations to seal off the natural paths of groundwater flow.

PIPELINE RECOMMENDATIONS

General

We understand that approximately 11,000 linear feet of existing sanitary sewer will be rehabilitated. A mixture of rehabilitation methods will be used for the project. Trenchless rehabilitation methods will include full CIPP lining, spot sectional liners, grouting, manhole lining/coating, and sewer lead reinstatement. Sections of the sewer will be replaced using open-cut methods. Invert depths of the existing sewer typically range from 9 to 20 feet below the ground surface.

We recommend all earthwork operations be performed in accordance with comprehensive specifications and that the earthwork be properly monitored in the field by qualified personnel under the direction of a licensed engineer. Any dewatering or shoring designs provided by the contractor should be prepared and stamped by a licensed engineer with extensive experience in the design of such systems.

Excavations and Slopes

We anticipate trenches for open-cut sewer rehabilitation will extend up to 15 feet below current grades. Temporary unsurcharged trench excavations should be sloped back at 1-1/2H:1V (horizontal:vertical) within the loose granular fill and the native granular soils, 1H:1V within the cohesive fill and native stiff cohesive soils, and 2/3H:1V in the native very stiff to hard cohesive soils. Where seepage from excavation cuts is observed, the slopes will need to be flattened sufficiently to achieve stability, but in no case left steeper than 3H:1V at and below the seepage level. The tops of the slopes should be barricaded to prevent vehicles and storage loads within 7 feet of the tops of the slopes. The soils exposed in slope faces should be inspected so that modifications of the slopes may be made if variations in the soil or water conditions occur.

If sufficient space is not available to slope the trench sides, shoring will be required to support vertical cuts. If some lateral deflection of adjacent soils can be tolerated, such as in open areas, trench-box shoring may be used. If a trench box is used, excavation should be performed from within the trench box, such that no unsupported vertical cut is allowed to exist. A trench box is not recommended where adjacent utilities, roadways, or structures are located less than a lateral distance delineated by a plane extending upward from the bottom edges of the excavation at a 1:1 slope.

If lateral deflection of adjacent soils cannot be tolerated, steel sheet pile or soldier pile and lagging shoring will be required. For design of cantilevered shoring or shoring with one row of internal bracing, a triangular distribution of lateral earth pressure (active earth pressure) may be used. It may be assumed that the retained soils with a level surface behind the cantilevered shoring will exert a lateral pressure equal to that developed by a fluid with a density of 35 pounds per cubic foot (pcf) for soils above water level. Soils below the water table should be modeled as a fluid with a density of 85 pcf. The passive resistance of the soils below a depth of 10 feet may be assumed to have an uniform pressure of 2,500 pounds per square foot. If construction traffic or material storage is allowed within 10 feet of the excavation, a uniform surcharge pressure of 250 pounds per square foot should be added to the design loads.

All excavations should be safely sheeted, shored, sloped or braced in accordance with MI-OSHA requirements. If material is stored or equipment is operated near an excavation, stronger shoring must be used to resist the extra pressure due to the superimposed loads. Care should always be exercised when excavating near existing roadways or utilities to avoid undermining. In no case should excavations extend below the level of adjacent existing structures or utilities unless underpinning is planned.

Pipeline Support

Based on the observed subsurface conditions and the anticipated invert elevations, we anticipate the proposed sewer rehabilitation sections will generally be supported on stiff to very stiff silty clay. These soils are suitable for support of the proposed sanitary sewer. However, fill soils were encountered along the majority of the sewer alignment and extend up to 8-1/2 feet below the ground surface. The existing fill is not suitable for support of the proposed sewer. If fill soils are encountered at the proposed sewer subgrade elevation, they must be completely removed from within the influence of the proposed sewer and be replaced with engineered fill.

Prior to placement of engineered fill or utility installation, the exposed subgrade should be visually evaluated for stability. Unstable subgrade soils can be densified in-place or be undercut and replaced with engineered fill. The bedding material should consist of crushed stone such as MDOT 6A or granular engineered fill, such as MDOT Class II sand, placed to a minimum of 4 inches below the pipe invert.

Trench Backfill

Granular engineered fill should be used to backfill around the sewer and the remainder of the utility trench. Engineered fill or bedding should be placed up to the springline of the pipe, while making sure that the void beneath the haunches of the pipe are fully filled. The initial lift should be compacted using light-duty compaction equipment, such as walk-behind vibratory plate compactors, and should be compacted in a manner that will not disturb the pipe alignment. The next lift of engineered fill may then be placed to 9 inches above the top of the pipe. Again, light-duty compaction equipment should be used to complete the compaction of the engineered fill.

After the bedding material and initial lift of backfill has been placed and compacted, the remainder of the trench should be backfilled in an engineered manner. The engineered fill should be free of organic matter, frozen soil, clods, or other harmful material. Backfill should be placed in loose layers not to exceed 9 inches in thickness and should be mechanically compacted to achieve a density of at least 95 percent of the materials maximum dry density as determined by the Modified Proctor compact test (ASTM D 1557). Granular engineered fill material should be placed and compacted at moisture contents within 2 percent above or below the optimum moisture content. We do not recommend using the existing cohesive soils as backfill material due to difficulty in compacting cohesive soils within confined areas.

Groundwater Control

In general, we do not anticipate significant groundwater accumulations within the anticipated trench installation areas based on the anticipated invert elevations. However, the contractor should be prepared to install properly constructed sumps in order to remove any groundwater from the granular subgrade soils or to remove seepage or run-off which enters the utility trenches. Sump pits should be constructed near the perimeter of the trench excavation beyond the supporting subgrade for the pipeline. It is preferable that sump pits be constructed at low elevation points along the alignment and that trenching progress upslope to allow seepage water to freely collect at sump locations. Water should not be allowed to pond in uncontrolled, non-sump pit areas.

Trenchless Rehabilitation

Trenchless rehabilitation methods will include full CIPP lining, spot sectional liners, grouting, manhole lining/coating, and sewer lead reinstatement. The soils at the anticipated invert elevations will consist of stiff to hard silty clay. For the design of a structural lining pipe system, a modulus of elasticity is required for the soil at the perimeter of the pipe. The plasticity index and unconfined compressive strengths were determined in the laboratory on representative soil samples. The shear strength is equal to half of the unconfined compressive strength. For evaluation purposes, an over consolidation ratio of 2 and a corresponding β range of 500 - 940 were used. The following table presents the recommended modulus of elasticity range at the anticipated Invert depths through the project site.

Boring	Plasticity Index	Over Consolidation Estimate	Unconfined Compressive Strength Near Invert Depth (psf)	Shear Strength (psf)	β Range	Modulus of Elasticity Range (psi)
B-1	9	2	2,000	1,000	500 - 940	3,475 - 6,525
B-4	4	2	5,000	2,500	500 - 940	8,675 - 16,325
B-6	9	2	7,000	3,500	500 - 940	12,150 - 22,850
B-9	11	2	4,000	2,000	500 - 940	6,950 - 13,050
B-16	15	2	9,000	4,500	500 - 940	15,625 - 29,375
B-18	13	2	9,000	4,500	500 - 940	15,625 - 29,375
B-21	10	2	6,000	3,000	500 - 940	10,400 - 19,575
B-22	12	2	9,000	4,500	500 - 940	15,625 - 29,375

Based on the above results and the conservative estimation of the variables, we recommend that a minimum modulus of elasticity of 5,000 psi be used for the design of the structural lining systems.

GENERAL COMMENTS

We have formulated the evaluations and recommendations presented in this report relative to sanitary sewer design and construction on the basis of data provided to us relating to the location, type, and proposed alignment. Any significant change in this data should be brought to our attention for review and evaluation with respect to the prevailing subsurface conditions.

The scope of the present investigation was limited to evaluation of subsurface conditions for the rehabilitation and construction of the proposed sewer and other related aspects of the development. No chemical, environmental, or hydrogeological testing or analyses were included in the scope of this investigation. If changes occur in the design, location, or concept of the project, the conclusions and recommendations contained in this report are not valid unless G2 Consulting Group, LLC reviews the changes. G2 Consulting Group, LLC will then confirm the recommendations presented herein or make changes in writing.

We base the analyses and recommendations submitted in this report upon the data from the soil borings performed at the approximate locations shown on the Soil Boring Location Plans, Plate Nos. 1 and 2.



This report does not reflect variations that may occur between the actual sewer location and the boring locations. The nature and extent of any such variations may not become clear until the time of construction. If significant variations then become evident, it may be necessary for us to re-evaluate our report recommendations.

Soil conditions at the site could vary from those generalized on the basis of soil borings made at specific locations. It is, therefore, recommended that G2 Consulting Group, LLC be retained to provide soil engineering services during the construction phases of the proposed project. This is to observe compliance with the design concepts, specifications, and recommendations. Also, this allows design changes to be made in the event that subsurface conditions differ from those anticipated.

APPENDIX

Soil Boring Location Plans

Plate Nos. 1 and 2

Soil Boring Logs

Figure Nos. 1 through 23

Atterberg Limits Results

Figure No. 24

General Notes Terminology

Figure No. 25



Legend

Soil Borings Performed by
Strata Drilling on September
9 through 16, 2020



Soil Boring Location Plan

Inkster Sewer Rehab Phase 1
E. of Inkster Rd & N. of Michigan Ave
Inkster, Michigan



Project No. 203437

Drawn by: MLE

Date: 10/6/20

Scale: NTS

Plate
No. 1



Soil Boring Location Plan	
Inkster Sewer Rehab Phase 1	
E. of Inkster Rd & N. of Michigan Ave	
Inkster, Michigan	
Project No. 203437	Drawn by: MLE
Date: 10/8/20	Plate No. 2
Scale: NTS	

Legend
Soil Borings Performed by
Strata Drilling on September
9 through 16, 2020



Project Name: Inkster Sewer Rehab Phase 1

Project Location: Inkster, Michigan

G2 Project No. 203437

Latitude: N/A

Longitude: N/A



Soil Boring No. B-1

CONSULTING GROUP

SUBSURFACE PROFILE

SOIL SAMPLE DATA

DEPTH (ft)	PRO-FILE	GROUND SURFACE ELEVATION: N/A	DEPTH (ft)	SAMPLE TYPE-NO.	BLOWS/6-INCHES	STD. PEN. RESISTANCE (N)	MOISTURE CONTENT (%)	DRY DENSITY (PCF)	UNCONF. COMP. STR. (PSF)
5		Fill: Very Stiff Mottled Brown and Gray Silty Clay with trace sand, gravel and roots and occasional sand layers	5	S-1	3 3 4	7	15.3		4000*
				S-2	2 2 3	5	14.6		4000*
10		Stiff to Very Stiff Gray Silty Clay with trace sand and gravel	10	S-3	1 2 2	4	18.9		2000*
				S-4	4 4 6	10	14.9		5000*
15		End of Boring @ 15 ft	15						
20			20						
25			25						
30			30						

Total Depth: 15 ft
 Drilling Date: September 16, 2020
 Inspector: A. Thomas
 Contractor: Strata Drilling, Inc.
 Driller: B. Sienklewicz

Water Level Observation:
 13-1/2 feet during drilling operations; 13 feet upon completion

Notes:
 * Calibrated Hand Penetrometer

Drilling Method:
 4-inch diameter solid-stem flight augers

Excavation Backfilling Procedure:
 Backfilled with auger cuttings

SOIL / PAVEMENT BORING 203437.CPJ 20150116 G2 CONSULTING DATA TEMPLATE.GDT 10/8/20

Figure No. 1

REQUEST FOR COUNCIL ACTION

To: Patrick Wimberly, Mayor

Date: March 30, 2021

From: Kaitlyn Hines
Planning Director

Date for Council Consideration: April 5, 2021

ACTION REQUESTED: Consider approval of Special Land Uses (SLUs 20-29, 20-30, 20-31, 20-32) for a proposed and previously approved Medical and Adult Use Marijuana Cultivation and Processing Facility to be located at 26277 Trowbridge on the south side of Trowbridge St between Bayhan and Beech Daly, in the M-1, Light Industrial District. Michael Boggio, on behalf of HWRJST Inkster, LLC is the applicant.

Current Action ☒ Emergency ☐ Future ☐

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

Mayor's Approval ☐

BACKGROUND INFORMATION

On Monday, March 8, 2021, the Planning Commission reviewed and recommended for approval SLUs 20-29, 20-30, 20-31, 20-32 on south side of Trowbridge St between Bayhan and Beech Daly, in the M-1, Light Industrial District. The associated Site Plan (SP 20-33) was approved with conditions. As part of their site plan approval, the Planning Commission approved a waiver for screening by request of the applicant. City Staff recommended approval of SLUs 20-29, 20-30, 20-31, 20-32 and SP 20-33. Michael Boggio, on behalf of HWRJST Inkster, LLC is the applicant. Draft meeting minutes are attached.

This development received special land use approvals from City Council for cultivation and processing on May 21, 2018. Since it has been over two years, the special land use approval has since expired and the project will need to go both before Planning Commission and Council. The subject property totals 2.65 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 is currently vacant. The proposed future development includes an approximate 30,200 Square foot cultivation and processing facility. The processing and cultivation facilities each have separate entrances, as well as separate exits. The applicant anticipates that the cultivation facility will have 20 employees, the processing facility will have five employees.

SCOPE OF SERVICES

N/A

JUSTIFICATION

The City Planner's letter dated January 15, 2021 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

foster economic development within the City of Inkster by bringing an existing vacant site into economic use.

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 from the Building Dept. in order to begin operation.

RESOLUTION

Resolved by _____

Seconded by _____

To approve Special Land Uses (SLUs 20-29, 20-30, 20-31, 20-32) for a proposed and previously approved Medical and Adult Use Marijuana Cultivation and Processing Facility to be located at 26277 Trowbridge on the south side of Trowbridge St between Bayhan and Beech Daly, in the M-1, Light Industrial District.

Yes:

No:

Absent:

**CITY OF INKSTER
PLANNING DIVISION
26215 TROWBRIDGE
INKSTER, MI 48141
313.563.9760/313.563.6488 (fax)**

PLANNING COMMISSION

Monday, March 8, 2021

6:30 p.m.

Via Virtual Remote Electronic Access

MEETING AGENDA

Open to the Public

- I. ROLL CALL
- II. ADOPTION OF AGENDA
- III. ADOPTION OF MINUTES
 - A. Adoption of February 22, 2021 minutes
- IV. PUBLIC HEARING
 - A. **Case #s 19-08 (SLU) 19-09 (SP) Pawn Shop**
Public Hearing to review and consider approval of a special land use and site plan for a proposed Pawn Shop in the B-3, General Business District at 29230 Michigan Avenue. Feras Chihadeh is the applicant.
 - B. **Case #s 20-06, 20-23 (SLU) 20-07, 20-14 (SP) Medical Marijuana Provisioning and Adult Use Marijuana Retail**
Public Hearing to review and consider approval of a special land uses and site plan for a proposed Medical and Adult Use Marijuana Retail in the TCD, Town Center District at 26831 Michigan Ave. John Clark is the applicant.
 - C. **Case #s 20-18 (SLU) 20-19 (SP) Medical Marijuana Cultivation**
Public Hearing to review and consider approval of a special land use and site plan for a proposed Medical Marijuana Cultivation Facility in the M-1, Light Industrial District at 2736 Edsel. Cody Railey, on behalf of TC Gardens, LLC, is the applicant.
 - D. **Case #s 20-29, 20-30, 20-31, 20-32 (SLU) 20-33 (SP) Medical and Adult Use Marijuana Cultivation and Processing**
Public Hearing to review and consider approval of a special land uses and site plan for a proposed Medical and Adult Use Marijuana Cultivation and Processing Facility in the M-1, Light Industrial District at 26277 Trowbridge. Michael Boggio, on behalf of HWRJST Inkster, LLC, is the applicant.
 - E. **Case #s 20-34, 20-35 (SLU) 20-36 (SP) Medical Marijuana Provisioning and Adult Use Marijuana Retail**

Public Hearing to review and consider approval of a special land uses and site plan for a proposed Medical and Adult Use Marijuana Retail in the B-2, Thoroughfare Mixed Use District at 29385 Cherry Hill. Samantha Bevins, on behalf of Vibe Consulting, is the applicant.

V. OLD BUSINESS

NONE.

VI. NEW BUSINESS

A. **Case # 19-09 (SP) – Consideration of an Irrigation Waiver**

Planning Commission to review and consider approval of an irrigation waiver for a proposed Pawn Shop in the B-3, General Business District at 29230 Michigan Avenue. Feras Chihadeh is the applicant.

B. **Case # 19-09 (SP) – Consideration of a Screening Waiver**

Planning Commission to review and consider approval of a screening waiver that will allow the applicant to expand the current wall to properly screen the residential house to the north, for a proposed Pawn Shop in the B-3, General Business District at 29230 Michigan Avenue. Feras Chihadeh is the applicant.

C. **Case # 19-09 (SP) – Consideration of a Parking Waiver**

Planning Commission to review and consider approval of a parking waiver for five spaces for a proposed Pawn Shop in the B-3, General Business District at 29230 Michigan Avenue. Feras Chihadeh is the applicant.

D. **Case # 19-09 (SP) – Consideration of a Loading Zone Length Waiver**

Planning Commission to review and consider approval of a loading zone length waiver (10'x70 to 10'x35') for a proposed Pawn Shop in the B-3, General Business District at 29230 Michigan Avenue. Feras Chihadeh is the applicant.

E. **Case # 20-07, 20-14 (SP) – Consideration of a Development Timetable, Financial Resume, and Traffic Study Waiver**

Planning Commission to review and consider approval of a waiver of the development timetable, financial resume, and traffic study requirement for a proposed Medical and Adult Use Marijuana Retail in the TCD, Town Center District at 26831 Michigan Ave. John Clark is the applicant.

F. **Case # 20-07, 20-14 (SP) – Consideration of an Irrigation Waiver**

Planning Commission to review and consider approval of an irrigation waiver for a proposed Medical and Adult Use Marijuana Retail in the TCD, Town Center District at 26831 Michigan Ave. John Clark is the applicant.

G. **Case # 20-07, 20-14 (SP) – Consideration of a Parking Waiver**

Planning Commission to review and consider approval of a parking waiver for a proposed Medical and Adult Use Marijuana Retail in the TCD, Town Center District at 26831 Michigan Ave. John Clark is the applicant.

H. **Case # 20-07, 20-14 (SP) – Consideration of a Loading Zone Length Waiver**

Planning Commission to review and consider approval of a Loading Zone Length waiver for a proposed Medical and Adult Use Marijuana Retail in the TCD, Town Center District at 26831 Michigan Ave. John Clark is the applicant.

