



**CITY OF YPSILANTI
REGULAR COUNCIL MEETING
Tuesday, November 18, 2025 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197
[Launch Meeting - Zoom](#)**

I. CALL TO ORDER

II. ROLL CALL

III. A MOMENT TO CENTER AND FOCUS

IV. AGENDA APPROVAL

V. PUBLIC COMMENT - 45 MINUTES TOTAL (3 MINUTES/EACH SPEAKER)

VI. PRESENTATIONS

- A. Presentation by LEAF Harm Reduction on support for the unhoused population and people who use drugs.

VII. ORDINANCES FIRST READING

- A. Ordinance No. 1456 - Entitled "An ordinance to amend CHAPTER 2 "ADMINISTRATION" ARTICLE V "FINANCE", DIVISION 2 "FUNDS", SUBDIVISION V "BUDGET STABILIZATION FUND".
Public Hearing Resolution No. 2025-226, close the public hearing.
Resolution No. 2025-225, determination.

VIII. RESOLUTIONS/MOTIONS/DISCUSSIONS

- A. Resolution No. 2025-227 Approving the minutes of the regular meeting of October 21, 2025.
- B. Resolution No. 2025-228 Awarding Youth Mini Grants to 826Michigan, Washtenaw International Theatre, and Ypsi Youth Athletic Association.
- C. Resolution No. 2025-229 Adopting Ordinance No. 1454, entitled "Adaptive Reuse Planned Unit Development (PUD): Wood + Watt Project" with conditions, as recommended in the request for legislation memo, upon Second and Final Reading.
- D. Resolution No. 2025-230 appointing residents to certain Boards and Commissions.
- E. Resolution No. 2025-231, approving a new Class C On-Premises Retailer Permit for Mama Pizza LLC, for use at 5 North Hamilton.
Public Hearing Resolution No. 2025-232, closing the public hearing.

- F. Resolution No. 2025-233 Authorizing the City Treasurer to levy and assess on the December 2025 tax roll the attached listing of unpaid bills totaling \$340,669.79.
- G. Resolution No. 2025-234 Authorizing the City Manager to sign the support services agreement with GiveDirectly to administer the program to launch RxKids in the City of Ypsilanti, subject to approval of the City Attorney.
- H. Resolution No. 2025-235 Authorizing up to \$50,000 of support towards the Shelter Association of Washtenaw County operating an overnight warming shelter in Ypsilanti beginning in November 2025 and ending by March 2026.
- I. TABLED Resolution No. 2025-224 Approving the process laid out by staff to utilize the Ad Hoc Citizens committee to develop community benefits for the Water Street Redevelopment Area.
- J. Resolution No. 2025-236 A Resolution To Make Veterans Day a Holiday in Ypsilanti beginning in 2026.
- K. Resolution No. 2025-237 Designating a Social District within the City, which may be used by qualified licensees that obtain a social district permit from the Michigan Liquor Control Commission (the "MLCC"), pursuant to Section 551 of the Michigan Liquor Control Code of 1998 (MCL 436.1101, et seq.), as amended.
- L. Resolution No. 2025-238 Adopting the attached fee schedule, pursuant to the Ypsilanti City Code, and Establishing certain fees relating to various sections of the City Code and activities of the City, also authorizing the various City Departments to charge and collect such fees, effective immediately.
- M. Resolution No. 2025-239 Approving the 2026 Regular City Council Meeting Schedule.
- N. Resolution No. 2025-240 Approving the Council Onboarding and Orientation Process and directing the City Clerk to provide this to each Council Member and future Council Member upon certification of the election; also directing the City Clerk to schedule all meetings as instructed in the Onboarding and Orientation Process.
- O. Discussion regarding Annual Review of City Manager and City Clerk
- P. Discussion regarding Parks and Events.
- Q. TABLED Discussion Regarding scope of Third Party Investigation for September 23, 2025 Hearing to Review A Removal Action.

IX. BOARD AND COMMISSION - LIAISON REPORTS

- A. Police Advisory Commission
- B. Human Relations Commission
- C. Parks and Arts Commission
- D. Sustainability Commission

- E. Historic District Commission
- F. Planning Commission
- G. Zoning Board of Appeals

X. LIAISON REPORTS

- A. SEMCOG Update
- B. Washtenaw Area Transportation Study
- C. Urban County
- D. Ypsilanti Downtown Development Authority
- E. Friends of Rutherford Pool

XI. COUNCIL PROPOSED BUSINESS

XII. COMMUNICATIONS FROM THE MAYOR

XIII. COMMUNICATIONS FROM THE CITY MANAGER

XIV. COMMUNICATIONS

- A. Washtenaw Regional Resource Management Authority Communications

XV. PUBLIC COMMENT - CONTINUED (3 MINUTES/EACH SPEAKER)

XVI. REMARKS FROM THE MAYOR

XVII. ADJOURNMENT

- A. Please click [here](#) to access the City Council Contact Form. This form can be used to submit any comments/concerns you might have about this agenda.



REQUEST FOR LEGISLATION
November 18, 2025

For: Mayor and City Council

From: Patrick McLean, Council Member, Roland Tooson, Council Member

Subject: Ordinance No. 1456 - Entitled "An ordinance to amend CHAPTER 2 "ADMINISTRATION" ARTICLE V "FINANCE", DIVISION 2 "FUNDS", SUBDIVISION V "BUDGET STABILIZATION FUND".
Public Hearing Resolution No. 2025-226, close the public hearing.
Resolution No. 2025-225, determination.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution Detrermination Budget stablization Ord
2. Ordinance for Use of Budget Stab Fund 090225 (002)
3. Resolution PH Budget stablization Ord
4. 2 Azusa
5. 3 Monroe
6. 4 Portage
7. 1 San Marcos
8. Fellows Email

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: November 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

NOW THEREFORE BE IT RESOLVED THAT Ordinance No. 1456, an ordinance to amend CHAPTER 2 "ADMINISTRATION" ARTICLE V "FINANCE", DIVISION 2 "FUNDS", SUBDIVISION V "BUDGET STABILIZATION FUND" be approved upon first reading.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



CITY OF YPSILANTI

Ordinance No. 1456

**An ordinance to amend CHAPTER 2 "ADMINISTRATION" ARTICLE V
"FINANCE", DIVISION 2 "FUNDS", SUBDIVISION V "BUDGET
STABILIZATION FUND"**

Section 2-281 - When the city Finance Director projects a reduction of six percent or more in total annual property tax receipts as compared to the prior fiscal year; or

Section 2-282 - When the city Finance Director projects a reduction in total annual revenue to the General Fund, not including one-time grants or other one-time funding from the state of Michigan or other funders, of five percent or greater as compared to the prior year and when General Fund ongoing expenditures are projected by the city manager to be at least as high as in the prior fiscal year, excluding one-time grants or other one-time expenditures; or

Section 2-283 - When the city Finance Director expresses his belief in writing that the state of Michigan is experiencing a recession and that this belief is supported by national economic data, state economic and labor data, and/or regional economic and labor data, all of which must also be expressed in written form.

Section 2-284 - Ypsilanti City Council may be transferred to the General Fund and appropriated under circumstances not otherwise permitted by this ordinance in the event of an affirmative vote of five of the seven members of Ypsilanti City Council.

2. Severability. If any clause, sentence, section, paragraph, or part of this ordinance, or the application thereof to any person, firm, corporation, legal entity, or circumstances, shall be for any reason adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not effect, impair, or invalidate the remainder of this Ordinance and the application of such provision to other persons, firms, corporations, legal entities, or circumstances by such judgment shall be confined in its operation to the clause, sentence, section, paragraph, or part of this Ordinance thereof directly involved in the case or controversy in which such judgment shall have been rendered and to the person, firm, corporation, legal entity, or circumstances then and there involved. It is hereby declared to be the legislative intent of this body that the Ordinance would have been adopted had such invalid or unconstitutional provisions not been included in this Ordinance.

3. Repeal. All other Ordinances inconsistent with the provisions of this Ordinance are, to the extent of such inconsistencies, hereby repealed.

4. Savings Clause. The balance of the Code of Ordinances, City of Ypsilanti, Michigan, except as herein or previously amended, shall remain in full force and effect. The repeal provided herein shall not abrogate or affect any offense or act committed or done, or any penalty or forfeiture incurred, or any pending fee, assessments, litigation, or prosecution of any right established, occurring prior to the effective date hereof.

5. Copies to be available. Copies of the Ordinance are available at the office of the city clerk for inspection by, and distribution to, the public during normal office hours.

6. Publication and Effective Date. The City Clerk shall cause this Ordinance, or a summary of this Ordinance, to be published according to Section 11.13 of the City Charter. This Ordinance shall become effective after publication at the expiration of 30 days after adoption.



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the public hearing for Ordinance No. 1456, an ordinance to amend CHAPTER 2 "ADMINISTRATION" ARTICLE V "FINANCE", DIVISION 2 "FUNDS", SUBDIVISION V "BUDGET STABILIZATION FUND", be officially closed.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



CITY OF AZUSA
GENERAL FUND RESERVE POLICY

California
Los Angeles County

POLICY STATEMENT AND PURPOSE:

It is the policy of the City of Azusa (City) to establish sound financial policies that are guidelines for prudent decision-making related to financial matters. The purpose of this policy is to establish a target minimum level of designated reserves in the General Fund to:

- Reduce the risk of financial impacts resulting from a natural disasters or other catastrophic events;
- Respond to the challenges of a changing economic environment, including prolonged downturns in the local, state, or national economy;
- Demonstrate continued prudent fiscal management and creditworthiness; and
- Provide funding stability for core services and infrastructure funded through the General Fund.

BACKGROUND:

General Fund reserves are classified into two categories: Restricted and Designated. Restricted reserves are those that are not considered available due to financial, accounting, or legal restrictions. Designated reserves are established by Council policy for an intended purpose and are available for use per Council direction.

In addition, the Governmental Accounting Standards Board ("GASB") Statement No. 54 defines five specific classifications of fund balance. The five classifications are intended to identify whether the specific components of fund balance are available for appropriation and are therefore "Spendable." The classifications also are intended to identify the extent to which fund balance is constrained by special restrictions, if any.

part of memo packet from Azusa, CA City Mgr to Mayor + Council, April 20, 2015
prepared by Finance Director Susan Paragas

The five classifications are:

<u>CLASSIFICATIONS</u>	<u>NATURE OF RESTRICTION</u>
Non-spendable	Cannot be readily converted to cash
Restricted	Externally imposed restrictions
Committed	City Council imposed commitment
Assigned	City Manager assigned purpose/intent
Unassigned	Residual balance not otherwise restricted

Restricted Fund Balance Components:

- *Non-spendable* – resources which cannot be spent because they are either a) not in spendable form or b) legally or contractually required to be maintained intact.
- *Restricted* – resources with constraints placed on the use of resources which are either a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or b) imposed by law through constitutional provisions or enabling legislation.

Unrestricted Fund Balance Components:

- *Committed* – resources which are subject to limitations the government imposes upon itself at its highest level of design making (City Council) and that remain binding unless removed in the same manner.
- *Assigned* – resources neither restricted nor committed for which a government has a stated intended use as established by the City Council or a body or official (management) to which the City Council has delegated the authority to assign amounts for specific purposes.
- *Unassigned* – resources which cannot be properly classified in one of the other four categories. The General Fund should be the only fund that reports a positive unassigned fund balance amount.

GUIDING PRINCIPLES:

Following sound financial practices and adhering to the Government Finance Officers' of American (GFOA) recommendations, the City's designated reserves include reserves for known and unknown contingencies, which take into consideration the:

- Diversity of revenue base
- Cyclical nature of revenue
- Changes in community priorities
- Frequency of budget surpluses/deficits
- Cash flow management practices

POLICY:

Reserve Levels

The City will set aside funds into three (3) designated reserves to address unforeseen emergencies or disasters, significant changes in the economic environment, and key infrastructure and capital projects. These include the Catastrophic Reserve, Budget Stabilization Reserve, and Capital Assets and Infrastructure Replacement Reserve.

The City commits to maintaining these reserves at a minimum of 15% of General Fund annual operating expenditures (minus one-time expenditures), divided between the Catastrophic Reserve (10%) and Budget Stabilization Reserve (5%), excluding the Capital Assets and Infrastructure Replacement Reserve. The General Fund Reserve Policy is reviewed by the City Council as part of the annual operating budget review and adoption process. Appropriations of any General Fund reserves require formal Council authorization.

Should a catastrophic disaster or loss of a significant source of the City's property and sales tax revenue occur, the required reserve level should be adequate to meet the City's immediate financial needs. For example, in the event of natural disaster, the Catastrophic Reserve would provide necessary coverage for basic operating expenses for approximately 90 days, including salary and benefits for safety and non-safety City employees, while still meeting debt service obligations. This time frame would enable the City to explore other available cash alternatives. Likewise, should the City experience a loss of a primary property tax payer or sales tax contributor, the reserve level in the Budget Stabilization Fund would provide for a two-year transition period, giving the City adequate time to realign its operating costs with available resources, while minimizing service impacts.

Key General Fund Designated Reserves

Catastrophic Reserve. Funds reserved under this category shall be used to mitigate costs associated with unforeseen emergencies, including natural disasters or catastrophic events. Should unforeseen and unavoidable events occur that require the expenditure of City resources beyond those provided for in the annual budget, the City Manager or designee shall have authority to approve Catastrophic Reserve appropriations. The City Manager or designee shall then present to the City Council a

budget amendment confirming the nature of the emergency and authorizing the appropriation of reserve funds.

Budget Stabilization Reserve. Funds reserved under this category shall be used to mitigate, should they occur, annual budget revenue shortfalls (actual revenues less than projected revenues) due to changes in the economic environment and/or one-time expenditures that will result in future efficiencies and/or budgetary savings. Examples of "economic triggers" and one-time uses include, but are not limited to:

- Significant decrease in property or sales tax, or other economically sensitive revenues;
- Loss of businesses considered to be significant sales tax generators;
- Reductions in revenue due to actions by the state/federal government;
- Workflow/technical system improvements to reduce ongoing, personnel costs and enhance customer service;
- One-time maintenance of service levels due to significant economic/budget constraints; and
- One-time transitional costs associated with organizational restructuring to secure long-term personnel cost savings.

Uses:
revenue
shortfall
and/or
certain
types of
expenditure

Capital Assets and Infrastructure Replacement Reserve. The City will maintain a Reserve for Capital Assets and Infrastructure Replacement. After allocating General Fund balance to the Budget Stabilization Reserve and City Council designated projects and purposes, any remaining fund balance shall be apportioned to the Reserve for Capital Assets and Infrastructure Repair and Replacement as follows: 60% to Streets and 40% to Other Capital Assets and Infrastructure. It is the long-term goal of the City to build and maintain this reserve in an amount equal to the estimated replacement cost of all City capital assets at the end of their design life and to use this reserve for such replacement.

Note: Mor
uses than
San Marcos

Replenishment of Unreserved Fund Balance

In keeping with the principles discussed in this policy, when either fund is used, City Council will develop a one (1) to five (5) year reserve replenishment plan to meet the minimum threshold of 15% of General Fund ongoing, operating expenditures, excluding one-time expenditures.

Excess Fund Balance

At the end of each fiscal year, the Finance Department reports on the audited year-end budgetary fiscal results. Should actual General Fund revenues exceed expenditures and encumbrances, a year-end operating surplus shall be reported. Any year-end surplus that results in the General Fund fund balance exceeding the level required by the reserve policy shall be available for allocation for the following, subject to Council approval:

- Offset projected future deficits
- Anticipated intergovernmental fiscal impacts
- One-time funding, non-recurring needs
- Loan repayment acceleration

Upon funding of the above, any remaining surplus balances shall be divided equally between the Budget Stabilization Reserve and Capital Assets and Infrastructure Replacement for appropriation.

General Fund Reserve Fund Balance Survey

- as of March 22, 2015

City	General Fund Reserve Policy	
Alhambra	10% <i>Could not find details</i>	
Baldwin Park	10% - Emergency	
Brea	8% <i>Could not find details</i>	
Covina	20% - No specifics; Excess reserves for nonrecurring activities or capital improvements	
El Monte	\$5,000,000 - Working capital	15% - Cash flow requirements, unforeseen operating or capital needs, economic uncertainties, disasters, economic downturns
Glendora	45% - Working capital; Excess reserves for capital improvement	
Inwindale	\$5,000,000 - Economic uncertainties	
La Puente	15% - Contingency reserve for unanticipated expenses of non-recurring nature or for unexpected cost increases	
Monrovia	20% - Economic uncertainties	
Temple City	\$1,000,000 - Emergency/Disaster	\$2,000,000 - Liquidity
Upland	10% - Econ uncertainties and unforeseen expenses	
Walnut	10% - Emergency	0.50% - Council Contingency
West Covina	20% - Emergency	
Whittier	5% - Emergency	
	\$45,000 - CM Contingency (2-year period)	
	\$500,000 - Econ Uncertainty	

Sources: California Society of Municipal Finance Officers (CSMFO) Surveys and Cities' websites

Note different
reserve levels

example #3: Monroe, Michigan

BUDGET STABILIZATION FUND

The Budget Stabilization Fund was created by ordinance of the City Council in 1997. The fund was established to protect the future financial integrity of the City and to fund unanticipated nonrecurring events. Pursuant to statute, the city council may appropriate funds by resolution or ordinance adopted by a 2/3 vote of the members elected and serving for the following purposes:

Spending
requires
2/3 vote

To prevent
loss of ongoing
services and
employees from
one year to
the next

1. To cover a general fund deficit, when the municipality's annual audit reveals such a deficit.
2. To prevent a reduction in the level of public services or in the number of employees at any time in a fiscal year when the municipality's budgeted revenue is not being collected in an amount sufficient to cover budgeted expenses.
3. To prevent a reduction in the level of public services or in the number of employees when in preparing the budget for the next fiscal year the municipality's estimated revenue does not appear sufficient to cover estimated expenses.
4. To cover expenses arising because of a natural disaster, including a flood, fire, or tornado. However, if federal or state funds are received to offset the appropriations from the fund, that money shall be returned to the fund.

The earnings on the funds invested in the Budget Stabilization Fund are returned to the General Fund as is required by statute.

FUND BALANCE TREND

	Actual FY20-21	Budget FY21-22	Projected FY21-22	Adopted FY22-23	Projection FY23-24	Projection FY24-25
Revenue:						
General Revenue:						
General Government	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-
Excess (Deficiency of Revenues) over Expenditures	-	-	-	-	-	-
Beginning Fund Balance	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Ending Fund Balance	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000

From City of Monroe, MI 2022-23 Bdgt, Adopted Apr 18, 2022

Example # 4

Portage, Michigan



2023-2024 Budget

Budget Policy and Procedure

Stabilization Policy

Governments should maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures. To that end, City Council adopted a resolution on May 27, 2014, establishing that the level of fund balance in the General Fund be set at 24 percent at the end of a fiscal year, increasing the minimum from the previous target of 13 percent. To the extent that the audited fund balance exceeds 24 percent, the available excess fund balance shall be spent on budgeted items and used to pay cash for future non-utility fund capital improvement projects in an effort to continue reduction of long-term debt.

On November 17, 2015, City Council approved an ordinance amendment to establish a Budget Stabilization Fund, in accordance with Michigan law. Appropriation to or use of the funds requires a two thirds vote of City Council members. Funds may be used to cover a General Fund deficit, to prevent a reduction in public services, or to cover unreimbursed expenses arising from a natural disaster.



CITY COUNCIL

Policy

CITY OF SAN MARCOS

SUBJECT: General Fund Reserve Policy**WRITTEN:** January 4, 2012**ADOPTED:****REVISED:**

PURPOSE

The purpose of this policy is to establish parameters governing the classification and reporting of fund balance in the financial reports to help ensure that there will be adequate financial resources to protect the City against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures. This policy also sets forth guidelines for replenishing deficiencies and will describe both how such replenishment is to be funded, and the period over which the replenishment is to occur.

POLICIES AND PROCEDURES

This policy shall define the components of fund balance, authorize the City Manager to prepare financial reports which accurately categorize fund balance in compliance with GASB 54, establish contingency limits, and establish guidelines for replenishing deficiencies.

Following sound financial practices and adhering to the Government Finance Officers' of America (GFOA) recommendations, the City's designated reserves include reserves for known and unknown contingencies, which take into consideration the:

- Diversity of revenue base
- Cyclical nature of revenue
- Changes in community priorities
- Frequency of budget surpluses/deficits
- Cash flow management practices

POLICY NO. _____

The purpose of this policy is to establish a target minimum level of designated reserves in the General Fund to:

- Reduce the risk of financial impacts resulting from a natural disaster or other catastrophic events;
- Respond to the challenges of a changing economic environment, including prolonged downturns in the local, state, or national economy; and
- Demonstrate continued prudent fiscal management and creditworthiness.

GENERAL FUND BALANCE AND RESERVE LEVELS

The City will set aside any remaining unassigned fund balance, which excludes *non-liquid*, nonexpendable assets (noncurrent assets for land held for resale, prepaids, long-term notes, deposits, etc), into three designated reserves to address unforeseen emergencies or disasters, key opportunities for one-time recurring savings and/or economic development and for significant changes in the economic environment. These set aside funds will be designated as the Catastrophic/Emergency Reserve, One-time Recurring Savings/Opportunity Reserve and Economic Contingency/Budget Stabilization Reserve. *It is the City Council's intent that funds set aside into any component of the designated reserve be fully liquid and available on short notice to address any emergency, contingency or opportunity which may present itself.*

The City commits to maintaining these reserves (total unassigned fund balance) at a minimum of 50% of General Fund annual operating expenditures allocated between Catastrophic/Emergency Reserve (50%), One-time Recurring Savings/Opportunity Reserve (30%), and Economic Contingency/Budget Stabilization Reserve (20%). The General Fund Reserve Policy is reviewed by the City Council as part of the annual operating budget review and adoption process.

Should a catastrophic disaster or loss of a significant source of the City's sales tax revenue occur, the required reserve level should be adequate to meet the City's immediate financial needs. For example, in the event of a natural disaster, the Catastrophic/Emergency Reserve would provide necessary coverage for basic operating expenses for approximately 90 days, including salary and benefits for safety and non-safety City employees, while still meeting debt service obligations. This time frame would enable the City to explore other available cash alternatives. Likewise, should the City experience a loss of a primary sales tax contributor, the reserve level in the Economic Contingency/Budget Stabilization Reserve would provide for a transition period, giving the City adequate time to realign its operating costs with available resources, while minimizing service impacts.

Key General Fund Reserves

Catastrophic/Emergency Reserve. Funds reserved under this category shall be used to mitigate costs associated with unforeseen emergencies, including natural disasters or catastrophic events *as declared by the Mayor and/or City Council*. Should unforeseen and unavoidable events occur that require the expenditure of City resources beyond those provided for in the annual budget, the City Manager shall have the authority to approve Catastrophic Reserve expenditures *pursuant to a formal declaration of emergency*. *The City Council shall meet as soon as is practicable thereafter to ratify such expenditures and authorize such additional appropriations as it deems necessary to address the catastrophe or other emergency at hand.*

POLICY NO. _____

One-time Recurring Savings/Opportunity Reserve. Funds reserved under this category are designated for certain opportunities such as one-time expenditures that will result in future efficiencies and/or budgetary savings (examples – pre-payment of a liability to avoid costly finance charges or one-time transitional costs associated with organizational restructuring to secure long-term personnel cost savings) and/or key economic development opportunities as authorized by City Council. These may also be used for key infrastructure and capital/special projects as identified in the City's Capital Improvement Plan, if there is no ongoing funding source to support the City's capital needs. *Appropriations from the One-time Recurring Savings/Opportunity Reserve may only be authorized by formal City Council action.*

Economic Contingency/Budget Stabilization Reserve. Funds reserved under this category shall be used to mitigate, should they occur, unanticipated budget revenue shortfalls (actual revenues less than projected revenues) due to changes in the economic environment and/or significant operating budget deficiencies as a result of certain economic triggers. Examples of "economic triggers" include, but are not limited to:

revenue
shortfalls

- Significant decrease in property, sales tax or lease, or other economically sensitive revenues;
- Loss of businesses considered to be significant sales tax generators;
- Reductions in revenue due to actions by the state/federal government.

These reserve funds will not be used to subsidize the operating budget on a continuous basis to cover costs for day-to-day operations. *Appropriations from the Economic Contingency/Budget Stabilization Reserve may only be authorized by formal City Council action.*

Replenishment of Unassigned Fund Balance

In keeping with the principles discussed in this policy, the City Council will develop a 1 to 5 year reserve replenishment plan, should the use of any of the above reserves allow the total unassigned fund balance to fall below the minimum threshold of 50% of General Fund ongoing, operating expenditures, excluding one-time expenditures.

Excess Fund Balance

At the end of each fiscal year, the Finance Department reports on the audited year-end budgetary fiscal results. Should actual General Fund revenues exceed expenditures and encumbrances, a year-end operating surplus shall be reported. Any year-end surplus that results in the General Fund unassigned fund balance shall be divided equally based on the reserve allocations stated above *or as otherwise allocated and/or assigned by Council.*

Approved by:

Paul Malone, City Manager

POLICY NO. _____

Tracey Boudreau

From: Amber Fellows
Sent: Wednesday, November 12, 2025 2:19 PM
To: Hellenga, Andrew; Tracey Boudreau
Subject: Fw: budget stabilization fund

Hello,

If you could include the info in the email below in the upcoming packet under budget stabilization, that would be great. I'm offering it as a reference for the discussion. Thanks

all the best,

CM Amber Fellows

Ypsilanti City Council Ward 3
afellows@cityofypsilanti.com
734-219-3798

From: Amber Fellows
Sent: Wednesday, October 8, 2025 6:40 PM
To: Patrick McLean <PMclean@cityofypsilanti.com>; Michelle King <mking@cityofypsilanti.com>; Basabica, Rheagan <rbasabica@cityofypsilanti.com>; Hellenga, Andrew <ahellenga@cityofypsilanti.com>; Tracey Boudreau <TBoudreau@cityofypsilanti.com>
Subject: budget stabilization fund

Hello all,

This is coming late from me but wanted to share some ideas about the BSF for your finance committee meeting's consideration:

AN ORDINANCE ESTABLISHING A BUDGET STABILIZATION FUND TO INSULATE THE MUNICIPAL BUDGET FROM REVENUE VOLATILITY, ECONOMIC DOWNTURNS, AND TO PROTECT ESSENTIAL CAPITAL INFRASTRUCTURE.

Section 1. Purpose and Intent.

The purpose of this ordinance is to create a non-lapsing Budget Stabilization Fund (BSF) to enhance the financial stability of the City of Ypsilanti. The BSF is intended to mitigate the need for severe cuts to essential public services, sharp tax increases, or the cancellation of critical Capital Improvement Plan (CIP) projects during periods of economic recession, revenue shortfalls, or unforeseen emergencies by providing a designated source of reserve funds.

Section 2. Establishment of Fund.

There is hereby established within the Treasury of the City of Ypsilanti a special revenue fund to be known as the "Budget Stabilization Fund."

Section 3. Funding Sources.

Monies shall be deposited into the BSF from the following sources:

- a. **Annual Appropriation:** The City Council may appropriate funds to the BSF during the annual budget process.
- b. **Surplus Transfer:** At the end of each fiscal year, any unassigned General Fund balance in excess of eight percent (8%) of the subsequent year's adopted General Fund budget shall be automatically transferred to the BSF.
- c. **Other Monies:** Any grants, gifts, or other monies specifically designated for the purpose of the BSF.

Section 4. Maximum Balance.

The maximum balance of the BSF shall not exceed fifteen percent (15%) of the prior fiscal year's General Fund revenues. Once this cap is reached, no further mandatory deposits shall be made under Section 3(b) until the fund balance falls below the cap.

Section 5. Permissible Use of Funds.

Monies from the BSF may be appropriated only under the following conditions:

- a. **Revenue Shortfall:** When actual General Fund revenues for a fiscal quarter are more than five percent (5%) below the budgeted forecast for that period.
- b. **Unforeseen Emergency:** To respond to a state-declared emergency or a disaster that requires significant unbudgeted expenditures.
- c. **To Prevent Major Service Reductions:** To avoid the elimination of a core municipal service as defined by the City Council.
- d. **Protection of Capital Improvement Projects:** To prevent the cancellation, indefinite deferral, or severe scope reduction of a project included in the City's adopted Five-Year Capital Improvement Plan (CIP) when such action is directly necessitated by a demonstrated General Fund revenue shortfall as defined in Section 5(a).

Section 6. Withdrawal Procedure.

- a. An appropriation from the BSF requires a two-thirds (2/3) majority vote of the entire City Council.
- b. Any request for an appropriation must be accompanied by a written report from the City Manager or Chief Financial Officer detailing the cause of the shortfall or emergency, the amount needed, and the impact of not using the funds. For withdrawals under Section 5(d), the report must specifically identify the CIP project at risk, the consequences of its deferral, and a analysis of why operating budget cuts are not a sufficient alternative.

Section 7. Repayment Plan.

- a. Any appropriation from the BSF must be accompanied by a Council-approved plan for replenishing the fund. Repayment shall commence no later than the second subsequent fiscal year following the withdrawal.
- b. The repayment schedule shall not exceed a period of five (5) years, unless otherwise authorized by a two-thirds (2/3) majority vote of the Council due to extraordinary circumstances.

a. Any appropriation from the BSF must be accompanied by a Council-approved plan for replenishing the fund. Repayment shall commence no later than the second subsequent fiscal year following the withdrawal.

b. The repayment schedule shall not exceed a period of five (5) years, unless otherwise authorized by a two-thirds (2/3) majority vote of the Council due to extraordinary circumstances.

all the best,

CM Amber Fellows

Ypsilanti City Council Ward 3

afellows@cityofypsilanti.com

734-219-3798



REQUEST FOR LEGISLATION
November 18, 2025

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Resolution No. 2025-227 Approving the minutes of the regular meeting of October 21, 2025.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution No 2025-227 Minutes
2. City Council Meeting Minutes - October 21, 2025

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: November 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-227
November 18, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT the minutes of the October 21, 2025 Regular City Council Meeting be approved.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



**MINUTES
REGULAR COUNCIL MEETING
7:00 PM - Tuesday, October 21, 2025
Council Chambers
One South Huron, Ypsilanti, MI 48197**

I. CALL TO ORDER

Mayor Brown called the meeting to order at 7:03p.m.

II. ROLL CALL

PRESENT at roll call were Mayor Brown, Mayor Pro-Tem Wilcoxon, Council Member McLean, Council Member Fellows, Council Member Simmons, Council Member King and Council Member Tooson. ABSENT: None.

III. A MOMENT TO CENTER AND FOCUS

IV. AGENDA APPROVAL

Council Member McLean moved to Approve the AGENDA. Council Member Tooson seconded the motion. Mayor Pro Tem Wilcoxon asked to remove Resoution No. 2025-214 from the Consent Agenda. The Mayor moved this to the first item under Section IX. Council Member Fellows asked that Resolution No. 2025-222 be moved up on the agenda. The Mayor moved this to the second item under Section IX.

Council Member Tooson moved to limit discussion on Resolution No. 2025-222 to 15 minutes. Mayor Pro-Tem Wilcoxon seconded the motion.

Yes: (6) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean

No: 1 Amber Fellows

Absent: (0)

Council Member McLean offered to move Resolution No. 2025-221 to the Consent Agenda. Council Member Simmons noted she has some questions on this item. Council Member McLean withdrew the motion.

Council Member McLean moved to Approve the AGENDA as amended. Council Member Tooson seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

V. PUBLIC COMMENT - 45 MINUTES TOTAL (3 MINUTES/EACH SPEAKER)

17 Members of the Public spoke.

VI. PRESENTATIONS

A. Participatory Budgeting - presented by Anita Dos Santos and Jane DeRonne

B. Proclamation Honoring the Life and Legacy of Gerald "Gerry" Kreiner.

C. Proclamation declaring November as Family Court Awareness Month.

VII. ORDINANCES FIRST READING

A. Ordinance No. 1454 - An Ordinance entitled "Adaptive Reuse Planned Unit Development (PUD): Wood + Watt Project".

**Public Hearing Resolution No. 2025-209, close the public hearing.
Resolution No. 2025-208, determination.**

Council Member Fellows left the Council Chambers at 8:37p.m. and returned to Chambers at 8:38p.m.

Council Member Tooson moved to Approve Ordinance No. 1454 - An Ordinance entitled "Adaptive Reuse Planned Unit Development (PUD): Wood + Watt Project". Council Member McLean seconded the motion.
Public Hearing Resolution No. 2025-209, close the public hearing.

Resolution No. 2025-208, determination.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

**B. Ordinance No. 1455 - An Ordinance entitled ""Conditional Rezoning: 487 Owendale"
Public Hearing Resolution No. 2025-211, close the public hearing.
Resolution No. 2025-210, determination.**

Mayor Pro Tem Wilcoxon left the Chambers at 9:01p.m. and returned to Chambers at 9:03p.m.

Council Member McLean moved to Deny the Zoning request for Ordinance No. 1455 - An Ordinance entitled ""Conditional Rezoning: 487 Owendale." Mayor Pro-Tem Wilcoxon seconded the motion.

Public Hearing Resolution No. 2025-211, close the public hearing.

Resolution No. 2025-210, determination.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

VIII. CONSENT AGENDA

A. Resolution No. 2025-212 Approving all items on the Consent Agenda.

Mayor Pro-Tem Wilcoxon moved to Approve Resolution No. 2025-212 Approving all items on the Consent Agenda, as amended. Council Member King seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

B. Resolution No. 2025-213 Approving the minutes of the Regular Council Meeting of October 7, 2025.

Approved by Consent Agenda Resolution No. 2025-212.

C. Resolution No. 2025-215 Recognizing the Ypsilanti Performance Space as a nonprofit organization operating in the City of Ypsilanti for the purpose of obtaining a charitable gaming license.

Approved by Consent Agenda Resolution No. 2025-212.

D. Resolution No. 2025-216 Supporting Ypsilanti's 6th Annual Juneteenth Celebration 2026 and approving a sponsorship contribution in the amount of \$5,000.

Approved by Consent Agenda Resolution No. 2025-212.

IX. RESOLUTIONS/MOTIONS/DISCUSSIONS

A. Resolution No. 2025-214 Accepting grant funds in the amount of \$60,000 for solar projects from the Ann Arbo Community Foundation and approving the city to act as the fiduciary, also authorizing the City Manager to sign the agreement on behalf of the city.

Mayor Pro-Tem Wilcoxon moved to Approve Resolution No. 2025-214 for solar projects. Council Member McLean seconded the motion.

A friendly motion was offered by Council Member Fellows, supported by Council Member Simmons, to amend the motion to include the clause "and any other future funds." The friendly amendment was accepted by Wilcoxon and McLean.

Mayor Pro-Tem Wilcoxon moved to Approve Resolution No. 2025-214 Accepting grant funds in the amount of \$60,000 for solar projects from the Ann Arbo Community Foundation, and any other future funds and approving

the city to act as the fiduciary, also authorizing the City Manager to sign the agreement on behalf of the city, as amended. Council Member McLean seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

B. Resolution No. 2025-222 A Resolution to affirm the City of Ypsilanti's commitment to peace, join Mayors for Peace, and oppose the Los Alamos-University of Michigan Data Center and approving to annually observe Hiroshima Day on August 6 and Nagasaki Day on August 9 with appropriate remembrance to honor victims of nuclear weapons and reaffirm our commitment to peace.

Council Member Fellows moved to Approve Resolution No. 2025-222. Council Member Simmons seconded the motion.

Council Member Fellows offered a friendly amendment to include the resolution be sent to the House and Senate Appropriations Committees. Council Member Simmons seconded the motion.

Council Member Fellows moved to Approve Resolution No. 2025-222 A Resolution to affirm the City of Ypsilanti's commitment to peace, join Mayors for Peace, and oppose the Los Alamos-University of Michigan Data Center and approving to annually observe Hiroshima Day on August 6 and Nagasaki Day on August 9 with appropriate remembrance to honor victims of nuclear weapons and reaffirm our commitment to peace, as amended. Council Member Simmons seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

Council Member Fellows offered, supported by Council Member Simmons, to extend the meeting until 11:30p.m. The motion passed upon a voice vote.

C. Resolution No. 2025-217 Adopting Ordinance No. 1453, entitled "Dark Sky Compliance Ordinance", upon second and final reading.

Mayor Brown left the Council Chambers at 9:56p.m. and returned to Chambers at 9:58p.m.

Council Member Fellows left the Chambers at 9:58p.m. and returned to Chambers at 10:01p.m.

Mayor Pro-Tem Wilcoxon moved to Approve Resolution No. 2025-217 Adopting Ordinance No. 1453, entitled "Dark Sky Compliance Ordinance", upon second and final reading. Council Member Fellows seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

D. Resolution No. 2025-218 Approving the purchase of three (3) 2026 Dodge Durango Police Interceptor SUVs from Lafontaine Chrysler in Lansing, MI for total of \$135,408.00 to be paid from the Motor Pool account #641.9330.7987.10 and authorizing the Chief of Police to sign all necessary documents needed to execute the vehicle purchase.

Mayor Pro Tem Wilcoxon left the Chambers at 10:05p.m. and returned to Chambers at 10:07p.m.

Council Member Fellows moved to Amend Resolution No. 2025-218 by reducing the purchase to two (2) vehicles. Council Member Simmons seconded the motion. The motion failed upon a roll call vote as follows:

Yes: (2) Desirae Simmons, Amber Fellows

No: 5 Michelle King, Roland Tooson, Steve Wilcoxon, Nicole Brown, Patrick McLean

Absent: (0)

Council Member Tooson moved to Approve Resolution No. 2025-218 Approving the purchase of three (3) 2026 Dodge Durango Police Interceptor SUVs from Lafontaine Chrysler in Lansing, MI for a total of \$135,408.00 to be paid from the Motor Pool account #641.9330.7987.10 and authorizing the Chief of Police to sign all necessary documents needed to execute the vehicle purchase. Council Member McLean seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

E. Resolution No. 2025-219 Electing to comply with 2011 Public Act 152, by approving and adopting the Opt-Out Option for the medical benefit plan coverage year 01/01/2026 through 12/31/2026.

Council Member Simmons moved to Approve Resolution No. 2025-219 Electing to comply with 2011 Public Act 152, by approving and adopting the Opt-Out Option for the medical benefit plan coverage year 01/01/2026 through 12/31/2026. Mayor Pro-Tem Wilcoxen seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No: 0 None
Absent: (0)

- F. Resolution No. 2025-220 Approving a one-year contract from January 1, 2026, to December 31, 2026, to offer certain Blue Cross Blue Shield and Blue Care Network benefit plans to all eligible participating employees and retirees; also approving a one-year contract with EHIM to administer the self-funded WRAP and prescription portions of the BCBS Community Blue PPO program and to coordinate all benefits and costs with Blue Cross Blue Shield of Michigan.**

Council Member King moved to Approve Resolution No. 2025-220 Approving a one-year contract from January 1, 2026, to December 31, 2026, to offer certain Blue Cross Blue Shield and Blue Care Network benefit plans to all eligible participating employees and retirees; also approving a one-year contract with EHIM to administer the self-funded WRAP and prescription portions of the BCBS Community Blue PPO program and to coordinate all benefits and costs with Blue Cross Blue Shield of Michigan. Council Member Simmons seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No: 0 None
Absent: (0)

- G. Resolution No. 2025-221 Approving Bank of Ann Arbor, Key Bank, Huntington Bank, Fifth Third Bank, Michigan CLASS and MILAF+ as approved depositories for City funds and approving Andrew Hellenga, City Manager, Rheagan Basabica, City Treasurer/Finance Director, and Tracey Boudreau, City Clerk as authorized signers on behalf of the City of Ypsilanti.**

Council Member Fellows moved to Approve Resolution No. 2025-221 Approving Bank of Ann Arbor, Key Bank, Huntington Bank, Fifth Third Bank, Michigan CLASS and MILAF+ as approved depositories for City funds and approving Andrew Hellenga, City Manager, Rheagan Basabica, City Treasurer/Finance Director, and Tracey Boudreau, City Clerk as authorized signers on behalf of the City of Ypsilanti. Council Member Tooson seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No: 0 None
Absent: (0)

- H. Resolution No. 2025-223 Authorizing City staff to expend the remainder of the MEDC grant funds on the DUR Storage yard excavation project for the purposes of environmental remediation.**

Council Member McLean moved to Approve Resolution No. 2025-223 Authorizing City staff to expend the remainder of the MEDC grant funds on the DUR Storage yard excavation project for the purposes of environmental remediation. Mayor Pro-Tem Wilcoxen seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No: 0 None
Absent: (0)

- I. Resolution No. 2025-224 Approving the process laid out by staff to utilize the Ad Hoc Citizens committee to develop community benefits for the Water Street Redevelopment Area.**

Council Member Simmons moved to Approve Resolution No. 2025-224. Mayor Pro-Tem Wilcoxen seconded the motion.

Council Member McLean left the Council Chambers at 11:31p.m. and returned at 11:38p.m.

Council Member Fellows moved, supported by Council Member Simmons, to extend the meeting until midnight. The motion passed upon a voice vote.

Mayor Pro-Tem Wilcoxen moved to Table Resolution No. 2025-224 Approving the process laid out by staff to utilize the Ad Hoc Citizens committee to develop community benefits for the Water Street Redevelopment Area, and for the next meeting, to include an updated timeline and Council Member Fellows proposed additions. Council Member McLean seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No: 0 None
Absent: (0)

J. Discussion Regarding scope of Third Party Investigation for September 23, 2025 Hearing to Review A Removal Action.

Council Member Fellows moved to Tabled the Discussion Regarding scope of Third Party Investigation for September 23, 2025 Hearing to Review A Removal Action. Mayor Pro-Tem Wilcoxon seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

X. BOARD AND COMMISSION - LIAISON REPORTS

A. Police Advisory Commission

Council Member Tooson reported that the next meeting is this Thursday, 7pm, at City Hall.

B. Human Relations Commission

Council Member King reported the last meeting was cancelled.

C. Parks and Arts Commission

No report.

D. Sustainability Commission

Council Member Simmons reported at the last meeting there was conversation about resiliency Hub networks, about the Leave the Leaves, and about starting a plan for Earth Day.

E. Historic District Commission

No report.

F. Planning Commission

Mayor Pro Tem Wilcoxon reported they did not meet.

G. Zoning Board of Appeals

Mayor Pro Tem Wilcoxon reported they did not meet.

XI. LIAISON REPORTS

A. SEMCOG Update

No report.

B. Washtenaw Area Transportation Study

Council Member Simmons reported the next meeting is coming up.

C. Urban County

No report.

D. Ypsilanti Downtown Development Authority

The Mayor reported that they are very excited about the contract for the parking lot.

E. Friends of Rutherford Pool

No report.

XII. COUNCIL PROPOSED BUSINESS

Council Member King -

- Community Church of God, 565 Jefferson, they're celebrating their 100-year anniversary this Sunday.

Council Member Tooson - no report

Council Member Simmons -

- Food Gatherers and can try to connect with the city manager about a presentation.

- Looking to bring forward a resolution for disbursement of funds for harm reduction services to come from the Housing Trust Fund. So folks are aware, if folks have any questions or thoughts Simmons is happy to connect with people.

Council Member Fellows -

- Would like to decide when meetings begin in January, because planning international travels for December into January.

Council Member McLean -

- Thanks to Bonnie and the Department of Public Works for getting Elm Street pavement down before the end of the year.

Mayor Pro Tem Wilcoxen -

- For next meeting, include the annual reviews for the City Clerk and for the City Manager. We have a questionnaire that goes out, and what we'll have to talk about, is the timeline for that. Typically, we give people a month to go through the evaluation process. They both do self-evaluations, and then we do evaluations, and then we have a meeting about that. The staff can choose to have that be a closed meeting. In all of my years here they've always been closed meetings.

XIII. COMMUNICATIONS FROM THE MAYOR

There are so many Halloween celebrations coming up in the community, and they're being shared broadly, widely, everywhere. So many good things for kids!

XIV. COMMUNICATIONS FROM THE CITY MANAGER

- There's going to be a volunteer day at Candy Cane Park on November 15th.
- Good luck to Tracey and her staff for the election on November 4th.
- CLERK indicated voting will occur as usual at the Senior Center!
- Next meeting is on November 18th.

XV. COMMUNICATIONS

XVI. PUBLIC COMMENT - CONTINUED (3 MINUTES/EACH SPEAKER)

XVII. REMARKS FROM THE MAYOR

XVIII. ADJOURNMENT

Mayor Brown adjourned the meeting at 11:56p.m.

- A. Please click [here](#) to access the City Council Contact Form. This form can be used to submit any comments/concerns you might have about this agenda.**



REQUEST FOR LEGISLATION
November 18, 2025

For: Mayor and City Council

From: Desirae Simmons, Council Member, Michelle King, Council Member, Roland Tooson, Council Member

Subject: Resolution No. 2025-228 Awarding Youth Mini Grants to 826Michigan, Washtenaw International Theatre, and Ypsi Youth Athletic Association.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Res. 2025-228 Mini Grant Awards
2. 826michigan App
3. 826michigan 501(c)3 letter of determination_Redacted
4. 826michigan Commitment to Inclusion and Anti-Discrimination
5. FY24 - 06.30.24 Form 990 - 826Michigan - PUBLIC COPY (1)_Redacted_Redacted
6. Washtenaw International Theatremakers App
7. WIT 501(c)3 Letter (1)_Redacted
8. Norms and Copy of Washtenaw International Theatremakers (WIT) Bylaws
9. Ypsi Youth Athletic Association App
10. Ypsilanti Braves Youth Football Cheer Non Discrimination Policy
11. Braves Tax Doc_Redacted

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: November 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-228
November 18, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, City Council approved a grant to organizations that serve the youth in the City and allotted \$10,000 to distribute this year; and

WHEREAS, three organizations that submitted a grant application have been chosen as recipients for the Council's Youth Mini-Grants.

NOW THEREFORE BE IT RESOLVED that the Ypsilanti City Council approves a mini grant to the following organizations, in the following amounts, to support programs assisting community youth through their efforts:

826Michigan - \$3,750

Washtenaw International Theatre - \$2,500

Ypsi Youth Athletic Association - \$3,750

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:

City of Ypsilanti - Youth Mental Health Mini-Grant Application - Submission #7493

Date Submitted: 9/25/2025

Name of Organization*

826michigan

Organization Address*

4007 Carpenter Rd #359 Ypsilanti, MI 48197

Phone Number*

734-276-6211

Email Address*

grants@826michigan.org

Please describe the services and/or programs you provide to City of Ypsilanti youth, and how long you have been providing these services.*

Since 2005, 826michigan has served over 50,000 students ages 4-18 with customized and engaging writing & tutoring programs, partnering with public schools in Ypsilanti to offer free in-school writing workshops, literacy-focused field trips, family writing activities, after-school tutoring, leadership opportunities, and professional publishing, uplifting student voices for wide audiences to hear.

Do you know how many City of Ypsilanti youth you currently serve? If so, please share. If not, please describe what you do know that leads you to understand that you serve City of Ypsilanti youth (for instance, among youth from Ypsilanti and Superior Township as well).*

826michigan serves over 2,300 students ages 4-18 in Ypsilanti each year through our free writing programs in Ypsilanti Community Schools and all branches of the Ypsilanti District Library.

What program, service, or initiative are you proposing, and how will it benefit the mental health of City of Ypsilanti youth? Please describe as fully as needed so that we can understand what you propose to do, including activities, timeline, number of youth reached, any other relevant demographic information.*

Teen Leadership Labs are paid arts education positions for Ypsilanti high school students ages 14 –18 who undertake a semester of training as they serve as mentors to younger student writers in after-school writing programs. The labs are innovative solutions to the needs and interests of high school students who in turn ensure that 826michigan programs are fully supported by Ypsilanti educators.

Is this a new, ongoing, or expansion of an existing program or service?*

Ongoing

As a result of your proposed work, what impact will we see? If we were writing a newspaper article at the conclusion of a very successful program, what would it say changed in our community and among our youth?*

20 Ypsilanti teens will train as community arts educators, developing strong social-emotional skills such as time management, self-awareness, and facilitation skills, preparing them for careers in these areas. Teen Leadership Lab is a pipeline to 826michigan's paid teaching artist and apprenticeship positions, supporting young people as they prepare for post-secondary studies and/or careers.

How much are you applying for (\$5000 is max in one year; the year follows Ypsilanti's fiscal year which begins July 1)?*

\$5,000

Total annual budget*

\$678,170

501c3 Determination Letter*

826michigan 501(c)3 letter of determination.pdf

Are you 990s on Guidestar? if yes please upload file

FY24 - 06.30.24 Form 990 - 826Michigan - PUBLIC COPY
(1).pdf

Please upload you non-discrimination policy*

826michigan Commitment to Inclusion and Anti-Discrimination.pdf

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

DEC 02 2005

826 MICHIGAN
2702 LILLIAN
ANN ARBOR, MI 48104

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

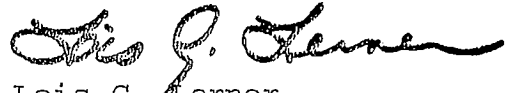
Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

826 MICHIGAN

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lois G. Lerner".

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)



826 National & 826michigan's Commitment to Inclusion and Anti-Discrimination

826michigan is a chapter of 826 National.

As an organization committed to encouraging youth in their creative expression, personal growth, and academic success, 826 National and its chapters recognize the importance of diversity at all levels and in all aspects of our work. In order to build and maintain the safe, supportive 826 environment in which great leaps of learning occur, we commit to inclusion: in recruiting and maintaining our volunteer base, in our internal and external relations as members of an 826 staff and board, and in our relationships with parents, teachers, schools, and most importantly—students.

In order for 826 to serve its students in a manner that is respectful, culturally sensitive, and effective, we must collectively and intentionally invest in building a diverse and inclusive organization where all are safe and welcomed. We recognize diversity as a complex constellation of factors in a given individual's background, including both inborn traits (race, gender) and life experiences (marital status, status as a veteran). We will not discriminate on the basis of race, religion, ethnicity, age, gender identity, sexual orientation, socio-economic status, nationality, marital status, English fluency, parental status, status as a military veteran, disability, or any other classification protected by local, state or federal law or statute.

We understand that fostering a truly inclusive community is an on-going process, and that there is no end-point to this discussion and work. We see this statement as a positive step toward change, but by no means as a limit to the ways we can continue to grow and improve. We value and encourage feedback from our community, and strive to be transparent and proactive in making this statement not only a living-document, but one that inspires continual action and movement. By adopting this Statement of Inclusion, the staff and board members of 826 pledge to ourselves and to each other that we will uphold these values. Together we make an active commitment to the vibrancy of a diverse 826 network, now and into the future.

Why Inclusion and Diversity Matter to 826 National

Staff & Board

As 826 staff and board members, we all benefit from developing awareness of the many cultural factors shaping our lives and the lives of our colleagues. We are tasked with representing 826 to a wide variety of audiences: volunteers, students, teachers, parents, donors, the media, and more. It is to our advantage, individually and collectively, to take an active role in understanding and effectively communicating with people of all backgrounds.

Volunteers

826 was founded on the simple yet striking idea that caring, committed one-on-one attention from an adult can be instrumental in the life of a young person. We aim to provide meaningful volunteer opportunities for adults from all walks of life. A diverse volunteer base reflects the variety of student populations we serve, and communicates to students that 826 spaces are safe for everybody. We will actively consider diversity of

race, gender, ethnicity, age, disability (etc.) in recruiting volunteers for 826 chapters, in training and appreciating volunteers, and in facilitating volunteers' communication with students and each other.

Students

At 826 we believe that confidence and dignity arise when students are asked, through writing, to place their experiences alongside those of others. In order for this to happen, young people in 826 programs must feel safe to express themselves as individuals, under the guidance of our volunteers and staff. Students and volunteers create important mentorship relationships as they work side-by-side, which encourages students to think critically about their environments and communities. This leads not only to personal growth, but also to academic success as students broaden their worldview and sharpen their analytical skills. At 826 we believe a diverse range of learning styles and intellectual interests can come together under the umbrella of writing, so we welcome students of all abilities to our programs. We believe that the worth of a student is inherent, and that any student can gain the tools to succeed in school and in life.

Equal Employment Opportunity

It is 826michigan's policy that recruitment, employment, promotion, salary increases, benefits, termination and all other terms and conditions of employment be based solely on individual merit without regard to age, race, color, disability, ethnicity, English fluency, familial status, gender identity, genetic traits, height, marital status, military service, nationality, pregnancy, sexual orientation, religion, socio-economic status, veteran status, weight, or any other factor protected under applicable federal, state, or local law. If you believe you have been treated in a manner that violates this policy, please follow the procedures set forth in the Prohibited Discrimination and Harassment Policy, below.

In compliance with applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, 826michigan will consider all individuals for any position for which they are qualified and able to perform with or without a reasonable accommodation. 826michigan will make reasonable accommodations for the known physical and mental limitations of an otherwise qualified individual with a disability unless undue hardship would result. The Michigan Persons With Disabilities Civil Rights Act requires that an individual make a request for accommodation in writing and within 182 days from the time he or she knew, or reasonably should have known, that an accommodation was necessary. There are separate reasonable accommodation requirements under the Americans with Disabilities Act.

Any staffer who requires an accommodation in order to perform the essential functions of the job should contact their supervisor and request such an accommodation. The individual with the disability should specify what accommodation is needed to perform the job. After discussions with the individual, 826michigan will make an independent determination of possible accommodations, if any, that will help eliminate any limitations or barriers that make it difficult for the applicant or staffer to have an equal opportunity to perform the job at issue. If the accommodation is reasonable and will not impose an undue hardship, 826michigan will make the accommodation.

We hope it's clear by now, but we can't put a fine enough point on it: 826michigan does not discriminate on the basis of age, race, color, disability, ethnicity, English fluency, familial status, gender identity, genetic traits, height, marital status, military service, nationality, pregnancy, sexual orientation, religion, socio-economic status, veteran status, weight, or any other factor protected under applicable federal, state, or local law.

826michigan will strive to implement reasonable accommodations to maximize the accessibility of its employment, volunteer and intern opportunities. It is our policy that employment decisions should be based on merit, qualifications, and competence, and this extends to all areas of employment, including, but not limited to, hiring, promotion, and separation.

THE 826 STAND

WE STAND FOR OUR STUDENTS

We stand for our students' right to express their opinions—**FREELY**, **CREATIVELY** and **SAFELY**—and to provide them the space to do that, free of judgment and full of support.

We stand for our students' right to **TELL** their stories, **SHARE** their experiences, **SEEK** out information and answers.

We stand for connecting our students to caring adults—volunteers eager to **LISTEN** as students search for answers and **DISCOVER** themselves.

Through our work and our actions, we must continuously **SUPPORT** the development of our students' voices and stories, and also **CELEBRATE** those voices and stories.

We stand for building **DIVERSE** and **INCLUSIVE** environments for our students, our volunteers, and our staff.

826 National was inspired to take a stand on issues of inclusion and diversity in light of the many events that spotlighted social and racial injustices throughout the country. We as educators, volunteers, and caring adults need to be aware of the wide range of issues our students face on a day-to-day basis. We need to support these young people as they navigate through and try to make sense of the world and their own identities.

We need the support and the feedback from our community to ensure 826 is living up to these standards. Through our inclusion statement, our internal diversity and inclusion group, cultural competency resources provided to staff and volunteers, and partnerships with other organizations, we are always working towards being a more inclusive and supportive organization.

We at 826 have the privilege of working with the next generation of scholars, teachers, doctors, artists, lawyers, and writers. It's our job to make sure they are able to take their own stands.

As an organization committed to encouraging youth in their creative expression, personal growth, and academic success, 826 National and its chapters recognize the importance of diversity at all levels and in all aspects of our work. In order to build and maintain the safe, supportive 826 environment in which great leaps in learning happen, we commit ourselves to inclusion: we do not discriminate on the basis of race, religion, ethnicity, age, gender identity, sexual orientation, socio-economic status, nationality, marital status, English fluency, parental status, immigration status, military service, or disability.

The 826 National network is committed to encouraging youth to express themselves and to use the written word to effectively do so. We encourage our students to write, take chances, make decisions, and finish what they start. And 826 strives to do this in an environment free from discrimination and exclusion.

by **Gerald Richards, CEO**

Immigration Law Compliance

826michigan complies with the Immigration Reform and Control Act of 1986, and hires only those individuals who are authorized to work in the United States. Upon hire, all staffers must complete the Employment Eligibility Verification Form I-9 and provide documentation that establishes their identity and eligibility for employment within three days of the date employment begins. 826michigan does not unlawfully discriminate on the basis of citizenship or national origin.

Prohibited Discrimination and Harassment

Discrimination

826michigan is dedicated to building a safe, supportive environment—seriously, we hope it makes you feel as good to hear this as it feels to us to keep saying it—in which great leaps of learning can occur, reciprocally, for all stakeholders (staff, volunteers, students, teachers, families, donors, community partners, and beyond), and as such, condemns and prohibits discrimination of any individual because of that individual's identity, including age, race, color, disability, ethnicity, English fluency, familial status, gender identity, genetic traits, height, marital status, military service, nationality, pregnancy, sexual orientation, religion, socio-economic status, veteran status, weight, or any other factor protected under applicable federal, state, or local law. This nondiscrimination policy applies to all terms, privileges and conditions of employment, including, but not limited to, compensation, hours, recruitment, selection, training, assignment, evaluation, promotion, discipline and termination. If you believe a violation of this policy has occurred, a timely complaint should be made in accordance with this policy. Any discriminatory treatment, harassment, or retaliation directed at any staffer in violation of this policy is expressly forbidden.

Harassment

This policy applies to all harassment in the work environment, whether at 826michigan's centers or in community settings, and to all individuals including staff, volunteers, students, families, vendors, and community members. 826michigan prohibits harassment with regard to age, race, color, disability, ethnicity, English fluency, familial status, gender identity, genetic traits, height, marital status, military service, nationality, pregnancy, sexual orientation, religion, socio-economic status, veteran status, weight, or any other factor protected under applicable federal, state, or local law. This prohibition applies to all Company staffers, vendors, customers and others doing business in connection with 826michigan. Harassment is generally defined as unwelcome conduct based on a protected characteristic which has the purpose or effect of creating an intimidating, hostile or offensive

environment, unreasonably interfering with an individual's work performance, or adversely affecting an individual's opportunities in the workplace.

Harassment includes, but is not limited to:

- Verbal harassment such as epithets, derogatory comments, or slurs;
- Physical harassment such as assault, impeding or blocking movement, or any physical interference with normal work or movement directed at an individual;
- Visual forms of harassment such as derogatory posters, cartoons, drawings, or gestures; or
- Threats and demands to submit to certain non-work-related conduct or perform certain non-work-related actions in order to keep or get a job, to avoid some other loss, or as a condition of job benefits, security, or promotion.

- Sexual harassment such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, such as name calling, suggestive comments, lewd talk, jokes, and/or gestures.

Harassment may occur where:

- Submission to or rejection of such conduct is made, either explicitly or implicitly, a term, privilege or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as a basis for any decision affecting that individual; or
- Such conduct has the purpose or effect of interfering with an individual's work performance; or
- Such conduct creates an intimidating, hostile or offensive environment; or
- A person is offered, promised or granted favored treatment as a result of that person engaging in, or agreeing to engage in, unwelcome sexual or other prohibited conduct; or
- A person is threatened with, or subjected to, unfavorable treatment as a result of that person's refusal to engage in unwelcome sexual or other prohibited conduct.

Harassment can take many forms and a complete list of prohibited conduct cannot be set forth in this policy. A good piece of advice is this: If there is any question that you are about to engage in unlawful harassing behavior, do not do it.

Form **990**Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2023
 Open to Public
 Inspection

A For the 2023 calendar year, or tax year beginning 07/01/23, and ending 06/30/24

B Check if applicable: ☐ Address change ☐ Name change ☐ Initial return ☐ Final return/terminated ☐ Amended return ☐ Application pending	C Name of organization 826 MICHIGAN, INC. Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite 115 EAST LIBERTY ST City or town, state or province, country, and ZIP or foreign postal code ANN ARBOR MI 48104	D Employer identification number E Telephone number G Gross receipts \$ 541,281
F Name and address of principal officer: MARIA MONTOYA 115 EAST LIBERTY ST ANN ARBOR MI 48104		
I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) () (insert no.) ☐ 4947(a)(1) or ☐ 527 J Website: WWW.826MICHIGAN.ORG K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other L Year of formation: 2004 M State of legal domicile: MI		
H(a) Is this a group return for subordinates? ☐ Yes ☒ No H(b) Are all subordinates included? ☐ Yes ☐ No If "No," attach a list. See instructions H(c) Group exemption number		

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: TO PROVIDE FOR THE MENTORING AND TEACHING OF READING, WRITING, AND OTHER EDUCATIONAL SKILLS TO PUBLIC SCHOOL CHILDREN.		
	2 Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	9
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	9
	5 Total number of individuals employed in calendar year 2023 (Part V, line 2a)	5	13
	6 Total number of volunteers (estimate if necessary)	6	235
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0	
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year 885,601	Current Year 524,130
	9 Program service revenue (Part VIII, line 2g)		0
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	-142,536	-869
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	10,534	1,557
	12 Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	753,599	524,818
	Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)	
14 Benefits paid to or for members (Part IX, column (A), line 4)			0
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)		423,931	529,976
16a Professional fundraising fees (Part IX, column (A), line 11e)			0
b Total fundraising expenses (Part IX, column (D), line 25)			0
17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)		352,878	213,790
18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)		776,809	743,766
Net Assets or Fund Balances	19 Revenue less expenses. Subtract line 18 from line 12	-23,210	-218,948
	20 Total assets (Part X, line 16)	Beginning of Current Year 441,099	End of Year 230,301
	21 Total liabilities (Part X, line 26)	22,603	30,753
	22 Net assets or fund balances. Subtract line 21 from line 20	418,496	199,548

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer HOLLY HUNT		Date 	
	Type or print name and title TREASURER			
Paid Preparer Use Only	Print/Type preparer's name RYAN N. HAGAN, CPA	Preparer's signature 	Date 12/09/24	Check ☐ if PTIN self-employed
	Firm's name ALTRUIC ADVISORS, CPAS	Firm's EIN 		
	Firm's address 417 FOREST AVENUE PLYMOUTH, MI 48170	Phone no. 		

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions.

DAA

Form **990** (2023)

Form 990 (2023) **826 MICHIGAN, INC.**Page **2****Part III Statement of Program Service Accomplishments**Check if Schedule O contains a response or note to any line in this Part III ☐**1** Briefly describe the organization's mission:**TO PROVIDE FOR THE MENTORING AND TEACHING OF READING, WRITING, AND OTHER EDUCATIONAL SKILLS TO PUBLIC SCHOOL CHILDREN.****2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ **252,950** including grants of \$) (Revenue \$)
TO PROVIDE STUDENTS IN NEED (AGES 8-18) ONE-ON-ONE SUPPORT WITH HOMEWORK ASSIGNMENTS IN ALL SUBJECTS, ULTIMATELY STRENGTHENING THEIR ACADEMIC SKILLS, PERSONAL CONFIDENCE, AND SOCIAL ABILITIES. THERE WERE A TOTAL OF 4,273 STUDENTS SERVED OVERALL.

4b (Code:) (Expenses \$ **252,950** including grants of \$) (Revenue \$)
TO PROVIDE STUDENTS IN NEED (6-18) WITH UNIQUE WRITING OPPORTUNITIES TO SUPPLEMENT THEIR SCHOOLING, PROVIDE LITERACY SUPPORT, AND DEVELOP A LIFELONG LOVE OF WRITING. THERE WERE A TOTAL OF 4,273 STUDENTS SERVED OVERALL.