- I. **Case # 20-07, 20-14 (SP) – Consideration of Parking Lot Paving Delay**
Planning Commission to review and consider approval of allowing the applicant to delay paving their lot until the City begins work on the alley behind the building for the proposed Medical and Adult Use Marijuana Retail in the TCD, Town Center District at 26831 Michigan Ave. John Clark is the applicant.
- J. **Case # 20-19 (SP) – Consideration of an Irrigation Waiver**
Planning Commission to review and consider approval of an irrigation waiver for a proposed Medical Marijuana Cultivation Facility in the M-1, Light Industrial District at 2736 Edsel. Cody Railey, on behalf of TC Gardens, LLC, is the applicant.
- K. **Case # 20-33 (SP) – Consideration of a Screening Waiver**
Planning Commission to review and consider approval of a screening waiver for a proposed Medical and Adult Use Marijuana Cultivation and Processing Facility in the M-1, Light Industrial District at 26277 Trowbridge. Michael Boggio, on behalf of HWRJST Inkster, LLC, is the applicant.

VII. MISCELLANEOUS

NONE.

VIII. ADJOURNMENT

ITEM III.A

February 22, 2021 Planning Commission Minutes

**CITY OF INKSTER
PLANNING COMMISSION
MINUTES**

A regular meeting was held on **Monday, February 22, 2021**, virtually via ZOOM.

A quorum was reached. Chairman Chisholm called the meeting to order at 6:40 p.m.

I. ROLL CALL

Present: Participating Virtually - Chairman Chisholm (Inkster), Cain (Inkster), Ratliff (Inkster), Vice Chair Williams (Oak Park), Secretary Faison (Inkster), Daniels (Inkster, 6:45), Wimberly (Inkster)
Absent: Willis, Davis

Others in attendance: Kaitlyn Hines, Planner
David Allen, Applicants consultant
Carrie Rhoden, Applicant
Sandra Watley, City Council

Public in attendance: Charles Blackwell, Monica Miller, Connie Mitchell, Shirley Hinkerson

II. ADOPTION OF AGENDA

MOVED by Wimberly, seconded by Faison to Adopt the Agenda with amendment. **MOTION CARRIED unanimously.**

III. ADOPTION OF MINUTES

A. Adoption of February 8, 2021 minutes

MOVED by Faison, seconded by Ratliff to Adopt the Minutes. **MOTION CARRIED unanimously.**

IV. PUBLIC HEARINGS

A. Case #s 20-27 (SLU) 20-28 (SP) Carry Out and Drive Through
Public Hearing to review and consider approval of a special land use and site plan for a proposed Carry Out and Drive Through Restaurant in the B-3, General Business District at 28724 Michigan Avenue. Carrie Rhoden is the applicant for Darnie's Soul Food.

MOVED by Ratliff, seconded by Daniels to open the public hearing for Case # 20-27 (SLU) 20-28 (SP) Drive Through and Carry Out. **MOTION CARRIED unanimously.**

Commissioner Concerns:

1. Secretary Faison asked what the applicants vision for the business was and how they will handle the signage for the wayfinding of the drive through. Ms. Rhoden responded that she wants to bring Inkster back to what it used to be and that she is in the process of purchasing the land next door to help with signage for wayfinding.
2. Commissioner Daniels asked if this was her first business and if she owes any money to the City. MS. Rhoden responded that she does not and that this is not her first business, but it is her first restaurant. Ms. Daniels then asked what the capacity of the location will be and if they will have a restroom. Mr. Allen responded that the building capacity is 10 people, but there is no sit down portion of the restaurant, so a public restroom will not be provided.

Public Comment:

1. Ms. Hinkerson asked what is meant by soul food and what the vision for the restaurant is. Ms. Rhoden responded that it will be comfort food such as mac and cheese, turkey, baked beans, and black eyed peas, but healthy options as well.
2. Sandra Watley asked if the police have assessed if there would be any issues with turning out on to Michigan Ave, and if it would impact traffic. Ms. Hines noted that the police did not raise any issue on the location and that it had previously been a restaurant.

MOVED by Ratliff, seconded by Williams to close the public hearing for case #20-27 (SLU) 20-28 (SP) Carry Out and Drive Through. **MOTION CARRIED unanimously.**

MOVED by Ratliff, seconded by Wimberly to recommend approval of case #20-27 (SLU) Carry Out and Drive Through. **MOTION CARRIED unanimously.**

MOVED by Ratliff, seconded by Daniels to approve case #20-28 (SP) Carry Out and Drive Through. **MOTION CARRIED unanimously.**

V. OLD BUSINESS

NONE.

VII. NEW BUSINESS

A. **Case # 20-28 (SP) – Consideration of a Parking Waiver**

Planning Commission to review and consider approval of a parking waiver for a proposed drive through and carry out restaurant (SP 20-28) in the B-3, General Business District at 28724 Michigan Ave. Carrie Rhoden, is the applicant.

MOVED by Ratliff, seconded by Wimberly to approve case #20-28 (SP) Carry Out and Drive Through Parking Waiver. **MOTION CARRIED unanimously.**

VIII. MISCELLANEOUS

A. **Inkster Equitable Development Presentation**

- a. Secretary Faison gave a presentation on equitable development tools the City could look into developing. Commissioner Cain agreed that we should continue this conversation.

B. Training opportunities:

- a. Chair Chisholm reminded the commissioners about the training opportunities through MAP.

C. Public Comments:

- a. Monica Miller asked the applicant if the food would be authentic. Ms. Rhoden said that it would be as they are family recipes.
- b. Charles Blackwell commented that Councilman Chisholm and Patrick Wimberly were disrespectful to him because they aired out his private information and they Mayor Wimberly's birthday is coming up and he will need a get out of jail free card instead of birthday card because of the Alex Legion case.

VIII. ADJOURNMENT – 7:40 pm

MOVED by Faison, seconded by Williams to adjourn the Planning Commission meeting held on February 22, 2021. **MOTION CARRIED unanimously.**

Respectfully submitted,

Steven Chisholm, Chairman

Kimberly Faison, Secretary

Kaitlyn Hines, Planning Director

ITEM IV.A
Public Hearing

Case # 19-08(SLU) 19-09 (SP) – 29230
Michigan Ave Pawn Shop



CITY OF INKSTER

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

February 11, 2021

Planning Commission
City of Inkster
26215 Trowbridge
Inkster, MI 48141

Subject: SP19-09 Michigan Pawn Shop
Location: 29230 Michigan Avenue
Zoning: B-3, General Business District
Applicant: Feras Chlhadeh
Owner: FMG United LLC

The City of Inkster Planning Department has reviewed the above-referenced Site Plan and associated Special Land Use application and offers the following comments and findings for your consideration. The original site plan was dated March 28, 2019, and the revised site plans received on February 9, 2021. Planning Staff conducted a site visit on Tuesday, April 30, 2019. The proposed use is a pawn shop with a second floor office in the adjacent building.

SITE DESCRIPTION

The site consists of two buildings located on the north side of Michigan Avenue at 29230 Michigan (full legal description on site plan) and totals 13,000 square feet (0.30 acres). The primary building is a one-story 1,933 square foot commercial building, and the secondary building is a two-story mixed-use building with a vacant apartment on the upper level totaling 1,546 square feet. The applicant plans to use the apartment as an office and break room for their security guard. The site plan states that the shop will have three employees, and the regular hours of operation are 9 am to 6 pm every day. The site is located in the B-3, General Business District. The proposed pawn shop is a (regulated) special land use in the B-3 zoning district. Due to its location within 300 feet of a residential area, the applicants had to obtain signatures from 51% of the entities located within 300 feet of the location and get those signatures approved by City Council. City Council approved the petition signatures on Monday, August 20, 2019.

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	Pawn Shop	B-3, General Business	Regional Commercial
North	Single-Family Residential	R-1B, One-Family Residential	Regional Commercial
South	H&H Metals	B-3, General Business	Regional Commercial
East	Commercial Building	B-3, General Business	Regional Commercial
West	Used Car Lot	B-3, General Business	Regional Commercial

EXHIBIT A: AERIAL VIEW OF SITE



EXHIBIT B: PARCEL MAP



REVIEW COMMENTS

1. **Zoning and Use (§155.046).** The site is in the B-3, General Business District and is bordered by sites in the B-3, General Business District to the south, east, and west, and the and R-1B, One-Family Residential District to the north. “Pawn shops” are a special (regulated) land use in the B-3 district subject to compliance with the schedule of regulations listed in §155.061, the site plan approval standards listed in §155.287, the special land use standards listed in §155.289, and the “regulated use” standards listed in §155.202 of the Zoning Ordinance.

The B-3 district requires setbacks, lot size, lot coverage, and height as follows:

Setbacks	Required	Proposed
Front Setback	None	Existing. Complies.
Rear Setback	Off-street loading space shall be provided in the rear yard, and shall be provided in addition to any required off-street parking area.	Existing. Complies.
Side Yard Setback (Both)	No side yards are required along interior side lot lines within the district, except as required in the building code; provided that if walls of structures facing such interior side lot lines contain window or door penetrations, such side yard shall not be less than ten feet.	<u>Existing. Non-conforming.</u>
Side Yard Setback (One)	No side yards are required along interior side lot lines within the district, except as required in the building code; provided that if walls of structures facing such interior side lot lines contain window or door penetrations, such side yard shall not be less than ten feet.	<u>Existing. Non-conforming.</u>
Lot Size	Dimensions must permit parking and landscaping.	Existing. Complies.
Lot Coverage	Based on off-street parking, loading, greenbelt screening, and setbacks.	Existing. Complies.
Height	25 ft (2 stories)	Existing. Complies.

2. **Architectural Features.** The one-story existing building is CMU with a weathered brick and stone façade, and black wood mansard awning. There is a note that the wood awning will either be replaced or repaired. The CMU and brick are painted white, but the paint is not in good condition; there is a note on Sheet A-01 indicating that the paint on the façade will either be stripped to expose the natural materials, or it will be repainted the existing colors. The existing two-story building is brown-painted brick on the lower level with brown-painted T-111 siding on the upper level – some of the T-111 siding is missing on the north elevation and will be repaired per the note on the plans. Both buildings have flat commercial membrane roofs. There are barred windows on the front (south) façade of the one-story building, a double barred glass door, two barred windows, and a second floor fire escape on the west façade, and a single barred glass door and two windows on the east façade. The east façade of the two-story building includes three filled-in openings on the bottom story, and three windows on the upper story.

3. **Site Design and Landscaping (§155.073).** Pursuant to §155.073, a landscape plan for the site must be provided, and the following landscaping comments must be addressed:
 - a. **Performance Bond (§155.073(D)(2)).** Whenever a site plan requires any type of landscaping, the applicant is required to post a Performance Bond prior to the issuance of a Certificate of Occupancy to ensure the completion of landscaping (including irrigation), and this bond may be held up to two years by the City to provide a means of replacing landscaping that dies within the first two years.
 - b. **Irrigation (§155.073(D)(12)).** 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, or the applicant must obtain a waiver from the Planning Commission if they determine that underground irrigation is unnecessary. Sheet A-03 contains a note stating that the applicant will apply for an irrigation waiver. Applicant indicates that employees will use a hose bib to water landscaping three times a week. Location of hose bib is shown on site plan and a note was added stating that all trees shall be outfitted with gator bags. Given the amount of required landscaping and its distance from the building, and the outcome of previous waivers granted under similar circumstances, Planning Staff does not support an irrigation waiver.
 - c. **Right-of-way Landscaping (§155.073(D)(13)).** A total of three deciduous shade trees, and one ornamental tree are required and provided. There are seven proposed Red Oak trees. The four proposed ornamental trees are Serviceberry trees. On Hyde, there is proposed parking facing and located within 100 feet of the public right-of-way, as such it is subject to the Perimeter Landscaping Requirements discussed in Item 10.
4. **Walls and Fences (§155.074).** The proposed site plan shows the existing five foot high unpainted CMU wall along the north property line being increased to six feet high and painted beige. The applicant will also be extending the existing fence to the north of the property to screen the residential properties. Required walls may, upon approval of the Planning Commission, be located on the opposite side of an alley right-of-way from a nonresidential zone that abuts a residential zone when mutually agreeable to affected property owners. The continuity of the required wall on a given block will be a major consideration of the Planning Commission in reviewing such request.
5. **Waste Receptacle (Dumpster) or Storage Screening (§155.075).** There is an existing five foot high CMU dumpster enclosure without a gate in the northwest corner of the subject property. Sheet A-02 indicates that the enclosure height will be increased to six feet, painted beige, with an opaque trex beige gate, and a concrete pad will be installed underneath it.
6. **Exterior Lighting and Security Cameras (§155.076).**

- a. **Exterior Lighting.** The site plan indicates that no new lighting is proposed.
 - b. **Security Cameras (§155.076(B)).** There is a note on Sheet A-01 regarding the proposed security system. Security cameras shall be installed, maintained and approved by the City Police Chief. All security cameras shall be high-definition with a minimum resolution of 1080p.
7. **Parking and Circulation (§155.077).** Required parking for the retail use is two spaces plus one space per 175 square feet of gross floor area, requiring 16 spaces for the retail and storage. Parking for the upstairs apartment is being turned into an office space, which would require 1 space per 500 square feet of gross floor area, which at 665sqft, is one space. There are 12 spaces proposed and 17 required. Planning Staff supports a waiver for the 5 spaces due to there being a bus stop within 500ft of the facility. In addition, curb blocks are not permitted, however, they can remain in front of the entrance due to existing conditions. Sections of the parking lot appear to be in poor condition with grass growing through the paving – applicant has indicated these areas will be patched – Planning defers to Engineering. A five foot wide sidewalk is proposed along Hyde, as well as a pedestrian ramp at the corner of Hyde and Michigan. The sidewalk flags in disrepair in front of the building along Michigan Avenue will also be replaced. The applicant intends to leave open the curb cut along Hyde.
8. **Accessible Parking (§155.078).** Based on a total of 14 parking spaces, one van-accessible space is required and shown. A sign detail and the location of the exterior entrance is provided.
9. **Off-street Loading and Unloading (§155.079).** The site plan indicates a 10 foot by 35 foot concrete loading area in the northwest corner of the site screened from Michigan Avenue with a proposed six foot high CMU wall. It is partially screened from Hyde by the required landscaping. There is a note on Sheet A-01 indicating that a box truck is the largest truck that will make deliveries to the site. Approval of a waiver from the Planning Commission is necessary to reduce the loading area length to 35 feet.
10. **Parking Lot Landscaping (§155.080).**
 - a. **Terminal Islands.** Terminal landscape islands with a minimum of one shade tree are required and provided at the end of each row of parking spaces to separate parking from adjacent drive aisles.
 - b. **Perimeter Landscaping.** Perimeter landscaping shall be provided along the edge of any parking lot facing and located within 100 feet of a public right-of-way. Four deciduous shade trees, three ornamentals, and a continuous hedge 30 inches in height is required and provided along the Hyde Street frontage. Please see comments in Item 3d of this review letter for information regarding proposed tree species.
 - c. **Snow Storage.** The snow storage is proposed to be directly behind the 6ft screening wall to the north of the property.

11. **Signs (§155.251).** Two wall signs are proposed – one along the Michigan Avenue frontage with an area of 16sqft, and one along the Hyde Street frontage with an area of 16sqft. The existing signage for the previous Boost Mobile use exceeds the number of signs permitted by the ordinance, and any new signage must comply with ordinance requirements.
12. **Comments from Other Departments.** All applicable City departments and consultants should review the site plan and identify any remaining issues.

RECOMMENDATION

Planning Staff supports the utilization of an existing vacant building which should revitalize the area. Planning Staff recommends approval of the site plans subject to the following conditions:

1. **Irrigation.** Applicant must receive a waiver from the Planning Commission for irrigation.
2. **Walls and Fences.** Applicant must receive permission from the Planning Commission to extend the wall across the alley.
3. **Parking and Circulation.** Applicant must receive waiver from Planning Commission for 5 spaces.
4. **Off-street Loading and Unloading.** Applicant must receive a waiver from the Planning Commission to reduce the loading zone from 10'x70' to 10'x35'.
5. **Business License.** The applicant must obtain a current business license from the City.
6. **Comments from Other Departments.** Comments from Engineering, Police, and Fire must be addressed.

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

Thank you,



Kaitlyn Hines
Planning Director

**CITY OF INKSTER**

26215 Trowbridge St.
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313.563.4232

February 11, 2021

Planning Commission
City of Inkster
26215 Trowbridge
Inkster, MI 48141

Subject: SLU19-08 Michigan Pawn Shop
Location: 29230 Michigan Avenue
Zoning: B-3, General Business District
Applicant: Feras Chlhadeh
Owner: FMG United LLC

The City of Inkster Planning Department has reviewed the above-referenced Site Plan and associated Special Land Use application and offers the following comments and findings for your consideration. The original site plan was dated March 28, 2019, and the revised site plans are dated July 11, 2020. Planning Staff conducted a site visit on Tuesday, April 30, 2019. The proposed use is a pawn shop with a second floor office in the adjacent building.

SITE DESCRIPTION

The site consists of two buildings located on the north side of Michigan Avenue at 29230 Michigan (full legal description on site plan) and totals 13,000 square feet (0.30 acres). The primary building is a one-story 1,650 square foot commercial building, and the secondary building is a two-story mixed-use building with a vacant apartment on the upper level totaling 1,020 square feet. The applicant plans to use the apartment as an office and break room for their security guard. The site plan states that the shop will have three employees, and the regular hours of operation are 9 am to 6 pm every day. The site is located in the B-3, General Business District. The proposed pawn shop is a (regulated) special land use in the B-3 zoning district. Due to its location within 300 feet of a residential area, the applicants had to obtain signatures from 51% of the entities located within 300 feet of the location and get those signatures approved by City Council. City Council approved the petition signatures on Monday, August 20, 2019.

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 Regional Commercial land uses. Regional Commercial is intended to allow for a wide variety of retail and commercial uses that services Inkster and the surrounding communities. Regional Commercial acts as a buffer around the downtown Town Center District. This category allows new development that is compatible with and contributes to the character of Michigan Avenue through use of appropriate building materials, architectural detail, color range, massing, lighting, and landscaping criteria to soften the visual impact of commercial building sites and parking areas, and to accentuate the relationship to streets and pedestrian ways. The proposed use is a pawn shop, potentially with an upper floor residential apartment. The appendix of the City's Master Plan includes public input on encouraged and discouraged land uses. Pawn shops were the third most discouraged use in the B-3, General Business District with eight votes discouraging them, and no votes encouraging them. Therefore, Planning Staff cannot make the finding that the proposed pawn shop is harmonious with the goal and policies of the Master Plan.
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.** There is occupied single-family residential property located directly to the north of the subject property separated by an alley way and five foot CMU wall. Proposed site improvements include increasing the existing five foot high block high to six feet high and painting it a neutral color. The screening wall must be extended the length of the property.
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 existing buildings are vacant. Re-occupancy of the vacant buildings will result in a visual, physical, and economic improvement to the subject property, surrounding properties, and city as a whole. *This finding is met.*
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 subject property is already developed with existing buildings. Therefore, the capacity of the City's infrastructure and public services appears to be sufficient to accommodate the business; however, Planning will defer to DPS, Engineering, Fire, and Police on making these findings.
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. The entrance of the proposed pawn shop is located off of Michigan Avenue which is a Principal Arterial. The presence of a pawn shop located adjacent to residentially zoned land has the potential to create a nuisance due to the nature of the land use; however, bringing the CMU wall into compliance with ordinance requirements, as well regulating the hours of operation could mitigate potential impacts. No adverse impacts from light, odor, exhaust, or similar nuisances are anticipated.

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 proposed use would have a positive economic impact on the area by re-occupying existing vacant buildings. Although properties to the south, east, and west include various retail and grandfathered industrial uses, to the north is an occupied home. Therefore, we recommend that the results of a public hearing be considered to assess impacts on the surrounding area.
7. **Will not impose additional service demands upon the City or its anticipated future resources.** The capacity of the City's infrastructure and public services appears to be sufficient to accommodate the business; however, Planning will defer to DPS, Engineering, Fire, and Police on making these findings.
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. The proposed pawn shop would re-occupy and redevelop an existing building and property that has been vacant, thus improving the safety and economic welfare of the community.
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.** *This finding can be made.*

RECOMMENDATION

In general, the proposed pawn shop is not harmonious with the goals and policies of the master plan and the B-3, General Business District, and pawn shops were discouraged by residents who participated in community outreach for the Master Plan. It may improve the economic welfare of the community by re-occupying an existing vacant building.

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

Thank you,



Kaitlyn Hines
Planning Director



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

February 11, 2021

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

Attn: Jerome Bivins, Department of Public Services Director

Regarding: 19-09 (SP)/19-08(SLU)
29230 Michigan Avenue – Pawn Shop
Preliminary Site Plan Approval

Dear Mr. Bivins:

Alfred Benesch & Companies, (Benesch) has completed a review of the plans that were provided via email in digital format on February 10, 2021 and recommends approval and acceptance of the plans.

Please note the following:

1. Proposed grades for new pavement are required for final site plan approval prior to the start of construction. Spot elevations and curb and gutter elevations shown on the plans are required to demonstrate adequate storm water runoff from the site and smooth transitions from existing and proposed pavement and structures.
2. A construction permit for work in the Michigan Avenue right-of-way is required prior to the start of construction and can be obtained from the Michigan Department of Transportation (MDOT). See the following link for additional information https://www.michigan.gov/mdot/0,4616,7-151-9625_72410--,00.html

Please call me at 313-495-0296 if you have any questions.

Sincerely,

Alfred Benesch & Company

A handwritten signature in black ink that reads "Carrie Loya-Smalley".

Carrie Loya-Smalley, P.E.
Project Engineer

CC: La-Toria Joyce, City of Inkster Department of Public Services Superintendent
Kaitlyn Hines, AICP, City of Inkster Planner
File: 00050202.00

Adrianna Jordan

From: Jeffrey Twardzik
Sent: Tuesday, May 07, 2019 10:01 AM
To: Adrianna Jordan
Subject: RE: Pawn Shop Police Comments

The police departments concerns are the following:

The parking lot and building needs to have proper "exterior lighting" as well as cameras mounted in the parking lot showing the entire lot and entrance / exit doors. The interior also needs cameras covering the doors and front counter.

This camera system needs to be able to be tied in at a later date to the PD so that we can monitor the building at all times.

Lt. Twardzik

From: Adrianna Jordan
Sent: Monday, May 6, 2019 4:06 PM
To: Jeffrey Twardzik
Cc: Kaitlyn Hines
Subject: Pawn Shop Police Comments

Hi,

You are my lone hold-out for the DRT review comments on the pawn shop. Please send them over at your earliest convenience. Thanks!

Adrianna Jordan, AICP
City Planner

ajordan@cityofinkster.com
(313) 429-2366

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

INKSTER FIRE DEPARTMENT
FIRE MARSHALS OFFICE

To: Adrianna Jordan, City Planner

From: Jason Kaye, Fire Inspector

Date: 05-01-2019

Subject: 29230 Michigan Ave. (Pawn Shop)

After review of the above mentioned site plan and recent DRT meeting, the fire department has determined the following items applicable;

The fire department requires the installation of a fire alarm system with 24hr monitoring, installation of hard-wired smoke detectors and appropriate size and class of portable fire extinguishers mounted and labelled.

The fire department requires One-Strike panic hardware on egress doors. Exit signs must be lit and emergency lighting provided.

The fire department requires a **KNOX BOX** be installed in an approved location on the exterior of the building. The KNOX BOX shall contain keys to the entry doors and any interior door that may be locked after-hours that houses utilities, alarm panels. The KNOX BOX will only be utilized by fire department personnel in the event of an after-hours emergency to access the building.

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

ITEM IV.B
Public Hearing

**Case # 20-06, 20-23 (SLU) 20-07, 20-14
(SP) - 26831 Michigan Ave Medical
Marijuana Provisioning and Adult Use
Marijuana Retail**



CITY OF INKSTER

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January 15, 2021

Planning Commission
City of Inkster
26215 Trowbridge
Inkster, MI 48141

Subject: SP 20-07 and SP 20-14 Proposed Medical and Recreational Marijuana Dispensary
Location: 26831 Michigan
Zoning: TCD, Town Center District
Applicant(s): John Clark, 315 North
Owner(s): 26831 Michigan Ave, LLC

The City of Inkster Planning Department has reviewed the above-referenced Site Plan applications (SP 20-07 and SP 20-14 and associated Special Land Use applications (SLU20-06 and SLU 20-13) for a proposed medical and recreational marijuana dispensary, and offers the following comments and findings for your consideration. This review is based on the site plan dated December 21, 2020 to re-occupy an existing 7,725 square foot one-story building. Only 3,625 square feet of the building will be used for the dispensary itself.

SITE DESCRIPTION

The property is located on the south side of Michigan, between Sylvia and Princess, and is improved with a former pharmacy that is now vacant. The site is located in the TCD, Town Center District. In the TCD, Town Center District "medical and recreational marijuana dispensaries" are considered a special land use and requires a public hearing in front of the Planning Commission. The applicant previously operated a medical marijuana dispensary at the location of 315 Inkster Road until the strip commercial center it was located within was badly damaged in an intentionally set fire. There will be five employees, and hours of operation are 9 am to 9 pm, Monday through Friday, Saturday 9am to 6pm, and 10 am to 6 pm Sundays.

As previously mentioned, only Suite A totaling 3,625 square feet will be actively used for the dispensary business. Suite B will be used for storage.

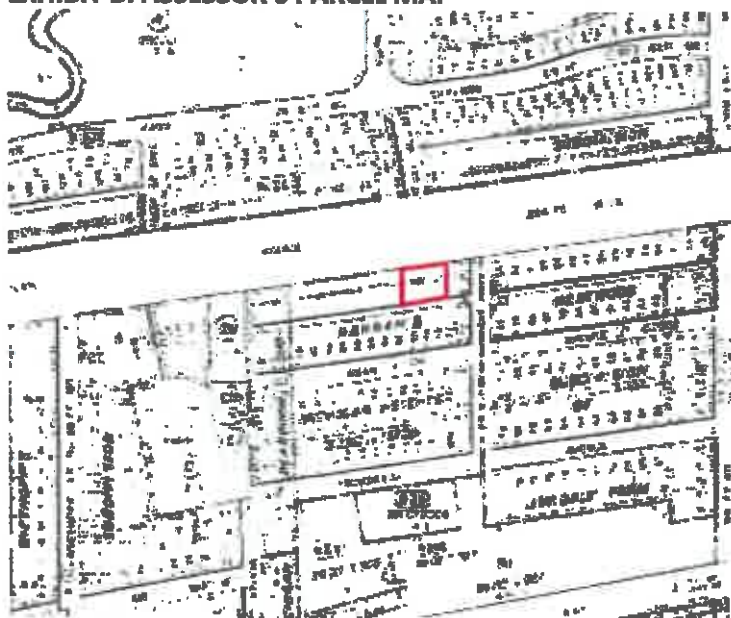
The following chart provides information on existing land use, current zoning, and future land use.

	Land Use	Current Zoning	Future Land Use Designation
Subject Site	Medical Marijuana Dispensary	TCD, Town Center District	Regional Commercial
North	Feast	TCD, Town Center District	Regional Commercial
South	Single-Family Residential	TCD, Town Center District	Regional Commercial
East	Vacant Commercial Bldg	TCD, Town Center District	Regional Commercial
West	Window Retailer	TCD, Town Center District	Regional Commercial

EXHIBIT A: AERIAL VIEW OF SITE



EXHIBIT B: ASSESSOR'S PARCEL MAP



REVIEW COMMENTS

1. **Zoning and Use (\$155.049).** The site is in the TCD and is bordered by sites in the TCD. All developments in the TCD must comply with the following:

- a. **Submission Requirements**

- i. Requirements include a recent “as built” survey, copies of all property restrictions, a site plan, building and development elevations, floor plans, a landscape plan, signage plans, pedestrian connections, and on-site parking.

Information on the site plan, elevations, floor plans, proposed landscaping, pedestrian connections, and parking have been provided by the applicant as part of their plan set.

- ii. City Staff recommends that the Planning Commission waive the requirements for a development timetable, financial resume, and a traffic study due to the fact that an existing building is being re-occupied by a small business.

- b. **Standards and Requirements for Review and Approval in the TCD.** The Planning Commission shall make conclusions for a proposed development application based on the following standards and requirements:

- i. **All proposed uses shall promote and be consistent with the spirit and specific intent and purposes of the City of Inkster TCD and master plan.**

The site is planned for Regional Commercial land uses. This future land use is intended to allow for a wide variety of retail and commercial uses that service Inkster and the surrounding communities. Regional Commercial acts as a buffer around the downtown Town Center District and is located along Michigan Avenue. The site is also part of the “community core” sub-area (see “Exhibit C”). The proposed medical marijuana dispensary promotes the recommendations of the master plan and the vision for the Regional Commercial future land use.

EXHIBIT C: COMMUNITY CORE CONCEPT PLAN



- ii. The application proposal shall set forth specific written descriptions of heights, setbacks, density, parking, vehicular and pedestrian circulation, landscaping, and other design elements that affect the impact of this project with adjacent properties, to other developments in the TCD, to the overall plans and goals of the TCD, and to future users and inhabitants of the development. Standards of §155.061, Schedule of Regulations are not specifically required except as contained in the proposal approved by the Commission, or in any specified condition that has been made subject to the Commission's resolution of approval. However, the requirements of §155.071 through §155.081 General Development Standards must be adhered to.

Additional information as detailed in comments two through nine below is required to determine if requirements of §155.071 through §155.081 have been met.

- iii. Planning Commission may, at the recommendation of the City Planner, modify the off-street parking requirements of §155.077. The off-street parking space requirements established in §155.077(B) shall be the maximum parking permitted in the TCD Town Center District. The minimum parking requirements in the TCD Town Center District shall be 100% of the off-street parking space requirements established in §155.077(B). The off-street parking space requirements may be modified based on site uses, the provision of shared parking, and the provision of bicycle parking, and parking studies.

Please reference No. 7 Off-Street Parking in this site plan review letter for information on the subject site's compliance with off-street parking requirements.

- iv. Signs must meet the requirements of this ordinance and shall be limited in size and numbers to avoid visual clutter associated with overall effect of multiple signs. Billboards are expressly prohibited.**

The plan submitted indicates 2 signs, one on the front elevation, totaling 135sqft, and one pole sign totaling 35sqft.

- v. Proposed uses shall encourage pedestrian usage and encourage business patrons to remain in the district for an extended time period. Businesses that cater to transient vehicular traffic such as auto service stations or centers or similar uses are strictly prohibited.**

Although drawing customers from a regional area, medical marijuana dispensaries are also a pedestrian-oriented use, and encourage pedestrian traffic. There is an existing five foot wide public sidewalk along Michigan Avenue; however, the walkway between the public sidewalk and the building's main entrance is permanently gated off, blocking pedestrian access. Although Planning would typically require this to be unblocked given the site's location in the TCD, in light of the fact that this type of business often has lines outside and can require crowd control an exception will be made.

- vi. The proposed use(s) must not exceed the capacity of the existing and available public services, including utilities and public roads. However, the development proposal can contain adequate plans for providing needed services or evidence that such services will be available by the date the project is completed. This plan must meet Planning Commission's satisfaction.**

Any issues identified by other plan reviewers must be addressed to meet this requirement, including the City Engineer and Police Department.

- vii. The project and its uses must be in compliance with all applicable federal, state, and local laws and regulations.**

The issues identified in this review and by other plan reviewers must be addressed to meet this requirement.

- 2. Architectural Features (§155.072).** The existing building is one story; the lower 6.5 feet of the north front façade is accented with brown/grey cultured stone, and the upper portion of the façade is white EIFS. The east, west, and south façades are composed of white-painted CMU block. There is one glass door entrance on the north façade, as well as a row of ribbon windows that cross the entire north façade. There are no existing windows, and there is one entrance

door on the east façade, and a double entrance door on the north façade. There is a second glass door entrance on the west façade, along with a steel door and an overhead loading door.

3. **Site Design and Landscaping (§155.073).** Pursuant to §155.073, the following landscaping comments must be addressed:
 - a. **Deadline for installation (§155.073(D)(1)(a)).** Installation of required screening and landscaping shall be completed prior to building occupancy, except when building construction is completed during the off-season when plants cannot be installed, in which case the owner shall provide a performance guarantee to ensure installation of required landscaping in the next planting season.
 - b. **Performance Bond (§155.073(D)(2)).** Whenever a site plan requires any type of landscaping, the applicant is required to post a Performance Bond prior to the issuance of a Certificate of Occupancy to ensure the completion of landscaping (including irrigation), and this bond may be held up to two years by the City to provide a means of replacing landscaping that dies within the first two years (as dated from the issuance of the Certificate of Compliance/Occupancy).
 - c. **Irrigation (§155.073(D)(12)).** 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. Applicant has indicated that they will utilize a hose located on the front of the building. Planning Staff will support an irrigation waiver.
 - d. **Right-of-way Landscaping (§155.073(D)(13)).** There is a large discrepancy between the landscaping shown in the 2019 Google Streetview image and what is there as of today. It appears that within the past year ornamental trees and shrubs on the east side of the building have been removed and replaced with an unpermitted gravel surface and storm drain. There remains an existing decorative 36" high brick pillar and iron fence along the front facade with shrubs planted in a uniform pattern beside it. The applicant has proposed two Norway Maple trees with a minimum two-inch caliper and 30" high shrubs. Site plans indicate that the gravel area will be used for additional parking with a Norway Maple and two shrubs.
4. **Walls and Fences (§155.074).** There is an existing three-foot-high chain link fence along the south property line, and an existing six-foot-high brick pillar and iron fence along the front property line as well as a chain link fence with concertina wire that will be removed. The proposed 10' by 35' loading area is located along the west lot line and is visible to Michigan Ave to the north and will be screened by an opaque vinyl fence. Site plans indicate that the existing chain link will be replaced with a 6' opaque vinyl fence in earth tones.
5. **Waste Receptacle (Dumpster) or Storage Screening (§155.075).** There is a proposed 12'x12'x6' concrete block enclosure with simtek gate in earth tones on the south west side of the building.
6. **Exterior Lighting and Security Cameras (§155.076).**

- a. **Exterior Lighting (§155.076(A)).** There are two proposed wall pack lights on the north façade, two on the east, four on the south and three on the western façade. There is one pole light in the parking lot. Plans must be revised to indicate existing and proposed lights.
 - b. **Security Cameras (§155.076(B)).** Security cameras shall be installed, maintained and approved by the City Police Chief. All security cameras shall be high-definition with a minimum resolution of 1080p and night vision with 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. Security cameras shall be placed to cover the entire site and placement shall be approved by the City Police Chief.
7. **Off-Site Parking §155.077(A)(1).** There are two curb cuts along Michigan Avenue that do not lead to driveways currently; the concrete curb cut in front of the building will be removed, and the second will be used as a one way turn in for the proposed eastern lot. Per Engineering's recommendations, Planning Staff supports a redesign of the parking lot which includes the alley behind the building being paved by the City. This would allow the use of the second lot, a loading zone, and trash enclosure to be provided. The eastern part of the lot which is currently gravel, is now proposed to be paved, adding 5 additional spaces, which is proposed as a one way with an exit onto the alley behind. If everything is done as per the Engineer's recommendations, there would be a total of 13 spaces. If the applicant also installs bicycle parking in line with the TCD district vision, Planning Staff will support a parking waiver. Based on the dispensary being a retail use, the ordinance would require 23 spaces without a waiver from the Planning Commission.
8. **Accessible Parking (§155.078).** One van-accessible parking space is required and provided along with one standard ADA space.
9. **Off-Street Loading (§155.079).** One off-street 10 foot by 70 foot loading space is required for structures larger than 2,000 square feet. The Planning Commission may reduce the size of the loading area to 10 feet by 35 feet if the applicant demonstrates in their waiver request that no vehicles larger than 35 feet long will make deliveries to the site.
10. **Perimeter Landscaping. 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. **Terminal Islands.** Two terminal landscape islands are provided along the Michigan Ave sidewalk, with one Norway Maple tree proposed.
 - b. **Snow storage area.** Adequate snow storage is provided.
11. **Signs (§155.251).** One pole sign totaling 35sqft and one wall sign totaling 135sqft are existing and proposed.

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 that the site would benefit from the traffic that the proposed use will bring. Planning Staff recommends approval of the site plans subject to the following conditions:

1. **Business License.** The applicant must obtain a current business license from the City.
2. **Comments from Other Departments.** Comments from Engineering, Police, and Fire must be addressed.
3. **Waivers.** The applicant receives the following waivers from the Planning Commission: Irrigation, development timetable, financial resume, and a traffic study, Parking, Loading Length, and Delay in paving.

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

Thank you,



Kaitlyn Hines
Planning Director



CITY OF INKSTER

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January 20, 2021

Planning Commission
City of Inkster
26215 Trowbridge
Inkster, MI 48141

Subject: SLU 20-06, 20-13, Proposed Medical and Recreational Marijuana Dispensary

Location: 26831 Michigan

Zoning: TCD, Town Center District

Applicant(s): John Clark

Owner(s): 26831 Michigan Ave, LLC

The City of Inkster Planning Department has reviewed the above-referenced Special Land Use application and associated Site Plan application (SPs20-07 and 20-14) for a proposed medical and recreational marijuana dispensary, and offers the following comments and findings for your consideration. This review is based on the site plan dated December 21, 2020 to re-occupy an existing 7,725 square foot one-story building. Only 3,625 square feet of the building will be used for the dispensary itself.