4c (Code:) (Expenses \$ **126,475** including grants of \$) (Revenue \$)
TO SUPPORT TEACHERS AND STUDENTS WITH INNOVATIVE LITERACY PROGRAMS BOTH AT OUR SITE AND AT NUMEROUS LOCATIONS COMMUNITY-WIDE: SCHOOLS, PUBLIC HOUSING SITES, LIBRARIES, AND MORE. FURTHER, TO GUIDE STUDENTS' WRITING BEYOND THE DRAFT STAGE AND INTO PROFESSIONALLY-DEVELOPED PUBLICATIONS WITH VOLUNTEER SUPPORT FOR EDITING, DESIGN, AND OTHER ASPECTS OF PUBLISHING PROCESS. THERE WERE A TOTAL OF 4,273 STUDENTS SERVED OVERALL.

4d Other program services (Describe on Schedule O.)

(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses **632,375**

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors? See instructions	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? If "Yes," complete Schedule C, Part III		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV		X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi-endowments? If "Yes," complete Schedule D, Part V		X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	X	
b Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII		X
c Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII		X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX		X
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I. See instructions		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II	X	
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		X
20a Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II		X

Part IV Checklist of Required Schedules (continued)

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>		X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		X
26 Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II</i>		X
27 Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		X
28 Was the organization a party to a business transaction with one of the following parties? (See the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions).		
a A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV</i>		X
b A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>		X
c A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>		X
29 Did the organization receive more than \$25,000 in noncash contributions? <i>If "Yes," complete Schedule M</i>		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		X
38 Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? Note: All Form 990 filers are required to complete Schedule O.	X	

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck if Schedule O contains a response or note to any line in this Part V ☐

	Yes	No
1a Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a	15
b Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b	0
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c	

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)		Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a	13
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b	X
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a	X
b	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O	3b	
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a	X
b	If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a	X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b	X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c	
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a	X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b	
7	Organizations that may receive deductible contributions under section 170(c).		
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a	X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b	
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c	X
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d	
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e	X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f	X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g	
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h	
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8	
9	Sponsoring organizations maintaining donor advised funds.		
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a	
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b	
10	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on Part VIII, line 12	10a	
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b	
11	Section 501(c)(12) organizations. Enter:		
a	Gross income from members or shareholders	11a	
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b	
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a	
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b	
13	Section 501(c)(29) qualified nonprofit health insurance issuers.		
a	Is the organization licensed to issue qualified health plans in more than one state? Note: See the instructions for additional information the organization must report on Schedule O.	13a	
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b	
c	Enter the amount of reserves on hand	13c	
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a	X
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	14b	
15	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	15	X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16	X
17	Section 501(c)(21) organizations. Did the trust, any disqualified or other person engage in any activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069.	17	

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI ☒

Section A. Governing Body and Management

	1a	9	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.		9		
b Enter the number of voting members included on line 1a, above, who are independent	1b	9		
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?			2	X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?			3	X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?			4	X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?			5	X
6 Did the organization have members or stockholders?			6	X
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?			7a	X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?			7b	X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a The governing body?			8a	X
b Each committee with authority to act on behalf of the governing body?			8b	X
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O			9	X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10a Did the organization have local chapters, branches, or affiliates?	10a	X
b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b	
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a	X
b Describe on Schedule O the process, if any, used by the organization to review this Form 990.		
12a Did the organization have a written conflict of interest policy? If "No," go to line 13	12a	X
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done	12c	X
13 Did the organization have a written whistleblower policy?	13	X
14 Did the organization have a written document retention and destruction policy?	14	X
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a The organization's CEO, Executive Director, or top management official	15a	X
b Other officers or key employees of the organization	15b	X
If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.		
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a	X
b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b	

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed **MI**

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
☐ Own website ☒ Another's website ☒ Upon request ☐ Other (explain on Schedule O)

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records.

HOLLY HUNT
ANN ARBOR

115 EAST LIBERTY ST

MI 48104

Form 990 (2023) **826 MICHIGAN, INC.**Page **7****Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**Check if Schedule O contains a response or note to any line in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) MEGAN SHUCHMAN	40.00									
EXECUTIVE DIRECTOR	0.00			X				100,000	0	0
(2) MARIA MONTOYA	1.00									
PRESIDENT/SECRETARY	0.00	X		X				0	0	0
(3) HOLLY HUNT	1.00									
TREASURER	0.00	X		X				0	0	0
(4) ABBY FANELLI	1.00									
DIRECTOR	0.00	X						0	0	0
(5) CHRISTOPHER ANKEY	1.00									
DIRECTOR	0.00	X						0	0	0
(6) JAMES HILLER	1.00									
DIRECTOR	0.00	X						0	0	0
(7) DANTE RICHMOND	1.00									
DIRECTOR	0.00	X						0	0	0
(8) PATTI WHEELER	1.00									
DIRECTOR	0.00	X						0	0	0
(9) TANYA LINE	1.00									
DIRECTOR	0.00	X						0	0	0
(10) DENICE OLSON	1.00									
DIRECTOR	0.00	X						0	0	0
(11)										

Form **990** (2023)

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(12)										
(13)										
(14)										
(15)										
(16)										
(17)										
(18)										
(19)										
1b Subtotal								100,000		
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)								100,000		

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **0**

	Yes	No
3 Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>		X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **0**

Form 990 (2023) **826 MICHIGAN, INC.**Page **9****Part VIII Statement of Revenue**Check if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c	16,096				
	d Related organizations	1d					
	e Government grants (contributions)	1e					
	f All other contributions, gifts, grants, and similar amounts not included above	1f	508,034				
	g Noncash contributions included in lines 1a-1f	1g	\$ 7				
	h Total. Add lines 1a-1f		524,130				
	Program Service Revenue	2a	Business Code				
b							
c							
d							
e							
f All other program service revenue							
g Total. Add lines 2a-2f							
Other Revenue		3 Investment income (including dividends, interest, and other similar amounts)			3		
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6a Gross rents	6a	(i) Real (ii) Personal				
	b Less: rental expenses	6b					
	c Rental inc. or (loss)	6c					
	d Net rental income or (loss)						
	7a Gross amount from sales of assets other than inventory	7a	(i) Securities (ii) Other				
	b Less: cost or other basis and sales exps.	7b		872			
	c Gain or (loss)	7c		-872			
	d Net gain or (loss)			-872	-872		
	8a Gross income from fundraising events (not including \$ 16,096 of contributions reported on line 1c). See Part IV, line 18	8a		4,182			
	b Less: direct expenses	8b		5,232			
	c Net income or (loss) from fundraising events			-1,050			
	9a Gross income from gaming activities. See Part IV, line 19	9a					
	b Less: direct expenses	9b					
	c Net income or (loss) from gaming activities						
10a Gross sales of inventory, less returns and allowances	10a		12,966				
b Less: cost of goods sold	10b		10,359				
c Net income or (loss) from sales of inventory			2,607			2,607	
Miscellaneous Revenue	11a	Business Code					
	b						
	c						
	d All other revenue						
	e Total. Add lines 11a-11d						
	12 Total revenue. See instructions			524,818	-872	0	2,610

Form **990** (2023)

Form 990 (2023) **826 MICHIGAN, INC.**Page **10****Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	102,601	51,301	25,650	25,650
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	362,555	353,850	3,655	5,050
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	28,929	25,197	1,823	1,909
10 Payroll taxes	35,891	31,261	2,261	2,369
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting	10,572		5,286	5,286
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	58,585	46,868		11,717
12 Advertising and promotion	3,941	3,941		
13 Office expenses	16,095	14,485	1,285	325
14 Information technology				
15 Royalties				
16 Occupancy	58,109	52,298	5,811	
17 Travel	9,959	7,967		1,992
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	2,066	1,756		310
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	4,886	4,397	489	
23 Insurance	5,868	5,281	587	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a AFFILIATION FEES	19,983	19,983		
b MEMBERSHIPS AND SUBSCRIPTIONS	10,026	3,343	3,341	3,342
c PROGRAM EXPENSES	4,010	4,010		
d BANK CHARGES	2,881	2,881		
e All other expenses	6,809	3,556	1,294	1,959
25 Total functional expenses. Add lines 1 through 24e	743,766	632,375	51,482	59,909
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance SheetCheck if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
Assets	1 Cash—non-interest-bearing	225,980	1	68,098
	2 Savings and temporary cash investments	38,651	2	3,653
	3 Pledges and grants receivable, net	126,008	3	110,942
	4 Accounts receivable, net		4	
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use	12,434	8	6,745
	9 Prepaid expenses and deferred charges	9,913	9	8,206
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 59,110		
	b Less: accumulated depreciation	10b 29,415	10c	29,695
	11 Investments—publicly traded securities		11	
	12 Investments—other securities. See Part IV, line 11		12	
	13 Investments—program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11	2,962	15	2,962
16 Total assets. Add lines 1 through 15 (must equal line 33)	441,099	16	230,301	
Liabilities	17 Accounts payable and accrued expenses	22,603	17	10,253
	18 Grants payable		18	
	19 Deferred revenue		19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	20,500
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26 Total liabilities. Add lines 17 through 25	22,603	26	30,753
	Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here ☒ and complete lines 27, 28, 32, and 33.		
27 Net assets without donor restrictions		418,496	27	88,606
28 Net assets with donor restrictions			28	110,942
Organizations that do not follow FASB ASC 958, check here ☐ and complete lines 29 through 33.				
29 Capital stock or trust principal, or current funds			29	
30 Paid-in or capital surplus, or land, building, or equipment fund			30	
31 Retained earnings, endowment, accumulated income, or other funds			31	
32 Total net assets or fund balances		418,496	32	199,548
33 Total liabilities and net assets/fund balances	441,099	33	230,301	

Part XI Reconciliation of Net AssetsCheck if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	524,818
2	Total expenses (must equal Part IX, column (A), line 25)	2	743,766
3	Revenue less expenses. Subtract line 2 from line 1	3	-218,948
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	418,496
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	199,548

Part XII Financial Statements and ReportingCheck if Schedule O contains a response or note to any line in this Part XII ☐

	Yes	No
1 Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both. ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis		X
b Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both. ☒ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	X	
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	X	
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F?		X
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits		

SCHEDULE A
(Form 990)Department of the Treasury
Internal Revenue Service**Public Charity Status and Public Support**

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

Attach to Form 990 or Form 990-EZ.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2023Open to Public
Inspection

Name of the organization

826 MICHIGAN, INC.

Employer identification number

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state:
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:
- 10 ☒ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations:
- g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990) 2023

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2023 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2022 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test — 2023. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		☐
b 33 1/3% support test — 2022. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		☐
17a 10%-facts-and-circumstances test — 2023. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization		☐
b 10%-facts-and-circumstances test — 2022. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization		☐
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions		☐

Schedule A (Form 990) 2023

826 MICHIGAN, INC.Page **3****Part III Support Schedule for Organizations Described in Section 509(a)(2)**(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II.
If the organization fails to qualify under the tests listed below, please complete Part II.)**Section A. Public Support**

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	835,751	530,686	591,076	885,601	524,130	3,367,244
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	4,725				4,182	8,907
3 Gross receipts from activities that are not an unrelated trade or business under section 513	24,735	6,498	20,607	27,230	12,966	92,036
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5	865,211	537,184	611,683	912,831	541,278	3,468,187
7a Amounts included on lines 1, 2, and 3 received from disqualified persons	299,498		56,019	182,168	19,350	557,035
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b	299,498		56,019	182,168	19,350	557,035
8 Public support. (Subtract line 7c from line 6.)						2,911,152

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
9 Amounts from line 6	865,211	537,184	611,683	912,831	541,278	3,468,187
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	151	3,026	55	12	3	3,247
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b	151	3,026	55	12	3	3,247
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)	865,362	540,210	611,738	912,843	541,281	3,471,434

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐**Section C. Computation of Public Support Percentage**

15 Public support percentage for 2023 (line 8, column (f), divided by line 13, column (f))	15	83.86 %
16 Public support percentage from 2022 Schedule A, Part III, line 15	16	84.15 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2023 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2022 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests — 2023. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☒**b 33 1/3% support tests — 2022.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐**20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

Schedule A (Form 990) 2023

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

- 11** Has the organization accepted a gift or contribution from any of the following persons?
- a** A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?
- b** A family member of a person described on line 11a above?
- c** A 35% controlled entity of a person described on line 11a or 11b above? *If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI.*

	Yes	No
11a		
11b		
11c		

Section B. Type I Supporting Organizations

- 1** Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? *If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.*
- 2** Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? *If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.*

	Yes	No
1		
2		

Section C. Type II Supporting Organizations

- 1** Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? *If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).*

	Yes	No
1		

Section D. All Type III Supporting Organizations

- 1** Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?
- 2** Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? *If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).*
- 3** By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? *If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.*

	Yes	No
1		
2		
3		

Section E. Type III Functionally Integrated Supporting Organizations

- 1** Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).
- a** ☐ The organization satisfied the Activities Test. *Complete line 2 below.*
- b** ☐ The organization is the parent of each of its supported organizations. *Complete line 3 below.*
- c** ☐ The organization supported a governmental entity. *Describe in Part VI how you supported a governmental entity (see instructions).*

2 Activities Test. Answer lines 2a and 2b below.

- a** Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? *If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.*

- b** Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? *If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.*

3 Parent of Supported Organizations. Answer lines 3a and 3b below.

- a** Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? *If "Yes" or "No," provide details in Part VI.*
- b** Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? *If "Yes," describe in Part VI the role played by the organization in this regard.*

	Yes	No
2a		
2b		
3a		
3b		

Schedule A (Form 990) 2023

826 MICHIGAN, INC.Page **6****Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

- 1** ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in Part VI*). See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A – Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1 Net short-term capital gain	1		
2 Recoveries of prior-year distributions	2		
3 Other gross income (see instructions)	3		
4 Add lines 1 through 3.	4		
5 Depreciation and depletion	5		
6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6		
7 Other expenses (see instructions)	7		
8 Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8		
Section B – Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a Average monthly value of securities	1a		
b Average monthly cash balances	1b		
c Fair market value of other non-exempt-use assets	1c		
d Total (add lines 1a, 1b, and 1c)	1d		
e Discount claimed for blockage or other factors (<i>explain in detail in Part VI</i>):			
2 Acquisition indebtedness applicable to non-exempt-use assets	2		
3 Subtract line 2 from line 1d.	3		
4 Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4		
5 Net value of non-exempt-use assets (subtract line 4 from line 3)	5		
6 Multiply line 5 by 0.035.	6		
7 Recoveries of prior-year distributions	7		
8 Minimum Asset Amount (add line 7 to line 6)	8		
Section C – Distributable Amount			Current Year
1 Adjusted net income for prior year (from Section A, line 8, column A)	1		
2 Enter 0.85 of line 1.	2		
3 Minimum asset amount for prior year (from Section B, line 8, column A)	3		
4 Enter greater of line 2 or line 3.	4		
5 Income tax imposed in prior year	5		
6 Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6		
7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).			

Schedule A (Form 990) 2023

Schedule A (Form 990) 2023

826 MICHIGAN, INC.Page **7****Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** (continued)

Section D – Distributions		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required— <i>provide details in Part VI</i>)	5
6	Other distributions (<i>describe in Part VI</i>). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (<i>provide details in Part VI</i>). See instructions.	8
9	Distributable amount for 2022 from Section C, line 6	9
10	Line 8 amount divided by line 9 amount	10

Section E – Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2023	(iii) Distributable Amount for 2023
1 Distributable amount for 2023 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2023 (reasonable cause required— <i>explain in Part VI</i>). See instructions.			
3 Excess distributions carryover, if any, to 2023			
a From 2018			
b From 2019			
c From 2020			
d From 2021			
e From 2022			
f Total of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2023 distributable amount			
i Carryover from 2018 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2023 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2023 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2023, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
6 Remaining underdistributions for 2023. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
7 Excess distributions carryover to 2024. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2019			
b Excess from 2020			
c Excess from 2021			
d Excess from 2022			
e Excess from 2023			

Schedule A (Form 990) 2023

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

**SCHEDULE D
(Form 990)**Department of the Treasury
Internal Revenue Service**Supplemental Financial Statements**Complete if the organization answered "Yes" on Form 990,
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
Attach to Form 990.Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2023Open to Public
Inspection

Name of the organization

Employer identification number

826 MICHIGAN, INC.**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts**

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No		
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No		

Part II Conservation Easements

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (for example, recreation or education)	☐ Preservation of a historically important land area
☐ Protection of natural habitat	☐ Preservation of a certified historic structure
☐ Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included on line 2a	2c
d Number of conservation easements included on line 2c acquired after July 25, 2006, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year

4 Number of states where property subject to conservation easement is located

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year

8 Does each conservation easement reported on line 2d above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items.

(i) Revenue included on Form 990, Part VIII, line 1	\$
(ii) Assets included in Form 990, Part X	\$

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items.

a Revenue included on Form 990, Part VIII, line 1	\$
b Assets included in Form 990, Part X	\$

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule D (Form 990) 2023

DAA

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply).

- a** ☐ Public exhibition
b ☐ Scholarly research
c ☐ Preservation for future generations

- d** ☐ Loan or exchange program
e ☐ Other

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table.

	Amount
1c Beginning balance	
1d Additions during the year	
1e Distributions during the year	
1f Ending balance	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐ Yes ☐ No

Part V Endowment Funds

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a** Board designated or quasi-endowment %
b Permanent endowment %
c Term endowment %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

- (i)** Unrelated organizations?
(ii) Related organizations?

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?

	Yes	No
3a(i)		
3a(ii)		
3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements		27,171	5,528	21,643
d Equipment		31,939	23,887	8,052
e Other				
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, line 10c, column (B))				29,695

Part VII Investments – Other Securities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Column (b) must equal Form 990, Part X, line 12, col. (B))		

Part VIII Investments – Program Related

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Column (b) must equal Form 990, Part X, line 13, col. (B))		

Part IX Other Assets

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, line 15, col. (B))	

Part X Other Liabilities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, line 25, col. (B))	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ☐

Part XIII Supplemental Information (continued)

SCHEDULE G
(Form 990)

Department of the Treasury
Internal Revenue Service

Name of the organization

Supplemental Information Regarding Fundraising or Gaming Activities

Complete if the organization answered "Yes" on Form 990, Part IV, line 17, 18, or 19, or if the organization entered more than \$15,000 on Form 990-EZ, line 6a.

Attach to Form 990 or Form 990-EZ.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public
Inspection

826 MICHIGAN, INC.

Employer identification number

Part I Fundraising Activities. Complete if the organization answered "Yes" on Form 990, Part IV, line 17. Form 990-EZ filers are not required to complete this part.

1 Indicate whether the organization raised funds through any of the following activities. Check all that apply.

- a ☐ Mail solicitations e ☐ Solicitation of non-government grants
b ☐ Internet and email solicitations f ☐ Solicitation of government grants
c ☐ Phone solicitations g ☐ Special fundraising events
d ☐ In-person solicitations

2a Did the organization have a written or oral agreement with any individual (including officers, directors, trustees, or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services? ☐ Yes ☐ No

b If "Yes," list the 10 highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least \$5,000 by the organization.

(i) Name and address of individual or entity (fundraiser)	(ii) Activity	(iii) Did fundraiser have custody or control of contributions?		(iv) Gross receipts from activity	(v) Amount paid to (or retained by) fundraiser listed in col. (i)	(vi) Amount paid to (or retained by) organization
		Yes	No			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Total

3 List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.

.....

.....

.....

.....

.....

Part II Fundraising Events. Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

	(a) Event #1 DELIGHT AT THE (event type)	(b) Event #2 (event type)	(c) Other events NONE (total number)	(d) Total events (add col. (a) through col. (c))
Revenue				
1 Gross receipts	20,278			20,278
2 Less: Contributions	16,096			16,096
3 Gross income (line 1 minus line 2)	4,182			4,182
Direct Expenses				
4 Cash prizes				
5 Noncash prizes				
6 Rent/facility costs				
7 Food and beverages				
8 Entertainment				
9 Other direct expenses	5,232			5,232
10 Direct expense summary. Add lines 4 through 9 in column (d)				5,232
11 Net income summary. Subtract line 10 from line 3, column (d)				-1,050

Part III Gaming. Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

	(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))
Revenue				
1 Gross revenue				
Direct Expenses				
2 Cash prizes				
3 Noncash prizes				
4 Rent/facility costs				
5 Other direct expenses				
6 Volunteer labor	☐ Yes % ☐ No	☐ Yes % ☐ No	☐ Yes % ☐ No	
7 Direct expense summary. Add lines 2 through 5 in column (d)				
8 Net gaming income summary. Subtract line 7 from line 1, column (d)				

9 Enter the state(s) in which the organization conducts gaming activities:

a Is the organization licensed to conduct gaming activities in each of these states? ☐ Yes ☐ No

b If "No," explain:

10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year? ☐ Yes ☐ No

b If "Yes," explain:

- 11** Does the organization conduct gaming activities with nonmembers? ☐ Yes ☐ No
- 12** Is the organization a grantor, beneficiary or trustee of a trust, or a member of a partnership or other entity formed to administer charitable gaming? ☐ Yes ☐ No
- 13** Indicate the percentage of gaming activity conducted in:
- | | | |
|--------------------------------------|------------|---|
| a The organization's facility | 13a | % |
| b An outside facility | 13b | % |
- 14** Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name

Address

- 15a** Does the organization have a contract with a third party from whom the organization receives gaming revenue? ☐ Yes ☐ No
- b** If "Yes," enter the amount of gaming revenue received by the organization \$ and the amount of gaming revenue retained by the third party \$
- c** If "Yes," enter name and address of the third party:

Name

Address

16 Gaming manager information:

Name

Gaming manager compensation \$

Description of services provided

☐ Director/officer ☐ Employee ☐ Independent contractor

17 Mandatory distributions:

- a** Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license? ☐ Yes ☐ No
- b** Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year \$

Part IV **Supplemental Information.** Provide the explanations required by Part I, line 2b, columns (iii) and (v); and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also provide any additional information. See instructions.

SCHEDULE O
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2023

Open to Public
Inspection

Name of the organization

826 MICHIGAN, INC.

Employer identification number

FORM 990, PART VI, LINE 11B - ORGANIZATION'S PROCESS TO REVIEW FORM 990
THE EXECUTIVE DIRECTOR REVIEWS THE FORM 990 FOR ACCURACY AND COMPLETENESS.
THE FORM AND ITS ATTACHMENTS ARE THEN PRESENTED TO THE BOARD FOR APPROVAL
AND SIGNATURE.

FORM 990, PART VI, LINE 12C - ENFORCEMENT OF CONFLICTS POLICY
A CONFLICT OF INTEREST DISCLOSURE IS REQUIRED WHENEVER A PERSON IS
CONSIDERED FOR A POSITION OF EXECUTIVE RESPONSIBILITY AS AN EMPLOYEE,
OFFICER OR MEMBER OF THE BOARD. THERE IS AN ANNUAL REVIEW OF ANY CONFLICTS
OF INTEREST FOR ALL PERSONS IN THESE POSITIONS.

FORM 990, PART VI, LINE 15A - COMPENSATION PROCESS FOR TOP OFFICIAL
THE PRESIDENT OF THE BOARD OF DIRECTORS LEADS A PERFORMANCE REVIEW OF THE
EXECUTIVE DIRECTOR, WHICH INCLUDES PERSPECTIVES FROM THE EXECUTIVE
COMMITTEE. COMPARISON DATA FROM THE MICHIGAN NONPROFIT SALARY SURVEY IS
UTILIZED IN THE PERFORMANCE REVIEW.

FORM 990, PART VI, LINE 19 - GOVERNING DOCUMENTS DISCLOSURE EXPLANATION
THE GOVERNING DOCUMENTS ARE AVAILABLE UPON REQUEST.

City of Ypsilanti - Youth Mental Health Mini-Grant Application - Submission #7516

Date Submitted: 9/30/2025

Name of Organization*

Washtenaw International Theatremakers

Organization Address*

105 N Mansfield St

Phone Number*

7342621229

Email Address*

afox@wihi.org

Please describe the services and/or programs you provide to City of Ypsilanti youth, and how long you have been providing these services.*

We are creating theatre productions and delivering theatre curriculum to young people at Washtenaw International High School and Middle Academy.

Do you know how many City of Ypsilanti youth you currently serve? If so, please share. If not, please describe what you do know that leads you to understand that you serve City of Ypsilanti youth (for instance, among youth from Ypsilanti and Superior Township as well).*

We serve around 100 Ypsilanti area youth 3-5 times a week throughout the school year. All of our middle school students live in the YCS district, and most of our HS students are within YCS as well.

What program, service, or initiative are you proposing, and how will it benefit the mental health of City of Ypsilanti youth? Please describe as fully as needed so that we can understand what you propose to do, including activities, timeline, number of youth reached, any other relevant demographic information.*

Each year, we produce a musical, a one-act play festival with student directors, two middle school class plays, and various original works from our HS IB theatre students. We also host an Improv and Drama Club. We have seen so many of our students grow through theatre. We help them find their voice, overcome isolation & anxiety, celebrate their identity, create and direct on stage, and find community within a safe and supportive environment. The environment and act of creation are therapeutic.

Is this a new, ongoing, or expansion of an existing program or service?*

Ongoing



As a result of your proposed work, what impact will we see? If we were writing a newspaper article at the conclusion of a very successful program, what would it say changed in our community and among our youth?*

Our school only owns three handheld microphones and two speakers as our sound equipment. For our audience to hear our students, we've been borrowing audio equipment from a generous local family since 2022 until we could buy our own. We can only borrow this equipment for a week at a time, which means it's difficult for our tech-inclined students to learn how to operate the equipment, plan, and build their skills. Your support would be helping to amplify the voices of Ypsilanti youth and helping them tell their stories for years and years into the future on countless productions.

How much are you applying for (\$5000 is max in one year; the year follows Ypsilanti's fiscal year which begins July 1)?*

\$2500. We want to purchase microphone antennas to have clear sound without interference, and a rack-mounted sound mixer that students can program and run from an iPad, so students can plan and manage sound design for a production easily in our multi-use cafetorium space. This makes set up easy and avoids endangering expensive sound equipment. If the city is unable to support at that sum, then for about \$1000, we could purchase only the rack-mounted sound mixer, which would allow our students to plan and program sound for their productions. We can continue to borrow microphones in the meantime, until we fundraise or secure grant funding for our own microphones.

Total annual budget*

\$5000, to license and produce all of our productions and pay our musical director.

501c3 Determination Letter*

WIT 501(c)3 Letter (1).pdf

Are you 990s on Guidestar? if yes please upload file

No file chosen

Please upload you non-discrimination policy*

Norms and Copy of Washtenaw International
Theatremakers (WIT) Bylaws .pdf



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

WASHTENAW INTERNATIONAL
THEATRE MAKERS
C/O ASHLEY FOX
105 N MANSFIELD ST
YPSILANTI, MI 48197-4546

Date:
08/14/2025
Employer ID number:
[REDACTED]
Person to contact:
Name: Ms. Green
ID number: 0105087
Telephone: (678) 222-5500
Accounting period ending:
May 31
Public charity status:
509(a)(2)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
June 1, 2025
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
[REDACTED]

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Norms & Expectations for Washtenaw International Drama Club & Theatre Productions

- 1) Students MUST ALWAYS be in the supervised space that they are supposed to be in.
 - Students should arrive on time to Drama Club meetings and be fully present.
 - Students in rehearsals must be in supervised areas, and may not leave the rehearsal space or building without permission.
 - Students waiting for rehearsals or events after club time should be in a supervised club or in the supervised space stated by Drama Club between the school day and rehearsal.
 - We will do our best to always end on time. Families, please be ready to pick up at that time.
- 2) Show professionalism and maturity. Be prepared and work efficiently.
 - Arrive on time & have the materials you need.
 - Focus on the stage and do not distract from the stage throughout the rehearsal or performance.
 - If you are not needed on stage, do what you must do to be prepared to be on stage.
 - No phones or distractions until rehearsal is over.
 - Clean up and leave on time.
 - Our job is to create a great performance. To do so with our friends is a bonus.
 - Honor deadlines and have the skills or items you need ready when they are requested.
- 3) Support and respect each other.
 - Compliments and support are shared freely to everyone. Concerns go up to those in charge.
 - We perform drama on stage. We avoid drama off-stage.
 - Touching or affection must always be with consent and never inappropriate for a school environment.
 - Respect each other's identities and perspectives.
- 4) Respect our spaces and our resources.
 - If you know you will be hungry after school, then bring a snack. Do not take food that is not yours, unless it has been offered to you.
 - Clean up your messes and those of others to help to make our space one to be proud of.
 - Don't touch things that are not yours. Make sure our items are not lost or broken.
 - Respect the time and work of others by not making more work for others.
- 5) Everyone is included and an equal, respected partner in creating the artwork.
 - Everyone should feel welcomed and a full, essential member of the group.
 - Refrain from demeaning, discriminatory, or harassing behavior which could include, but is not limited to: sexist, racist, homophobic, transphobic or otherwise discriminatory jokes or language. Physical intimidation, sexual attention or joking inappropriate for a school setting, or sustained disruption of group activities.
 - No one has too big of a role or has so much talent that they are permitted to treat others poorly.

If you have concerns, then please reach out to Mr. Fox afox@wihi.org

I agree and will honor the norms of Drama Club and its productions. I understand that if I do not honor these expectations, then I will face consequences, which could involve removal from the production, the club, or the school.

Name of student: _____ **Signed:** _____ **Date:** _____

Name of parent or guardian: _____ **Signed:** _____ **Date:** _____

**Washtenaw International Theatremakers
ARTICLES OF INCORPORATION AND BYLAWS**

Article I: Name of Corporation

- I.1 The name of this corporation shall be Washtenaw International Theatremakers. The business of the corporation may be conducted as WIT.

Article II: Purpose

- II.1 The purpose of the Washtenaw International Theatremakers (WIT) is to promote and support the goals and mission of the WIHI and WIMA Theatre Programs.
- II.2 Our efforts will include purchasing equipment, show licensing, professional instruction, and other theatre related items and services, as well as providing educational opportunities to enrich and enhance students' theatrical skills. WIT will also promote, build, and maintain interest in the WIMA and WIHI Theatre Programs and its components; and will further support these components through all possible encouragement and viable fundraising.

Article III: Organization Basis & Financing

- III.1 The corporation is organized upon a non-stock basis.
- III.2.a The description and value of its real property are: NONE
- III..2.b The description and value of its personal property assets are: NONE
- III.2.c The corporation is to be financed under the following general plan: Direct and in-kind donations and gifts, fundraising, grants, and other funds lawfully received.
- III.2.d The corporation is organized on a directorship basis.

Article IV: Address and Resident Agent Information

- IV.1 The name of the resident agent at the registered office is: Ashley Fox
- IV.2 The physical address of the corporation is 105 N. Mansfield St., Ypsilanti, MI 48197
- IV.3 The mailing address of the corporation is 105 N. Mansfield St., Ypsilanti, MI 48197

Article V: Incorporator

The incorporators of the corporation are as follows:

Lindsay Maas
474 Courtland St
Ypsilanti, MI 48197

Kristen Hamilton
112 N. Prospect Rd.
Ypsilanti, MI 48198

Jannelle Osborne
1814 Whittier Rd.
Ypsilanti, MI 48197

Joshua Steverman
212 Washtenaw Ave.
Ypsilanti, MI 48197

Ashley Fox
105 N. Mansfield St.
Ypsilanti, MI 48197

Article VI: Duration

VI.1 As a Michigan nonprofit corporation, Washtenaw International Theatremakers (WIT) has perpetual life.

Article VII: Non-profit Nature

VII.1 WIT is designated as a public benefit corporation.

VII.2 WIT is organized exclusively for charitable and educational purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or by any organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

VII.3 No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

- VII.4 The WIT will not interfere with, and possess no authority to address the curriculum of the WIMA or WIHI Theatre Programs, or direction of the WIMA or WIHI Director(s) of Theatre. Should a situation arise in which the WIT should violate the statutes set forth for the organization in this regard, the Organization may be disbanded by the WIMA or WIHI Director(s) of Theatre and the WIMA/WIHI Administration.
- VII.5 WIT is not organized and shall not be operated for the private gain of any person. The property of the corporation is irrevocably dedicated to its educational and charitable purposes. No part of the assets, receipts, or net earnings of the corporation shall inure to the benefit of, or be distributed to any individual.
- VII.6 No part of the net earnings of Washtenaw International Theatremakers (WIT) shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensations for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.
- VII.7 The process of selecting non-school employees to support WIT for the furtherance of the purposes in Article VII.6 will be outlined by the WIHI and WIMA Program Director(s) and school administration. Any funds to be used as remuneration from WITs' funds must be set by the Board in the budget. Additional non-budgeted remuneration must be approved by a Board vote.
- VII.8 To maximize our impact on current efforts, we may seek to collaborate with other non-profit organizations which fall under the 501(c)(3) section of the Internal Revenue Code and are operated exclusively for educational and charitable purposes.
- VII.9 At times, per discretion of the Board of Directors, we may provide internships or volunteer opportunities which will provide opportunities for involvement in said activities and programs in order to have a greater impact in the community.

Article VIII: Dissolution

- VI.1 Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or any successor statute, which organization or organizations have a charitable purpose which, at least generally, includes a purpose similar to the terminating or dissolving corporation.
- VI.2 The organization to receive the assets of WIT shall be selected by the discretion of the Executive Officer (such as the Washtenaw International PTO or Washtenaw International Music Boosters) or other designated person as assigned by the Executive Officer (such as the principal of WIMA and WIHI).

Article IX: Board of Directors

- IX.1 WIT shall be governed by its Board of Directors.
- IX.2 The initial directors of the corporation shall be:
Lindsay Maas, Chair
Kristen DeLeon Hamilton, Vice-Chair
Josh Steverman, Treasurer
Jannelle Osborne, Secretary
Ashley Fox, Executive Officer & Registered Agent
- IX.3 Student(s) as selected and appointed by the Theatre Program Director(s) will advise the board of directors on a non-voting basis. Their presence will not be required to constitute a quorum to do business.

Article X: Membership

- X.1 WIT shall have no members. The management of the affairs of the corporation shall be vested in a board of directors, as defined in the corporation's bylaws.

Article XI: Amendments of Articles of Incorporation & Bylaws

- XI.1 The initial set of articles of incorporation and bylaws will become effective once they are complete and signed by Board Members and Executive Officer/Registered Agent.
- XI.2 These bylaws may be amended and amendments thereto adopted upon receiving the affirmative vote of a majority of the directors in office. To become official, a new draft of the bylaws must be written and then signed on behalf of Board Members by the Executive Officer.

Article XII: Designated Signature

- XII.1 If Board Members are not available to sign documents, the Executive Officer is granted the authority to sign these documents. However, before these documents are signed, they must be approved for a signature by all Board Members. This approval must come in the form of an email, a letter, or duly noted in the minutes of meetings.

Article XIII: Limitation of Liability of Volunteer Directors and Volunteer Officers

- XIII.1 No member of the Board of Directors of the Corporation, and no officer who is a volunteer as that term is defined in the Michigan Nonprofit Corporation Act (as amended, the "Act"), shall be liable to the Corporation or its members for money damages for any action taken or any failure to take any action as a director or volunteer officer; provided, however, that this provision shall not eliminate or limit the liability of a director or volunteer officer for any of the following:

- a) The amount of a financial benefit received by a director or volunteer officer to which they are not entitled;
- b) Intentional infliction of harm on the Corporation or its members;
- c) A violation of Section 551 of the Act;
- d) An intentional criminal act; or
- e) A liability imposed under Section 497(a) of the Act.

XIII.2 The corporation assumes the liability for all acts or omissions of a volunteer director, volunteer officer or other volunteer as defined in the Act occurring on or after the effective date of this Article if all of the following are met:

- a) The volunteer was acting or reasonably believed they are acting within the scope of his or her authority;
- b) The volunteer was acting in good faith;
- c) The volunteer's conduct did not amount to gross negligence or willful and wanton misconduct;
- d) The volunteer's conduct was not an intentional tort; and
- e) The volunteer's conduct was not a tort arising out of the ownership, maintenance or use of a motor vehicle as described in Section 209(e)(v) of the Act.

XIII.3 If the liability of a volunteer director or volunteer officer might be limited or eliminated under more than one paragraph of this Article, then the provision or provisions offering the maximum protection to the volunteer director or volunteer officer will apply.

XIII.4 If the Act is amended after the filing of the Articles of Incorporation to authorize the further elimination or limitation of the liability of directors, officers or other volunteers of nonprofit corporations, then the liability of directors, officers or such other volunteers of the Corporation, in addition to the limitation, elimination and assumption of personal liability contained in this Article, shall be assumed by the Corporation or eliminated or limited to the fullest extent permitted by the Act as so amended. No amendment or repeal of this Article shall apply to or have any effect on the liability or alleged liability of a director, officer or other volunteer of the Corporation for or with respect to any acts or omissions occurring prior to the effective date of such amendment or repeal.

XIII.5 Notwithstanding any provision of this Article, the Corporation shall not assume any liability to the extent the assumption is inconsistent with the status of the Corporation as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future Federal tax law).

Article XIV: Indemnification

XIV.1 Each person who is or was an officer of the Corporation or a member of the Board of Directors or any committee of the Corporation, and each person who serves or has served at the request of the Corporation as a director, officer, partner, employee, agent, or committee member of any other corporation, partnership, joint venture, trust or other enterprise, shall be indemnified by the Corporation to the fullest extent permitted by the laws of the State of Michigan as they may be in effect from time to time. The Corporation may purchase and maintain insurance on behalf of any such person in any such capacity or arising out of such

status, whether or not the Corporation would have power to indemnify such person against such liability under the laws of the State of Michigan. This right of indemnification shall continue as to a person who ceases to be a director or officer, and shall inure to the benefit of the heirs, executors, and administrators of that person.

Article XV: Meetings

- XV.1 The Board of Directors of the WIT will meet regularly during the school year.
- XV.2 Board of Director meetings may be called by the Chair or the Executive Officer upon one week's notice.
- XV.3 A quorum will consist of at least three elected members of the Board of Directors.
- XV.4 Unless otherwise stated, meetings of the Board of Directors will be open to all parents/supporters of the WIT. The Board of Directors may hold an executive session, and, except for those specifically invited by the Board of Directors, only Board members can attend and participate in an executive session.
- XV.5 Any act or decision approved by a majority of the voting members of the Board of Directors present and voting at a meeting at which a quorum is present shall be regarded as the act of the Board, unless a greater number is required by these Bylaws.
- XV.6 Actions of the Board of Directors may be approved by written consent in lieu of a meeting. Any such action will require the written consent of at least a majority of the voting members of the Board of Directors in office at the time of the action. The consent may be evidenced by original, facsimile or electronic signature (including email but not text message signatures).
- XV.7 Voting members may be permitted to vote by proxy at Board of Director meetings by submitting a vote through email to the Chair.

Article XVI: Board of Directors and Executive Officer

- XVI.1 The elected officers of the WIT shall consist of the following:
- a) Chair
 - b) Vice-Chair
 - c) Secretary
 - d) Treasurer
- XVI.2 Positions can be shared (co-positions) in order to share responsibilities. Subsequent references to the positions noted above also will apply to the co-positions if elected. Each officer shall maintain a document of their responsibilities and activities to share with subsequent officers.

XVI.3 Officers shall be elected, by majority vote of the current Board of Directors and Executive Officer, annually at the last meeting of the year. When possible, the new officers will be presented at the end of the year meeting/event.

XVI.4 Resignation: If the Chair should resign, his or her resignation must be tendered to the Board of Directors. All other officers may resign to the Chair.

XVI.5 Only persons who have children who have actively participated in or are student members themselves in the WIHI & WIMA Theatre Programs during the tenure of the office may serve as elected members of the Board of Directors. An interim officer can be appointed by majority vote of the Board of Directors and Executive Officer that does not meet these criteria if a suitable candidate cannot be identified.

XVI.6 The WIMA and WIHI Theatre Director(s) shall serve as ex-officio, non-voting Executive Officer of the Board of Directors unless called to vote as a proxy for an absent board member, as a deciding vote, or as noted in these bylaws.

XVI.7 Student member(s) of the WIMA and WIHI may serve as student advisor(s) in a non-voting role. The selection of these student advisor(s) will be appointed by WIMA and WIHI Theatre Directors.

XVI.8 In the event any other office or chair becomes vacant: The Board of Directors may designate one of the board members or interim officer to temporarily hold the responsibilities and duties of the vacant office or chair. A designated board member serving dual roles will only have one vote.

XVI.9 The vacant office may be filled at a regular meeting by a majority vote of the Board of Directors present.

XVI.10 In the event of an disagreement between WIHI and WIMA Theatre Director(s) and the Board on a matter that cannot be resolved through good faith discussion and negotiation, at the request of the Theatre Director(s), the Board of Directors will seek to engage a third party, such as the principal, to assist in mediating a satisfactory resolution in a timely manner.

Article XVII: Duties of Officers

XVII.1 The Chair will preside at all meetings of the WIT; will be a member ex-officio of all committees; and will perform all other duties usually pertaining to the office, including presiding over meetings; overseeing all committees; acting as liaison with the WIHI & WIMA School faculty and administration, state, county and city officials and agencies and other associated

theatre clubs; and overseeing all officer positions.

XVII.2 A Vice-Chair will serve as Parliamentarian; preside over all meetings in the absence of the Chair; and assist the Chair in carrying out his/her duties.

XVII.3 The Secretary will have charge of and will keep a full report of all meetings; write the minutes; retain and safeguard copies of the minutes of all previous Board of Directors meetings; and provide copies of the minutes when requested.

XVII.4 The Treasurer will have charge of all finances; receive and record money; keep an accurate report of all financial transactions; maintain an account in a local bank in the name of the WIT; present financial reports at each meeting; present books for audit after the end of the fiscal year; ensure that all tax and other financial reports are timely filed with the proper government authorities; pay properly authorized bills; and maintain WITs financial records for periods stipulated by law. These records will include, but are not limited to, tax returns and accounting records and audit reports.

XVII.5 The Executive Officer serves as the registered agent of the corporation, designated signatory of all contracts with WIT, purchase items and services designated in budget, hire and manage any outside independent contractors and vendor contracts, appoint student advisors to the Board, serve as liaison between Board of Directors and WIMA and WIHI administration.

Article XVIII: Fiscal Responsibilities

XVIII.1 The Board of Directors shall be accountable for the dispersal of all funds.

XVIII.2 All disbursements must be approved by a majority of the Board of Directors, unless requested funds have already been approved in the yearly budget.

XVIII.3 Only the WIT Executive Officer is authorized to execute contracts on behalf of WIT, and only with the prior approval of a majority vote of the Board of Directors.

XVIII.4 Only the Treasurer or Executive Officer is authorized to establish bank accounts or other financial accounts on behalf of the WIT, and only with the prior approval of a majority vote of the Board of Directors.

XVIII.5 An annual report and reconciliation of WIT's financials will occur on an annual basis by the Treasurer.

Article XIX: Committees

XIX.1 The Board of Directors may form committees as needed to assist the Board of Directors and the WIT in performance of its mission, the chairpersons may or may not be members of the Board of Directors.

XIX.2 The Chair and Executive Officer will be members, ex-officio, of all committees.

XIX.3 WIT standing committees will be for the implementation of regular and recurring fundraisers including, but not limited to, volunteer coordination, sales/marketing, fundraising, and student recognition/enrichment

Article XX: Fiscal Year

XX.1 The fiscal year of the WITs commences on June 1 and ends on May 31st of each calendar year.

Article XXI: Recordkeeping

XXI.1 The WIT shall keep complete books and records of accounts, which will be archived for seven (7) years. The WIT shall also keep minutes of the proceedings according to the document retention policy.

Certificate of Adoption of Articles of Incorporation and Bylaws

We, the undersigned, do hereby certify that the above slated Articles of Incorporation and Bylaws of WIT, a State of Michigan and a federal 501(c)(3) recognized nonprofit organization, were approved by the Board of Directors and constitute a complete copy of the Articles of Incorporation and the bylaws of WIT, on June 1, 2025.

Lindsay Maas, Chair

Kristen Hamilton, Vice-Chair

Jannelle Osborne, Secretary

Joshua Steverman, Treasurer

Ashley Fox, Executive Officer

Acknowledgment of Consent to Appointment as Registered Agent

I, Ashley Fox, agree to be the registered agent for WIT as appointed herein.

Registered Agent: _____

Date: _____

City of Ypsilanti - Youth Mental Health Mini-Grant Application - Submission #7163

Date Submitted: 7/15/2025

Name of Organization*

ypsilanti youth athletic assoc

Organization Address*

457 HAWKINS ST

Phone Number*

7347494798

Email Address*

accidentalliance@gmail.com

Please describe the services and/or programs you provide to City of Ypsilanti youth, and how long you have been providing these services.*

Established in 1971, with annual membership of approximately 150 boys and 75 girls, the Ypsilanti Youth Athletic Association, DBA Ypsilanti Braves, offers fitness, conditioning, nutrition, mentorship, academic tutoring, leadership and relational skills through sports team membership.

Do you know how many City of Ypsilanti youth you currently serve? If so, please share. If not, please describe what you do know that leads you to understand that you serve City of Ypsilanti youth (for instance, among youth from Ypsilanti and Superior Township as well).*

annual membership of approximately 150 boys and 75 girls in the Ypsilanti and Willow Run communities.

What program, service, or initiative are you proposing, and how will it benefit the mental health of City of Ypsilanti youth? Please describe as fully as needed so that we can understand what you propose to do, including activities, timeline, number of youth reached, any other relevant demographic information.*

The Ypsilanti Braves Youth Football & Cheer program runs June through October and serves over 150 boys and 50 girls annually. Our mission goes beyond athletics — we use sports to promote mental health, confidence, and self-awareness in every child. We provide a safe, structured environment where kids build self-esteem through teamwork and positive coaching.

Coaches are trained to identify and address bullying while teaching emotional control and conflict resolution.

Is this a new, ongoing, or expansion of an existing program or service?*

Ongoing



As a result of your proposed work, what impact will we see? If we were writing a newspaper article at the conclusion of a very successful program, what would it say changed in our community and among our youth?*

At the end of a successful season, our kids walk away with far more than wins and trophies — they leave with confidence, discipline, lifelong friendships, and a strong sense of purpose. They've learned how to push through challenges, work as a team, and lead with respect on and off the field. Many have overcome personal obstacles like shyness, bullying, or self-doubt and discovered the power of hard work, accountability, and believing in themselves. Whether in football or cheer, every child finishes the season stronger — mentally, physically, and emotionally — and proud to be part of something

How much are you applying for (\$5000 is max in one year; the year follows Ypsilanti's fiscal year which begins July 1)?*

\$5000

Total annual budget*

42,000

501c3 Determination Letter*

Braves Tax Doc.JPG

Are you 990s on Guidestar? if yes please upload file

No file chosen

Please upload you non-discrimination policy*

Ypsilanti Braves Youth Football Cheer Non Discrimination Policy.pdf



Ypsilanti Braves Youth Football & Cheer Non-Discrimination Policy

The Ypsilanti Braves Youth Football & Cheer Program is committed to providing a safe, inclusive, and welcoming environment for all participants. We do not tolerate discrimination of any kind.

We do not discriminate on the basis of:

- Race
- Color
- Religion or creed
- National origin or ancestry
- Sex, gender identity, or gender expression
- Sexual orientation
- Disability
- Socioeconomic status
- Body type or athletic ability
- Family structure or background

All players, cheerleaders, coaches, volunteers, and families are expected to treat one another with dignity, respect, and fairness at all times.

We are committed to:

- Ensuring equal access and opportunity for all participants
- Promoting diversity, equity, and inclusion in all aspects of our program
- Maintaining a zero-tolerance policy toward bullying, harassment, or discrimination

Violations of this policy will be taken seriously and may result in removal from team activities or the program entirely.

Together, we are building a team culture that values every child and empowers them to thrive — on and off the field.

➡️ Questions or concerns can be directed to:

President Jayson Atkins – 734-749-4798

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **AUG 21 2019**

YPSILANTI YOUTH ATHLETIC
ASSOCIATION
1371 SKYWAY DR
YPSILANTI, MI 48197-8950

Employer Identification Number:

[REDACTED]

DLN:

[REDACTED]

Contact Person:

CUSTOMER SERVICE

ID#

[REDACTED]

Contact Telephone Number:

[REDACTED]

Accounting Period Ending:

February 28

Public Charity Status:

170(b)(1)(A)(vi)

Form 990/990-EZ/990-N Required:

Yes

Effective Date of Exemption:

August 1, 2019

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Based on the information you submitted in your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is the submission date of your application.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar



REQUEST FOR LEGISLATION
November 18, 2025

For: Mayor and City Council

From: Joshua Burns, City Planner

Subject: Resolution No. 2025-229 Adopting Ordinance No. 1454, entitled "Adaptive Reuse Planned Unit Development (PUD): Wood + Watt Project" with conditions, as recommended in the request for legislation memo, upon Second and Final Reading.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Council-RFL_Resolution-908 N. Congress
2. 908 N. Congress PUD Application_Redacted
3. 01 - 908 N. Congress Site Plan_R1
4. 02 - 908 N. Congress Site Photometric
5. 908 N. Congress Adaptive Reuse PUD Staff Report_R1
6. September 2025 PC Draft Minutes
7. 908 N. Congress Action Notification_PC_Signed
8. Template_PUD_agreement SAD CLEAN(27811407.1)

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: November 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



To: Mayor and City Council

From: Joshua Burns, City Planner

Date: November 18th, 2025

Subject: Adaptive Reuse Planned Unit Development (PUD): Wood + Watt Project at 908 N. Congress

SUMMARY & BACKGROUND

The applicant is proposing to occupy an existing building with a total of 2,456 sq ft at 908 N. Congress (Parcel #11-11-40-432-022). In addition to occupying the building, the applicant proposes screening from adjacent land uses, new landscaping, and façade improvement. This parcel is 0.065 acres (2,800 sq ft). The property is an interior lot, located northwest of the N. Congress St. and Summit St. intersection. The property's zoning of Core-Neighborhood Mid does not permit craft manufacturing or retail of such products; hence, the applicant's submittal of an Adaptive Reuse PUD application.

The lot features a small, single-story commercial structure located within a primarily residential zoning district. The site also includes a small concrete plaza and driveway with minimal landscaping. Back in 2004, the building was occupied by a liquor store. That store would later close, and in 2015, the City Council approved an Adaptive Reuse PUD application for the Little Bird Café. Ultimately, the applicant failed to diligently complete the project, leading to the expiration of approval and building permits.

A PUD is a development plan that offers more flexibility to the developer in designing the site. This happens through "departures," or in other words, "exceptions," that allow creativity in site design otherwise not possible when strictly adhering to the zoning ordinance. In exchange for design flexibility, developers must provide a public benefit, including (but not limited to) amenities and infrastructure improvements, and often find it easier to accommodate environmental and scenic attributes. In this case, the applicant has not applied for any departures, and they are strictly applying to permit their proposed use.

The Planning Commission was provided with a staff recommendation of approval with conditions at their September 2025 meeting, and the Planning Commission unanimously recommended approval with conditions to the City Council.

The developer has submitted a draft PUD agreement to the city, and it is currently in review with the City Attorney. Staff recommends that the City Council consider including the review of the PUD agreement as a condition of approval.

RECOMMENDATION: APPROVAL WITH CONDITIONS

Motion to approve the Adaptive Reuse Planned Unit Development for the craft manufacturing and retail use at 908 N. Congress with the following findings, waivers, and conditions:

Findings:

1. The application substantially complies with Sections 122-309, 122-311, 122-702, 122-703, and 122-706.

Waivers:

1. Approval of a waiver from the dumpster enclosure requirements established in Section 122-608.
2. Approval of a 20% waiver from the parking requirements established in Section 122-691 due to the site's highly walkable location and adequate access to public transportation.

Conditions:

1. The applicant shall ensure that the fence along the eastern property line complies with Section 122-442.
2. The applicant shall revise the photometric plan, ensuring lighting levels do not exceed 0.5 fc from the lot line. Additionally, outdoor lighting shall not exceed a maximum color temperature of 3000 Kelvin.
3. The applicant shall propose additional landscaping along the western property line to further comply with Section 122-634.
4. The applicant shall install a bike rack able to accommodate 2 bikes at minimum.
5. The applicant shall remove the vegetation growing in the expansion joints of the sidewalk to prevent further decay.
6. The applicant shall repair and/or replace all concrete surfaces in poor condition.
7. The PUD agreement shall be reviewed and approved by the City Council.
8. If refuse pickup is determined to be insufficient, due to multiple code violations within 365 days, the City Planner may require a revised waste management plan.
9. The development is subject to the approval of the Building Department, and any work done within the right-of-way shall receive approval from the Department of Public Works.

ATTACHMENTS: Resolution, Ordinance, Planning Commission Minutes (September 2025 Draft Minutes), September 2025 Planning Commission Staff Reports, Site Plan Set, Applicant Narratives, and Additional Items

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the City has an interest in protecting the health, safety, and welfare of the community; and

WHEREAS, the City has a Master Plan that reflects the policy goals of the City, including the guiding values that "Everyone in the region knows Ypsilanti has great things to do in great places that are in great shape," and "Ypsilanti is a great place to do business, especially the green and creative kind;" and

WHEREAS, the applicant, Steve Wisinski, intends to enhance the City's creative economy; and

WHEREAS, the Planning Commission recommends the City Council approve the Adaptive Reuse Planned Unit Development for the site known as 908 N. Congress, with the property's legal description in the attached ordinance; and

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council adopt Ordinance No. 1454, entitled "Adaptive Reuse Planned Unit Development (PUD): Wood + Watt Project" with conditions as recommended in the request for legislation memo upon Second and Final Reading.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

City of Ypsilanti
Notice of Adopted Ordinance
Ordinance No. 1454

An Ordinance Entitled "Adaptive Reuse Planned Unit Development (PUD): Wood + Watt Project"

THE CITY OF YPSILANTI ORDAINS:

That the property with the address of 908 N. Congress, tax identification code 11-11-04-432-022, as well as the legal description attached in Attachment A;

BE REZONED TO PLANNED UNIT DEVELOPMENT

MADE, PASSED, AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS ____ DAY OF _____ ,
_____.

Tracey Boudreau, City Clerk

Attest

I do hereby confirm that the above Ordinance No. _____ was published in the Washtenaw Legal
News on the ____ day of _____, _____.

Tracey Boudreau, City Clerk

CERTIFICATE OF ADOPTING

I hereby certify that the foregoing is a true copy of the Ordinance passed at the regular meeting
of the City Council held on the ____ day of _____, _____.

Tracey Boudreau, City Clerk

Notice Published: September 22nd, 2025

First Reading: October 21st, 2025

Second Reading:

Published:

Effective Date:

Attachment A

The subject adaptive reuse planned unit development site is currently known with the address of 908 N. Congress, with tax identification code 11-11-04-432-022 as described in the legal description.

Tax Description:

*OLD SID - 11 11-175-073-10 YP CITY 21 W-101B
COM AT SE COR LOT 73
TH N ALONG W LN SUMMIT 64.82 FT,
TH DEFL 89-51-30 LEFT 106.62 FT TO POB
TH CONT W 43.2 FT
TH DEFL 90-08-30 LEFT 66 FT
TH E ALONG N LN CONGRESS 43.20 FT
TH DEFL 90-21 LEFT 66 FT TO POB BEING PART OF
LOT 73 CROSS & BAGLEY'S ADDITION



City of Ypsilanti Planning & Development Department

One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646
www.cityofypsilanti.com

PLANNED UNIT DEVELOPMENT APPLICATION

Applicant*

Name		
Steve Wisinski		
Address		
(b) (1) (A)		
City	State	Zip
Ypsilanti	MI	48197
Phone / Fax		E-Mail
(b) (1) (A)		(b) (1) (A)

*If applicant is not owner of property, a written, notarized statement from the owner authorizing this application must be included.

Property

Name of project
908 Congress - Wood + Watt Project
Address
908 Congress
List all parcel identification numbers included in development:
11-11-40-432-022
Current use:
Intended to be a Cafe
Proposed use:
Arts and Crafts retail space, with woodworking performed on site in support of the retail business
Current Zoning:
PUD CN-Mid
Legal description of property (may be attached)
*OLD SID - 11 11-175-073-10 YP CITY 21 W-101B COM AT SE COR LOT 73 TH N ALONG W LN SUMMIT 64.82 FT, TH DEFL 89-51-30 LEFT 106.62 FT TO POB TH CONT W 43.2 FT TH DEFL 90-08-30 LEFT 66 FT TH E ALONG N LN CONGRESS 43.20 FT TH DEFL 90-21 LEFT 66 FT TO POB BEING PART OF LOT 73 CROSS & BAGLEY'S ADDITION

THE CHECKLIST ON THE FOLLOWING PAGE MUST BE COMPLETED AND INITIALED.

FEE SCHEDULE

Adaptive Reuse Planned Unit Development

\$550	PLUS:	Engineering fees (see below)
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Planned Unit Development

\$1,500	PLUS:	\$5 per 1,000 sq ft of commercial space and \$5 per residential unit	PLUS:	Engineering fees (see below)
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Engineering: Site Review Phase

Site Plan Review	500
Site Plan Review-Beyond Initial Two	250
Site Plan Review-Planned Unit Development-Adaptive Reuse PUD	500
Site Plan Review-Planned Unit Development-Less Than 5 Acres	1,000
Site Plan Review-Planned Unit Development-More Than 5 Acres	1,800
Planned Unit Development Review-Beyond Initial Two	500
Preapplication Meeting	200

Engineering: Plan Review Phase

Construction Estimate Less Than \$50,000	6% - Minimum 500
Construction Estimate Between \$50,000 - \$100,000	5% - Minimum 3,500
Construction Estimate Between \$100,000 - \$500,000	3% - Minimum 6,000
Construction Estimate More Than \$500,000	2.5% - Minimum 12,000

Engineering: Construction Phase

Construction Estimate Less Than \$50,000	9.0% - Minimum 1,000 Construction Escrow
Construction Estimate Between \$50,000 - \$100,000	6,000 + 8.0% of amount over 50,000 Construction Escrow
Construction Estimate Between \$100,000 - \$500,000	11,500 + 6.0% of amount over 100,000 Construction Escrow
Construction Estimate More Than \$500,000	35,000 + 5.0% of amount over 500,000 Construction Escrow

Notes:

Engineering Site Plan and Engineering Plan Review fees are nonrefundable.
 Initial Engineering Site Plan Review Fee covers two reviews.
 Initial Engineering Plan Review Fee covers three reviews.
 Construction Escrow collected in excess of incurred costs will be refunded upon final acceptance of project.
 These fees are for the City Engineer only. Additional fees from other City Departments may apply.

FOR OFFICE USE ONLY

Date:	Amount:	Account: 101-4-7210-607-01
☐ Cash ☐ Check payable to City of Ypsilanti ☐ Credit (+ 3.0% surcharge)		Code: 178 Rezone
		Signature of person receiving deposit:
Description of deposit:		

Each PUD application must include the following information, in addition to the standard site plan application requirements below:

X	A table of total land areas devoted to each type of use, usable floor areas, density calculations, number and type of any dwelling units, and building ground coverage.
X	A table describing the extent and quantity of open space areas, indicating the proposed uses and improvements for such areas.
X	Copy of agreements, covenants, or deed restrictions which will assure that the development will be completed and maintained as shown on the plans by the developer and successive owners.
X	Narrative explaining how exceptions to the zoning ordinance will result in a higher-quality development than if those standards were strictly adhered to.

Required Information for a Site Plan

Project-identifying information	
x	Name of project
x	Brief description of project
x	Location map showing major thoroughfares and site location (no scale necessary)
x	Name, address and phone number of the site owner
x	Name, address and phone number of the developer
x	Name, address and phone number of the plan designer and their professional seal
Existing conditions	
x	Scale (minimum of one inch equals 200 feet), north arrow, date of original drawing and any revisions
x	Area of the site in square feet and acres, excluding all existing and proposed rights-of-way.
x	Property lines and dimensions, including lines and dimensions of all rights-of-way & easements
x	All structures and accessory structures, their uses and dimensions. These include but are not limited to buildings, signs, drives, parking areas, sidewalks, utilities, lighting, fences, flagpoles, and dumpsters/refuse collection areas.
x	Location of abutting streets, existing and proposed rights-of-way, service drives, curb cuts, and access easements serving the site, as well as driveways opposite the site and all driveways within 100 feet of the site. The centerline of road rights-of-way shall be shown.
x	Use(s) of existing buildings
x	Existing landscaping
	Dimensions of all structures and lot lines within 50 feet of the site
x	Existing zoning of the site and all adjacent properties
Proposed conditions	
x	Scale (minimum of one inch equals 50 feet), north arrow, date of original drawing and any revisions
n/a	Any changes to site dimensions, and completed <i>Lot Split/Combination Application</i>
x	Any exceptions to the ordinance requested
n/a	Any changes to rights-of-way or easements on the property
x	All structures and accessory structures, their uses and dimensions, and additional information that may be required by code. These include but are not limited to buildings, signs, drives, parking areas, sidewalks, utilities, lighting, fences, flagpoles, and dumpsters/refuse collection areas.
x	Building floor plans and architectural wall elevations.
x	Location and dimensions of any open-air uses, such as outdoor cafes, open-air sales, or outdoor storage
x	Parking areas, access drives, or sidewalks, showing the method of surfacing, number and size of spaces, aisles, loading areas, and handicapped access ramps.
x	Landscape plan in accordance with Article XI, division 5 of the Zoning Ordinance. Existing vegetation that is to be retained on the site shall be shown.
n/a	Direction and method of stormwater drainage, ground elevations of all existing buildings, site contours at 2 foot intervals, drives and parking lots, and any unusual surface conditions. Include the method of collection; the method and location of the connection to existing stormwater system; and first flush method and type of device that is proposed.
n/a	Indicate all areas of this site that are located within floodplains.
n/a	If phased construction is to be used, each phase must be noted and each phase must stand on its own.

Site designer initials:



Owner, END Studio

The City Planner, Planning Commission, or City Council may require other data deemed necessary for adequate review of a project.

The City Planner or Planning Commission may grant waivers of data requirements when specific data is deemed unnecessary in determining compliance with the Zoning Ordinance.

The Planning and Development Department reserves the right to reject any incomplete submission.

Four full-size, folded copies of the plans, and one electronic copy (PDF preferred) are required for review, unless otherwise specified by the City Planner.

Signature

I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to be on the subject property for the purposes of preparing staff reports and/or evaluating this application.

	Date: 08-18-2025
--	-------------------------

Print Name: Elise DeChard, AIA

Planned Unit Development Application

Property Address: 908 Congress Street, Ypsilanti, MI

Applicant: Steve Wisinski

Applicant Address: 1305 Pearl Street, Ypsilanti, MI 48197

Parcel ID: 11-11-40-432-022

Legal Description:

OLD SID - 11 11-175-073-10 YP CITY 21 W-101B COM AT SE COR LOT 73 TH N ALONG W
LN SUMMIT 64.82 FT,
TH DEFL 89-51-30 LEFT 106.62 FT TO POB TH CONT W 43.2 FT TH DEFL 90-08-30 LEFT
66 FT TH E ALONG N LN CONGRESS 43.20 FT
TH DEFL 90-21 LEFT 66 FT TO POB BEING PART OF LOT 73 CROSS & BAGLEY'S ADDITION

Parcel Size: 0.065 acres

**Wood + Watt Works
1305 Pearl Street
Ypsilanti, MI 48197**

Dear Planning Commission,

I am submitting this application for Planned Unit Development designation under the City of Ypsilanti's provisions for Planned Adaptive Reuse Projects for the property located at 908 Congress Street. This application proposes the adaptive reuse of a vacant historic retail building into a vibrant community-based business focused on Arts and Crafts traditions, including primarily fine woodworking.

This project will bring new life to a structure originally built in the 1920s, retaining its original character while introducing a new, locally-rooted purpose. As the owner-operator of this small business, I will be converting the front portion of the building into a welcoming retail showroom for custom furniture and artisan-made goods from local makers, beginning with goods made from the Ypsilanti WoodTalk woodworking group. The rear and basement will house the tools and equipment needed for my woodworking operations, as well as serve as an office, finishing space, and packaging space.