SITE DESCRIPTION

The property is located on the south side of Michigan, between Sylvia and Princess, and is improved with a former pharmacy that is now vacant. The site is located in the TCD, Town Center District. In the TCD, Town Center District "medical marijuana dispensaries" are considered a special land use and requires a public hearing in front of the Planning Commission. The applicant previously operated a medical marijuana dispensary at the location of 315 Inkster Road until the strip commercial center it was located within was badly damaged in an intentionally set fire. There will be five employees, and hours of operation are 9 am to 9 pm, Monday through Friday, Saturday 9am to 6pm, and 10 am to 6 pm Sundays.

As previously mentioned, only Suite A totaling 3,625 square feet will be actively used for the dispensary business. On Sheet A-1 this space is labeled as totaling only 2,825 square feet.

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 Regional Commercial. The Regional Commercial future land use is intended to allow for a wide variety of retail and commercial uses that service Inkster and the surrounding communities. Regional Commercial acts as a buffer around the downtown Town Center District and is located along Michigan Avenue. This category allows new development that is compatible with and contributes to the character of Michigan Avenue through use of appropriate building materials, architectural detail, color range, massing, lighting, and landscaping criteria to soften the visual impact of commercial building sites and parking areas and to accentuate the relationship to streets and pedestrian ways. Additional uses should be considered for Regional Commercial including warehousing and distribution, and uses in compliance with the Michigan Medical Marijuana Laws. The proposed use is a medical marijuana dispensary. The proposed use meets the Intent of the Master Plan, and is harmonious with the intent of the Regional Commercial land use. *This standard is met.*
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.** At this time no major modifications to the existing building are proposed, and the existing building is visually and physically harmonious with the intended character of the general vicinity. In fact, the subject building went through site plan review a few years ago when it was opened as a pharmacy, and at that time exterior improvements were undertaken to update the building design. *This standard is met.*
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 existing building is vacant. Re-occupancy of this vacant building will result in a visual, physical, and economic improvement to the subject property, surrounding properties, and city as a whole. *This standard is met.*
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 medical marijuana dispensary 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. The proposed marijuana dispensary is located off of Michigan Avenue which is a Major Arterial maintained by MDOT designed to move high volumes of regional traffic. No adverse impacts from light, odor, exhaust, or similar nuisances are anticipated. The site plans indicate that "scrubbers" will be provided on the interior and exterior of the building to mitigate odor. *This standard is met.*

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 proposed land use will have a positive economic impact on the area by re-occupying an existing vacant building. Planning also recommends that the results of a public hearing be considered to assess impacts on the surrounding uses given the nature of the land use as a medical marijuana dispensary.
7. **Will not impose additional service demands upon the City or its anticipated future resources.** In addition to utilities, the applicant must clarify if any other services such as Police and Fire would be required from the City to support the proposed use.
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.** Planning Staff defers to Police and Fire on this finding, as they are most familiar with the impacts of medical marijuana dispensaries on the health and safety of the City, and any associated public costs. This finding can be made, subject to the recommendation of the Chief of Police. While the proposed use is a commercial operation to sell medical marijuana to provide for the medical needs of patients, the secondary effects of marijuana-based uses are well documented. 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 sufficiently complies with the zoning standards. *This finding is met.*

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

- (A) **The medical use of marijuana shall comply at all times and in all circumstances with the Michigan Medical Marijuana Act, Medical Marijuana Facilities Licensing Act, State of Michigan regulations for the transfer of medical marijuana, and the General Rules of the Michigan Department of Community Health, as they may be amended from time to time.** The applicant will be required to supply information and documentation related to the procurement of a state license. If the State of Michigan determines that building or site modifications are required a new site plan and SLU application may need to be filed with the City of Inkster.
- (B) **A state and local license is required for all medical marijuana facilities.** The applicant will be required to supply information and documentation related to the procurement of a state license.

- (C) **Smoking and/or use of medical marijuana shall be prohibited at medical marijuana facilities.** There is a note on the site plan indicating the applicant's willingness to comply. *This standard is met.*
- (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 38 indoor and outdoor cameras with 24 hour surveillance, alarms, and "restricted access areas". Security recordings will be stored on a local hard drive for a minimum of 30 days. We defer to the Inkster Police Department on review and approval of the Security Plan.**
- (E) **Exterior lighting shall be required for security purposes, but in accordance with the provisions of the Zoning Ordinance.** *This standard is met.*
- (F) **The premises shall be open for inspection upon request by the Building Official, the Fire Department, and law enforcement officials for compliance with all applicable laws and rules, during the stated hours of operation/use, and as such other times as anyone is present on the premises. There is a note on the site plan indicating the applicant's willingness to comply. This standard is met.**
- (G) **Quarterly inspections may be made by the City Official's designee to confirm the facility is operating in accordance with applicable laws including, but not limited to, State Law and City Ordinances. There is a note on the site plan indicating the applicant's willingness to comply. This standard is met.**
- (H) **Any medical marijuana facilities shall not have exterior signage using the word "marihuana" and/or "marijuana", or any other word, phrase, or picture commonly understood to refer to marijuana. Neon signs and non-functional decorative lighting shall be prohibited. Sign(s) shall be posted stating that "no loitering is permitted" on such property. There is a note on the site plan indicating the applicant's willingness to comply. This standard is met.**
- (I) **If the medical marijuana facility ceases operation for a length of time six months or greater, the SLU shall expire. There is a note on the site plan indicating the applicant's willingness to comply. This standard is met.**

REVIEW OF SPECIFIC STANDARDS FOR MEDICAL MARIJUANA PROVISIONING CENTERS (§ 155.148)

- (A) **A provisioning center shall not be located within a 500 foot radius of a school, measured as the shortest distance from front door to front door. To City Staff's knowledge the proposed use complies with this requirement. This standard is met.**

- (B) A provisioning center shall not be located within a 1,000 foot radius, measured as the shortest distance from front door to front door, of a lawfully existing medical marijuana provisioning center or recreational marijuana retailer unless the recreational retailer is operated by the same owner and within the same building as the medical marijuana provisioning center. To City Staff's knowledge the proposed use complies with this requirement. *This standard is met.***
- (C) A provisioning center shall not share office space with a physician. To City Staff's knowledge the proposed use complies with this requirement. *This standard is met.***
- (D) Growing, cultivating, manufacturing, or processing of medical marijuana is prohibited. There is a note on the site plan indicating the applicant's willingness to comply. *This standard is met.***
- (E) All activity related to the provisioning center shall be done indoors. There is a note on the site plan indicating the applicant's willingness to comply. *This standard is met.***
- (F) Any medical marijuana provisioning center shall maintain a log book and/or database identifying by date the amount of medical marijuana on the premises for each qualifying patient/caregiver, keeping the qualifying patient and caregiver information confidential. This log shall be available to law enforcement personnel to confirm that the medical marijuana provisioning center does not have more medical marijuana than authorized at the location and shall not be used to disclose more information than is reasonably necessary to verify the lawful amount of medical marijuana at the facility. The facility shall maintain the confidentiality of qualifying patients in compliance with the Michigan Medical Marijuana Act, as amended, and applicable State of Michigan rules and regulations. There is a note on the site plan indicating the applicant's willingness to comply. *This standard is met.***
- (G) Provisioning center drive-through facilities shall be prohibited. No drive-through facility is proposed. *This standard is met.***
- (H) All medical marijuana shall be contained within the main building in an enclosed, locked facility. There is a note on the site plan indicating the applicant's willingness to comply. *This standard is met.***
- (I) Application for a Medical Marijuana Provisioning Center License shall be made to the City Clerk upon application forms provided by the Clerk for Medical Marijuana Provisioning Center 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.**
- (J) The sale, consumption, or use of alcohol or tobacco products on the premises shall be prohibited at the provisioning center. This finding can be made if the applicant adds a note to the site plan indicating their willingness to comply with this specific ordinance language.**

RECOMMENDATION

In general, the proposed medical marijuana dispensary is compatible the master plan, zoning map, and its effects on the existing surrounding land uses could be mitigated through landscaping and proper screening. Please make the revisions noted from other reviewers and the notes in this letter must be added in order to move forward.

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

Thank you,



Kaitlyn Hines
Planning Director



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

February 1, 2021

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

Attn: Jerome Bivins, Department of Public Services Director
Regarding: 20-07 (SP)/20-06 (SLU)
26831 Michigan Ave. – Marijuana Provisionary Center
Preliminary Site Plan Approval

Dear Mr. Bivins:

Alfred Benesch & Companies, (Benesch) has completed a review of the plans dated April 17, 2020 with the latest revision date of January 28, 2021 for the above referenced project and is recommended for approval and acceptance.

Please note the following:

1. The City shall pave the alley adjacent to the site and sign the alley one-way/do not enter at Princess Street. Signage in the parking lot indicating one-way access and directing vehicles to the exit is at the owner's expense. The removal, replacement and installation of any fencing, secure gates, etc. is at the owner's expense. The alley will be paved in conjunction with other work throughout the City of Inkster currently scheduled to occur in the summer/fall of 2021. Timing of the alley improvements are dependent on this work and are subject to change.
2. Proposed grades for new pavement are required for final site plan approval prior to the start of construction. Spot elevations and curb and gutter elevations shown on the plans are required to demonstrate adequate storm water runoff from the site and smooth transitions from existing and proposed pavement and structures.
3. Work in Michigan Avenue right-of-way requires a permit from Michigan Department of Transportation (MDOT). See the MDOT website for additional information regarding their right-of-way permitting process. https://www.michigan.gov/mdot/0,1607,7-151-9625_28993-264990--,00.html

Please call me at 313-495-0296 if you have any questions.

Sincerely,

Alfred Benesch & Company

Carrie Loya-Smalley, P.E.
Project Engineer

CC: La-Toria Joyce, City of Inkster Department of Public Services Superintendent
Kaitlyn Hines, City of Inkster Planning Director
File: 0005020.00

From: [Jeffrey Twardzik](#)
To: [Adrianna Jordan](#)
Subject: 26831 Michigan Ave. / DRT Meeting
Date: Monday, July 6, 2020 5:19:56 PM
Attachments: [image001.png](#)

Ms. Jordan,

Please be advised, the PD is making the following for 26831 Michigan Ave.:

- Install 1080p cameras in the front of the location as well as the side and rear. Cameras should be on the exterior doors and parking lot as well as the rear alleyway. Cameras need to be able to link to the PD at a later point in time.
- Alarm system that is monitored 24 hours a day.
- Lighting around the building as well as the rear.

Respectfully submitted,

Jeffrey J. Twardzik

Lieutenant

Office of the Chief of Police
Inkster Police Department
26279 Michigan Avenue
Inkster, MI. 48141
313-563-9850 Ext. 3117 - Office
313-561-1077 - Fax
jtwardzik@cityofinkster.com



(LES/FOUO) LAW ENFORCEMENT SENSITIVE - FOR OFFICIAL USE ONLY

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P118

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CITY OF INKSTER FIRE DEPARTMENT

Chuck Hubbard
Fire Chief

Fire Marshal's Office

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, City Planner
From: Jason Kaye, Fire Inspector
Date: 07-02-2020
Subject: 26831 Michigan Ave.

After review of the above mentioned site plan and recent DRT meeting, the fire department has determined the following items applicable;

-The fire department requires the installation of a fire alarm system with 24hr monitoring and hardwired smoke detectors.

-All exit doors will have the appropriate exit signs illuminated and be accompanied with battery back-up flood lights. All doors shall function properly and be unobstructed at all times. Egress door shall be equipped with one-strike panic hardware.

-The building shall be equipped with the appropriate size and classification portable fire extinguishers. They shall be conspicuously located where they are readily accessible in the event of a fire. Extinguishers will be located along normal paths of travel and will not be obstructed from view. Extinguishers will be mounted so that the top of the handle is not more than 5ft. above the floor. All extinguishers will have inspection tags and signage to indicate extinguisher location. The owner is responsible for the inspection, maintenance, and recharging of all extinguishers.

-The fire department requires a KNOX BOX be mounted on the exterior of the building in a location accessible by fire department personnel. The KNOX BOX shall contain keys for entry into the building as well as keys for any interior door that may be locked after-hours that houses alarm panels or utilities the fire department may need access to in the event of an emergency. Order forms will be provided.

-Provide information on the intended use for Suite B.

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

ITEM IV.C
Public Hearing

Case # 20-18 (SLU) 20-19 (SP) – 2736
Edsel Medical Marijuana Cultivation



October 14, 2020

Development Review Team
City of Inkster
26215 Trowbridge
Inkster MI, 48141

Subject: SP 20-19 Medical Marijuana Cultivation
Location: 2736 Edsel
Zoning: M-1, Light Industrial
Applicant(s): Cody Railey, on behalf of TC Gardens, LLC
Owner: Edsel Development, LLC

The City of Inkster Planning Department has reviewed the above-referenced Site Plan application for the lease of a 1,360sqft Medical Marijuana Cultivation Facility at 2736 Edsel Ave. 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. This review is based on the site plan dated August 10, 2020 and submitted on September 18, 2020 to lease a 1,360 square foot building.

SITE DESCRIPTION

The site is .87 acres and is located on the west side of the street at 2736 Edsel Ave. where the street turns onto John Daly. The legal description is provided on page 1 of the site plans. The site contains a 1,360 square foot building and a gravel and asphalt parking area. The site is located in the M-1, Light Industrial District. Medical Marijuana Cultivation is a Special Land Use in this district.

SPECIAL LAND USES IN M-1 DISTRICT

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

REVIEW OF SPECIAL LAND USE (§155.289)

The following standards are applicable to all SLU applications.

- 1. Will be harmonious and in accordance with the goals, policies, and actions of the Master Plan.**
The site is planned for Industrial uses. Typical uses include: manufacturing, assembly, warehousing, salvage facilities research/office and similar uses. In addition, the zoning is M-1 Light Industrial. Accordingly, light industrial, research, and related office uses permitted in this district should be fully contained within well-designed buildings on amply landscaped sites, with adequate off-street parking and loading areas, and with no outside storage. The proposed cultivation facility is compatible with the master plan and can be compatible with the zoning with proper screening and landscaping. 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.** The proposed plan complies with the landscaping, screening requirements, and other site improvements and 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 by taking a vacant building and developing it with new industry, and will 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. The applicant must provide information on their proposed method of odor mitigation in the revised site plan submission. In addition, site security includes security officers, cameras, 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 will be located in a stand-alone building and abuts other industrial uses on all sides. 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 proposed improvements comply with the zoning code and will bring significant improvement.

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. *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 14 days 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 14 days of continuous operation. An alarm system is required that is operated and monitored by a recognized security company. Site security includes cameras, and security alarms. We defer to the Inkster Police Department on review and approval of the Security Plan.**
- (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. *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. *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. *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. *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 front door to front door, to any structure in residentially zoned districts, and a minimum 500 foot radius, measured as the shortest distance from front door to front door 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. *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. *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

The site plan adequately meets the standards of the zoning ordinance. Planning Supports the approval of this special land use subject to any findings during the Public Hearing.

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

Thank you,



Kaitlyn Hines

Planning Director

January 28, 2021

Development Review Team
City of Inkster
26215 Trowbridge
Inkster MI, 48141

Subject: SP 20-19 Medical Marijuana Cultivation
Location: 2736 Edsel
Zoning: M-1, Light Industrial
Applicant(s): Cody Ralley, on behalf of TC Gardens, LLC
Owner: Edsel Development, LLC

The City of Inkster Planning Department has reviewed the above-referenced Site Plan application, and offers the following comments and findings for your consideration. This review is based on the site plan dated August 10, 2020 and submitted on September 18, 2020 to lease a 1,360 square foot building.

SITE DESCRIPTION

The site is .87 acres, and is located on the west side of the street at 2736 Edsel Ave. where the street turns onto John Daly. The legal description is provided on page 1 of the site plans. The site contains a 1,360 square foot building and a gravel and asphalt parking area. The site is located in the M-1, Light Industrial District. Medical Marijuana Cultivation is a Special Land Use in this district.

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

	Land Use	Current Zoning	Future Land Use Designation
Subject Site	Medical Marijuana Cultivation	M-1, Light Industrial District	Industrial
North	Railroad Tracks	M-1, Light Industrial District	Industrial
South	Unknown Industrial Building	M-1, Light Industrial District	Industrial
East	Precision	M-1, Light Industrial District	Industrial
West	Vacant Lot	M-1, Light Industrial District	Industrial

EXHIBIT A: AERIAL VIEW OF SITE



REVIEW COMMENTS

(A) Zoning and Use (§155.046). The site is in the M-1, Light Industrial District and is bordered completely by the M-1, Light Industrial District. “Medical Marijuana Cultivation” is a special land use in the M-1 district subject to 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, complies.
Rear Setback	N/A	Existing, complies.
Side Yard Setback (Both)	40 ft. min	Existing, complies.
Side Yard Setback (One)	20 ft. min	Existing, complies.
Lot Size	Dimensions must permit parking and landscaping.	Existing, complies.
Lot Coverage	Based on off-street parking, loading, greenbelt screening, and setbacks.	Existing, complies.
Height	40 ft. max	Existing, complies.

1. **Architectural Features (§155.072).** The existing structure is 12ft high with white CMU block and corrugated steel, there is a note indicating that it will be painted gray and that the walls will be repaired. The building has been recently painted the proposed color.
2. **Site Design and Landscaping (§155.073).** Pursuant to §155.073, a landscape plan must be provided.
 - a. **Irrigation (§155.073(D)(12)).** 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. The site notes that gator bags will be utilized for proposed trees, this would require an irrigation waiver from the Planning Commission.
3. **Right-of-way Landscaping (§155.073(D)(13)).** There is 180ft of frontage along Edsel Avenue and one deciduous tree is required for every 35 feet, which would mean 5 deciduous trees are required and provided (three Autumn Blaze Maples and two Tulip trees). For every 75ft of right of way one ornamental tree is required, and two are provided (two Radiant Crab).
4. **Walls (§155.074).** The existing chain link fence will be removed and replaced with a 6ft wooden fence.
5. **Waste Receptacle (Dumpster) or Storage Screening (§155.075).** The site plan proposes a 12'x10'x6' split faced block dumpster enclosure with wooden gate on the south side of the building.
6. **Exterior Lighting and Security Cameras (§155.076).**
 - a. **Exterior Lighting (§155.076(A)).** There is no new proposed lighting, except to replace existing lighting with downward directed lights. The site plan notes indicate that the lighting shall not exceed 0.3 foot-candles at property lines.
 - b. **Security Cameras (§155.076(B)).** For all non-residential commercial and business properties, security cameras shall be installed, maintained and approved by the City Police Chief. All security cameras shall be high-definition with a minimum resolution of 1080p and night vision with 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. Security cameras shall be placed to cover the entire site and placement shall be approved by the City Police Chief.
7. **Off-street Parking and Circulation (§155.077).** The requirement for cultivation facilities is most similar to a wholesale establishment which is five parking spaces plus one per employee in the largest working shift or one per 2,000 square feet, whichever is greater. Additionally, the parking requirement for the office space is one per 250 square feet of gross floor area. With two proposed employees, and the office space being under 250sqft, 7 spaces are required and provided.
8. **Accessible Parking (§155.078).** Based on 7 off-street parking spaces, one van-accessible space is required and provided.
9. **Off-street Loading and Unloading (§155.079).** Buildings that are 2,000sqft or less do not require loading zones.
10. **Comments from Other Departments.** All applicable City departments and consultants should review the site plan and identify any remaining issues.