The proposed use is compatible with the building's history and surrounding zoning (CN-Mid), and does not require any zoning exceptions. I believe this project supports the City's goals of preserving historic character, encouraging local entrepreneurship, and creating community-oriented spaces. I look forward to partnering with the city and neighborhood in revitalizing this long-vacant space.

Sincerely,

Steve Wisinski

Owner, Wood + Watt Works

General Project Narrative

This project repurposes a currently vacant and dilapidated 1920s-era building into a Arts and Crafts related business. The front of the building will feature a retail showroom for custom furniture and work by other local artisans. The rear and basement will house the tools and equipment needed for my woodworking operations, as well as serve as an office, finishing space, and packaging space.

There are no residential units or outdoor uses proposed. The building will remain within its current envelope, and no additions are planned. The project will be completed in one phase, with interior renovations and basic exterior restoration to improve the building's aesthetic and structural condition. The landscaping will retain its current form in the short term but will be regularly maintained by a third party.

The property is currently zoned as a Planned Unit Development as part of the CN-Mid district. Surrounding properties are zoned as CN-Mid, and the building's use as a retail/artisan space continues a legacy of small-scale retail uses in this spot. There are no requested departures from existing zoning standards.

The proposed reuse aligns with the City's Master Plan by:

- Supporting local entrepreneurship
- Preserving and revitalizing a historic commercial structure
- Encouraging walkable, mixed-use neighborhood development
- Providing a venue for community engagement, classes, and arts education

Additionally, the building will serve as a future meeting space for the local woodworking club and offer public classes, reinforcing its role as a neighborhood cultural hub.

Site Plan

The site plan is attached for your reference.

WOOD + WATT WORKS

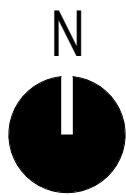
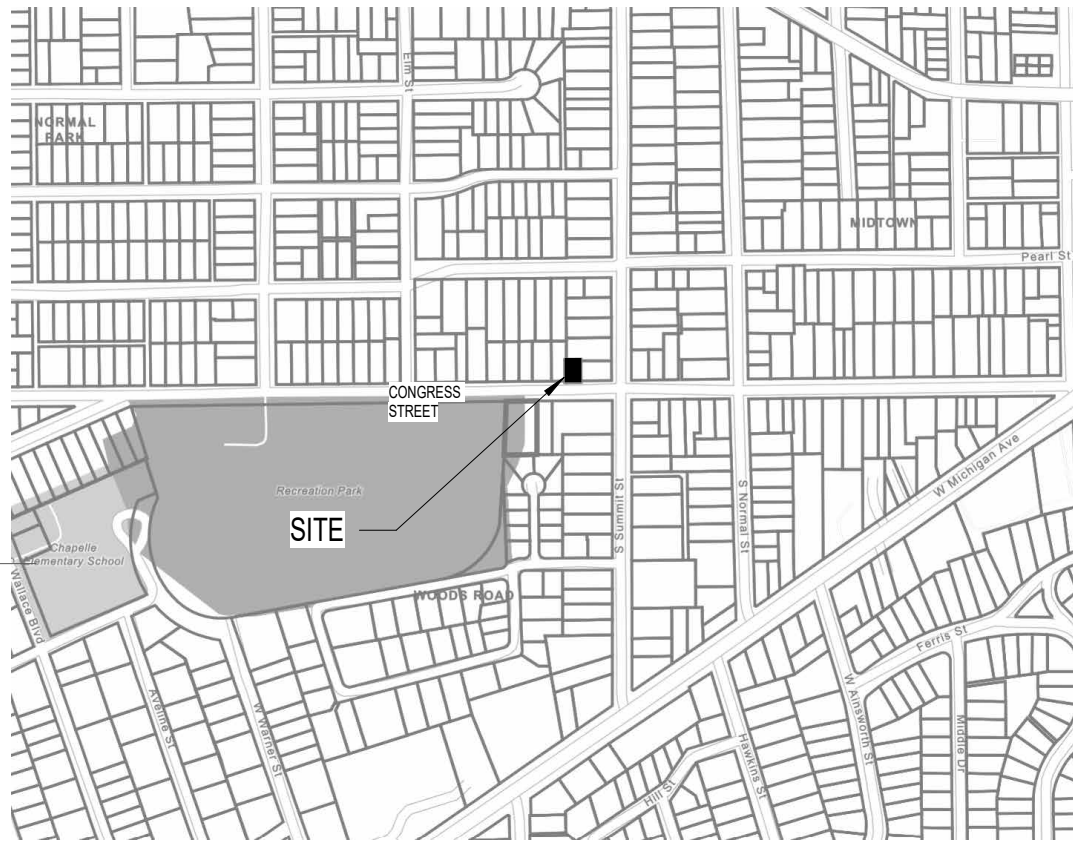
ARCHITECT
ELISE DECHARD, AIA
END STUDIO, LLC
2000 BROOKLYN STREET #204
DETROIT, MI 48226
313.626.7073, EXT. 102
ELISE@E-N-D-STUDIO.COM

PROJECT OWNER
STEVE WISINSKI
1305 PEARL STREET
YPSILANTI, MI 48197
248.514.9616
MZIWIZLAND@GMAIL.COM

STRUCTURAL ENGINEER
TBD

MEP ENGINEER
TBD

CONTRACTOR
TBD



PROJECT INFORMATION

PROJECT OWNER: STEVE WISINSKI

ADDRESS: 908 N CONGRESS STREET
DETROIT, MI 48197

PARCEL ID NUMBER: 11-11-40-432-022

REGULATING BODY: CITY OF YPSILANTI

ZONING: CN-MID (CORE NEIGHBORHOOD MID)
MIXED USE

CODE COMPLIANCE

THE PROPOSED CONSTRUCTION IS IN COMPLIANCE WITH APPLICABLE FEDERAL, STATE, AND LOCAL ORDINANCES

THE CONSTRUCTION SHOWN ON THIS DOCUMENT DOES NOT INFRINGE ON THE EXISTING LIFE SAFETY FOR THIS BUILDING. PERFORM ALL WORK IN ACCORDANCE WITH BUILDING CODES, LAWS AND ORDINANCES HAVING JURISDICTION ON THE PROJECT. ORDINANCES HAVING JURISDICTION ON THE PROJECT INCLUDE BUT ARE NOT LIMITED TO:

2021 MICHIGAN REHABILITATION CODE FOR EXISTING BUILDINGS
2021 MICHIGAN BUILDING CODE (AS REFERENCED BY MRCEB)
2021 MICHIGAN MECHANICAL CODE
2021 MICHIGAN PLUMBING CODE
2023 MICHIGAN ELECTRICAL CODE
2021 MICHIGAN COMMERCIAL ENERGY CODE
2017 ICC/ANSI + MICHIGAN BARRIER FREE CODE
2021 INTERNATIONAL FIRE CODE

SCOPE OF WORK

THE PROJECT IS AN EXISTING SINGLE STORY BRICK MASONRY BUILDING WITH A WOOD FRAMED GARAGE ADDITION TO BE FITTED OUT FOR A NEW FABRICATION STUDIO WITH A PUBLIC RETAIL COMPONENT.

STRUCTURAL IMPROVEMENTS INCLUDE REINFORCEMENT OF THE EXISTING FOUNDATION WALLS AND DAMAGED FIRST FLOOR JOISTS.

EXTERIOR WORK INCLUDES STOREFRONT REPAIR AND LANDSCAPING.

INTERIOR WORK INCLUDES NEW STUD PARTITIONS, FINISHES, AND CODE COMPLIANT STAIR IN ADDITION TO ROUGH PLUMBING AND INSTALLATION OF PLUMBING FIXTURES FOR A NEW SINGLE USER BATHROOM, WITH NEW POWER AND LIGHTING THROUGHOUT.

BUILDING INFORMATION

CONSTRUCTION TYPE TYPE V-B

FIRE PROTECTION NON-SPRINKLERED

NUMBER OF STORIES PROJECT AREA: 1
BUILDING: 1

BUILDING AREA:

BASEMENT	1076 SF
FIRST FLOOR	1380 SF
TOTAL	2456 SF

ALTERATION TYPE ALT-3
CHANGE OF USE

ALT 3 WORK AREA 2,456 SF (100% BUILDING AREA)

COMPLIANCE METHOD WORK AREA COMPLIANCE METHOD - MRCEB 301.1.2

OCCUPANCY

CURRENT USE GROUP A-2 RESTAURANT - VACANT
(ABANDONED)

PROPOSED USE GROUP F-1 - WOODWORKING (CABINET)
M - RETAIL

OCC. TYPE	TOTAL
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F-1	10
M	4
TOTAL	14

SHEET LIST

#	SHEET NAME	PUD APPLICATION (08/24/2025)	REVISION
TITLE			
T-000	TITLE SHEET	•	1
ZONING			
Z-000	ZONING REVIEW	•	1
GENERAL			
G-000	GENERAL NOTES	•	0
G-001	ACCESSIBILITY AND STANDARDS	•	0
G-002	CODE REVIEW	•	0
ARCHITECTURE			
A-090	SITE PLAN	•	1
A-091	LANDSCAPE PLAN	•	
A-100	BASEMENT PLAN & RCP	•	0
A-101	FIRST FLOOR PLAN & RCP	•	1
A-103	ROOF PLAN	•	0
A-300	EXTERIOR ELEVATIONS	•	1



END STUDIO, LLC

2000 Brooklyn St. #204
Detroit, MI 48226
313.626.7073

e-n-d-studio.com

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WOOD + WATT WORKS

908 CONGRESS STREET
YPSILANTI MICHIGAN 48197

NO.	ISSUE/REV.	DATE
0	PUD Application	08-18-2025
1	Revision 1	09-09-2025



TITLE SHEET

T-000

USE REGULATIONS

ZONING DISTRICT: PLANNED UNIT DEVELOPMENT
WALKABLE URBAN DISTRICT: CN-MID (CORE NEIGHBORHOOD MID)

CURRENT USE: VACANT RETAIL

PROPOSED USE

ARTS & CRAFTS STUDIO (COMMERCIAL) + RETAIL

AS PER YPSILANTI ZONING CODE SEC. 122-441, ARTS & CRAFTS STUDIOS ARE PERMITTED IN CN-MID ZONE AS A SPECIAL LAND USE.

PLANNED UNIT DEVELOPMENT PROJECTS REQUIRE A PUD APPLICATION.

BUILDING TYPE

SC - SINGLE STORY COMMERCIAL BUILDING

LOT REQUIREMENTS

BUILDING HEIGHT: 1 STORY MAX

LOT WIDTH: 50' - 0" MIN / 300' - 0" MAX
LOT DEPTH: 100' - 0" MIN / 300' - 0" MAX
LOT AREA: 7,500 SF MIN / 90,000 SF MAX

FRONT SETBACK: 5' - 0" MIN / 15' - 0" MAX
SIDE SETBACK: 0' - 0" MIN
REAR SETBACK: 15' - 0" MIN

BUILDING FOOTPRINT: N/A
LOT COVERAGE: 60% MAX

EXISTING

BUILDING HEIGHT: 1 STORY COMPLIES

LOT WIDTH: 43' - 2 1/2" EXIST., NON-CONFORMING
LOT DEPTH: 64' - 9 3/4" EXIST., NON-CONFORMING
LOT AREA: 2,800 SF EXIST., NON-CONFORMING

FRONT SETBACK: 11' - 11 1/2" COMPLIES
SIDE SETBACK: 3' - 4" (WEST) / 1' - 8 1/2" (EAST) COMPLIES
REAR SETBACK: 6' - 1 3/4" EXIST., NON-CONFORMING

BUILDING FOOTPRINT: 1,573 SF COMPLIES
LOT COVERAGE: 56% COMPLIES

PROPOSED

BUILDING HEIGHT: 1 STORY / NO CHANGE

LOT WIDTH: 43' - 2 1/2" / NO CHANGE
LOT DEPTH: 64' - 9 3/4" / NO CHANGE
LOT AREA: 2,800 SF / NO CHANGE

FRONT SETBACK: 11' - 11 1/2" / NO CHANGE
SIDE SETBACK: 3' - 4" (WEST) / 1' - 8 1/2" (EAST) / NO CHANGE
REAR SETBACK: 6' - 1 3/4" / NO CHANGE

BUILDING FOOTPRINT: 1,573 SF / NO CHANGE
LOT COVERAGE: 56% / NO CHANGE

SITE REGULATIONS

SEC. 122-608. TRASH RECEPTACLES AND DUMPSTERS

ANY NEW OR ALTERED COMMERCIAL USE WHICH REQUIRES ZONING COMPLIANCE REVIEW AND HAS AN OUTDOOR TRASH STORAGE AREA MUST COMPLY WITH THE STATED REQUIREMENTS.

NO OUTDOOR TRASH STORAGE AREA COMPLIES

SEC. 122-609. LIGHTING

(A) BUILDING ENTRANCES AND EXITS USED DURING NIGHT-TIME HOURS SHALL BE ARTIFICIALLY ILLUMINATED

EXTERIOR LIGHTS PROVIDED COMPLIES

(C) FOR SITES ABUTTING LOTS ZONED FOR ONE AND TWO-FAMILY RESIDENTIAL USES, LIGHTS MUST NOT EXCEED 16'-0"

EXTERIOR LIGHTS MOUNTED AT 12' 0" MAX COMPLIES

(D) WHERE OUTDOOR LIGHTING IS REQUIRED, LIGHT INTENSITY PROVIDED AT GROUND LEVEL MUST BE A MINIMUM OF ONE-THIRD FOOTCANDLE ANYWHERE IN THE AREA TO BE ILLUMINATED & MUST AVERAGE A MINIMUM OF ONE-HALF FOOTCANDLE OVER THE ENTIRE AREA, MEASURED FIVE FEET ABOVE THE SURFACE

SEE PHOTOMETRIC PLAN COMPLIES

SEC. 122-634. SCREENING BETWEEN CONFLICTING LAND USES

SCREENING BETWEEN LAND USES IS REQUIRED WHEN A NON-RESIDENTIAL USE ABUTS A PROPERTY WHERE A RESIDENTIAL USE OCCUPIES THE FIRST FLOOR OF THE PRINCIPAL STRUCTURE.

SCREENING ON WEST SIDE NOT FEASIBLE DUE TO ELECTRIC LINE LOCATIONS
SCREENING ON EAST SIDE - 6' TALL WOOD FENCE PROPOSED

SEC. 122-641. MODIFICATIONS OR EXCEPTIONS TO REQUIREMENTS

(B) (1) STREET TREE REQ'D PER 30' OF FRONTAGE

FRONTAGE = 43'-2 1/2"
STREET TREE REQUIRED = 2

EXISTING DRIVE AND TREE LOCATION DOES NOT ALLOW FOR AN ADDITIONAL TREE TO BE PLANTED - DOES NOT COMPLY

SEC. 122-638. SITE LANDSCAPING

AT LEAST TEN PERCENT (10%) OF THE SITE AREA, EXCLUDING EXISTING PUBLIC RIGHTS-OF-WAY, MUST BE LANDSCAPED. SITE AREA LANDSCAPING MAY INCLUDE A COMBINATION OF NEW TREES AND PLANT MATERIAL, LANDSCAPE PLAZAS, AND GARDENS

10% OF 2,800 SF = 280 SF

467 SF OF LANDSCAPING, SEE SITE PLAN COMPLIES

SEC. 122-641. MODIFICATIONS OR EXCEPTIONS TO REQUIREMENTS

(A) REQUIRED SCREENING MAY BE OMITTED ALONG ANY LOT LINE WHERE A BUILDING WALL EXISTS IMMEDIATELY ABUTTING A LOT LINE

SCREENING ON WEST SIDE OMITTED @ BUILDING WALL
SCREENING ON EAST SIDE OMITTED @ BUILDING WALL

(B) THE PLANNING COMMISSION MAY APPROVE A WAIVER FOR THE LOCATION OF THE SCREEN UPON A FINDING THAT THE LOCATION OF UTILITIES INTERFERE WITH THE PROPOSED LOCATION

WEST SIDE SCREENING - LOCATION INTERFERENCE WITH GAS METER & ELECTRIC METER, WAIVER REQUESTED

(C) SCREENS MUST BE A WALL, FENCE, OR LANDSCAPE BUFFER AT LEAST 6'-0" IN HEIGHT

PARKING

SEC. 122-691 MINIMUM & MAXIMUM NUMBER OF PARKING SPACES

USE	SPACES REQ'D PER UNIT OF MEASURE
ARTS & CRAFTS STUDIOS	1 PER 1,000 SQUARE FEET
RETAIL	1 PER 25 SQUARE FEET

2,436 SF TOTAL AREA = 3 PARKING SPACES REQ'D

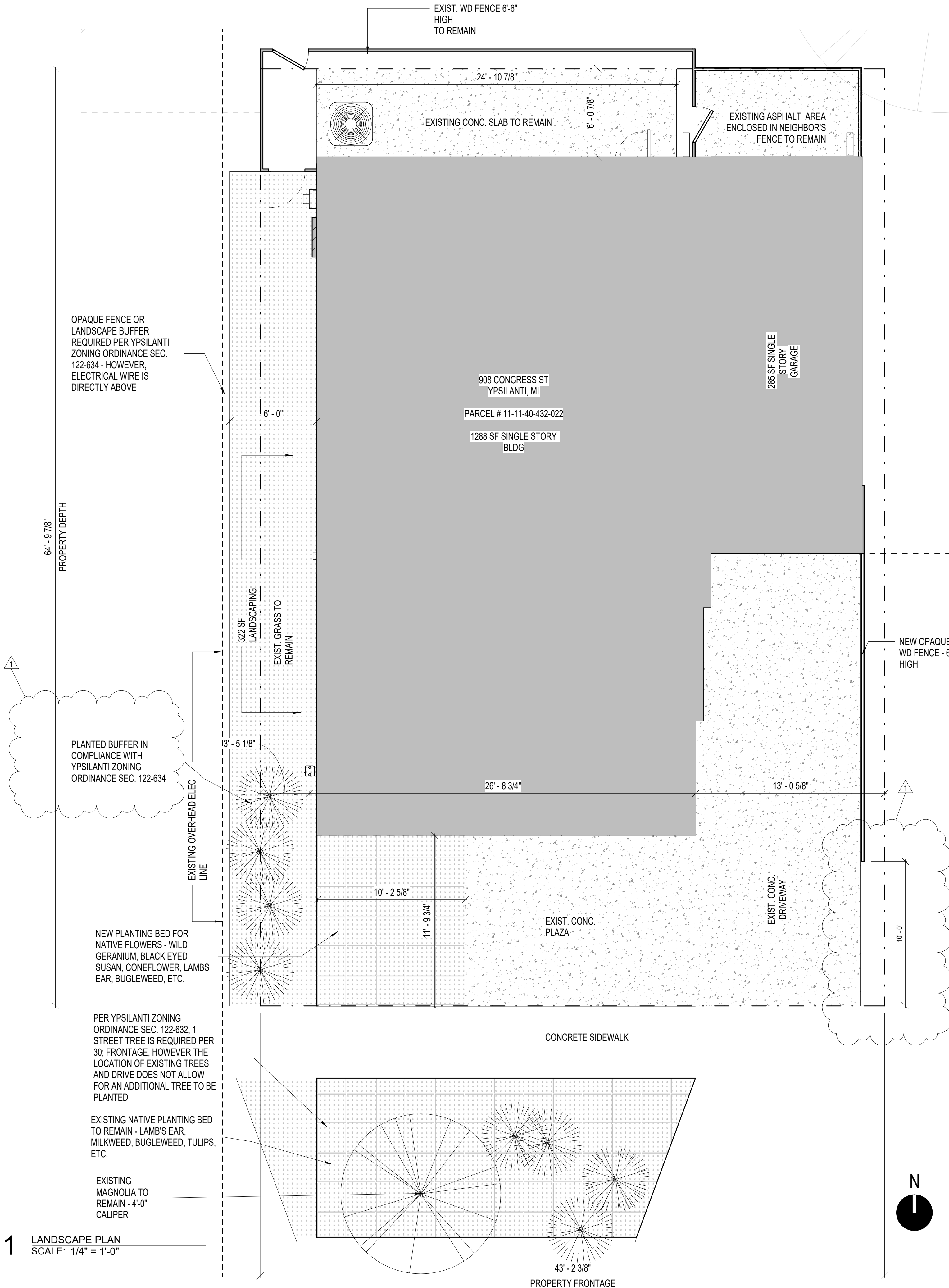
PER SEC. 122-692, PARKING IN WALKABLE URBAN DISTRICTS SHALL BE HALVED

PARKING SPOTS REQ'D = 3
PARKING SPOTS EXISTING = 2, NONCOMPLIANT
PARKING SPOTS PROVIDED = 2, EXISTING NONCOMPLIANT

SUPPLEMENTARY REGULATIONS

SEC. 122-702 REQUIREMENTS FOR PLANNED UNIT DEVELOPMENTS

(C) UNLESS WAIVED OR MODIFIED IN ACCORDANCE WITH THE PROCEDURES AND STANDARDS, THE YARD, BULK, PARKING, LOADING, LANDSCAPING, LIGHTING, GENERAL PROVISIONS, AND ALL OTHER STANDARDS FOR THE LISTED USES MUST BE APPLICABLE FOR USES PROPOSED AS PART OF A PLANNED UNIT DEVELOPMENT



1 LANDSCAPE PLAN
SCALE: 1/4" = 1'-0"



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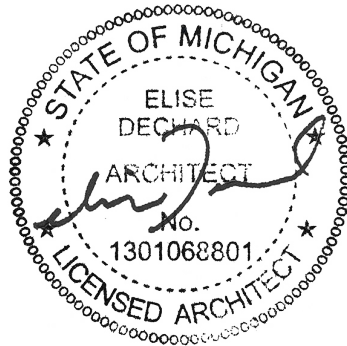
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ZONING
REVIEW

Z-000

	EXISTING WALL TO REMAIN
	NEW WALL CONSTRUCTION
	CAST IN PLACE CONCRETE
	CONCRETE MASONRY UNIT (CMU)
	BRICK MASONRY
	CRUSHED STONE
	STEEL
	ALUMINUM
	RIGID INSULATION

	ROOM TAG
	DOOR TAG
	WINDOW TAG
	WALL TYPE
	PLUMBING/EQUIP TAG
	EXTERIOR ELEVATION NUMBER
	INTERIOR ELEVATION NUMBER
	SECTION DWG NUMBER
	DETAIL CALL OUT

ABV	ABOVE	COL	COLUMN
ACOUS	ACOUSTICAL	CONC	CONCRETE
ADA	AMERICANS WITH DISABILITIES ACT	CONST	CONSTRUCTION
ADD	ADDITIONAL	CONT	CONTINUOUS
ADJ	ADJACENT	COORD	COORDINATE
AFF	ABOVE FINISHED FLOOR	CORR	CORRIDOR
ALT	ALTERNATE	CPT	CARPET
ALW	ALLOW	CTR	CENTER
ALWB	ALLOWABLE	CW	COLD WATER
ALUM	ALUMINUM		
ANOD	ANODIZED	DBL	DOUBLE
ARCH	ARCHITECT	DEMO	DEMOLITION
ASMB	ASSEMBLY	DIA	DIAMETER
		DEG	DEGREE
		DIM	DIMENSION
BLDG	BUILDING	DW	DRYWALL
BLT-IN	BUILT-IN	DISP	DISPENSER
BTW	BETWEEN	DN	DOWN
B/W	BETWEEN	DR	DOOR
		DSPT	DOWNSPOUT
CAB	CABINET	DTL	DETAIL
CEM	CEMENT	DWG	DRAWING
CIP	CAST IN PLACE	EA	EACH
CL	CENTER LINE	EC	ELECTRICAL CONTRACTOR
CLG	CEILING	EL	ELEVATION
CLO	CLOSET	ELEC	ELECTRICAL
CMU	CONCRETE MASONRY UNIT	ELEV	ELEVATOR

SYMBOL	DESCRIPTION
	DUPLEX
	DUPLEX - SPECIFIC MOUNTING HT.
	DUPLEX - GFCI
	DUPLEX - WATERPROOF
	DUPLEX - SWITCHED
	DENOTES EXISTING
	QUADPLEX
	DUPLEX IN FLOOR / COUNTER
	DUPLEX IN CEILING
	SWITCH
	DIMMER SWITCH
	THREE-WAY SWITCH
	THREE-WAY DIMMER SWITCH
	JAMB SWITCH
	SWITCH WITH OCC. SENSOR
	TELEPHONE
	DATA
	TELEPHONE & DATA
	TELEVISION
	SMOKE DETECTOR
	CARBON MONOXIDE DETECTOR
	SPEAKER LOCATION
	SPEAKER INPUT
	CAMERA

SYMBOL	DESCRIPTION
	EXHAUST FAN
	FLOOR/CLING SUPPLY REGISTER
	FLOOR/CLING RETURN GRILLE
	WALL/HORIZ. SUPPLY REGISTER
	WALL/HORIZ. RETURN REGISTER
	CEILING GRID SUPPLY REGISTER
	CEILING GRID RETURN GRILLE
	ROUND SUPPLY REGISTER

SYMBOL	DESCRIPTION
	RECESSED FIXTURE
	WALL MOUNTED SCONCE
	PENDANT FIXTURE
	FLUSH MOUNT FIXTURE
	LED STRIP LIGHT
	TRACK LIGHT
	LINEAR LENSED FIXTURE
	TROFFER FIXTURE
	MOTION SENSOR FLOOD LIGHT
	EXTERIOR FLOOD LIGHT
(W)	DENOTES WET-RATED FIXTURE
	DENOTES EXISTING FIXTURES
	CEILING FAN
	REC. LIGHT VENT FAN COMBO

SYMBOL	DESCRIPTION
	EXIT SIGN W/ ONE LIGHT
	EXIT SIGN W/ DIR. ARROW
	EXIT SIGN W/ TWO LIGHTS
	EXIT SIGN W/ EMERGENCY LTG
	EMERGENCY LIGHTING
	PORTABLE FIRE EXTINGUISHER

SYMBOL	DESCRIPTION
	COLD WATER
	HOT WATER
	DRAIN
	VENT
	FLOOR DRAIN
	ROOF DRAIN

1. CONTRACTOR SHALL FURNISH ALL MATERIALS, LABOR, INCIDENTALS, AND ANY OTHER ITEMS REQUIRED FOR THE COMPLETION OF THE WORK AS SHOWN IN THE CONTRACT DOCUMENTS, UNLESS OTHERWISE NOTED.

2. ALL WORK SHALL CONFORM TO ALL APPLICABLE LOCAL, STATE, AND FEDERAL CODES AND LAWS, AND ANY OTHER APPLICABLE REGULATIONS INCLUDING FIRE DEPARTMENT REGULATIONS, UTILITY COMPANY REQUIREMENTS, AND BEST TRADE PRACTICES.

3. BEFORE COMMENCING WORK, THE CONTRACTOR SHALL FILE ALL REQUIRED CERTIFICATES OF INSURANCE, OBTAIN ALL REQUIRED PERMITS, AND PAY ALL FEES REQUIRED BY GOVERNING AGENCIES.

4. NOTIFY ARCHITECT FOR CLARIFICATION IN CASE OF ANY DISCREPANCIES, CONFLICTS, OR OMISSIONS IN THE CONSTRUCTION DRAWINGS AND SPECIFICATIONS. AN ADDENDUM TO THE CONTRACT DOCUMENTS WILL BE PROVIDED AS NECESSARY.

5. CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS SHOWN ON PLANS AT THE JOB SITE BEFORE COMMENCING ANY WORK, AND SHALL REPORT ANY DISCREPANCIES BETWEEN DRAWINGS AND FIELD CONDITIONS TO THE ARCHITECT.

6. DIMENSIONING RULES:

6.1. DIMENSIONS ARE TAKEN FROM FACE OF FINISHED SURFACE TO FACE OF FINISHES SURFACE, UNLESS OTHERWISE NOTED.

6.2. DIMENSIONS MARKED "VERIFY", "VERIFY IN FIELD" OR "VIF" SHALL BE FIELD VERIFIED BY THE CONTRACTOR AND DISCUSSED WITH THE ARCHITECT IF DISCREPANCIES ARISE.

6.3. DIMENSIONS MARKED "CLEAR" OR "CLR" OR "HOLD" MUST BE PRECISELY MAINTAINED

6.4. DIMENSIONS ARE NOT ADJUSTABLE WITHOUT APPROVAL BY ARCHITECT UNLESS MARKED "+/-"

6.5. DO NOT SCALE DRAWINGS. NOTIFY ARCHITECT FOR CLARIFICATION IF WRITTEN DIMENSION IS NOT SHOWN IN DRAWINGS.

1. SUBMIT SHOP DRAWINGS, MOCK-UPS, SAMPLES, AND OTHER REQUIRED SUBMITTALS IN A TIMELY MANNER AND ALLOW ARCHITECT SUFFICIENT TIME TO REVIEW, REVISIONS, AND REPEATS. OBTAIN ALL NECESSARY PERMITS, ORDINANCES, AND REGULATIONS PERTAINING TO SAFETY OF PERSONS, PROPERTY, AND ENVIRONMENTAL PROTECTION.
2. ALL EXISTING WALLS, GLAZING, AND OTHER WORK TO REMAIN SHALL BE FULLY PROTECTED FROM DAMAGE. PROVIDE BRACING OR SHORING AS REQUIRED TO SUPPORT THE STRUCTURE DURING DEMOLITION. THE CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR DAMAGE AND SHALL MAKE REQUIRED REPAIRS WITHOUT ADDITIONAL COST TO THE OWNER. REPAIR DAMAGED SURFACES TO MATCH ADJACENT SURFACES.
3. COORDINATE DEMOLITION REQUIRED TO PERFORM NEW WORK WITH CONTRACT DOCUMENTS. NOTIFY ARCHITECT OF ANY DISCREPANCIES.
4. REMOVE ABANDONED HVAC EQUIPMENT, DUCTWORK, ELECTRICAL, AND PLUMBING BACK TO THEIR PRIMARY SOURCE OR AS DIRECTED. DISCONNECT, CAP, AND IDENTIFY ALL UTILITIES IN AREAS OF DEMOLITION. MAINTAIN UTILITIES TO ALL OCCUPIED AREAS OF THE BUILDING AND COORDINATE TEMPORARY DISRUPTION WITH OWNER AND ANY OTHER AFFECTED PARTIES.
5. CAREFULLY REMOVE, PROTECT, AND STORE FOR REINSTALLATION OR SALVAGE ALL: LIGHT FIXTURES, PLUMBING FIXTURES, DOORS, FIRE SAFETY & EMERGENCY FIXTURES.
6. PROVIDE ENCLOSURE AND PROTECTION AS REQUIRED TO CONTAIN SPREAD OF ALL DUST, FUMES, ETC. PRODUCED DURING DEMOLITION AND CONSTRUCTION.
7. REMOVE AND LEGALLY DISPOSE OF ALL DEBRIS, RUBBISH, AND OTHER MATERIALS RESULTING FROM DEMOLITION OR CONSTRUCTION. IN OCCUPIED AREAS, CLEAN AND DISPOSE OF MATERIALS DAILY.
8. REMOVE TOOLS AND EQUIPMENT FROM SITE UPON COMPLETION OF WORK. LEAVE AREAS AND SITE BROOM SWEEP, ORDERLY, AND IN CONDITION ACCEPTABLE FOR CONSTRUCTION.

1. LAYOUT PARTITIONS AS NOTED ON DRAWING. CUT AND FIT COMPONENTS OF EXISTING WORK AS REQUIRED TO INSTALL NEW WORK. ALL NEW FINISHES ARE TO ALIGN FLUSH WITH EXISTING FINISHES WITHOUT THE EXCEPTION OF ADDITION, WHERE NEW GYPSUM BOARD ALIGNS WITH EXISTING PLASTER. ALIGN THE PARTITION STUD TO CREATE FLUSH SURFACE.
2. TYPICAL DETAILS ARE KEYED AND NOTED "TYPICAL" AND ARE USUALLY REPRESENTATIVE OF TYPICAL CONDITIONS THROUGHOUT. IN CASE OF QUESTION OR DISCREPANCY, NOTIFY ARCHITECT.
3. PROVIDE EXTRA STUD FOR SWITCH OR POWER OUTLETS AS REQUIRED. REINFORCE DOOR AND WINDOW JAMBS WITH EXTRA STUD AS REQUIRED.
4. PROVIDE FIRE DAMPERS AT ALL DUCT PENETRATIONS THROUGH FIRE RATED ASSEMBLIES.
5. ALL FIRE RATED DOORS AND WINDOWS SHALL BE LABELED AS REQUIRED BY CODE. TEMPERED GLASS TO BE INSTALLED WITH MANUFACTURER'S SEAL IN BOTTOM CORNER.

FINISH NOTES

1. FINISHES SHALL BE CONTINUOUS THROUGHOUT UNLESS OTHERWISE NOTED. APPLY FINISHES AND COVERINGS SO SURFACE IS DIVIDED WITH A MINIMUM NUMBER OF SEAMS AND EQUAL WIDTH PANELS UNLESS OTHERWISE NOTED.
2. ALL FINISH MATERIALS SHALL BE INSTALLED IN STRICT CONFORMANCE WITH MANUFACTURER'S INSTRUCTIONS AND ALL APPLICABLE CODES AND REGULATIONS.
3. PROVIDE LEVELING COMPOUND AS REQUIRED SO THAT FLOORING TRANSITIONS ARE SMOOTH FROM ONE SURFACE TO THE NEXT. FEATHER TRANSITIONS AT 1" PER 20" MAXIMUM. ALL TRANSITIONS BETWEEN FLOOR FINISHES TO BE LOCATED DIRECTLY UNDER CENTER OF DOOR, UNLESS OTHERWISE NOTED. PROVIDE TRANSITION STRIPS AS REQUIRED. COORDINATE FINISH & LOCATION WITH ARCHITECT.

1. UNLESS OTHERWISE NOTED, ALL MECHANICAL, ELECTRICAL, AND PLUMBING FIXTURES SHALL BE LOCATED AS SHOWN IN THE TYPICAL MOUNTING RULES DIAGRAM. ACCESS PANELS SHALL BE PROVIDED AS REQUIRED BY CODE AND PER MANUFACTURER'S INSTRUCTIONS FOR MAINTENANCE AND REPAIRS.
2. IF EXISTING LOCATIONS DO NOT CONFLICT WITH CODE OR MAXIMUM/MINIMUM REACH HEIGHTS, RECEPTACLES SHOULD BE MOUNTED TO MATCH THE HEIGHT AND ORIENTATION OF EXISTING RECEPTACLES IN ROOM. SWITCHES TO BE MOUNTED TO MATCH THE HEIGHT OF EXISTING SWITCHES IN ROOM. IF NO REFERENCE EXISTS, ALL RECEPTACLES & LIGHT FIXTURES SHALL BE MOUNTED AT THE HEIGHTS SPECIFIED IN THE TYPICAL MOUNTING RULES DIAGRAM, UNLESS OTHERWISE NOTED.
3. SWITCHES, FIXTURES, AND RECEPTACLES SHOWN ADJACENT ON PLAN WITH DIMENSION ONLY TO ONE OF THEM SHOULD BE GANGED IN BANKS. SWITCHES, FIXTURES, AND RECEPTACLES WITH DISSIMILAR MOUNTING HEIGHTS SHOWN ADJACENT ON PLAN SHALL BE STACKED VERTICALLY.
4. EXISTING OUTLETS, FIXTURES, AND SWITCHES NOT SHOWN ON PLAN TO REMAIN AND BE REUSED.
5. ALL APPLIANCE-SPECIFIC OUTLETS TO BE COORDINATED WITH APPLIANCE SELECTION.
6. OUTLETS AND SWITCHES SHOULD NOT BE INSTALLED BACK-TO-BACK WITHOUT SEPARATING STUD OR INSULATION.
7. PROVIDE GFCI OUTLETS AND WET-RATED FIXTURES IN ALL WET AREAS, OUTDOOR AREAS, AND ANY OTHER LOCATION REQUIRED BY CODE.
8. ALL SWITCH PLATES AND OUTLETS COVERS, ETC., SHOULD BE INSTALLED AFTER PAINTING AND WALL COVERINGS ARE INSTALLED. PROTECTIVE COVERINGS ON ALL FIXTURES SHALL REMAIN IN PLACE UNTIL CONSTRUCTION IS COMPLETED. DAMAGED FIXTURES SHALL BE REPLACED AT THE CONTRACTORS EXPENSE.
9. PROVIDE EMERGENCY LIGHTING AND EXIT SIGNAGE AS REQUIRED BY CODE.
10. COORDINATE LIGHT FIXTURE AND MECHANICAL REGISTER LOCATIONS WITH ARCHITECT PRIOR TO INSTALLATION. IF ANY CONFLICT OCCURS BETWEEN THE WORK OF SEPARATE TRADES OR BETWEEN DRAWINGS AND EXISTING CONDITIONS, COORDINATE WITH ARCHITECT IN FIELD.
11. WHERE ACOUSTICAL TILES ARE REQUIRED TO BE CUT, CUT TO MAINTAIN A SHARP AND NEAT EDGE. INSTALL ALL LIGHTS, REGISTERS, SIGNAGE, AND OTHER FIXTURES AND EQUIPMENT IN THE CENTER TILE UNLESS OTHERWISE NOTED.
12. UNLESS OTHERWISE NOTED, ALL CONDUIT SHOULD BE STRAIGHT AND TRUE AND AT RIGHT ANGLES, AND AS EFFICIENT AS POSSIBLE, UNLESS OTHERWISE NOTED.

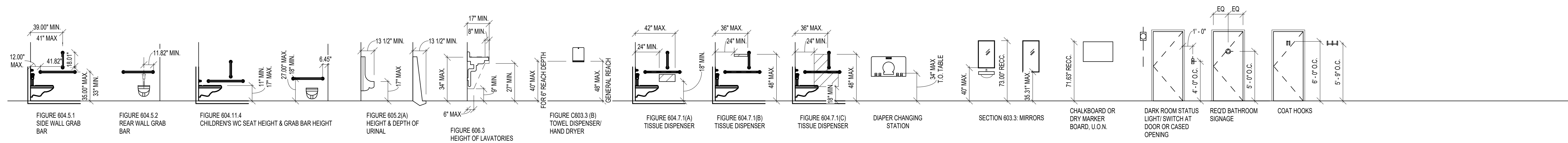
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A circular professional seal for Elise DeChard, an architect in the State of Michigan. The seal features the text "STATE OF MICHIGAN" at the top and "LICENSED ARCHITECT" at the bottom, separated by two stars. In the center, the name "ELISE DECHARD" is printed above "ARCHITECT". Below this, the license number "1301068801" is printed. A handwritten signature, "Elise DeChard", is written across the center of the seal.

G-000

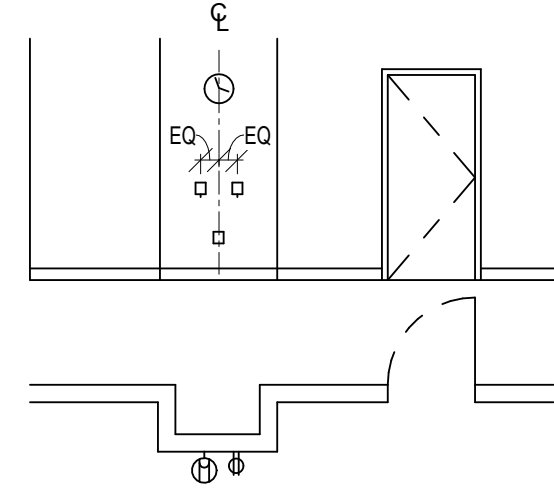
TYPICAL MOUNTING HEIGHTS



RULE 1 : LOCATED ON A COLUMN OR PILASTER

HORIZONTALLY CENTER ITEM ON FACE OF COLUMN OR PILASTER. ALIGN VERTICALLY THE CENTERS OF MULTIPLE ITEMS HAVING DIFFERING TYPICAL MOUNTING HEIGHTS.

WHEN MULTIPLE ITEMS HAVING THE SAME TYP. MOUNTING HEIGHT ARE INDICATED, HORIZONTALLY CENTER GROUP OF ITEMS ON FACE OF COLUMN OR PILASTER. ON PLANS, ITEMS TO BE VERTICALLY ALIGNED MAY BE SHOWN ADJACENT.

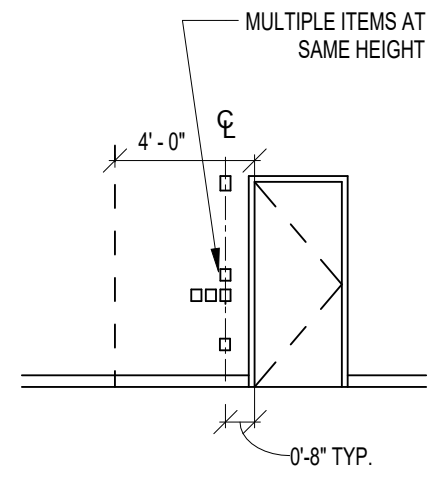


RULE 5 : LOCATED ADJACENT TO DOOR OR WINDOW

MOUNT ITEMS IN RELATION TO FRAME USING TYPICAL OFFSET DIMENSION. VERTICALLY ALIGN CENTERS OF ITEMS MOUNTED AT DIFFERENT HEIGHTS.

WHEN MULTIPLE ITEMS HAVING THE SAME TYPICAL MOUNTING HEIGHT ARE INDICATED, MOUNT FIRST ITEM IN RELATION TO FRAME USING TYPICAL OFFSET DIMENSION AND PLACE REMAINING ITEMS ADJACENT TO FIRST ON SIDE OPPOSITE FRAME AS ILLUSTRATED. SIMILAR RULE APPLIES WHEN ADJACENT TO WINDOW.

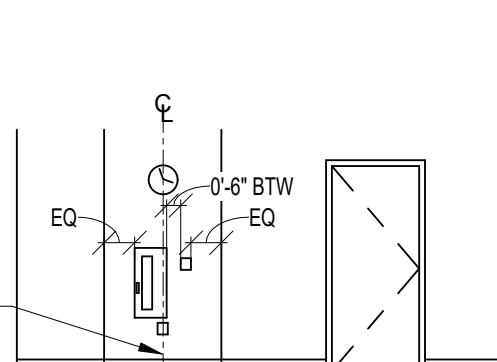
FOR PURPOSES OF THESE RULES, ITEMS SHOWN LOCATED APPROXIMATELY WITHIN 4 FEET OF DOOR ARE CONSIDERED TO BE ADJACENT TO DOOR (OR WINDOW).



RULE 2 : LOCATED ON A COLUMN OR PILASTER, CONFLICTING MOUNTING HEIGHTS

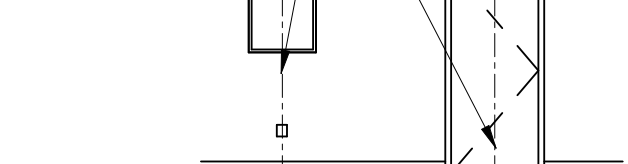
HORIZONTALLY CENTER GROUP OF DISSIMILAR ITEMS HAVING CONFLICTING MOUNTING HEIGHTS ABOUT THE CENTERLINE OF THE COLUMN OR PILASTER.

ARRANGE ITEMS AT CONFLICTING HEIGHTS SYMMETRICALLY ABOUT CENTERLINE.



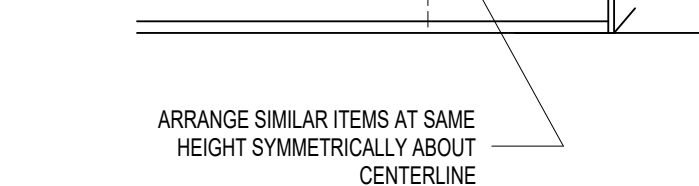
RULE 3 : ABOVE OR BELOW DOOR OR WINDOW

HORIZONTALLY CENTER ITEM ON THE CENTERLINE OF THE DOOR OR WINDOW THEY ARE ABOVE OR BELOW.



RULE 7 : NOT DIMENSIONED AND LOCATED ON OPEN WALL

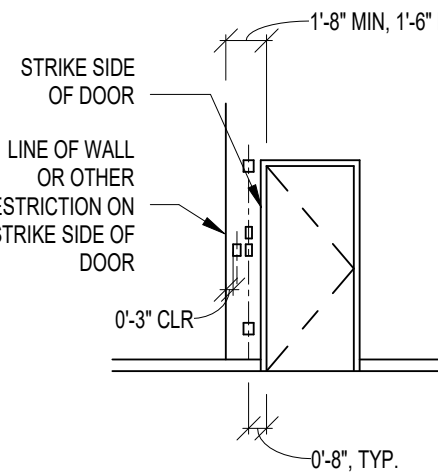
LOCATED AT APPROX. HORIZONTAL POSITION SHOWN ON PLANS OR ELEVATIONS. GROUP ITEMS HAVING DIFFERENT MOUNTING HEIGHTS INTO SINGLE SYMMETRICAL ARRANGEMENT BY VERTICALLY ALIGNING CENTERS OF ITEMS. MAINTAIN MINIMUM 36\"/>



RULE 4 : ADJACENT TO STRIKE SIDE W/ CLEARANCE BTW 12\"/>

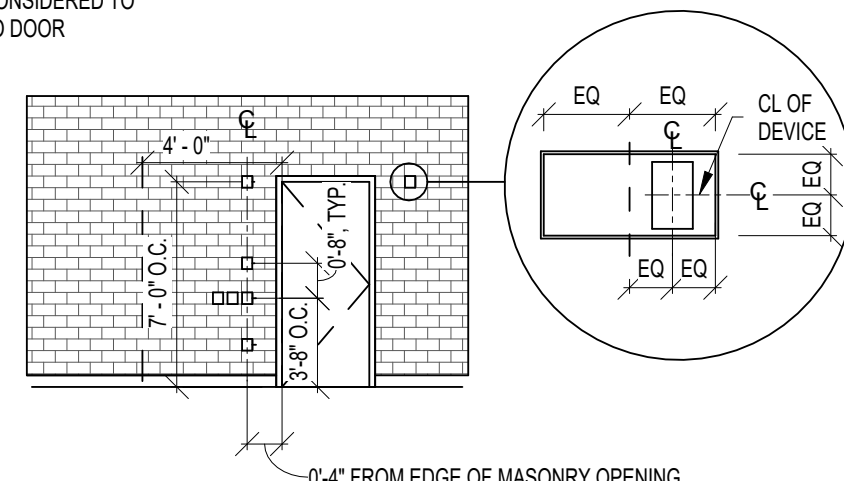
MOUNT ITEMS IN RELATION TO FRAME USING TYPICAL OFFSET DIMENSION. VERTICALLY ALIGN CENTERS OF ITEMS MOUNTED AT DIFFERENT HEIGHTS.

WHEN MULTIPLE ITEMS HAVING THE SAME TYPICAL MOUNTING HEIGHT ARE INDICATED, MOUNT FIRST ITEM USING TYPICAL OFFSET DIMENSION AND PLACE REMAINING ADJACENT TO FIRST AS ILLUSTRATED BY THIS DIAGRAM. DO NOT CROWD MULTIPLE ITEMS AGAINST WALL OR RESTRICTION.

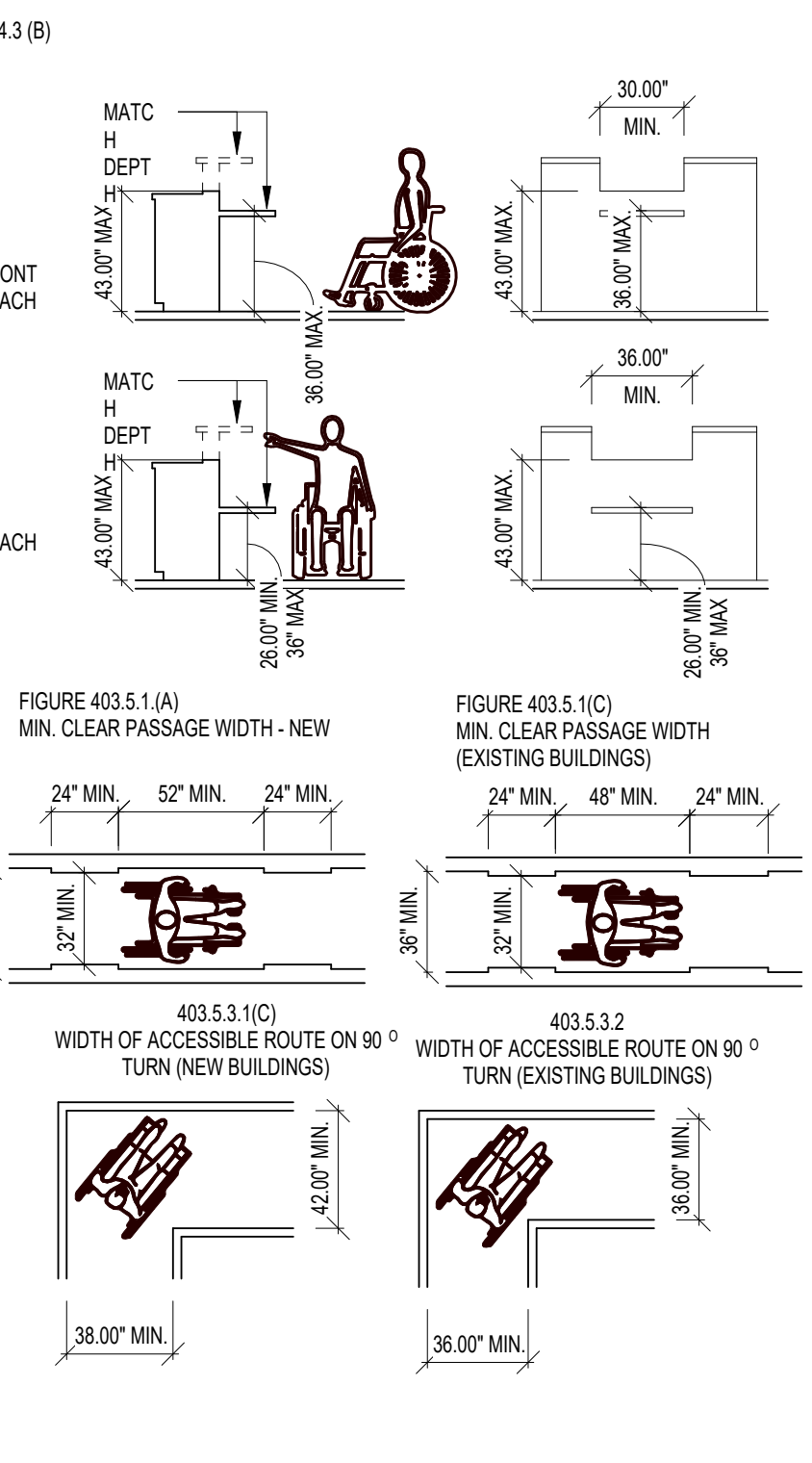
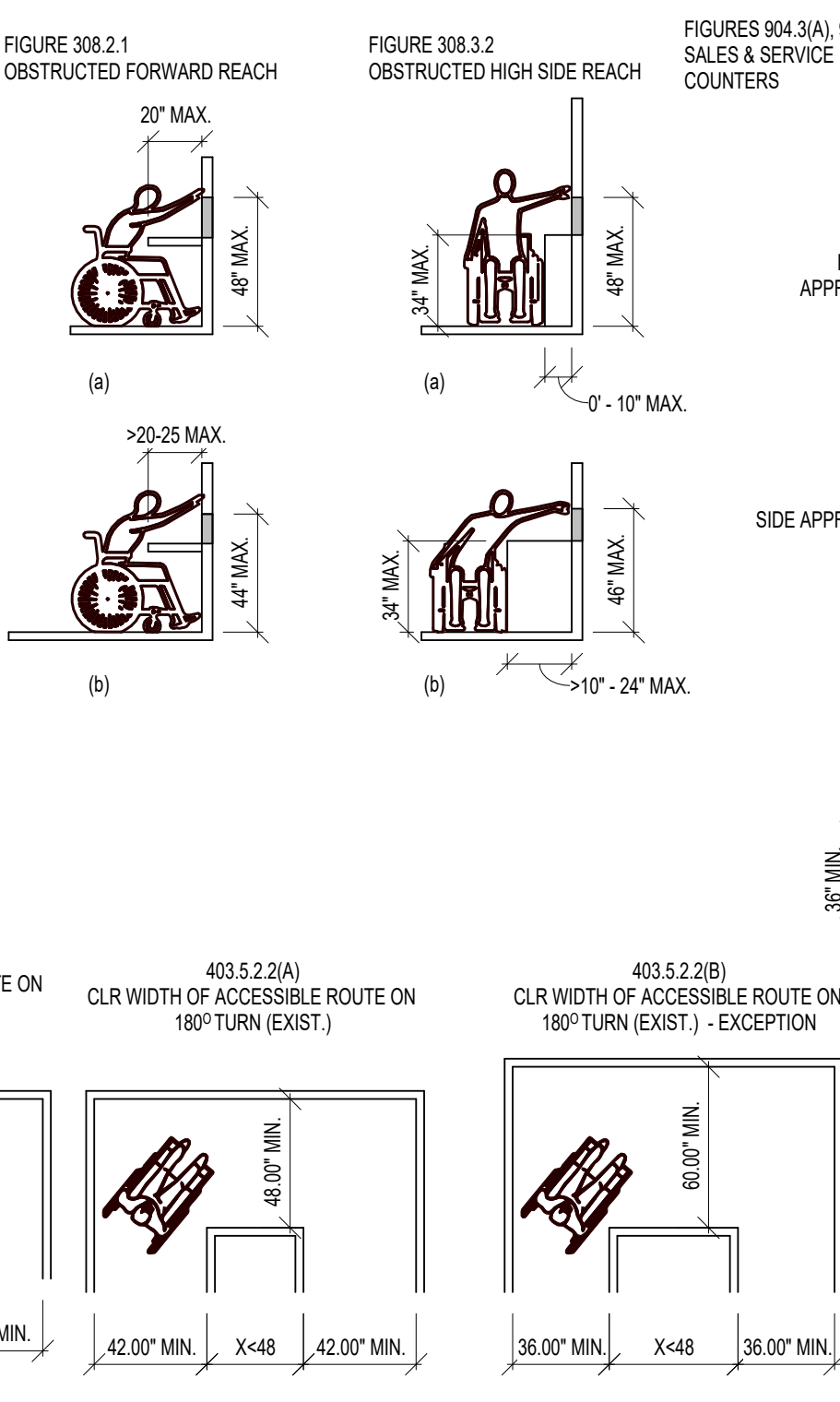
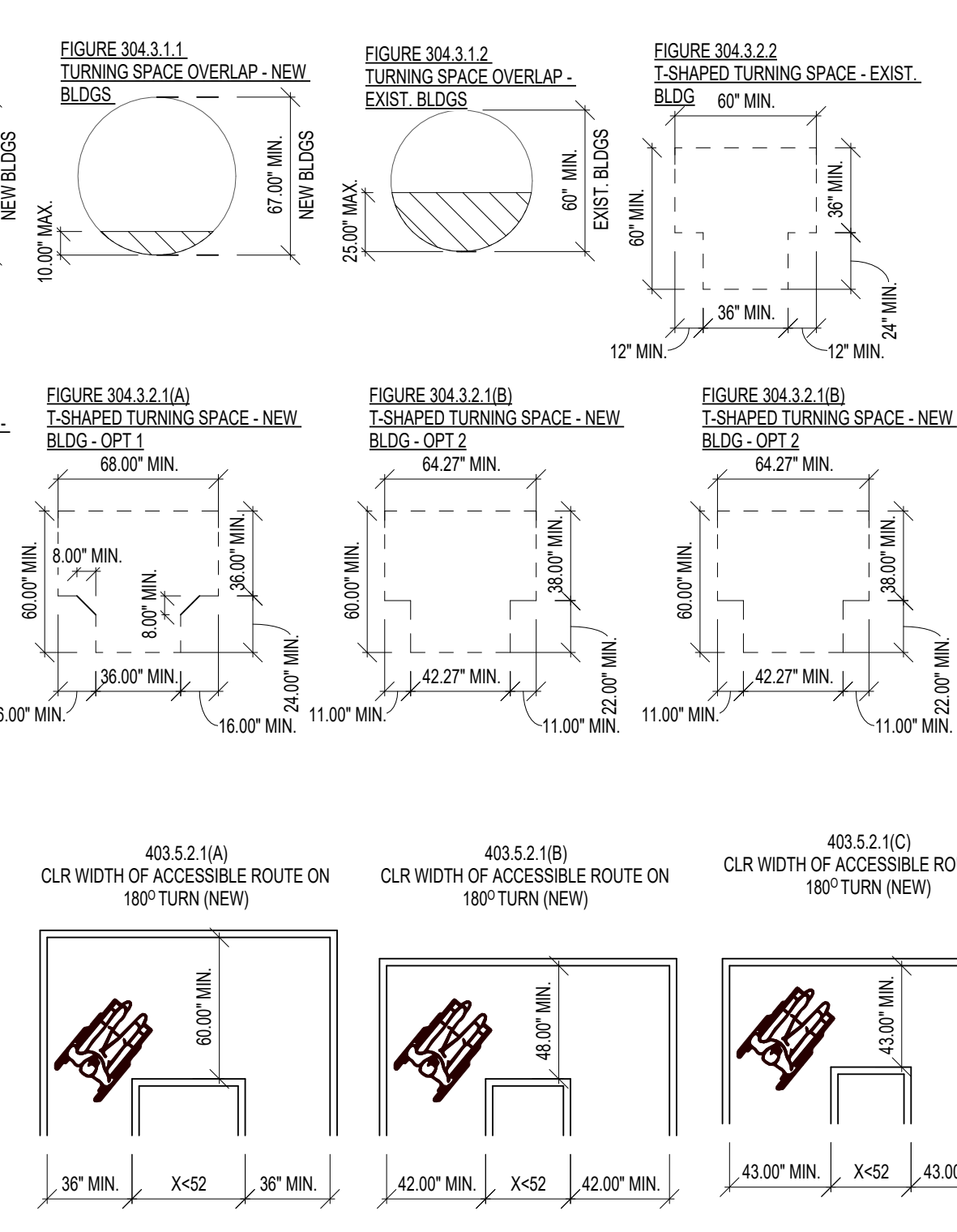
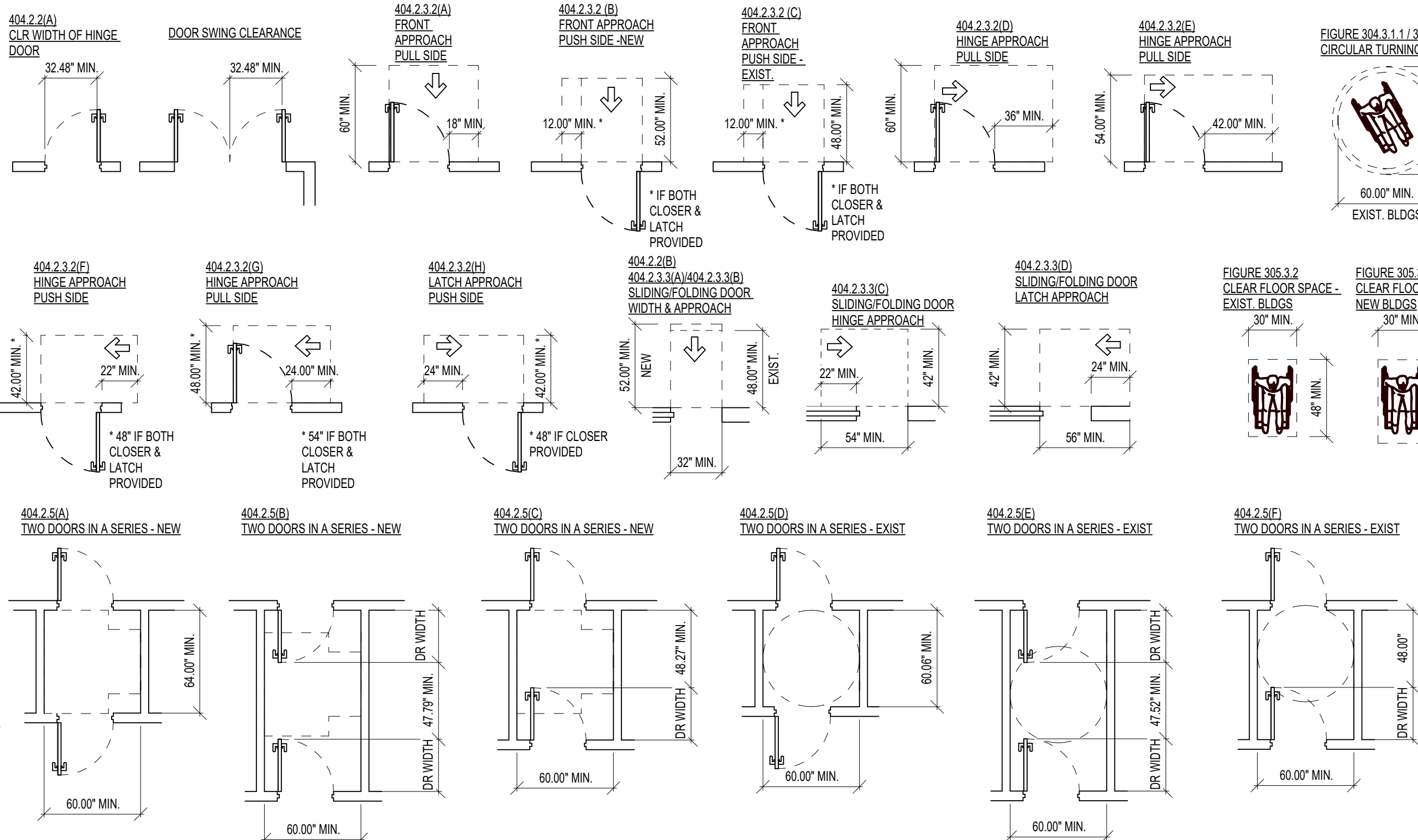


RULE 8 : NOT DIMENSIONED AND LOCATED ON MASONRY WALL

FOR PURPOSES OF THESE RULES, ITEMS SHOWN LOCATED APPROXIMATELY WITHIN 4 FEET OF DOOR ARE CONSIDERED TO BE ADJACENT TO DOOR.