RECOMMENDATION

Planning Staff believes that the proposed site improvements are in line with the vision for the district. Planning Staff recommends approval of the site plans subject to the following conditions:

1. **Business License.** The applicant must obtain a current business license from the City.
2. **Comments from Other Departments.** Comments from Engineering, Police, and Fire must be addressed.
3. **Waivers.** The applicant receives the following waivers from the Planning Commission: Irrigation.

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

Thank you,



Kaitlyn Hines

Planning Director



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www.benesch.com
313-963-0612
313-963-2156

January 27, 2021

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

Attn: Jerome Bivins, Department of Public Services Director

Regarding: 20-19 (SP)/20-18 (SLU)
2736 Edsel Ave. – Marijuana Provisionary Center
Preliminary Site Plan – Approval

Dear Mr. Bivins:

Alfred Benesch & Companies, (Benesch) has completed a review of the plans dated August 7, 2020 with the latest revision date of January 15, 2021 for the above referenced project and recommends approval and acceptance of the plans.

Please note the following:

1. Prior to final site plan approval, the applicant must obtain a permit from Wayne County Construction Permit Office for construction of the storm water detention basin facility.
2. Prior to final site plan approval, the applicant must provide the status of the Michigan Department of Environment, Great Lakes and Energy (EGLE) Baseline Environmental Assessment (BEA) and disclose any due care obligations associated with the site.

Please call me at 313-495-0296 if you have any questions.

Sincerely,

Alfred Benesch & Company



Carrie Loya-Smalley, P.E.
Project Engineer

CC: La-Toria Joyce, City of Inkster Department of Public Services Superintendent
Kaitlyn Hines, City of Inkster Planning Director
File: 00050202.00

Hello,

As per our last conversation the PD is requiring this location to have the following needs met in order to move forward:

- 24 alarm to be monitored 24 hours a day
- 1080p HD cameras on the location with a recording device. The PD is to be able to tie into the location remotely in the future.
- Lighting around the building and in the lot in accordance to city ordinance.

Thanks!

Jeffrey J. Twardzik

Lieutenant

Office of the Chief of Police

Inkster Police Department

26279 Michigan Avenue

Inkster, MI. 48141

313-563-9850 Ext. 3117 - Office

313-561-1077 - Fax

jtwardzik@cityofinkster.com



(LES/FOUO) LAW ENFORCEMENT SENSITIVE - FOR OFFICIAL USE ONLY

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CITY OF INKSTER FIRE DEPARTMENT

Chuck Hubbard
Fire Chief

Fire Marshal's Office

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

Investigations
313-563-9875

FAX
313-563-6660

EMERGENCY
911

To: Kaitlyn Hines
From: Jason Kaye, Fire Inspector
Date: 10-15-2020
Subject: 2736 Edsel

After review of the above mentioned site plan and recent DRT meeting, the fire department has determined the following items applicable;

-The fire department requires the installation of a fire alarm system with 24 hour monitoring. Construction documents for all fire protection systems shall be submitted for review and approval. The Fire Marshal's office requires that full acceptance tests of the systems be performed in the AHJ's presence prior to final acceptance. Detailed records documenting testing and maintenance shall be kept by the property owner and shall be made available upon request for review by the Fire Marshal.

-The fire department requires the building be equipped with the appropriate size and classification portable fire extinguishers. They shall be conspicuously located where they are readily accessible and immediately available in the event of a fire. Extinguishers will be located along normal paths of travel, including exits from areas and will not be obstructed from view. Maximum travel distance to extinguishers is 75ft. All extinguishers will have inspection tags and signage to indicate extinguisher locations. The owner is responsible for the inspection, maintenance, and recharging of all extinguishers.

-The fire department requires emergency exit lighting throughout the building. EXIT signs shall be illuminated with battery back-up floods. All egress doors shall be equipped with one-strike panic hardware.

-The fire department requires 24 access to the property. A KNOX bypass shall be installed on the gate for entry onto the property and a KNOX box shall be installed on the exterior of the building in a location approved by the Fire Marshal. The KNOX box shall contain keys for entry into the building and keys to any interior door that may be locked after-hours that houses alarm panels, utilities, system shut-offs or any equipment the fire department may need access to in the event of an emergency. All keys shall be labelled. KNOX box order forms will be provided.

The requirements listed above are not intended to be all inclusive, additional requirements may be determined applicable based on actual occupancy or use

ITEM IV.D
Public Hearing

**Case # 20-29, 20-30, 20-31, 20-32 (SLU)
20-33 (SP) – 26277 Trowbridge Medical
and Adult Use Cultivation and
Processing**

January 20, 2021

Development Review Team
City of Inkster
26215 Trowbridge
Inkster MI, 48141

Subject: SLU 20-29, 20-30, 20-31, 20-32 SP 20-33 Medical and Recreational Marijuana Cultivation and Processing
Location: 26277 Trowbridge
Zoning: M-1, Light Industrial
Applicant(s): Michael Boggio on behalf of HWRJST Inkster

The City of Inkster Planning Department has reviewed the above-referenced Site Plan application for modifications to a previously approved new medical marijuana multi-use facility at 26277 Trowbridge that includes APNs 44-020-010-006-007, 44-020-030-008-002, and 44-020-030-007-002. This development received special land use approvals from City Council for cultivation and processing on May 21, 2018. Since it has been over two years, the special land use approval has since expired and the project will need to go both before Planning Commission and Council. Planning Staff offers the following comments and findings for your consideration. The modified site plan is dated October 20, 2020 and submitted on October 30, 2020.

SITE DESCRIPTION

The subject property totals 2.65 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 is currently vacant.

The proposed future development includes an approximate 30,200 Square foot cultivation and processing facility. The processing and cultivation facilities each have separate entrances, as well as separate exits.

The applicant anticipates that the cultivation facility will have 20 employees, the processing facility will have five employees. The proposed hours of operation are typically Monday through Friday from 7 am to 9 pm, and Sunday 10 am to 6 pm.

SPECIAL LAND USES IN M-1 DISTRICT

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

REVIEW OF SPECIAL LAND USE (§155.289)

The following standards are applicable to all SLU applications.

- 1. Will be harmonious and in accordance with the goals, policies, and actions of the Master Plan.**
The site is planned for Industrial uses. Typical uses include: manufacturing, assembly, warehousing, salvage facilities research/office and similar uses. In addition, the zoning is M-1 Light Industrial. Accordingly, light industrial, research, and related office uses permitted in this district should be fully contained within well-designed buildings on amply landscaped sites, with adequate off-street parking

and loading areas, and with no outside storage. The proposed cultivation and processing facility is compatible with the master plan and can be compatible with the zoning with proper screening and landscaping. 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.** The proposed design and landscaping will be appropriate in appearance and will be an overall improvement to the area. *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 by taking a vacant lot and developing it with new industry, and will 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. To mitigate the burden on utilities, the applicant has stated that they will be using all LED lighting. 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. The applicant has stated that they will be using an activated carbon filtration system to mitigate the smell. In addition, site security includes security officers, cameras, 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 will be located on a site that abuts other industrial uses and the railroad tracks, Inkster City Hall is located to the north of the site. The proposed use is not likely to have an adverse impact on any of the existing uses in the vicinity, except for the odor that may

permeate around City hall. 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. *This finding can be made.***

REVIEW OF SPECIFIC STANDARDS FOR ALL MEDICAL MARIJUANA FACILITIES AND RECREATIONAL MARIJUANA ESTABLISHMENTS (§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 any marijuana products shall be prohibited at medical marijuana facilities and recreational marijuana establishments. *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 14 days 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 14 days of continuous operation. An alarm system is required that is operated and monitored by a recognized security company. Site security includes cameras, and security alarms. We defer to the Inkster Police Department on review and approval of the Security Plan.
- (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. *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. *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. *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. *This finding can be made.*

REVIEW OF SPECIFIC STANDARDS FOR MEDICAL MARIJUANA CULTIVATION FACILITIES (§155.150C), MEDICAL MARIJUANA PROCESSING FACILITIES (§155.150), RECREATIONAL MARIJUANA GROWER ESTABLISHMENTS (§155.150D), AND RECREATIONAL MARIJUANA PROCESSING ESTABLISHMENTS (§155.150F)

- (A) Cultivation facilities shall have a minimum 300 foot radius, measured as the shortest distance from front door to front door, to any structure in residentially zoned districts, and a minimum
- 26215 TROWBRIDGE, INKSTER MI, 48141 CITYOFINKSTER.COM

500 foot radius, measured as the shortest distance from front door to front door 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. *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. *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

The site plan sufficiently complies with the zoning ordinance. Planning Staff recommends approval of the special land use and site plan. The applicant should correct any comments from other departments.

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

Thank you,



Kaitlyn Hines

Planning Director

January 15, 2021

Planning Commission
City of Inkster
26215 Trowbridge
Inkster MI, 48141

Subject: SP 20-33 Medical and Recreational Marijuana Cultivation and Processing
Location: 26277 Trowbridge
Zoning: M-1, Light Industrial
Applicant(s): Michael Boggio on behalf of HWRJST Inkster

The City of Inkster Planning Department has reviewed the above-referenced Site Plan application for modifications to a previously approved new medical marijuana multi-use facility at 26277 Trowbridge that includes APNs 44-020-010-006-007, 44-020-030-008-002, and 44-020-030-007-002. This development received special land use approvals from City Council for cultivation and processing on May 21, 2018. Since it has been over two years, the special land use approval has since expired and the project will need to go both before Planning Commission and Council. Planning Staff offers the following comments and findings for your consideration. The modified site plan is dated December 14, 2020 and submitted on December 30, 2020.

SITE DESCRIPTION

The subject property totals 2.65 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 is currently vacant.

The proposed future development includes an approximate 30,200 Square foot cultivation and processing facility. The processing and cultivation facilities each have separate entrances, as well as separate exits.

The applicant anticipates that the cultivation facility will have 20 employees, the processing facility will have five employees. The proposed hours of operation are typically Monday through Friday from 7 am to 9 pm, and Sunday 10 am to 6 pm.

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

	Land Use	Current Zoning	Future Land Use Designation
Subject Site	Medical Marijuana Cultivation	M-1, Light Industrial District	Industrial
North	City of Inkster Police Department and Court	M-1, Light Industrial District	Regional Commercial
South	Railroad Tracks	M-1, Light Industrial District	Industrial
East	City of Inkster City Hall	M-1, Light Industrial District	Public, Semi-Public
West	Single-Family Residential	R-1C, One-Family Residential District / M-1, Light Industrial District	Brownstones Residential

EXHIBIT A: PARCEL MAP

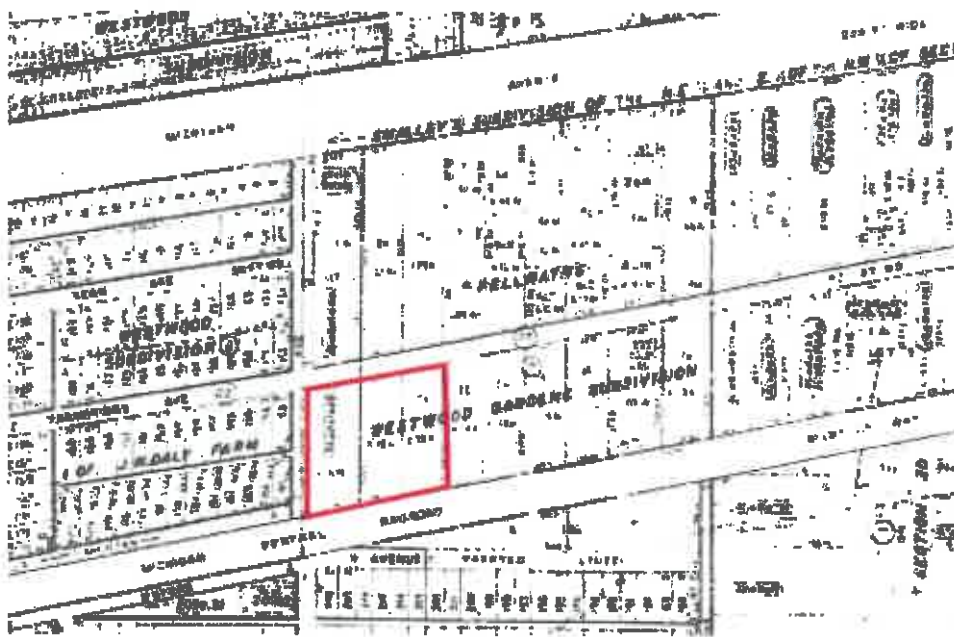


EXHIBIT B: AERIAL VIEW OF SITE



REVIEW COMMENTS

(A) Zoning and Use (§155.046). The site is in the M-1, Light Industrial District and is bordered completely by the M-1, Light Industrial District. "Medical Marijuana Cultivation and Processing" and "Recreational
26215 TROWBRIDGE, INKSTER MI, 48141
CITYOFINKSTER.COM

Marijuana Grow and Processing" are special land uses in the M-1 district subject to subject to compliance with the general conditions listed in §155.289 and specific conditions listed in §155.146, §155.150, §155.150C, §155.150D, §155.150F 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	190ft, 60ft, 90ft
Rear Setback	N/A	11ft, 38ft, 52ft
Side Yard Setback (Both)	40 ft. min	84ft, 0ft, 41ft
Side Yard Setback (One)	20 ft. min	84ft, 0ft, 41ft
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.

1. **Architectural Features (§155.072).** The proposed structure is 20' high at the roofline and is prefinished metal siding and roofing in medium grey. The north elevation will also feature grey cmu block with dark grey cmu block accents with medium grey metal canopies over the main entrance and the three windows.
2. **Site Design and Landscaping (§155.073).** Pursuant to §155.073, a landscape plan has been provided.
 - a. **Deadline for Installation (§155.073(D)(1)(a)).** Installation of required screening and landscaping shall be completed prior to building occupancy, except when building construction is completed during the off-season when plants cannot be installed, in which case the owner shall provide a performance guarantee to ensure installation of required landscaping in the next planting season.
 - b. **Performance Bond (§155.073(D)(2)).** Whenever a site plan requires any type of landscaping, the applicant is required to post a Performance Bond prior to the issuance of a Certificate of Occupancy to ensure the completion of landscaping (including irrigation), and this bond may be held up to two years by the City to provide a means of replacing landscaping that dies within the first two years (as dated from the issuance of the Certificate of Compliance/Occupancy).
 - c. **Irrigation (§155.073(D)(12)).** 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. The site notes the installation of an underground drip irrigation system.
 - d. **Right-of-way Landscaping (§155.073(D)(13)).** The proposed street tree requirements for Trowbridge Avenue are superseded by the more stringent requirements for parking lot perimeter landscaping given that the front parking lot is located within 100 feet of the street right-of-way.

Please see “perimeter landscaping” comments in this review letter for landscaping requirements along Trowbridge Avenue.

- 2. Walls (§155.074).** Screening for the loading and service areas is provided by nine six foot to eight foot Arbor Vitae planted around the southeastern dumpster enclosure. There are also some existing trees and shrubs backing up to the railroad tracks along the southern property line. On Monday, May 14, 2018 the Planning Commission approved a waiver of the service wall requirement along the eastern property line and the railroad tracks due to the proposed greenbelt along the southeast corner. In addition, along the western property line, the applicant is proposing a greenbelt of six to eight foot high Arbor Vitae. A waiver for the greenbelt screening will be required for the western side of the property.
- 3. Waste Receptacle (Dumpster) or Storage Screening (§155.075).** The site plan proposes one 10'x24'x6' cmu block grey dumpster enclosure with wood on steel frame medium grey gates located behind the building.
- 4. Exterior Lighting and Security Cameras (§155.076).**
 - a. Exterior Lighting (§155.076(A)).** A photometric plan has been provided and sufficiently complies with zoning requirements. There are 7 proposed pole lights along with 6 wall mounted lights on each face of the building, and no lighting proposed on the eastern side of the building.
 - b. Security Cameras (§155.076(B)).** For all non-residential commercial and business properties, security cameras shall be installed, maintained and approved by the City Police Chief. All security cameras shall be high-definition with a minimum resolution of 1080p and night vision with 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. Security cameras shall be placed to cover the entire site and placement shall be approved by the City Police Chief.
- 5. Off-street Parking and Circulation (§155.077).** The site plan illustrates that all vehicular circulation areas will be paved. In addition, all drive aisles meet ordinance requirements. A 5 foot wide sidewalk is proposed along the north and west sides of the building, and a five foot wide sidewalk is proposed along Trowbridge Avenue.

The medical marijuana cultivation facility most closely resembles a “wholesale” establishment in terms of off-street parking. As such, parking must be provided at a rate of five parking spaces plus one for every employee in the largest shift, or one space for every 2,000 square feet of gross floor area, whichever is greater. The medical marijuana processing facility most closely resembles industrial/research establishments in terms of off-street parking. As such, parking must be provided at a rate of five spaces plus one for every one and a half employees in the largest working shift or one per 1,000 square feet of gross floor area, or whichever is greater. Therefore 28 spaces are required, and 35 spaces are provided.
- 6. Accessible Parking (§155.078).** Based on 35 off-street parking spaces, one van-accessible space and one accessible space is required and provided.
- 7. Off-street Loading and Unloading (§155.079).** Two 12 by 75ft. loading spaces are provided and screened by the building and the railroad to the north.

- 8. Parking Lot Landscaping (§155.080(A)).** Interior landscaping shall be provided within the boundaries of the parking lot, and shall comply with the following provisions:
- 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. 10 trees are required and 11 are provided
 - Terminal landscape islands shall be provided at the end of each row of parking spaces to separate parking from adjacent drive aisles. Terminal islands shall be curbed, and shall be at least 144 square feet in area and 18 feet long for each single row of parking spaces. Each landscape island shall have a minimum of one (1) shade tree. The applicant has met the intent of this requirement.
 - Snow storage area is provided.