ACCESSIBILITY STANDARDS - 2017 ICC A117.1



OCCUPANCY LOAD

#	AREA NAME	OCC. TYPE	FUNCTION OF SPACE	AREA	LOAD FACTOR	UNIT	AREA OCCUPANCY
001	WORKSHOP	F-1	FABRICATION	1095 SF	300 SF	GROSS	3.65
002	MECH. EQUIPMENT ROOM	F-1	ACCESSORY - MECHANICAL	160 SF	300 SF	GROSS	0.53
101	RETAIL LOBBY	M	MERCANTILE	255 SF	60 SF	GROSS	4.25
102	WOODWORKING STUDIO	F-1	FABRICATION	818 SF	300 SF	GROSS	2.73
103	WOODWORKING STUDIO	F-1	FABRICATION	184 SF	100 SF	GROSS	1.84
104	STORAGE	F-1	ACCESSORY STORAGE	75 SF	300 SF	GROSS	0.25
105	WC	F-1	ACCESSORY	73 SF	100 SF	GROSS	0.73
TOTAL							13.98
**MBC 1004.5 EXCEPTION: WHERE APPROVED BY THE BUILDING OFFICIAL, THE ACTUAL NUMBER OF OCCUPANTS FOR WHOM EACH OCCUPIED SPACE, FLOOR OR BUILDING IS DESIGNED, ALTHOUGH LESS THAN THOSE DETERMINED BY CALCULATION, SHALL BE PERMITTED TO BE USED IN THE DETERMINATION OF THE DESIGN OCCUPANT LOAD							

OCCUPANCY COUNT		
OCC. TYPE	GROSS AREA	TOTAL
F-1	2406 SF	9.74
M	255 SF	4.25
TOTAL	2660 SF	13.98

MINIMUM PLUMBING FACILITIES					
FIXTURE TYPE	OCC. TYPE	OCC. TOTAL	MIN # FIXTURES PER OCC.	# REQUIRED	# PROVIDED
FULL WC/LAV	F-1 +	9.74	100	0.10	1
FULL WC/LAV	M *	4.25	500	0.01	0
TOTAL		13.98		0.11	

+403.3(3) SEPARATE FACILITIES SHALL NOT BE REQUIRED IN STRUCTURES OR TENANT SPACES WITH A TOTAL OCCUPANT LOAD, INCLUDING BOTH EMPLOYEES AND CUSTOMRS, OF 15 OR FEWER

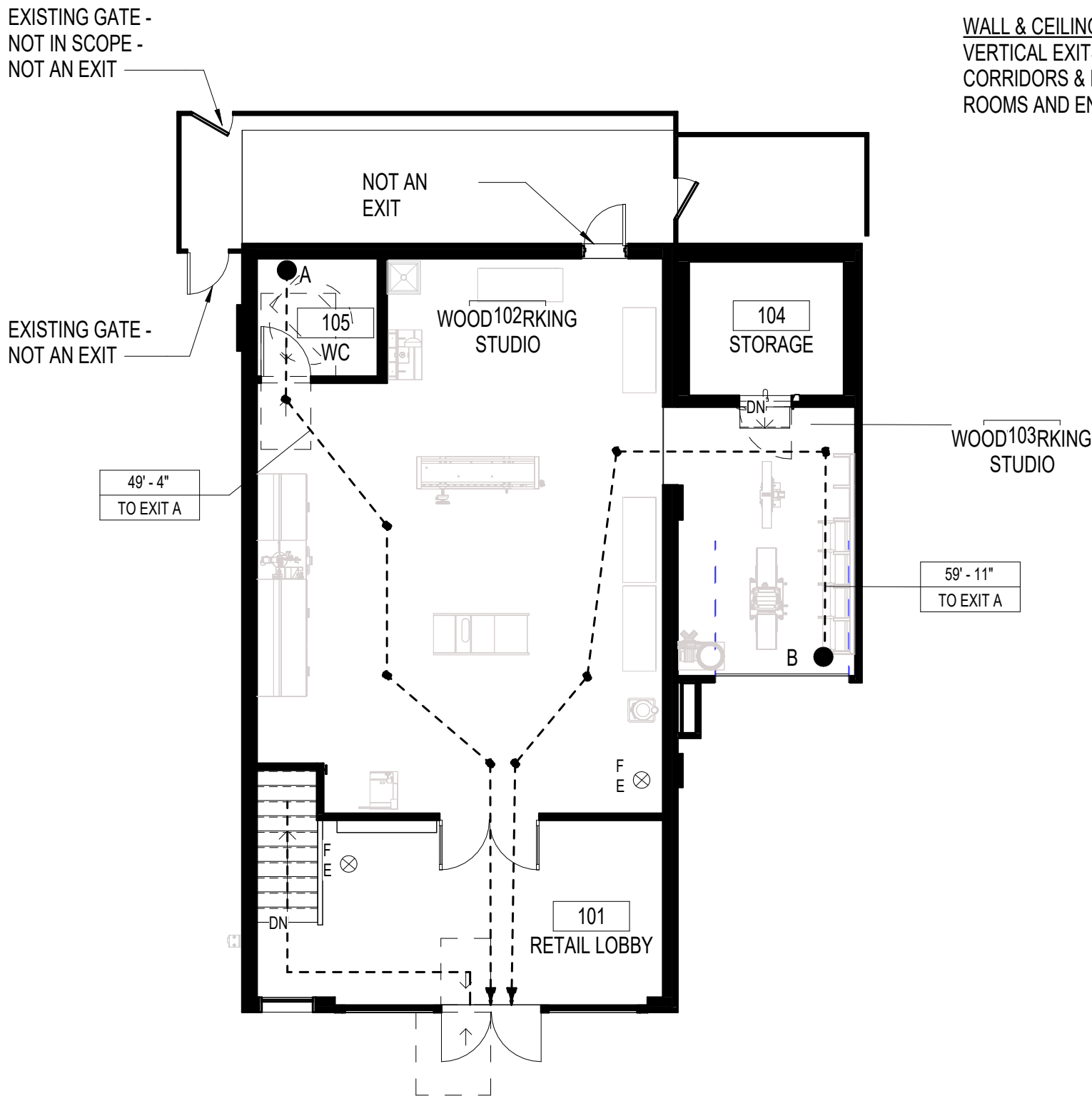
OCCUPANCY < 15, SEPARATE FACILITY NOT REQUIRED

*403.3 EMPLOYEE AND PUBLIC TOILET FACILITIES

FOR STRUCTURES AND TENANT SPACES INTENDED FOR PUBLIC UTILIZATION, CUSTOMERS, PATRONS, AND VISITORS SHALL BE PROVIDED WITH PUBLIC TOILET FACILITIES.

EXCEPTION: PUBLIC TOILET FACILITIES SHALL NOT BE REQUIRED FOR (2) STRUCTURES AND TENANT SPACES INTENDED FOR QUICK TRANSACTIONS, INCLUDING TAKEOUT, PICK AND DROP-OFF, HAVING A PUBLIC ACCESS AREA LESS THAN OR EQUAL TO 300 SF.

RETAIL LOBBY < 300 SF, PUBLIC TOILET FACILITY NOT REQUIRED



04 FIRST FLOOR EGRESS & LIFE SAFETY PLAN
SCALE: 1/8" = 1'-0"

CODE REVIEW: CONSTRUCTION TYPE & FIRE RESISTANCE

CONSTRUCTION TYPE (MBC SECTION 602)

TYPE VB

ALLOWABLE HEIGHT AND AREA* (MBC CH. 5)	ALLOWABLE	COMPLIANCE
BUILDING HEIGHT ABOVE GRADE (TBL 504.3)	40'-0"	14'-6" - COMPLIES
BUILDING STORIES ABOVE GRADE (TBL 504.4)	1	1 - COMPLIES
BUILDING AREA (TBL 506.2)	8,500 SF	2,424 SF COMPLIES

FIRE RESISTANCE RATING REQUIREMENTS

BUILDING ELEMENTS (MBC TABLE 601):	
PRIMARY STRUCTURAL FRAME	0 HOUR
BEARING WALLS - EXTERIOR	0 HOUR
BEARING WALLS - INTERIOR	0 HOUR
NONBEARING INTERIOR WALLS & PARTITIONS	0 HOUR
FLOOR CONSTRUCTION	0 HOUR
ROOF CONSTRUCTION	0 HOUR

EXTERIOR WALL FIRE RESISTANCE RATING BASED ON FIRE SEPARATION DISTANCE (MBC TABLE 705.5):	
X < 5	2 HOUR
5 ≤ X < 10	1 HOUR
10 ≤ X < 30	0 HOUR
X ≥ 30	0 HOUR

MAX. AREA OF EXTERIOR OPENINGS (MBC TABLE 705.8):	UNPROTECTED, N.S.	PROTECTED
X < 3	N.P.	N.P.
3 ≤ X < 5	N.P.	15%
5 ≤ X < 10	10%	25%
10 ≤ X < 15	15%	45%
15 ≤ X < 20	25%	75%
20 ≤ X < 25	45%	NO LIMIT
25 ≤ X < 30	70%	NO LIMIT
X ≥ 30	NO LIMIT	NO LIMIT

CORRIDOR FIRE RESISTANCE RATING (MBC TABLE 1020.1)	REQUIRED	COMPLIANCE
<30 OCCUPANCY, NO SPRINKLER	N/A	YES

FIRE SEPARATION REQUIREMENTS BY OCCUPANCY SEPARATION

PER MBC SEC. 508.3. NON-SEPARATED OCCUPANCIES, BUILDINGS OR PORTIONS OF BUILDINGS SHALL BE CONSIDERED NON-SEPARATED OCCUPANCIES WHEN COMPLYING WITH THE FOLLOWING PROVISIONS:

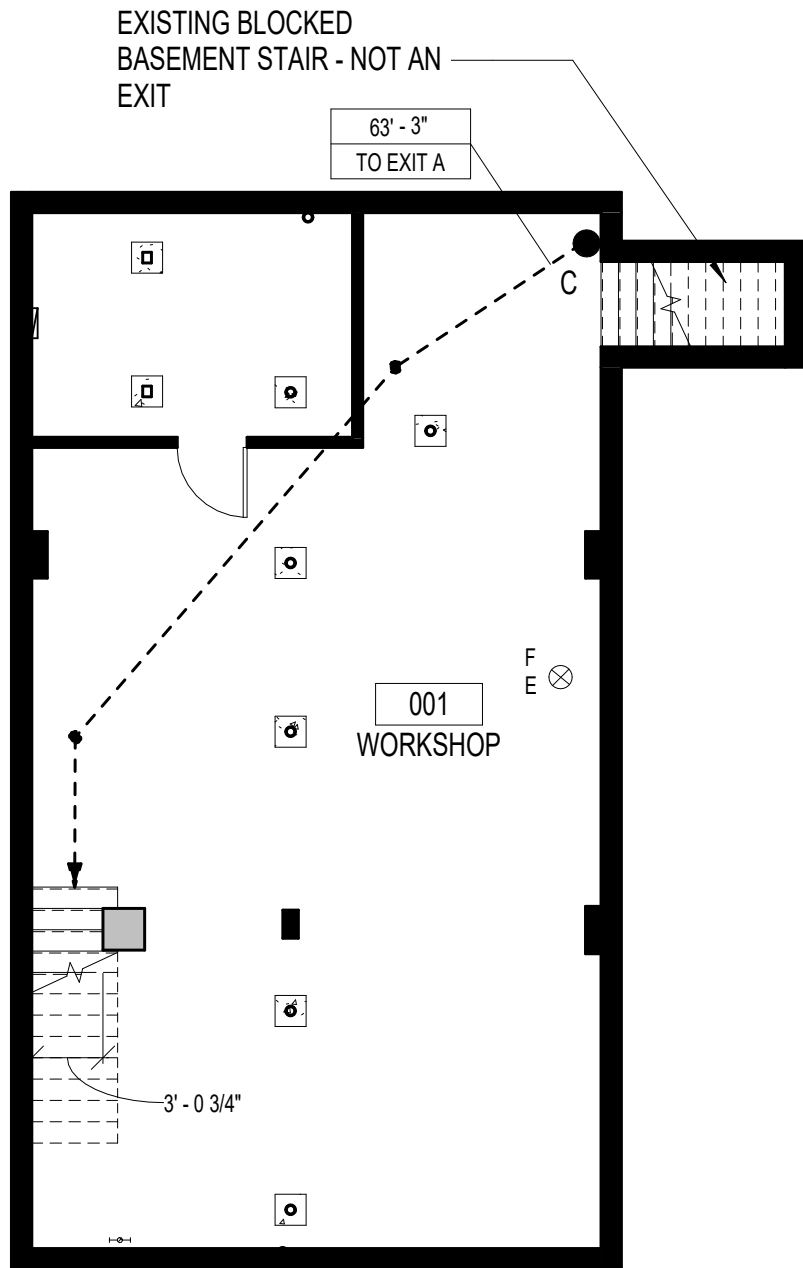
508.3.1 OCCUPANCY CLASSIFICATION. NONSEPARATED OCCUPANCIES SHALL BE INDIVIDUALLY CLASSIFIED IN ACCORDANCE WITH SECTION 302.1. THE REQUIREMENTS OF THIS CODE SHALL APPLY TO EACH PORTION OF THE BUILDING BASED ON THE OCCUPANCY CLASSIFICATION OF THAT SPACE. IN ADDITION, THE MOST RESTRICTIVE PROVISIONS OF CHAPTER 9 THAT APPLY TO THE NONSEPARATED OCCUPANCIES SHALL APPLY TO THE TOTAL NONSEPARATED OCCUPANCY AREA. WHERE NONSEPARATED OCCUPANCIES OCCUR IN A HIGH-RISE BUILDING, THE MOST RESTRICTIVE REQUIREMENTS OF SECTION 403 THAT APPLY TO THE NONSEPARATED OCCUPANCIES SHALL APPLY THROUGHOUT THE HIGH-RISE BUILDING.

508.3.2 ALLOWABLE BUILDING AREA AND HEIGHT. THE ALLOWABLE BUILDING AREA AND HEIGHT OF THE BUILDING OR PORTION THEREOF SHALL BE BASED ON THE MOST RESTRICTIVE ALLOWANCES FOR THE OCCUPANCY GROUPS UNDER CONSIDERATION FOR THE TYPE OF CONSTRUCTION OF THE BUILDING IN ACCORDANCE WITH SECTION 503.1.

NO FIRE SEPARATION NEEDED

INTERIOR FINISHES - GROUP M (NS)

WALL & CEILING FINISHES FLAME SPREAD (MBC TABLE 803.13)	CLASS
VERTICAL EXITS & PASSAGEWAYS	A
CORRIDORS & ENCLOSURES	B
ROOMS AND ENCLOSED SPACES	C



03 BASEMENT EGRESS & LIFE SAFETY
SCALE: 1/8" = 1'-0"

CODE REVIEW: FIRE PROTECTION

FIRE PROTECTION

PER MBC 903.2. APPROVED AUTOMATIC SPRINKLER SYSTEMS IN NEW BUILDINGS AND STRUCTURES SHALL BE PROVIDED IN THE LOCATIONS DESCRIBED IN SECTIONS 903.2.1 THROUGH 903.2.12

SECTION. 903.2.4: GROUP F-1. AN AUTOMATIC SPRINKLER SYSTEMS SHALL BE PROVIDED FOR GROUP F-1 OCCUPANCY WHERE ONE OF THE FOLLOWING CONDITIONS EXIST:

CONDITION	COMPLIANCE
1. GROUP F-1 FIRE AREA >12,000 SF	GROUP F-1 FIRE AREA: 2,270 SF
2. GROUP F-1 FIRE AREA IS MORE THAN THREE STORIES ABOVE GRADE PLANE	GROUP F-1 FIRE AREA: ONE STORY ABOVE GRADE
3. GROUP F-1 COMBINED FIRE AREA ON ALL FLOORS > 24,000 SF	GROUP F-1 FIRE AREA: 2,270 SF

PER MBC 903.4.2.1 WOODWORKING OPERATIONS. AN AUTOMATIC SPRINKLER SYSTEM SHALL BE PROVIDED THROUGHOUT ALL GROUP F-1 OCCUPANCY FIRE AREAS THAT CONTAIN WOODWORKING OPERATIONS IN EXCESS OF 2,500 SF IN AREA THAT GENERATE FINELY DIVIDED COMBUSTIBLE WASTE.

AUTOMATIC SPRINKLER SYSTEM NOT REQ'D FOR GROUP F-1, DOES NOT MEET ANY CONDITION FOR REQUIREMENT.

PER MBC 903.2.7: GROUP M. AN AUTOMATIC SPRINKLER SYSTEMS SHALL BE PROVIDED FOR GROUP M OCCUPANCY WHERE ONE OF THE FOLLOWING CONDITIONS EXIST:

CONDITION	COMPLIANCE
1. GROUP M FIRE AREA >12,000 SF	GROUP F-1 FIRE AREA: 239 SF
2. GROUP M FIRE AREA IS MORE THAN THREE STORIES ABOVE GRADE PLANE	GROUP M FIRE AREA: ONE STORY ABOVE GRADE
3. GROUP M COMBINED FIRE AREA ON ALL FLOORS > 24,000 SF	GROUP M FIRE AREA: 239 SF

AUTOMATIC SPRINKLER SYSTEM NOT REQ'D FOR GROUP M, DOES NOT MEET ANY CONDITION FOR REQUIREMENT.

STANDPIPES

PER MBC SECTION 905.1. STANDPIPE SYSTEMS SHALL BE PROVIDED IN NEW BUILDINGS AND STRUCTURES IN ACCORDANCE WITH SECTIONS 905.2. THROUGH 905.11.

EXISTING BUILDING, STANDPIPES NOT REQUIRED

PORTABLE FIRE EXTINGUISHERS (MBC SEC. 906.1)

IN GROUP F & M, PORTABLE FIRE EXTINGUISHERS SHALL BE INSTALLED IN THE FOLLOWING LOCATIONS:

IN AREAS WITH FLAMMABLE OR COMBUSTIBLE LIQUIDS ON EACH FLOOR OF STRUCTURES UNDER CONSTRUCTION WITHIN 50'-0" DISTANCE OF TRAVEL FROM ANY MACHINE (IFC 2804.3)	COMPLIES
	COMPLIES
	COMPLIES

FIRE ALARM AND DETECTION SYSTEMS (MBC SEC. 907.2.1)

IN GROUP F. FIRE ALARM SHALL BE INSTALLED WHEN: OCCUPANCY LOAD ≥ 500	OCCUPANCY < 500 - NOT REQ'D
OCCUPANCY IS TWO OR MORE STORIES IN HEIGHT	SINGLE STORY - NOT REQ'D

IN GROUP M. FIRE ALARM SHALL BE INSTALLED WHEN: OCCUPANCY LOAD ≥ 500	OCCUPANCY < 500 - NOT REQ'D
OCCUPANCY >100 ABOVE OR BELOW LEVEL OF EXIT DISCHARGE REQ'D	SINGLE STORY - NOT



02 FIRST FLOOR OCCUPANCY
SCALE: 1/8" = 1'-0"

CODE REVIEW: EGRESS

EGRESS REQUIREMENTS - EXISTING BUILDINGS	REQUIRED	COMPLIANCE
EXITS REQUIRED (MRCEB SEC 804.4)	1	1 - COMPLIES
DOOR SWING (MRCEB SEC 804.5.2)	N/A	N/A
PANIC HARDWARE REQUIRED (MRCEB SEC 804.5.4)	NO	N/A

EXIT ACCESS DISTANCE	REQUIRED	COMPLIANCE
MAX. COMMON PATH OF TRAVEL (MBC TABLE 1006.2.1)	75'	COMPLIES
MAXIMUM TRAVEL DISTANCE (MBC TABLE 1017.2)	200' (NS)	COMPLIES
DEAD END CORRIDOR LENGTH (MRCEB SEC 804.7.3)	35'	N/A
TRAVEL DIST. STORIES W/ ONE EXIT (MBC TABLE 1006.3.4(2))	75'	N/A

EGRESS WIDTH	REQUIRED	COMPLIANCE
STAIRWAYS		
OCC. X 0.3 (MBC 1005.3.1)	8.4"	3'- 3/4" - COMPLIES
OCC < 50 (MBC SEC. 1011.2.1)	36" MIN.	3'- 3/4" - COMPLIES

DOORS		
OCC. X 0.2 (MBC 1005.3.2)	5.6"	72" - COMPLIES
(MBC 1010.1.1)	32" CLR OPENING	72" - COMPLIES

DISTANCE BETWEEN EXITS (MBC SEC. 1007.1)

N/A - ONE EXIT REQUIRED

EGRESS THROUGH INTERVENING SPACES (MBC 1016.2)

2. EGRESS FROM A ROOM OR SPACE SHALL NOT PASS THROUGH ADJOINING OR INTERVENING ROOMS OR AREAS, EXCEPT WHERE SUCH ADJOINING ROOMS OR AREAS AND THE AREA SERVED ARE ACCESSORY TO ONE OR THE OTHER, ARE NOT A GROUP H OCCUPANCY AND PROVIDE A DISCERNIBLE PATH OF EGRESS TRAVEL TO AN EXIT.

COMPLIES

CODE REVIEW: ACCESSIBILITY

ALTERATIONS

PER MRCEB 306.7: AN ALTERED BUILDING SHALL COMPLY WITH CHAPTER 11 OF THE MICHIGAN BUILDING CODE AND ICC/ A117.1 UNLESS TECHNICALLY INFEASIBLE.

CHANGE OF OCCUPANCY (MRCEB 306.5)	COMPLIANCE
EXISTING BUILDINGS UNDERGO A CHANGE OF GROUP OR OCCUPANCY SHALL COMPLY WITH SECTION 306.7 AND SHALL HAVE ALL OF THE FOLLOWING ACCESSIBLE FEATURES:	

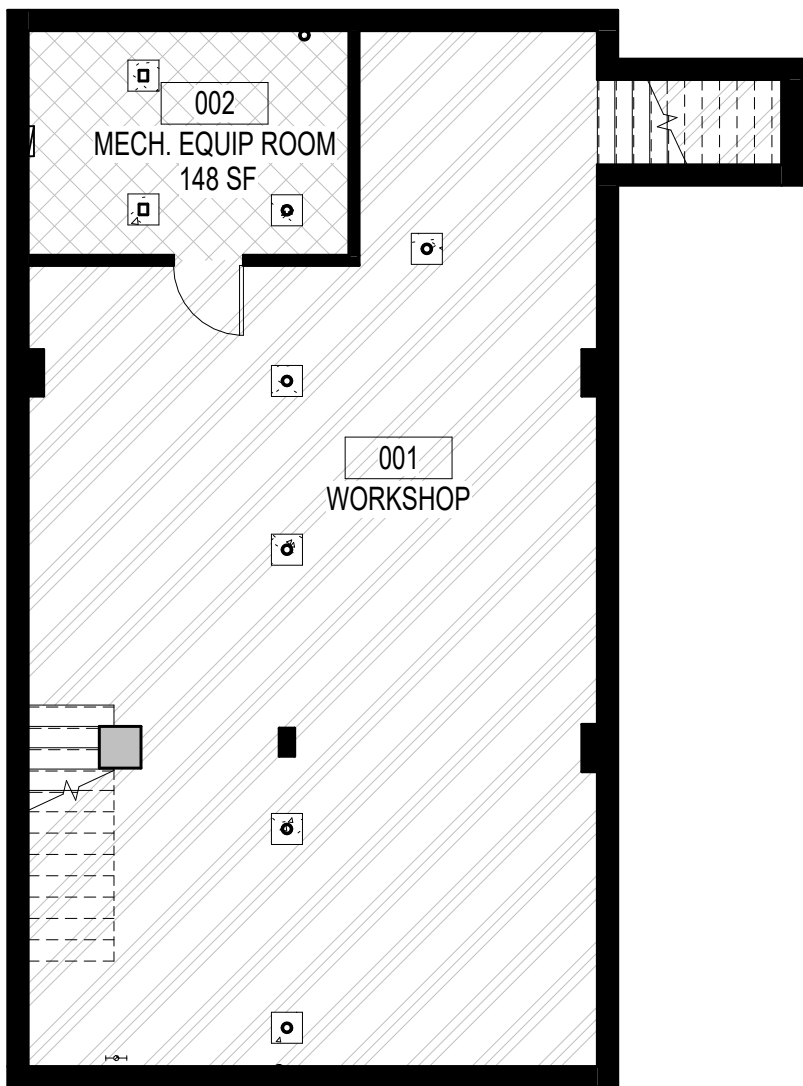
1. PRIMARY FUNCTION AREA: ACCESSIBLE ROUTE W/ BATHROOMS & DRINKING FOUNTAINS	COMPLIES
2. ACCESSIBLE MEANS OF EGRESS NOT REQ'D	COMPLIES
5. ALTERED ENTRANCE NOT REQ'D TO BE ACCESSIBLE IF FACILITY HAS ACCESSIBLE ENTRANCE	COMPLIES
6. EXTERIOR ACCESSIBLE ROUTES >36" WIDTH	COMPLIES
11. ACCESSIBLE TOILET ROOMS	COMPLIES

ACCESSIBLE ENTRANCES & EXITS (MRCEB SEC. 306.7.2)

ACCESSIBLE MEANS OF EGRESS ARE NOT REQUIRED TO BE PROVIDED IN EXISTING BUILDINGS.

NOT REQ'D	1 PROVIDED	COMPLIES
-----------	------------	----------

MBC SEC. 1104.4.4.2: STORIES THAT DO NOT CONTAIN ACCESSIBLE ELEMENTS ARE NOT REQUIRED TO BE SERVED BY AN ACCESSIBLE ROUTE FROM AN ACCESSIBLE LEVEL.



01 BASEMENT OCCUPANCY
SCALE: 1/8" = 1'-0"



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2000 Brooklyn St. #204
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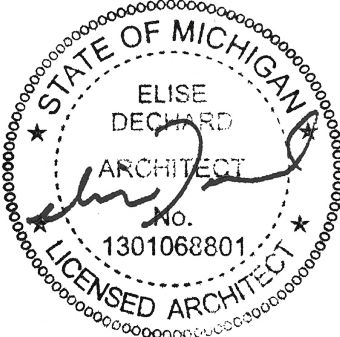
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WOOD + WATT WORKS

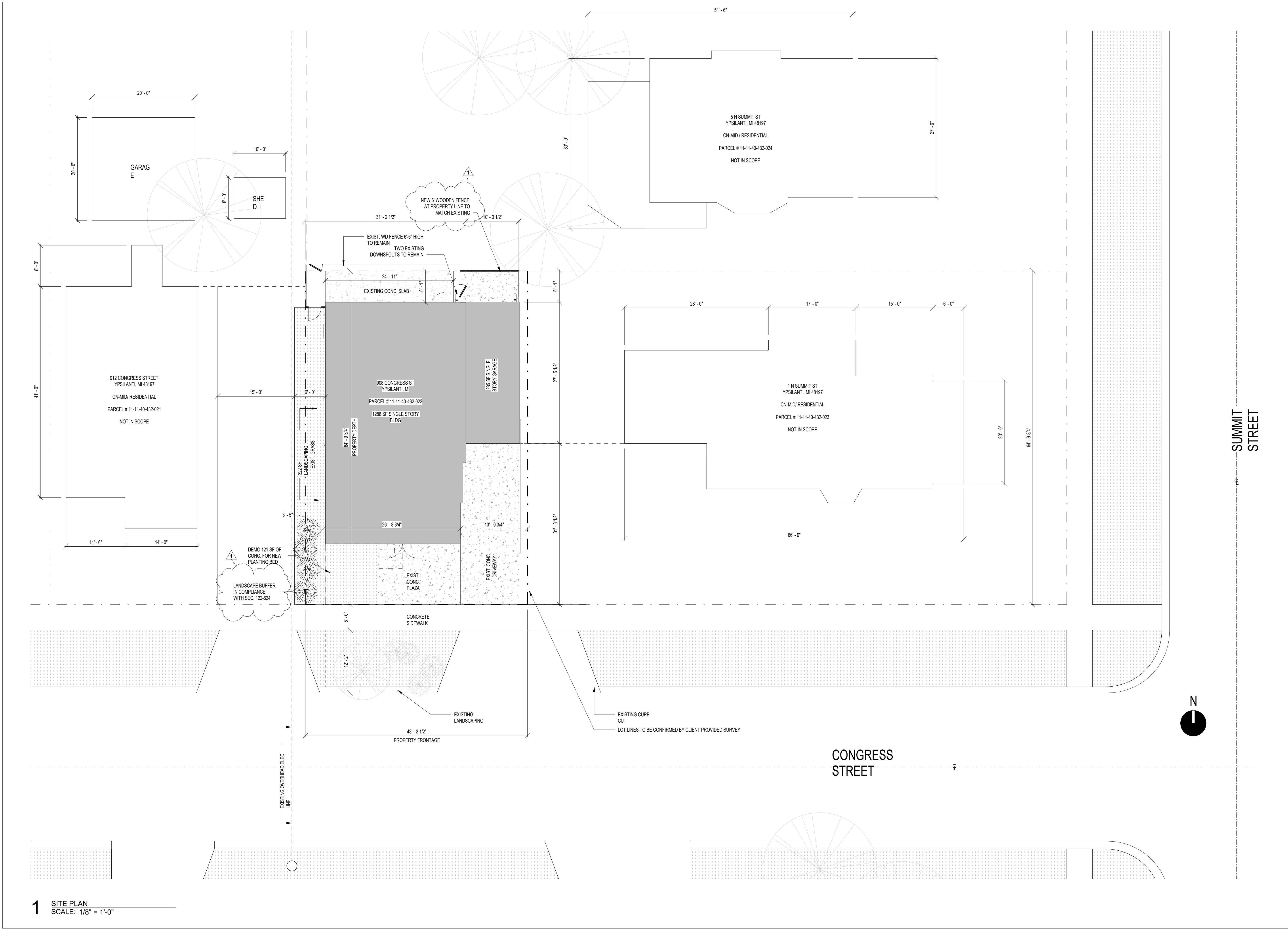
908 CONGRESS STREET
YPSILANTI MICHIGAN 48197

NO.	ISSUE/REV.	DATE
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CODE
REVIEW

G-002



1 SITE PLAN
SCALE: 1/8" = 1'-0"



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313.626.7073

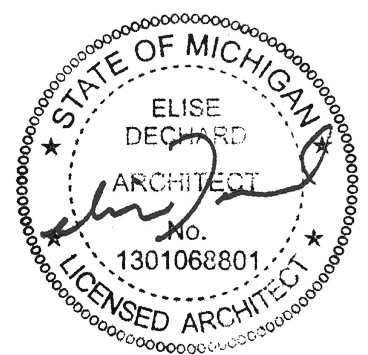
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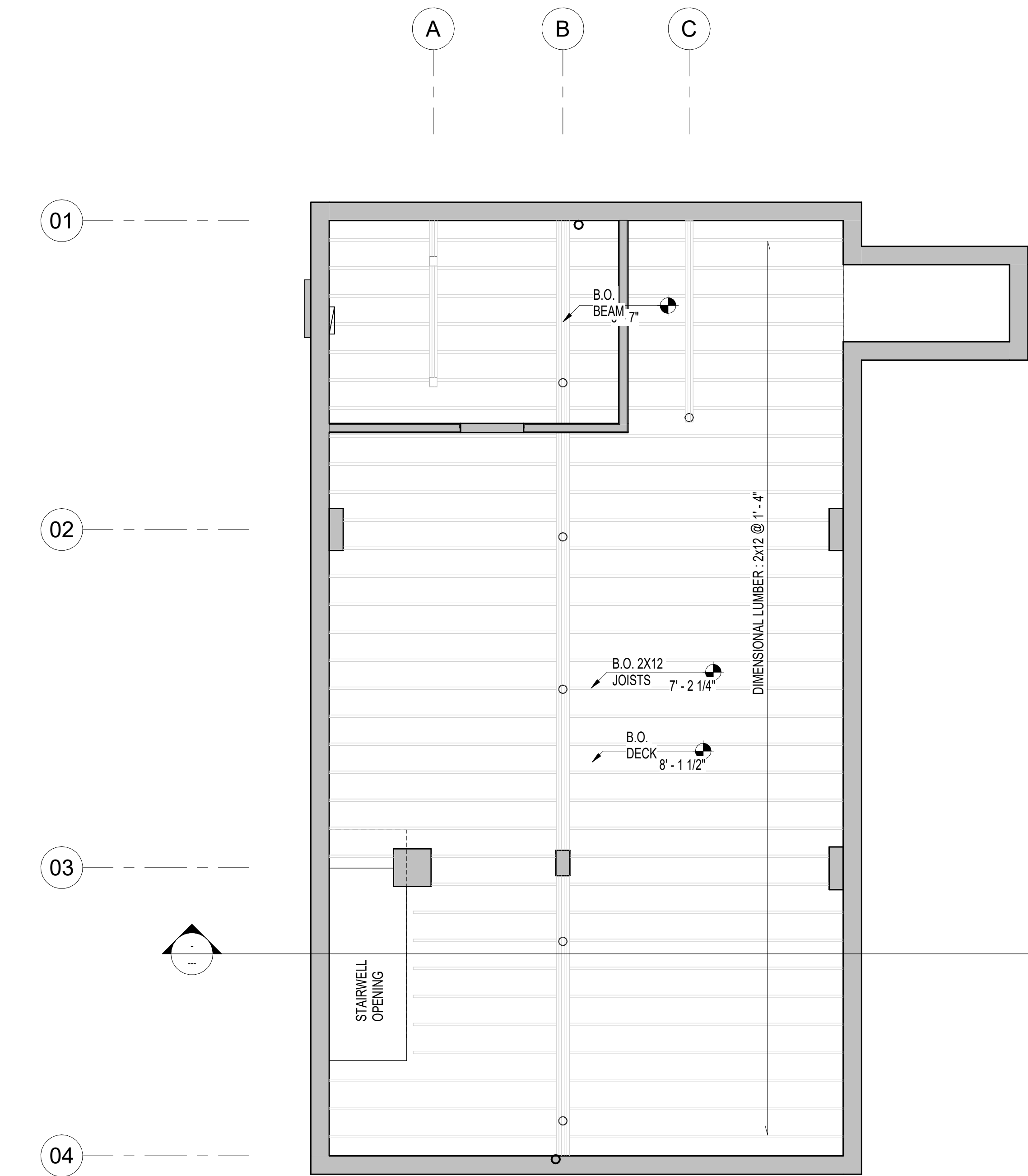
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NO.	ISSUE/REV.	DATE
0	IPUD Application	08-18-2025
1	Revision 1	09-29-2025