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

- Perimeter parking lot landscaping shall include a minimum of one (1) deciduous shade tree per each 25 linear feet or fraction thereof and one ornamental tree per each 35 linear feet or fraction thereof. Parking perimeter area totals 180 linear feet. Therefore, a total of 7 deciduous shade trees, and 5 ornamental trees are required. The applicant has provided 8 shade trees and 6 ornamentals.

- 9. Comments from Other Departments.** All applicable City departments and consultants should review the site plan and identify any remaining issues.

RECOMMENDATION

Planning Staff recommends approval of the site plan subject to the following conditions:

- Screening Waiver.** Planning Commission approves a waiver to use a green belt in the place of a screening wall on the western side of the property.
- Comments from Other Departments.** All applicable City departments and consultants should review the site plan and identify any remaining issues.

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

Thank you,



Kaitlyn Hines

Planning Director



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

February 8, 2021

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

Attn: Jerome Bivins, Department of Public Services Director

Regarding: 20-33 (SP)/ 20-29 (SLU)
26277 Trowbridge – Medical and Recreational Marijuana Facility
Preliminary Site Plan Approval

Dear Mr. Bivins:

Alfred Benesch & Company (Benesch) has completed a review of the plans dated October 20, 2020 with the latest revision date of December 14, 2020 for the above referenced project and recommends acceptance and approval of the plans.

Please note the following:

1. The storm water management facility requires the approval of Wayne County Construction Permits Office. A copy of the permit is required prior to the start of construction. See their website for more information:
<https://www.waynecounty.com/departments/publicservices/engineering/construction-permit.aspx>.
2. The site is over 1 acre in sized and therefore will require a soil erosion sediment control (SESC) permit. Wayne County issues all soil erosion sediment control (SESC) permits on behalf of the City of Inkster and shall be obtained prior to the start of work on the site. See the Wayne County Environmental Services website for more information regarding the permitting process and associated plan reviews:
<https://www.waynecounty.com/departments/environmental/landresources/soil-erosion.aspx>.
3. The City of Inkster standard details shall be used for curbs, sidewalk ramps, catch basins, manholes, etc. The final site plan shall include the City of Inkster detail sheets as part of the contract documents. Detail sheets are available at the following link: [Access Benesch file share here](#).

Please call me at 313-495-0296 if you have any questions.

Sincerely,

Alfred Benesch & Company

A handwritten signature in black ink that reads "Carrie Loya-Smalley".

Carrie Loya-Smalley, P.E.
Project Engineer

CC: La-Toria Joyce, City of Inkster Department of Public Services Superintendent
Kaitlyn Hines, City of Inkster Planning Director
File: 0005020.00

From: [Jeffrey Twardzik](#)
To: [Kaitlyn Hines](#)
Subject: RE: 26277 Trowbridge Comments
Date: Wednesday, November 25, 2020 11:34:00 AM

Hello,

Just the big three...

HD 1080 p cameras installed on the location to be unfitted to connect to the PD at a future date.
Cameras to be at all access points as well as the exterior of the location.

Alarm system – 24 hour monitored system.

Lighting – To have the exterior of the location illuminated to be in compliance with our lighting ordinance.

JT

From: Kaitlyn Hines
Sent: Tuesday, November 24, 2020 10:09 AM
To: Jeffrey Twardzik
Subject: 26277 Trowbridge Comments

Good morning,

Can you send me your comments for the above address?

Thanks,

Kaitlyn Hines
Planning Director
City of Inkster
Cell: **313.460.7970**
Office: **313.563.9760**



CITY OF INKSTER

FIRE DEPARTMENT

Chuck Hubbard
Fire Chief

Fire Marshal's Office

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

Investigations
313-563-9875

FAX
313-563-6660

EMERGENCY
911

To: Kaitlyn Hines, Planning
From: Jason Kaye, Fire Inspector
Date: 11-17-2020
Subject: 26277 Trowbridge "Cultivation and Processing"

After review of the above mentioned site plan and recent DRT meeting, the fire department has determined the following items applicable;

-The fire department requires any structure over 12,000sq.ft. be equipped with an automatic sprinkler system in accordance with NFPA 13 and the installation of a fire alarm system with 24 hour monitoring. Construction documents for all fire protection systems shall be submitted for review and approval. The Fire Marshal's office requires that full acceptance tests of the systems be performed in the AHJ's presence prior to final acceptance. Detailed records documenting testing and maintenance shall be kept by the property owner and shall be made available upon request for review by the Fire Marshal.

-The fire department requires the building be equipped with the appropriate size and classification portable fire extinguishers. They shall be conspicuously located where they are readily accessible and immediately available in the event of a fire. Extinguishers will be located along normal paths of travel, including exits from areas and will not be obstructed from view. Maximum travel distance to extinguishers is 75ft. All extinguishers will have inspection tags and signage to indicate extinguisher locations. The owner is responsible for the inspection, maintenance, and recharging of all extinguishers.

-The fire department requires emergency exit lighting throughout the building. EXIT signs shall be illuminated with battery back-up floods. All egress doors shall be equipped with one-strike panic hardware.

-The fire department requires 24hr access to the property. A KNOX bypass shall be installed on the gate for entry onto the property and a KNOX box shall be installed on the exterior of the building in a location approved by the Fire Marshal. The KNOX box shall contain keys for entry into the building and keys to any interior door that may be locked after-hours that houses alarm panels, utilities, system shut-offs or any equipment the fire department may need access to in the event of an emergency. All keys shall be labelled. The fire department shall be notified when the keys are ready



CITY OF INKSTER FIRE DEPARTMENT

Chuck Hubbard
Fire Chief

to be placed into the KNOX box and it will be the Fire Marshal that places the keys in the KNOX box and locks it. Owner shall be present to witness keys being locked.

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

The requirements listed above are not intended to be all inclusive, additional requirements may be determined applicable based on actual occupancy or use

Investigations
313-563-9875

FAX
313-563-6660

EMERGENCY
911

ITEM IV.E
Public Hearing

**Case # 20-34, 20-35 (SLU) 20-36 (SP) –
29385 Cherry Hill Medical Marijuana
Provisioning and Adult Use Marijuana
Retail**

February 8, 2021

Planning Commission
City of Inkster
26215 Trowbridge
Inkster MI, 48141

Subject: SLU 20-34, 20-35 Marijuana Dispensary and Provisioning Center
Location: 29385 Cherry Hill
Zoning: B-2, Thoroughfare Mixed-Use District
Applicant(s): Samantha Bevins, Vibe Consulting
Owner: Jameel Hana

The City of Inkster Planning Department has reviewed the above-referenced Site Plan application, and offers the following comments and findings for your consideration. This review is based on the site plan dated January 25, 2021 and submitted on the same date to lease a 2,208 square foot tenant space in an existing shopping center.

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 Corridor Convenience Retail. The Corridor Convenience Retail future land use is intended to permit daily services and goods to be readily available for the community. Permitted uses include retail and office uses on the first floor and office and residential on the second floors and above. Examples include modest size food stores, hardware, drug stores, dry cleaners, banks, professional offices, and similar uses. The proposed use is a medical marijuana dispensary and adult use provisioning center. The proposed use meets the intent of the Master Plan, and is harmonious with the intent of the corridor convenience retail land use. *This standard is met.*
- 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.** At this time no major modifications to the existing building are proposed, and the existing building is visually and physically harmonious with the intended character of the general vicinity. In fact, the subject building went through site plan review a few years ago, and at that time exterior improvements were undertaken to update the building design. *This standard is met.*
- 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 existing unit is vacant. Re-occupancy of this vacant unit will result in a visual, physical, and economic improvement to the subject property, surrounding properties, and city as a whole. *This standard is met.*

- 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 medical marijuana dispensary 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. The proposed marijuana dispensary is located off of Cherry Hill which is maintained by Wayne County and designed to move high volumes of regional traffic. No adverse impacts from light, odor, exhaust, or similar nuisances are anticipated. *This finding can be made.*
- 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 proposed land use will have a positive economic impact on the area by re-occupying an existing vacant building. Planning also recommends that the results of a public hearing be considered to assess impacts on the surrounding uses given the nature of the land use as a medical marijuana dispensary and adult use provisional center.
- 7. Will not impose additional service demands upon the City or its anticipated future resources.** The applicant must clarify if any other services such as Police and Fire would be required from the City to support the proposed use.
- 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.** Planning Staff defers to Police and Fire on this finding, as they are most familiar with the impacts of marijuana dispensaries on the health and safety of the City, and any associated public costs. This finding can be made, subject to the recommendation of the Chief of Police. While the proposed use is a commercial operation to sell medical marijuana to provide for the medical needs of patients, the secondary effects of marijuana-based uses are well documented. 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 submitted site plan is consistent with the intent and purposes of the zoning code. *This standard is met.***

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

- (A) The medical use of marijuana shall comply at all times and in all circumstances with the Michigan Medical Marijuana Act, Medical Marijuana Facilities Licensing Act, State of Michigan regulations for the transfer of medical marijuana, and the General Rules of the Michigan Department of Community Health, as they may be amended from time to time. The applicant will be required to supply information and documentation related to the procurement of a state license. If the State of Michigan determines that building or site modifications are required a new site plan and SLU application may need to be filed with the City of Inkster.**
- (B) A state and local license is required for all medical marijuana facilities. The applicant will be required to supply information and documentation related to the procurement of a state license.**
- (C) Smoking and/or use of medical marijuana shall be prohibited at medical marijuana facilities. There is a note on the site plan indicating the applicant's willingness to comply. *This standard is met.***
- (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. We defer to the Inkster Police Department on review and approval of the Security Plan.**
- (E) Exterior lighting shall be required for security purposes, but in accordance with the provisions of the Zoning Ordinance. *This standard is met.***
- (F) The premises shall be open for inspection upon request by the Building Official, the Fire Department, and law enforcement officials for compliance with all applicable laws and rules, during the stated hours of operation/use, and as such other times as anyone is present on the premises. There is a note on the site plan indicating the applicant's willingness to comply. *This standard is met.***

(G) Quarterly inspections may be made by the City Official's designee to confirm the facility is operating in accordance with applicable laws including, but not limited to, State Law and City Ordinances. There is a note on the site plan indicating the applicant's willingness to comply. *This standard is met.*

(H) Any medical marijuana facilities shall not have exterior signage using the word "marihuana" and/or "marijuana", or any other word, phrase, or picture commonly understood to refer to marijuana. Neon signs and non-functional decorative lighting shall be prohibited. Sign(s) shall be posted stating that "no loitering is permitted" on such property. There is a note on the site plan indicating the applicant's willingness to comply. *This standard is met.*

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

REVIEW OF SPECIFIC STANDARDS FOR MEDICAL MARIJUANA PROVISIONING CENTERS AND RECREATIONAL MARIJUANA RETAIL ESTABLISHMENTS (§ 155.148, 155.150E)

(A) A provisioning center shall not be located within a 500 foot radius of a school, measured as the shortest distance from front door to front door. To City Staff's knowledge the proposed use complies with this requirement. *This standard is met.*

(B) A provisioning center shall not be located within a 1,000 foot radius, measured as the shortest distance from front door to front door, of a lawfully existing medical marijuana provisioning center or recreational marijuana retailer unless the recreational retailer is operated by the same owner and within the same building as the medical marijuana provisioning center. To City Staff's knowledge the proposed use complies with this requirement. *This standard is met.*

(C) A provisioning center shall not share office space with a physician. To City Staff's knowledge the proposed use complies with this requirement. *This standard is met.*

(D) Growing, cultivating, manufacturing, or processing of medical marijuana is prohibited. There is a note on the site plan indicating the applicant's willingness to comply. *This standard is met.*

(E) All activity related to the provisioning center shall be done indoors. There is a note on the site plan indicating the applicant's willingness to comply. *This standard is met.*

(F) Any medical marijuana provisioning center shall maintain a log book and/or database identifying by date the amount of medical marijuana on the premises for each qualifying patient/caregiver, keeping the qualifying patient and caregiver information confidential. This log shall be available to law enforcement personnel to confirm that the medical marijuana provisioning center does not have more medical marijuana than authorized at the location and shall not be used to disclose more information than is reasonably necessary to verify the lawful amount of medical marijuana at the facility. The facility shall maintain the confidentiality of qualifying patients in compliance with the Michigan Medical Marijuana Act, as amended, and applicable State of Michigan rules and regulations. There is a note on the site plan indicating the applicant's willingness to comply. *This standard is met.*

(G) Provisioning center drive-through facilities shall be prohibited. No drive-through facility is proposed. *This standard is met.*

(H) All medical marijuana shall be contained within the main building in an enclosed, locked facility. There is a note on the site plan indicating the applicant's willingness to comply. *This standard is met.*

(I) Application for a Medical Marijuana Provisioning Center License shall be made to the City Clerk upon application forms provided by the Clerk for Medical Marijuana Provisioning Center 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.

(J) The sale, consumption, or use of alcohol or tobacco products on the premises shall be prohibited at the provisioning center. There is a note on the site plan indicating the applicant's willingness to comply. *This standard is met.*

RECOMMENDATION

Planning Staff believes that the site would benefit from the traffic that the proposed use will bring. Planning Staff recommends approval of the site plans and special land use subject to the results of the public hearing and the following conditions:

1. **Business License.** The applicant must obtain a current business license from the City.
2. **Comments from Other Departments.** Comments from Engineering, Police, and Fire must be addressed.

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

Thank you,



Kaitlyn Hines

Planning Director

February 8, 2021

Planning Commission
City of Inkster
26215 Trowbridge
Inkster MI, 48141

Subject: SP 20-36 Marijuana Dispensary and Provisioning Center
Location: 29385 Cherry Hill
Zoning: B-2, Thoroughfare Mixed-Use District
Applicant(s): Samantha Bevins, Vibe Consulting
Owner: Jameel Hana

The City of Inkster Planning Department has reviewed the above-referenced Site Plan application, and offers the following comments and findings for your consideration. This review is based on the site plan dated January 25, 2021 and submitted on the same date to lease a 2,208 square foot tenant space in an existing shopping center.

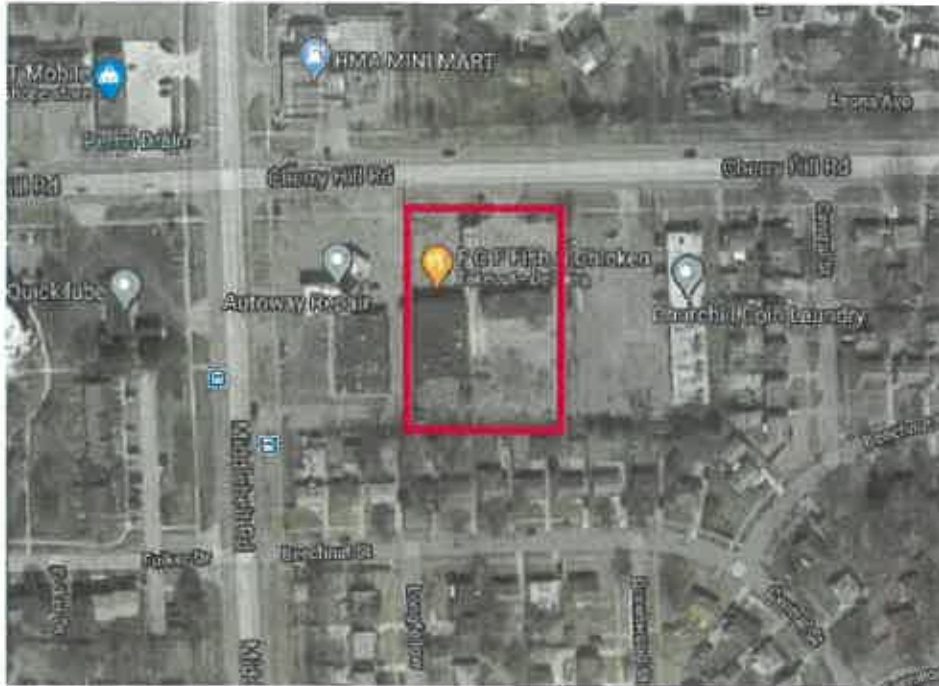
SITE DESCRIPTION

The site is 0.48 acres and is located on the south side of the street at 29385 Cherry Hill Rd. just west of Middlebelt Road. Legal description is on the site plans. The site contains a strip mall of 7,500 square feet with three tenant units and a parking area. The applicant is proposing to lease a 2,300 square foot unit between the existing Cherry Belt convenience store and a Fish and Chicken carry out restaurant. The site is located in the B-2, Thoroughfare Mixed-Use District. Marijuana Dispensaries and Provisioning Centers are a Special Land Uses in all districts. The proposed hours of operation are Monday through Friday 9:00AM to 9:00PM, Saturday 9:00AM to 6:00PM, and Sunday 10:00AM to 6:00PM. They are also proposing 5 employees. Please correct the property owner on page A-1.

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

	Land Use	Current Zoning	Future Land Use Designation
Subject Site	Retail Center	B-2, Thoroughfare Mixed-Use District	Corridor Convenience Retail
North	Dearborn Heights	Dearborn Heights	Dearborn Heights
South	Residential	R1-B, One Family Residential District	Low Density Residential
East	Church	B-2, Thoroughfare Mixed-Use District	Corridor Convenience Retail
West	Quick Lube	B-2, Thoroughfare Mixed-Use District	Corridor Convenience Retail

EXHIBIT A: AERIAL VIEW OF SITE



REVIEW COMMENTS

1. **Zoning and Use (§155.046).** The site is in the B-2, Thoroughfare Mixed-Use District and is bordered by sites in the B-2, Thoroughfare Mixed-Use District to the east and west, R-1B, One-Family Residential District to the south, and the City of Dearborn Heights to the north. "Marijuana Dispensaries and Provisioning Centers" are a special land use in the B-2 district subject to compliance with the schedule of regulations listed in §155.061, the site plan approval standards listed in §155.287, and the special land use standards listed in §155.289, §155.146, §155.148, and §155.150E of the Zoning Ordinance. The shopping center completed the site plan review process on March 20, 2018, and principally permitted uses will not need to undergo the site plan review process. Marijuana retail and dispensaries are a special land use in the B-2 and a site plan must accompany a special land use application.

The B-3 district requires setbacks, lot size, lot coverage, and height as follows:

Setbacks	Required	Proposed
Front Setback	Refer to established building setback for the street – limited to accommodating parking.	Existing, complies.
Rear Setback	Refer to established building setback – limited to accommodating parking, at least one loading space, and dumpsters.	Existing, complies.
Side Yard Setback (Both)	Refer to established building setback for the street – limited to accommodating parking.	Existing, complies.
Side Yard Setback (One)	Refer to established building setback for the street – limited to accommodating parking, loading, and dumpsters.	Existing, complies.
Lot Size	Dimensions must permit parking and landscaping.	Existing, complies.
Lot Coverage	Based on off-street parking, loading, greenbelt screening, and setbacks.	Existing, complies.
Height	35 ft (3 stories)	Existing, complies.

2. **Architectural Features (§155.072).** The applicant has provided exterior elevations; no changes are proposed.
3. **Site Design and Landscaping (§155.073).** Pursuant to §155.073, a landscape plan must be provided.
 - a. **Deadline for Installation (§155.073(D)(1)(a)).** Installation of required screening and landscaping shall be completed prior to building occupancy, except when building construction is completed during the off-season when plants cannot be installed, in which case the owner shall provide a performance guarantee to ensure installation of required landscaping in the next planting season.
 - b. **Performance Bond (§155.073(D)(2)).** Whenever a site plan requires any type of landscaping, the applicant is required to post a Performance Bond prior to the issuance of a Certificate of Occupancy to ensure the completion of landscaping (including irrigation), and this bond may be held up to two years by the City to provide a means of replacing landscaping that dies within the first two years (as dated from the issuance of the Certificate of Compliance/Occupancy).
 - c. **Irrigation (§155.073(D)(12)).** 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.
 - d. **Right-of-way Landscaping (§155.073(D)(13)).** The previously approved plan showed 3 ornamental pink dogwood trees replacing the current 2 ornamental trees, and the grass being reseeded. The conditions compliance letter states that the landscaping must be completed by May of 2018. These trees were never planted and are once again proposed.
4. **Walls (§155.074).** The off-street loading area is screened by the building and a 6' high masonry wall between the residential area. There is a note on the plans indicating that the wall will be repainted and repaired as necessary.

5. **Waste Receptacle (Dumpster) or Storage Screening (§155.075).** The site plans show a 6' CMU dumpster enclosure which will be painted white to match the building, with a cedar board gate.
6. **Exterior Lighting and Security Cameras (§155.076).**
 - a. **Exterior Lighting (§155.076(A)).** No new lighting is proposed.
 - b. **Security Cameras (§155.076(B)).** For all non-residential commercial and business properties security cameras shall be installed, maintained and approved by the City Police Chief. All security cameras shall be high-definition with a minimum resolution of 1080p and night vision with 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. Security cameras shall be placed to cover the entire site and placement shall be approved by the City Police Chief.
7. **Off-street Parking and Circulation (§155.077).** The site requires a total of 46 striped parking spaces (33 for shopping centers 5,500 square feet plus 13 spaces for the provisioning center use). To provide these spaces, parking is proposed on the site to the east. Jameel Hana, LLC., owns all of the property described and has authorized the use of the property for parking. The current asphalt is cracked and degraded, especially in the rear of the building and on the church property. Both of these pavement sections must be repaved. In the previous conditions compliance letter, paving was to be completed by October 1, 2018.
8. **Accessible Parking (§155.078).** 1 Van accessible space is required and provided, along with one standard space.
9. **Off-street Loading and Unloading (§155.079).** One 10 foot by 35 foot loading space is provided in the north western rear of the building. The previous plans were approved with a 10'x35' loading space, and would be honored with the previous approval.
10. **Signs (§155.251).** The north elevation shows one proposed 16'x4' wall sign.
11. **Comments from Other Departments.** All applicable City departments and consultants should review the site plan and identify any remaining issues.

RECOMMENDATION

Planning Staff believes that the site would benefit from the traffic that the proposed use will bring. Planning Staff recommends approval of the site plans subject to the following conditions:

1. **Business License.** The applicant must obtain a current business license from the City.
2. **Comments from Other Departments.** Comments from Engineering, Police, and Fire must be addressed.

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

Thank you,



Kaitlyn Hines

Planning Director



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

February 15, 2021

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

Attn: Jerome Bivins, Department of Public Services Director
Regarding: 20-36 (SP)/20-34, 35 (SLU)
29385 Cherry Hill Road – Marijuana Provisionary Center
Preliminary Site Plan Approval

Dear Mr. Bivins:

Alfred Benesch & Companies, (Benesch) has completed a review of the plans dated January 25, 2021 for the above referenced project. The digital plan provided via email on February 15, 2021 is recommended for acceptance and approval of the plan.

Please note the following items regarding final site plan approval:

1. Survey information for a portion of the site where proposed pavement is located is required for final site plan approval. Spot elevations shall be shown on the plans to demonstrate adequate storm water runoff from the site and smooth transitions between existing and proposed pavement. Spot elevations shall be provided by a Land Surveyor licensed in the State of Michigan.
2. Any work in the Cherry Hill Road right-of-way may require a right-of-way permit from the Wayne County Permits Office prior to the start of work. See their website for more information:
<https://www.waynecounty.com/departments/publicservices/engineering/construction-permit.aspx>.

Please call me at 313-495-0296 if you have any questions.

Sincerely,

Alfred Benesch & Company

A handwritten signature in black ink that reads "Carrie Loya-Smalley".

Carrie Loya-Smalley, P.E.
Project Engineer

CC: La-Toria Joyce, City of Inkster Department of Public Services Superintendent
Kaitlyn Hines, City of Inkster Planning Director
File: 00050202.00

From: [Jeffrey Twardzik](#)
To: [Kaitlyn Hines](#)
Subject: RE: Comments for 29385 Cherry Hill - DRT
Date: Friday, December 18, 2020 10:12:28 AM

Hello...

I had e-mail problems...just now working correctly.

HD 1080 p cameras installed on premises
Alarm system monitored 24 hours a day.
Exterior lighting on the building and parking lot in accordance with local ordinance.

Thanks!

JT

From: Kaitlyn Hines
Sent: Tuesday, December 15, 2020 4:14 PM
To: Loya-Smalley, Carrie; Jeffrey Twardzik; Jason Kaye
Subject: Comments for 29385 Cherry Hill - DRT

Good afternoon all,

Just following up on last Thursday's DRT meeting. Please have comments to me by tomorrow.

Thanks,



Kaitlyn Hines
Planning Director at City of Inkster
Email: [k.hines@cityofinkster.com](#)
Phone: 313-563-9760 Mobile: 313-460-7970
[26215 Trowbridge, Inkster, MI 48141](#)



CITY OF INKSTER

FIRE DEPARTMENT

Chuck Hubbard
Fire Chief

Fire Marshal's Office

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

Investigations
313-563-9875

FAX
313-563-6660

EMERGENCY
911

To: Kaitlyn Hines, Planning
From: Jason Kaye, Fire Inspector
Date: 12-17-2020
Subject: 29385 Cherry Hill

After review of the above mentioned site plan and recent DRT meeting, the fire department has determined the following items applicable;

-The fire department requires the installation of a fire alarm system with 24 hour monitoring. Construction documents for all fire protection systems shall be submitted for review and approval. The Fire Marshal's office requires that full acceptance tests of the systems be performed in the AHJ's presence prior to final acceptance. Detailed records documenting testing and maintenance shall be kept by the property owner and shall be made available upon request for review by the Fire Marshal.

-The fire department requires the building be equipped with the appropriate size and classification portable fire extinguishers. They shall be conspicuously located where they are readily accessible and immediately available in the event of a fire. Extinguishers will be located along normal paths of travel, including exits from areas and will not be obstructed from view. Maximum travel distance to extinguishers is 75ft. All extinguishers will have inspection tags and signage to indicate extinguisher locations. The owner is responsible for the inspection, maintenance, and recharging of all extinguishers.

-The fire department requires emergency exit lighting throughout the building. EXIT signs shall be illuminated with battery back-up floods. All egress doors shall be equipped with one-strike panic hardware.

-The fire department requires 24hr access to the property. A KNOX bypass shall be installed on the gate for entry onto the property and a KNOX box shall be installed on the exterior of the building in a location approved by the Fire Marshal. The KNOX box shall contain keys for entry into the building and keys to any interior door that may be locked after-hours that houses alarm panels, utilities, system shut-offs or any equipment the fire department may need access to in the event of an emergency. All keys shall be labelled. The fire department shall be notified when the keys are ready to be placed into the KNOX box and it will be the Fire Marshal that places the keys in the KNOX box and locks it. Owner shall be present to witness keys being locked.



CITY OF INKSTER

FIRE DEPARTMENT

Chuck Hubbard
Fire Chief

The requirements listed above are not intended to be all inclusive, additional requirements may be determined applicable based on actual occupancy or use

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

Investigations
313-563-9875

FAX
313-563-6660

EMERGENCY
911

ITEM VI. A

Case # 19-09 (SP) – Consideration of an Irrigation Waiver

City of Inkster Planning Commission,

I am requesting a waiver for irrigation because I have a hose that reaches to the furthest length of the property and will have gator bags on all my trees. And I have an employer checking on two to three times a week to take care of the trees.

Feras Chihadeh

29230 Michigan Ave

Inkster MI 48141

734-637-5800

Ouso1978@yahoo.com

ITEM VI. B

Case # 19-09 (SP) – Consideration of a Screening Waiver

City of Inkster Planning Commission,

I am requesting a waiver for screen wall not to extend the design further than what the plans shows. We are proposing to extend the wood fence along the north side of the ally per the plans.

Feras Chihadeh

29230 Michigan Ave

Inkster MI 48141

734-637-5800

Ouso1978@yahoo.com

ITEM VI. C

Case # 19-09 (SP) – Consideration of a Parking Waiver

City of Inkster Planning Commission,

I am requesting a waiver for 5 parking spaces because this pawnshop is not going to be that much visited as it is Jewelry repair and sale mainly.

Feras Chihadeh

29230 Michigan Ave

Inkster MI 48141

734-637-5800

Ouso1978@yahoo.com

ITEM VI. D

Case # 19-09 (SP) – Consideration of a Loading Zone Length Waiver

City of Inkster Planning Commission,

I am requesting a waiver for the loading zone length waiver as the pawn shop in nature does not require any large items to have a loading for drop off and pick.

Feras Chihadeh

29230 Michigan Ave

Inkster MI 48141

734-637-5800

Ouso1978@yahoo.com

ITEM VI. E

Case # 20-07, 20-14 (SP) – Consideration of a Development Timetable, Financial Resume, and Traffic Study Waiver



BENJAMIN D. JOFFE PLLC

Attorney & Counselor

334 E WASHINGTON STREET

ANN ARBOR, MI 48104

(734) 368-8595

BDJ@BENJAMINDJOFFE.COM

City of Inkster Planning Commission
26215 Trowbridge
Inkster, MI 48141

Re: 20-07, 20-14 (SP)
26831 Michigan Ave. – Marijuana Provisionary Center

Members of the City of Inkster Planning Commission and Department Officials:

I am writing to you on behalf of my client, John Clark, to request your consideration regarding several waivers pertaining to Mr. Clark's prospective provisioning center. As part of the Planning Commission review, the Commission has suggested that Mr. Clark provide a development timetable, financial resume, traffic study, automatic underground or drip irrigation, a parking reconstruction, and an off-street loading size requirement.

Per the City Staff recommendation, we request that the Planning Commission waive the requirements for a development timetable, financial resume, and a traffic study due to the fact that an existing building is being re-occupied by a small provisioning business.

It was also suggested that 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. Mr. Clark respectfully requests that the Planning Commission allow him to utilize a hose located on the front of the building in order to provide adequate irrigation on the prospective lot. We feel that through Mr. Clark's diligent maintenance of the landscaped areas and lawns surrounding his prospective provisioning center, he will provide the adequate protection to the site and surrounding landscape that could otherwise be achieved by an alternative irrigation system.

Based on Mr. Clark's prospective provisioning center being used for retail purposes, the City's ordinance requires 23 parking spaces. Mr. Clark is planning to pave the Eastern gravel portion of his lot to add five additional spaces. If everything is done according to the City's Project Engineer, there would be a total of 13 spaces at the proposed facility. Mr. Clark will attempt to procure additional parking spaces at neighboring sites and will install bicycle parking in line with the TCD district vision in order to request that the Planning Commission permit a waiver of the requirements under the City's ordinance. Furthermore, Mr. Clark understands that one off-street 10 foot by 70 foot loading space is required for structures larger than 2,000 square feet; however, if granted a waiver, he would explicitly prohibit delivery vehicles larger than 35 feet long if the Planning Commission is willing to reduce the size of the loading area to 10 feet by 35 feet. Mr. Clark will be diligent in verifying the size of every delivery truck before a delivery is to be made, in order to be sure that he will remain in compliance with the Planning Commission's requirements. We appreciate your consideration on this matter.

If you have any questions or concerns, please contact Benjamin D. Joffe PLLC.

Sincerely,

/s/ Benjamin D Joffe
Benjamin D Joffe

ITEM VI. F

Case #s 20-07, 20-14 (SP) – Consideration of an Irrigation Waiver



BENJAMIN D. JOFFE PLLC

Attorney & Counselor

334 E WASHINGTON STREET

ANN ARBOR, MI 48104

(734) 368-8595

BDJ@BENJAMINDJOFFE.COM

City of Inkster Planning Commission
26215 Trowbridge
Inkster, MI 48141

Re: 20-07, 20-14 (SP)
26831 Michigan Ave. – Marijuana Provisionary Center

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Per the City Staff recommendation, we request that the Planning Commission waive the requirements for a development timetable, financial resume, and a traffic study due to the fact that an existing building is being re-occupied by a small provisioning business.

It was also suggested that 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. Mr. Clark respectfully requests that the Planning Commission allow him to utilize a hose located on the front of the building in order to provide adequate irrigation on the prospective lot. We feel that through Mr. Clark's diligent maintenance of the landscaped areas and lawns surrounding his prospective provisioning center, he will provide the adequate protection to the site and surrounding landscape that could otherwise be achieved by an alternative irrigation system.

Based on Mr. Clark's prospective provisioning center being used for retail purposes, the City's ordinance requires 23 parking spaces. Mr. Clark is planning to pave the Eastern gravel portion of his lot to add five additional spaces. If everything is done according to the City's Project Engineer, there would be a total of 13 spaces at the proposed facility. Mr. Clark will attempt to procure additional parking spaces at neighboring sites and will install bicycle parking in line with the TCD district vision in order to request that the Planning Commission permit a waiver of the requirements under the City's ordinance. Furthermore, Mr. Clark understands that one off-street 10 foot by 70 foot loading space is required for structures larger than 2,000 square feet; however, if granted a waiver, he would explicitly prohibit delivery vehicles larger than 35 feet long if the Planning Commission is willing to reduce the size of the loading area to 10 feet by 35 feet. Mr. Clark will be diligent in verifying the size of every delivery truck before a delivery is to be made, in order to be sure that he will remain in compliance with the Planning Commission's requirements. We appreciate your consideration on this matter.

If you have any questions or concerns, please contact Benjamin D. Joffe PLLC.

Sincerely,

/s/ Benjamin D Joffe
Benjamin D Joffe

ITEM VI. G

Case #s # 20-07, 20-14 (SP) – Consideration of a Parking Waiver



BENJAMIN D. JOFFE PLLC

Attorney & Counselor

334 E WASHINGTON STREET

ANN ARBOR, MI 48104

(734) 368-8595

BDJ@BENJAMINDJOFFE.COM

City of Inkster Planning Commission
26215 Trowbridge
Inkster, MI 48141

Re: 20-07, 20-14 (SP)
26831 Michigan Ave. – Marijuana Provisionary Center

Members of the City of Inkster Planning Commission and Department Officials:

I am writing to you on behalf of my client, John Clark, to request your consideration regarding several waivers pertaining to Mr. Clark's prospective provisioning center. As part of the Planning Commission review, the Commission has suggested that Mr. Clark provide a development timetable, financial resume, traffic study, automatic underground or drip irrigation, a parking reconstruction, and an off-street loading size requirement.

Per the City Staff recommendation, we request that the Planning Commission waive the requirements for a development timetable, financial resume, and a traffic study due to the fact that an existing building is being re-occupied by a small provisioning business.

It was also suggested that 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. Mr. Clark respectfully requests that the Planning Commission allow him to utilize a hose located on the front of the building in order to provide adequate irrigation on the prospective lot. We feel that through Mr. Clark's diligent maintenance of the landscaped areas and lawns surrounding his prospective provisioning center, he will provide the adequate protection to the site and surrounding landscape that could otherwise be achieved by an alternative irrigation system.

Based on Mr. Clark's prospective provisioning center being used for retail purposes, the City's ordinance requires 23 parking spaces. Mr. Clark is planning to pave the Eastern gravel portion of his lot to add five additional spaces. If everything is done according to the City's Project Engineer, there would be a total of 13 spaces at the proposed facility. Mr. Clark will attempt to procure additional parking spaces at neighboring sites and will install bicycle parking in line with the TCD district vision in order to request that the Planning Commission permit a waiver of the requirements under the City's ordinance. Furthermore, Mr. Clark understands that one off-street 10 foot by 70 foot loading space is required for structures larger than 2,000 square feet; however, if granted a waiver, he would explicitly prohibit delivery vehicles larger than 35 feet long if the Planning Commission is willing to reduce the size of the loading area to 10 feet by 35 feet. Mr. Clark will be diligent in verifying the size of every delivery truck before a delivery is to be made, in order to be sure that he will remain in compliance with the Planning Commission's requirements. We appreciate your consideration on this matter.

If you have any questions or concerns, please contact Benjamin D. Joffe PLLC.

Sincerely,

/s/ Benjamin D Joffe
Benjamin D Joffe

ITEM VI. H

Case #s 20-07, 20-14 (SP) – Consideration of a Loading Zone Length Waiver



BENJAMIN D. JOFFE PLLC

Attorney & Counselor

334 E WASHINGTON STREET

ANN ARBOR, MI 48104

(734) 368-8595

BDJ@BENJAMINDJOFFE.COM

City of Inkster Planning Commission
26215 Trowbridge
Inkster, MI 48141

Re: 20-07, 20-14 (SP)
26831 Michigan Ave. – Marijuana Provisionary Center

Members of the City of Inkster Planning Commission and Department Officials:

I am writing to you on behalf of my client, John Clark, to request your consideration regarding several waivers pertaining to Mr. Clark's prospective provisioning center. As part of the Planning Commission review, the Commission has suggested that Mr. Clark provide a development timetable, financial resume, traffic study, automatic underground or drip irrigation, a parking reconstruction, and an off-street loading size requirement.

Per the City Staff recommendation, we request that the Planning Commission waive the requirements for a development timetable, financial resume, and a traffic study due to the fact that an existing building is being re-occupied by a small provisioning business.

It was also suggested that 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. Mr. Clark respectfully requests that the Planning Commission allow him to utilize a hose located on the front of the building in order to provide adequate irrigation on the prospective lot. We feel that through Mr. Clark's diligent maintenance of the landscaped areas and lawns surrounding his prospective provisioning center, he will provide the adequate protection to the site and surrounding landscape that could otherwise be achieved by an alternative irrigation system.

Based on Mr. Clark's prospective provisioning center being used for retail purposes, the City's ordinance requires 23 parking spaces. Mr. Clark is planning to pave the Eastern gravel portion of his lot to add five additional spaces. If everything is done according to the City's Project Engineer, there would be a total of 13 spaces at the proposed facility. Mr. Clark will attempt to procure additional parking spaces at neighboring sites and will install bicycle parking in line with the TCD district vision in order to request that the Planning Commission permit a waiver of the requirements under the City's ordinance. Furthermore, Mr. Clark understands that one off-street 10 foot by 70 foot loading space is required for structures larger than 2,000 square feet; however, if granted a waiver, he would explicitly prohibit delivery vehicles larger than 35 feet long if the Planning Commission is willing to reduce the size of the loading area to 10 feet by 35 feet. Mr. Clark will be diligent in verifying the size of every delivery truck before a delivery is to be made, in order to be sure that he will remain in compliance with the Planning Commission's requirements. We appreciate your consideration on this matter.

If you have any questions or concerns, please contact Benjamin D. Joffe PLLC.

Sincerely,

/s/ Benjamin D Joffe
Benjamin D Joffe

ITEM VI. I

Case #s 20-07, 20-14 (SP) – Consideration of Parking Lot Paving Delay



BENJAMIN D. JOFFE PLLC

Attorney & Counselor

334 E WASHINGTON STREET

ANN ARBOR, MI 48104

(734) 368-8595

BDJ@BENJAMINDJOFFE.COM

City of Inkster Planning Commission
26215 Trowbridge
Inkster, MI 48141

Re: 20-07 (SP)/20-06 (SLU)
26831 Michigan Ave. – Marijuana Provisionary Center

Members of the City of Inkster Planning Commission and Department Officials:

I am writing to you on behalf of my client, John Clark, to request permission to open his prospective provisioning center while delaying the City Planning Commission's recommended paving project, which is likely necessary to satisfy the expected¹ Special Land Use requirements for Mr. Clark's proposed facility. As part of the Planning Commission review, the Commission has suggested that Mr. Clark pave the currently unpaved Eastern part of the lot at the proposed facility location; however, the City of Inkster is also planning to pave the adjacent alley later this year. Currently, Mr. Clark is prevented from commencing with his provisioning center operations until the proposed paving is completed. We believe that concurrent construction of both the unpaved gravel area and the adjacent city alley will be more efficient, will help limit the amount of business disruptions that will occur with separate construction projects, and, if you grant this request, will allow Mr. Clark to open his prospective provisioning center in the meantime.

Mr. Clark is requesting to delay the proposed paving project so that it may coincide with the City's plan to pave the facility's city-owned adjacent alley. As noted in the Planning Director's site plan letter on November 16th, 2020, the Applicant and the City's Planning Staff currently support a redesign of the parking lot at 26831 Michigan Ave., including the alley behind the prospective provisioning center. The Project Engineer heading this development has indicated that the adjacent alley will be paved in conjunction with other work throughout the City, currently scheduled to begin in the summer/fall of 2021. We respectfully request that the City allow Mr. Clark to open his proposed provisioning center and postpone the paving of the Eastern portion of the facility's parking lot so that it may occur in conjunction with the City's construction on the alley.

The City and surrounding areas will be better served by the immediate opening of the provisioning center as well as one construction project rather than two isolated projects. If the City permits such an accommodation, it will allow both projects to be consolidated, thus avoiding the excessive business disruptions that would come with separate construction projects. Mr. Clark is prepared to schedule the paving of the gravel area on the lot simultaneously with the adjacent alley paving project, which would ensure a more efficient process and help mitigate the negative effects that two independent construction projects would have on surrounding businesses. A coordinated effort by Mr. Clark and City Officials to hire one contractor to complete both projects would also provide a more cost-effective means for both parties of handling these developments. The City and surrounding areas will benefit if Mr. Clark is permitted to open his provisioning center rather than waiting on the proposed paving to be completed. We appreciate your consideration on this matter.

If you have any questions or concerns, please contact Benjamin D. Joffe PLLC.

Sincerely,

/s/ Benjamin D Joffe
Benjamin D Joffe

¹ We fully understand that the Special Land Use (SLU) permit has yet to be granted. The SLU hearing will take place on March 8th, 2021. This letter is meant to be a request that can be considered at the hearing.

ITEM VI. J

Case # 20-19 (SP) – Consideration of an Irrigation Waiver

TC Gardens

2736 Edsel

Inkster, MI. 48141

To whom it my concern:

TC Gardens is requesting a walver for the irrigation system due to any place on the property is located within 150 feet from a hose blb. We also do not have an abundant amount of landscaping to water. We will have no problems watering the grass and landscaping from the hose bib.

TC Gardens

Anthony Platt

ITEM VI. J

Case # 20-33 (SP) – Consideration of a Screening Waiver

March 4, 2021

Planning Commission
City of Inkster
26215 Trowbridge St.
Inkster, MI 48141

RE: Proposed Medical and Recreational Marijuana Cultivation and Processing
26277 Trowbridge Street

Dear Commissioners,

We have submitted drawings for your review of the site plan at your next Planning Commission meeting for the above captioned project. The site is zoned M-1. The site plan indicates that mechanical units are proposed to be ground mounted due to the design of the sloping roof on the building. The units were carefully placed on the sides of the building with substantial setback from the street. Each of the areas that contain the mechanical units, electrical transformer or generator are heavily planted with Arborvitae, Bradford Pear Trees and various shrubbery to create interest in the landscaping and provide screening for the units. In addition a decorative wrought iron type fence is planned on the property line to further enhance the aesthetics in the area. We therefore respectfully request that a screen wall as noted in the zoning ordinance for the equipment on the side of the building be waived in favor of the landscape screening as detailed.

Please contact me in the event any additional information regarding this issue is required prior to the meeting.

I look forward to responding to any questions concerning this project at the virtual Planning Commission meeting

Sincerely,


Michael A. Boggio Jr. A.I.A.

REQUEST FOR COUNCIL ACTION

To: Patrick Wimberly, Mayor

Date: March 30, 2021

From: Kaltlyn Hines
Planning Director

Date for Council Consideration: April 5, 2021

ACTION REQUESTED: Consider approval of Special Land Use (SLUs 20-18) for a proposed Medical Marijuana Cultivation Facility to be located on the west side of Edsel St where the road turns into John Daly, in the M-1, Light Industrial District. Cody Railey, on behalf of TC Gardens is the applicant.

Current Action ☒ Emergency ☐ Future ☐

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

Mayor's Approval ☐

BACKGROUND INFORMATION

On Monday, March 8, 2021, the Planning Commission reviewed and recommended for approval SLU 20-18 on the west side of Edsel St, in an existing building, in the M-1, Light Industrial District. The associated Site Plan (SP 20-19) was approved with conditions. As part of their site plan approval, the Planning Commission approved a waiver for irrigation by request of the applicant. City Staff recommended approval of SLU 20-18, and SP 20-19. Cody Railey on behalf of TC Gardens is the applicant. Draft meeting minutes are attached.

The site is .87 acres, and is located on the west side of the street at 2736 Edsel Ave. where the street turns onto John Daly. The legal description is provided on page 1 of the site plans. The site contains a 1,360 square foot building and a gravel and asphalt parking area.

SCOPE OF SERVICES

N/A

JUSTIFICATION

The City Planner's letter dated January 28, 2021 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 foster economic development within the City of Inkster by bringing an existing vacant site into economic use.

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 Special Land Uses (SLUs 20-18) for a proposed Medical Marijuana Cultivation Facility to be located on the west side of Edsel St where the road turns into John Daly, in the M-1, Light Industrial District. Cody Railey, on behalf of TC Gardens is the applicant.

Yes:

No:

Absent:

REQUEST FOR COUNCIL ACTION

To: Patrick Wimberly, Mayor

Date: March 30, 2021

From: Vijay Virupannavar, Treasurer

Date for Council Consideration: April 5, 2021

ACTION REQUESTED: Consider approval of extending temporary agreement with Emery HR LLC for 6 weeks.

Current Action ☒ Emergency ☒ Future ☐

Funds Budgeted: If Yes ☐ Account # 101-270-801.000 (Personnel Department – Professional/Consultant) No ☒ N/A ☐

Mayor's Approval _____

BACKGROUND INFORMATION

The City of Inkster is currently without a full-time Human Resources ("HR") professional to handle the day-to-day HR responsibilities as well as to address open HR considerations from prior calendar years. The City brought on Sue Justice on Wednesday February 17, 2021 on a six-week contract to help with various open items and HR duties. The HR Manager position has been posted and interviews are slated to begin the week of 4/5/2021. Sue will help in the interviewing, hiring, onboarding, and training process.

Sue Justice is a Registered Employee Benefit Consultant (REBC) and Licensed Insurance Counselor (LIC) with 28+ years of progressive experience in the HR field. In 2010, Sue founded Emery HR LLC as a firm to help mid-size businesses with HR needs.

SCOPE OF SERVICES

Please refer to Exhibit A "Scope of Services" within the Emery HR and City of Inkster Services Agreement.

JUSTIFICATION

The City of Inkster is currently without a full-time HR professional. Sue has worked on IRS requests relating to 2018, State requests relating to 2019 and 2020, and personnel requests relating to 2020 and current. The City's risk exposure is increased by not having an individual aboard to address HR items. It is important for the City to have an HR professional to implement processes and to perform the day-to-day HR function. With extensive experience in designing and servicing employee benefit programs, Sue will also help the City analyze current benefit offerings. Sue is also helping oversee the interviewing and hiring process of the new HR Manager; once a hire is made, she will help with transitioning items.

PROJECT OR IMPROVEMENT TASKS

Please refer to Exhibit A "Scope of Services" within the Emery HR and City of Inkster Services Agreement for the areas of focus.

COSTS

The cost is \$1,650/week paid as a 1099 contractor with 3 days onsite and 2 days remote. This amounts to \$41.25/hour. This is a significant discount from Sue's normal rate of \$70/hour for Generalist work and \$125/hour for Consulting work.

Sue's charges will be reflected in 101-270-801.000 (Personnel Department – Professional/Consultant). Please see attached Excel sheet showing this budget line and also showing the Personnel Department Permanent Salaries line. Salaries is showed as it helps partially offset the unfavorability in the Professional/Consultant line. Note that the Professional/Consultant line also includes \$19K in OccMed invoices which were not budgeted in FY20-21 as they relate to the prior fiscal year.

PROJECT TIME TABLE

The agreement extension is effective for 6 weeks.

RESOLUTION

Resolved by _____

Seconded by _____

Yes:

No:

Absent:



Human Resource Report

March 28, 2021

Thank you for the opportunity to perform the responsibilities and conduct an overall assessment of the operations of the City's Human Resources (HR) Department. I believe the HR department is one of the most important pillars of all organizations. Treasury funds it, people run it.

There are many functional areas to the human resource segment of an organization. The functional areas are organized in three (3) facets. They are:

Organizational 1) Labor relations/workforce management 2) Structure of the company, department, and people 3) Job classifications, duties, and qualifications.

Compliance with laws, regulations, and requirements: 1) Policies & Procedures 2) Risk Exposures 3) Adherence to all

Workforce: 1) Labor Relations 3) Hiring, Onboarding and Offboarding 4) Compensation and benefits 5) Training; new hire, ongoing and managerial 6) Risk Management

The following is a summary is outlined base on those aspect in the importance to the City. a current, ongoing, and past of specific situations based on time sensitivity and status of completion.

Compliance

- Create & Train a Current COVID Response Plan
 - Two positive test and difficulty determine how to handle those that were positive and those exposed.
 - Train Management on new COVID plan – required by state of Michigan.
- Workplace Violation Citations – fines up to \$7,000, average \$1,000.

****COVID Related Regulations – American Rescue Act 2021 – Newly Passed Relief Bill**

- COVID Paid Sick Leave - Retro Credits?
 - Note that the American Rescue Plan Act of 2021, enacted March 11, 2021, amended and extended the tax credits (and the availability of advance payments of the tax credits) for paid sick and family leave for wages paid with respect to the period beginning April 1, 2021, and ending on September 30, 2021.
 - ACA Reporting – Employer Responsibility Act
 - 2017,2018,2019 need to be filed
 - Received forgiveness for 2017.
 - Performed a forensic search for information within the City's BS&A system and Liaison
 - Extended deadline to April 4th
 - Working with IRS to lower/eliminate penalties & interest
- Penalty: potential \$560/employee (form) plus interest



- Payroll Tax & Unemployment taxes – up to date
 - Quarterly Payroll taxes (941) – Some reports missing or filed late
 - Monthly & Annual State taxes (5080/5081)
 - UnemploymentPenalties: Requested forgiveness for \$11,000
- COBRA – Tax credits
 - Employees with an involuntary termination or reduction of hours will be eligible to receive a 100% subsidy of health insurance premiums under COBRA from April 1, 2021 to September 30, 2021.
 - Employers will receive reimbursements for this subsidy equal to the premium amounts in the form of tax credits.
- FMLA and Leave Audit Recommended

Workforce

- Union – COAM Negotiations
 - Familiarized with contract and history
 - Assist in negotiations
 - Implementation of agreed contractLiability – Exposure to lawsuits
- Firefighters Layoff
 - Create layoff notices and perform exit interviews once agreement is made 4+
 - Recommend a review of why three of the firefighters did not elect or waive benefit and are not in the benefit system
 - Potential risk of employees believe they have coverage, and they want to elect COBRA
- Recruiting & New Hires – Work with Managers to update job descriptions & posting
 - DPS – 6 Open Positions
 - Testing and interviewing and onboarded.
 - Complete: Received 12 applications which I reviewed & forwarded to Jerome
 - HR Manager
 - Using HR applications in the development in possible HR Dept organizationDeveloping job description.
- Employee Relations
 - Initiated Exit Interviews for employees whose employment terminate
 - Conducting Stay interviews
 - When possible surveying employees on what they like and do not like about working at the City
 - City may experience higher than normal turn over in 2021
 - Impacts employee moral negativelyExposure: Turn Over Costs \$30,000 Estimated per position



- **Employee Benefit Audit**
 - Some employees may not have been offered coverage. City is missing enrollments/waivers
Risk: City could be liable for claims
- **Employee benefits - June 1, 2021 Renewal**
 - Set a meeting with Manquen Vance week of April 5th
 - 3% Increase on Priority Health Plans
 - MV will present alternatives
 - Open Enrollment held in May – Begin planning
 - Conducting an Independent review of City's healthcare costs
 - Reviewing Online Enrollment Systems – Possible cost savings
- **Retiree Plans**
 - Creating summaries and procedures of City's benefits and compensation for all active employees, unions, and retiree of each class
 - Retiree Claims, Pension & Insurance
 - A structure is needed

Organizational

- **HR Department Structure**
 - Continue to analysis structure that may fulfil the duties of the department and fit the City's budget
 - Ongoing analysis of current HR responsibilities and reviewing potential new structuring to reduce turn over, decrease salaries and reduce risk exposure
 - Turn over costs for an HR generalist costs employers \$45, 000 - \$75,000
 - Suggestion to reduce hours/pay of previous HR generalist has potential savings of \$2,500/month
- **Payroll Administration Costs & Efficiencies**
 - Creating an analysis of possible cost saving programs, fees, and labor time
 - Investigating for integration with BS&A or other payroll providers
 - Payroll vendor is cheaper than a part time HR assistant. A possibility in restructure of HR Department
Potential savings
- **New Employee Onboarding system/Electronic Employee Records Storage**
 - BS&A does not have an electronic new hire system
 - Onboarding systems save time
 - Complies with State and Federal file requirements
 - Potential option to Immigration I-9 storage and management compliance
Penalty Exposure - \$262 - \$5,000/ I9 form – Potential \$550,000



- **Employee Training**
 - Position Clarity and Periodic Training
 - Compliance Training : COVID, Harassment, Title VI, ADA
 - Safety – Review, updated and conducted
- **Unemployment Claims**
 - Conduct an Audit
 - City is on a reimbursement Plan, which the State pays and City Reimburses. Claims are paid before reviewed
- **Worker's Comp Plan**
 - Introduction to claim administrators on March 14th · Reviewing the City's self-funded plan arrangements
 - Review structure of the plan & the eligibility of services
 - Submitted 2019 loss fund for payment
 - Plane renews August 1, 2021
 - Possible penalties and interest on late payments
- **Workman's Comp Claims**
 - Filing needs to be brought current
 - Filed first batch of claims on March 18th
 - Claims need to be audited for outstanding, duplicates and Ineligible
 - Potential Cost Reduction
- **Ongoing Tax Reporting (Assisting Rhonda)**
 - Quarterly Payroll taxes (941) – Some reports missing or filed late
 - Monthly & Annual State taxes (5080/5081)
 - Unemployment

As we know the department has not had a full-time person fulfilling that role since November 1, 2020. I applaud all those who have been working countless hours to maintain and times bring current areas of the department. The first the weeks of my time in the HR capacity was helping Rhonda, Vijay and Dai-Jaya with the most urgent situations stemming from past circumstances. These last two weeks I have been able to begin step back and review the current state and develop some possibilities for the City going forward.

My recommendation is to allow more time is needed to bring the department up to date, develop a strong plan for the ongoing structure to set up the next candidate for success.

Thank you again for the opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read 'Susan A Justice', written over a light blue horizontal line.

Susan A Justice
Emery HR

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 3/31/21	2020-2021 Projected	Est. Budget Over/(Under)
101-270-706.000	SALARIES-PERMANENT	51,000.00	19,372.11	38,239.42 {a}	12,760.58
101-270-801.000	PROFESSIONAL/CONSULTANT	12,500.00	41,354.94	50,500.00 {b}	(38,000.00)
					(25,239.42)

{a} Salaries Permanent - Projected

Current (3/30/21)	19,372.11
Dai-Jaya through 4/15/2021	1,500.00
New HR Manager (assumes 4/19/21 start date)	10,396.15
R Glover Payroll reclass through 2/28/21	2,625.00
R Glover Payroll for 3/1 - 6/30/21	4,346.15
6/30/2021 Projected	38,239.42

{b} Professional/Consultant

Harold Love	11,700.00
OccMed Invoices (Date back to 2019)	19,000.00
Sue Contract (1st 6 Weeks)	9,900.00
Sue Contract (2nd 6 Weeks)	9,900.00
6/30/21 Projected	50,500.00