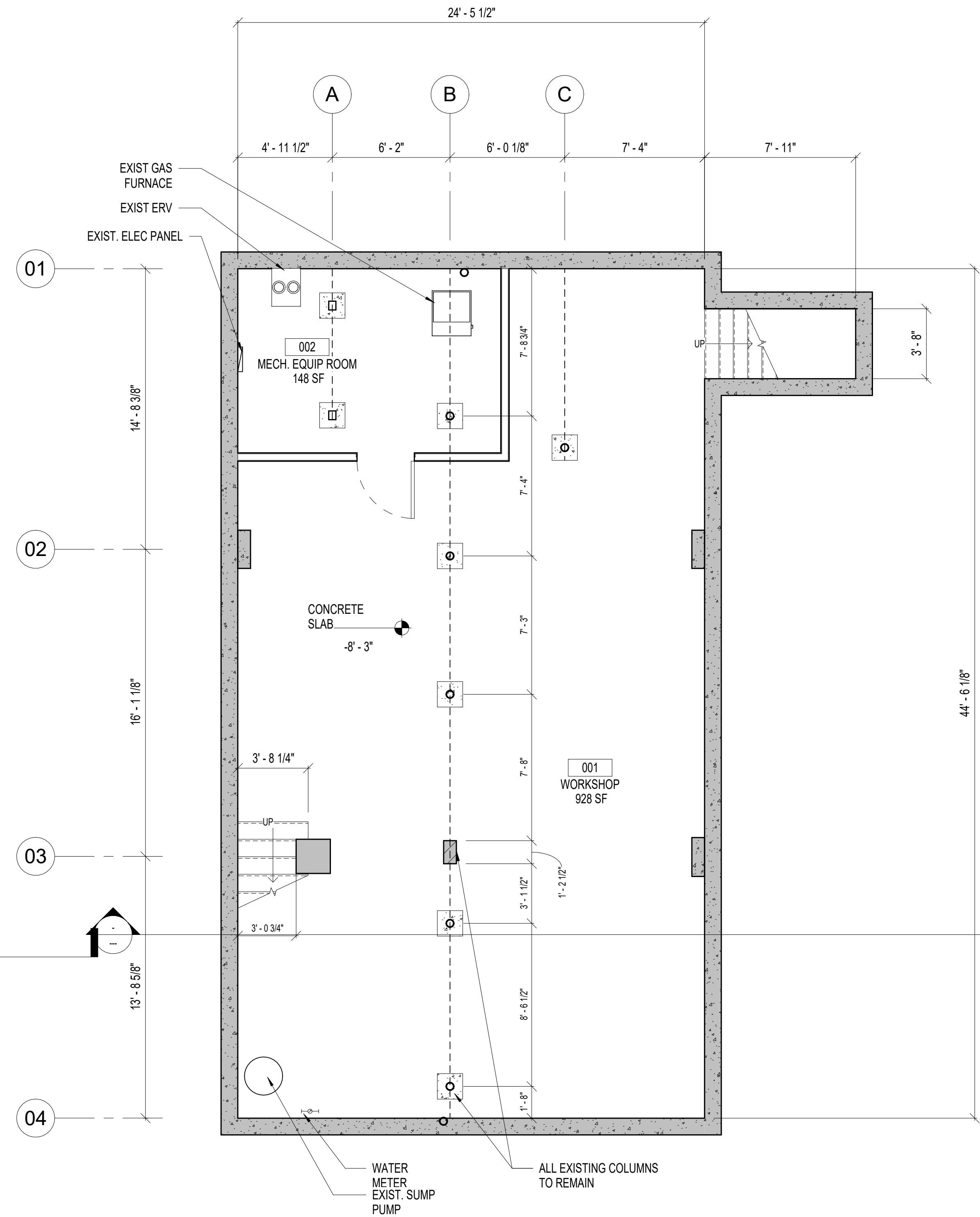


SITE PLAN

A-090



2 BASEMENT RCP
SCALE: 1/4" = 1'-0"



1 BASEMENT PLAN
SCALE: 1/4" = 1'-0"



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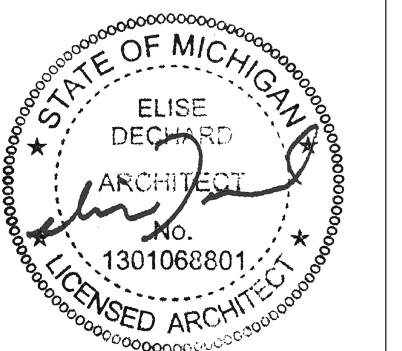
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WOOD + WATT WORKS

908 CONGRESS STREET
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01	PUD Application	08-15-2025



BASEMENT
PLAN & RCP

A-100



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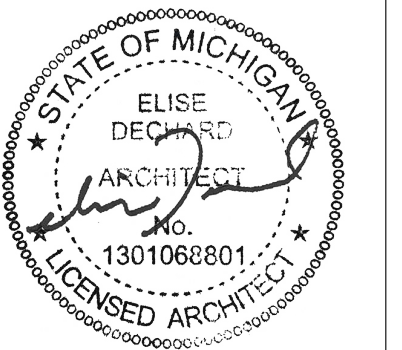
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908 CONGRESS STREET
YPSILANTI MICHIGAN 48197

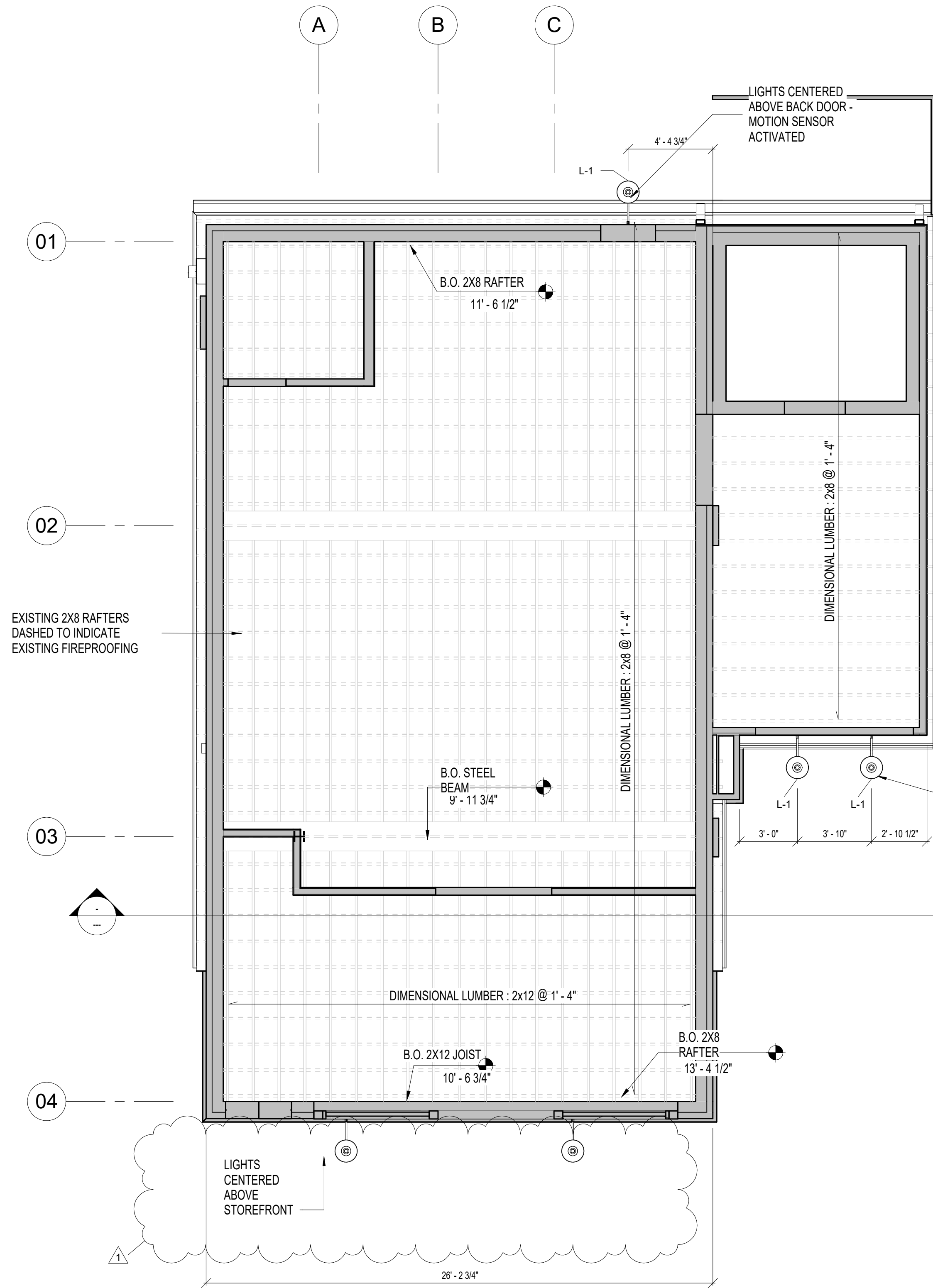
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1	Revision 1	09-29-2025



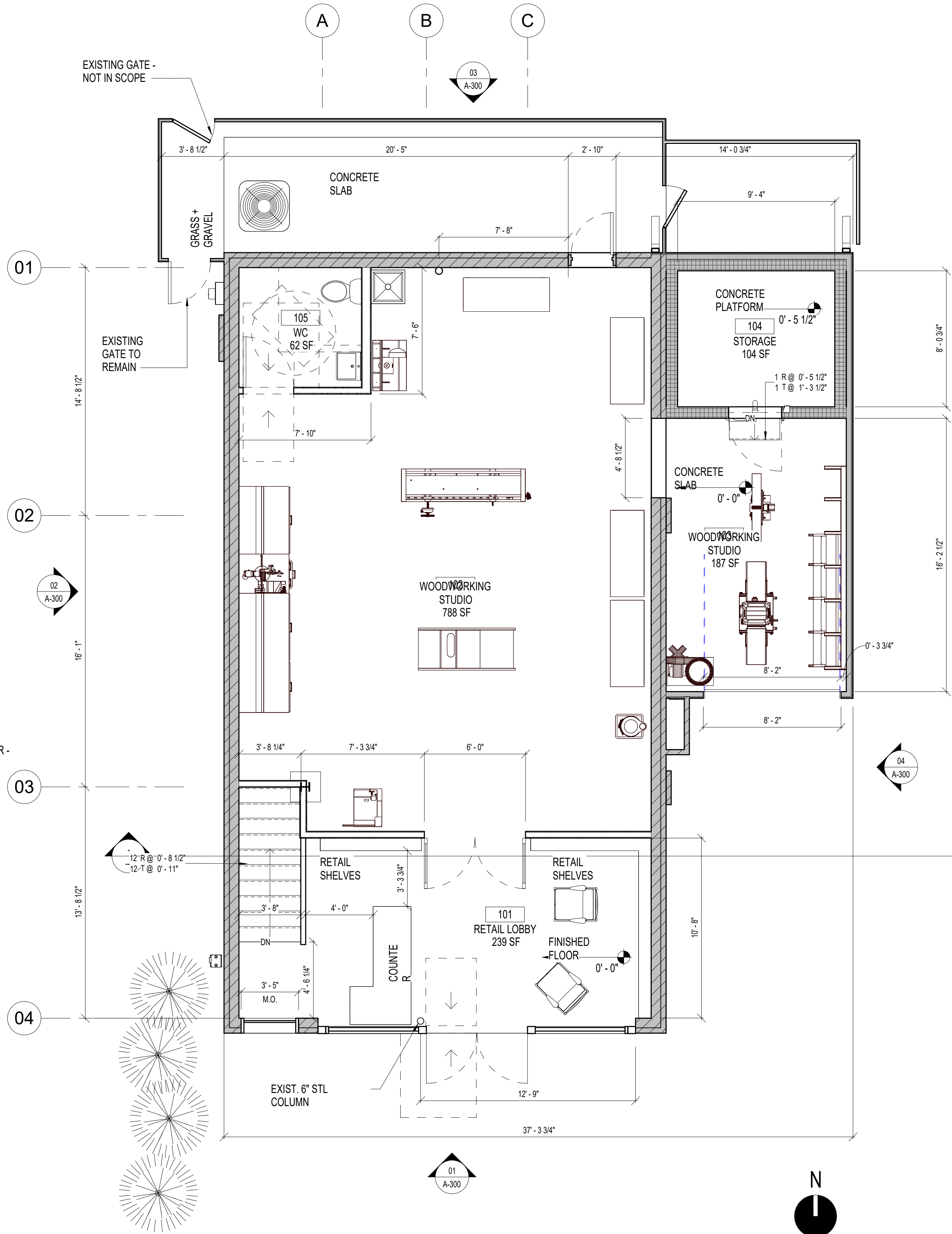
FIRST FLOOR
PLAN & RCP

A-101

02 FIRST FLOOR REFLECTED CEILING PLAN
SCALE: 1/4" = 1'-0"



01 FIRST FLOOR
SCALE: 1/4" = 1'-0"





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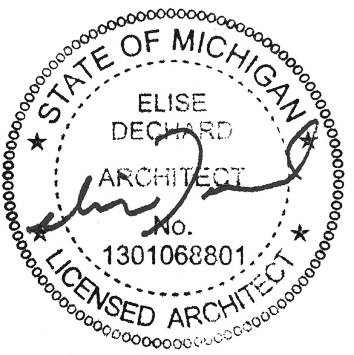
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WOOD + WATT WORKS

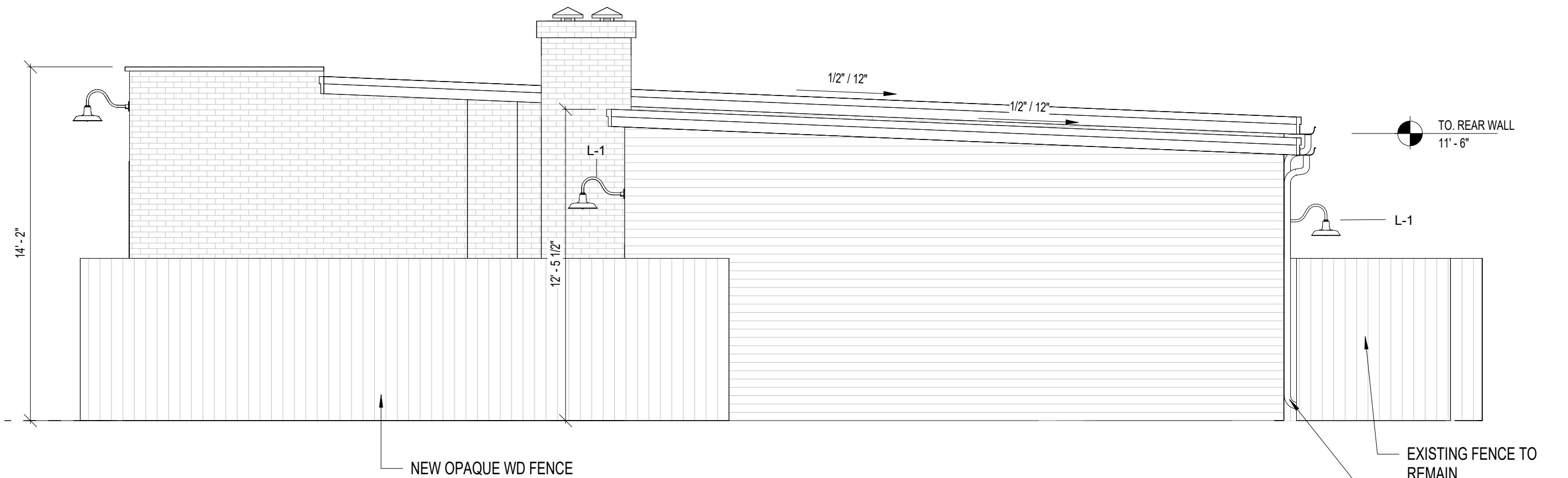
908 CONGRESS STREET
YPSILANTI MICHIGAN 48197

NO.	ISSUE/REV.	DATE
0	IP/D Application	08-18-2025
1	Revision 1	09-09-2025

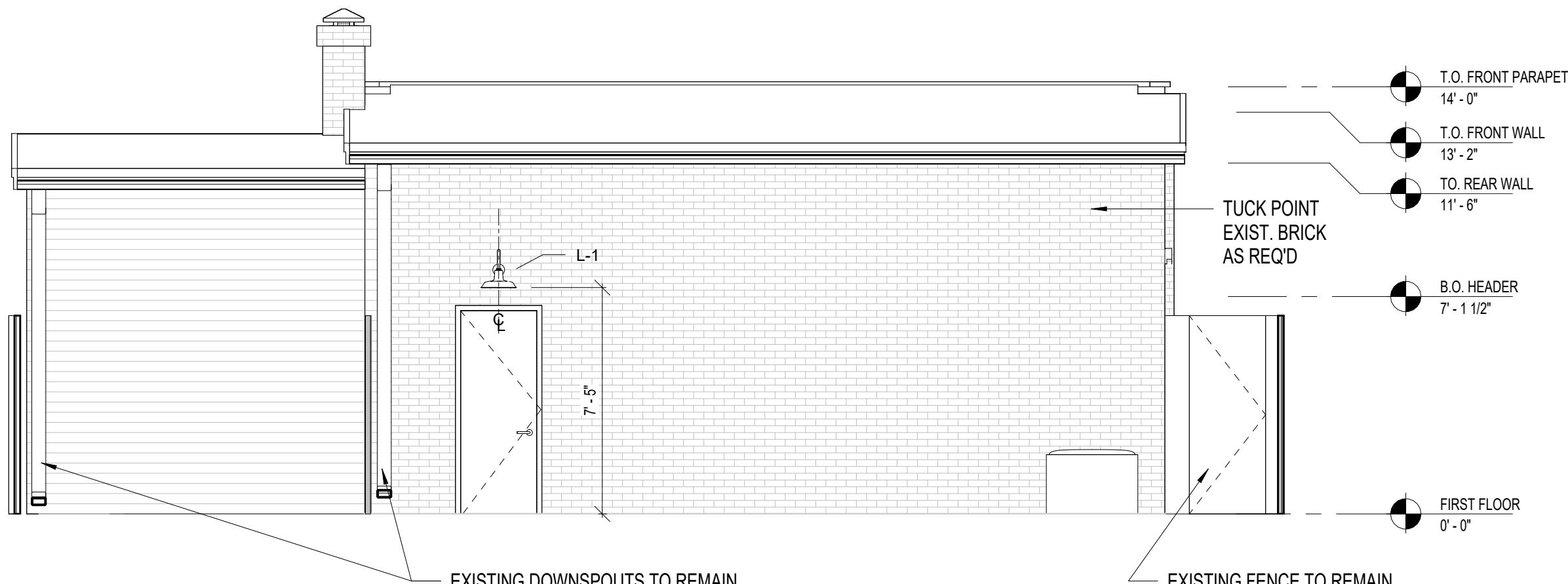


EXTERIOR
ELEVATIONS

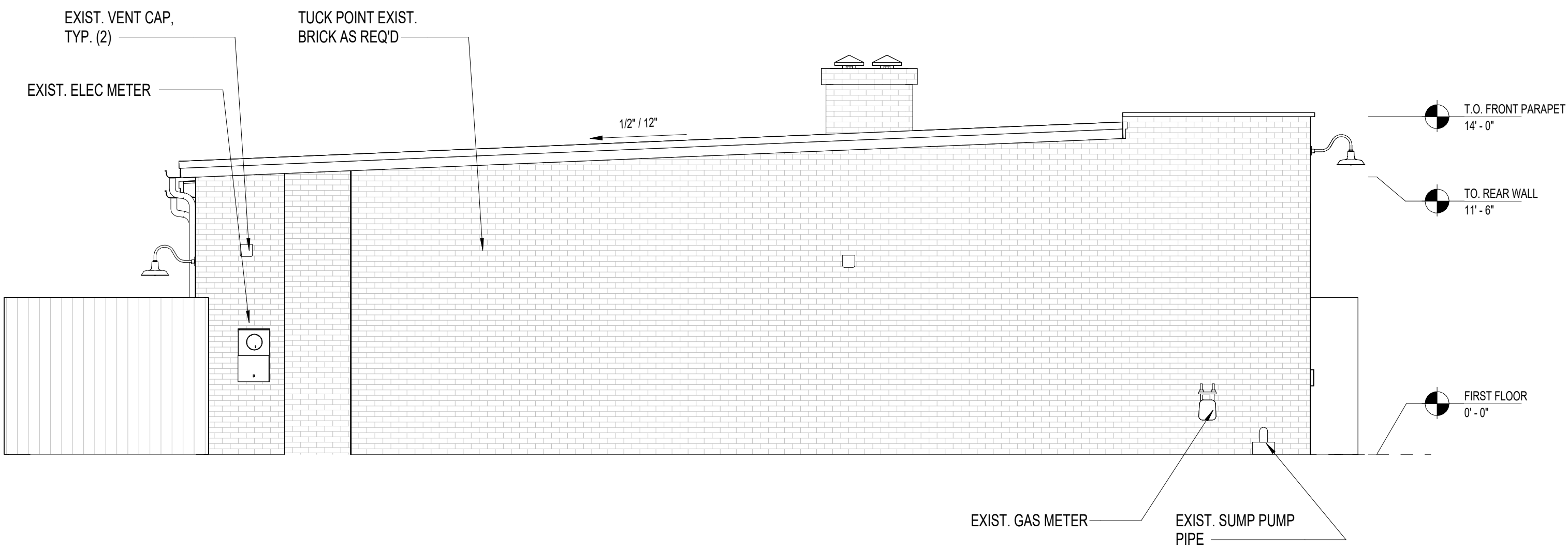
A-300



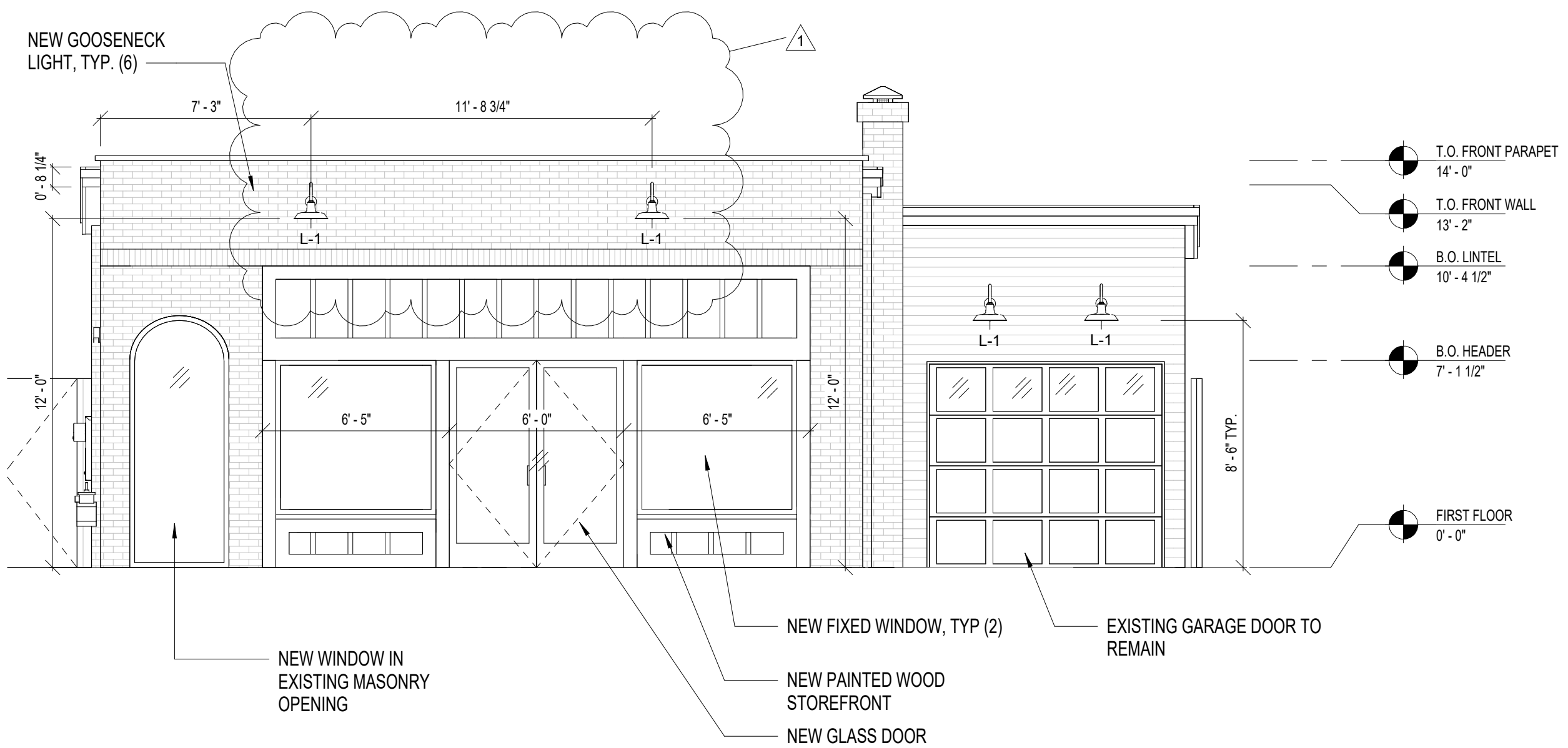
04 EAST ELEVATION
SCALE: 1/4" = 1'-0"



03 NORTH ELEVATION
SCALE: 1/4" = 1'-0"



02 WEST ELEVATION
SCALE: 1/4" = 1'-0"



01 SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



September 17, 2025

**Staff Review of Adaptive Reuse Planned Unit Development
(PUD) Application
Craft Manufacturing & Retail
908 N. Congress St.**

GENERAL INFORMATION

Applicant:	Steve Wisinski
Project:	Craft Manufacturing & Retail
Application Date:	August 20, 2025
Public Hearing Date:	September 17, 2025
Location:	Northwest of the N. Congress and Summit intersection
Zoning:	"CN-Mid" Core Neighborhood Mid
Action Requested:	Approval
Staff Recommendation:	Approval with Conditions

PROJECT AND SITE DESCRIPTION

The applicant is proposing to occupy an existing building with a total of 2,456 sq ft at 908 N. Congress (Parcel #11-11-40-432-022). In addition to occupying the building, the applicant proposes screening from adjacent land uses, new landscaping, and façade improvement. This parcel is 0.065 acres (2,800 sq ft). The property is an interior lot, located northwest of the N. Congress St. and Summit St. intersection. The property's zoning of Core-Neighborhood Mid does not permit craft manufacturing or retail of such products; hence, the applicant's submittal of an Adaptive Reuse PUD application.

The lot features a small, single-story commercial structure located within a primarily residential zoning district. The site also includes a small concrete plaza and driveway with minimal landscaping. Back in 2004, the building was occupied by a liquor store. That store would later close, and in 2015, the City Council approved an Adaptive Reuse PUD application for the Little Bird Café. Ultimately, the applicant failed to diligently complete the project, leading to the expiration of approval and building permits.

Figure 1: Site Aerial (March 2024)

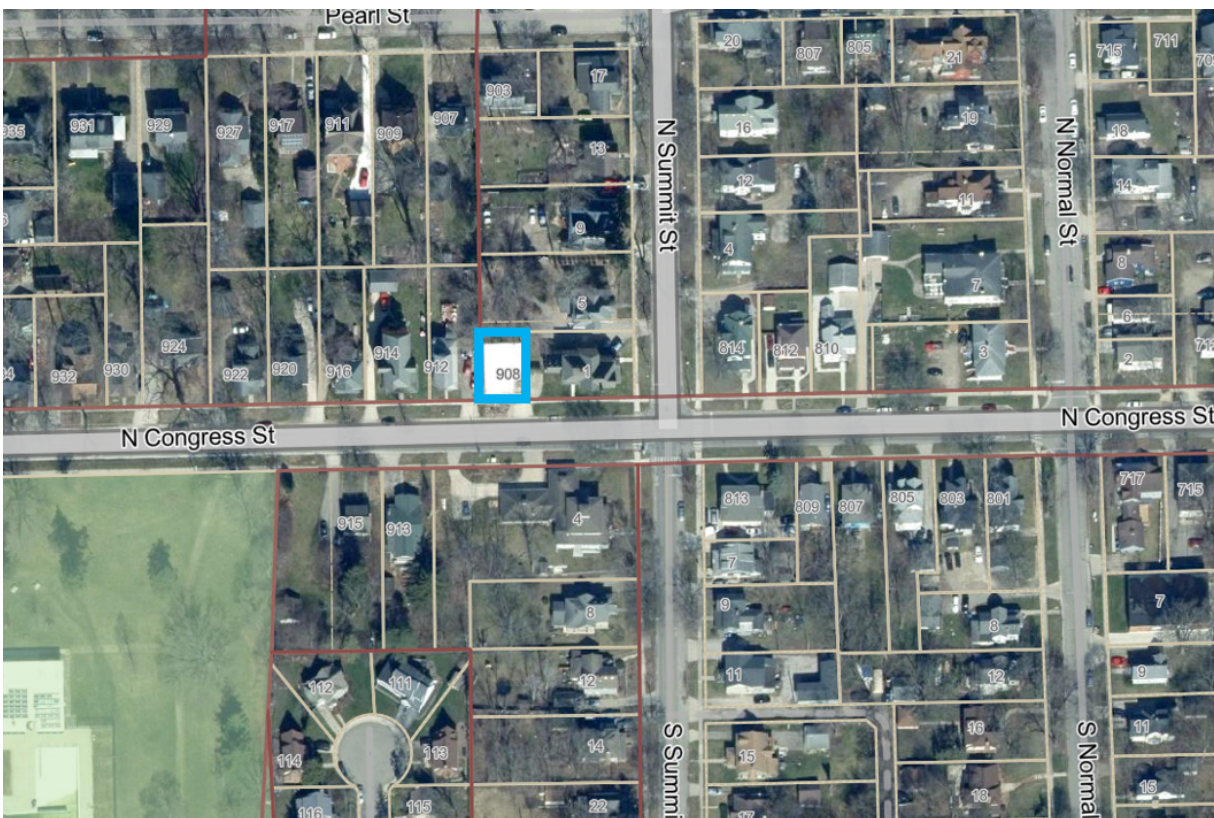


Figure 2: 908 N. Congress Site Conditions - Facing Northwest (September 2025)



Figure 3: 908 N. Congress Site Conditions - Facing Northeast (September 2025)



Figure 10: Land Use and Zoning of the Surrounding Area

	LAND USE	ZONING
NORTH	Residential (2 unit)	Core Neighborhood Mid (CN-Mid)
EAST	Residential (4 unit)	Core Neighborhood Mid (CN-Mid)
SOUTH	Residential (single family)	Core Neighborhood Mid (CN-Mid)
WEST	Residential (single family)	Single-Family Residential (R-1)

PLANNED UNIT DEVELOPMENT: PURPOSE**§122-700**

- (a) *It is the purpose of this article to provide guidelines for development or redevelopment which is planned as a unit. Toward this end, it is the intent of these regulations to allow flexibility in the regulation of land development; encourage innovation in land use and variety in design, layout, and type of structures constructed; achieve economy and efficiency in the use of land, energy, public services, and utilities; encourage useful open space; provide better housing, employment, shopping opportunities, compatibility of design, and use between neighboring properties; facilitate the preservation and reuse of historic structures; and encourage development that is consistent with the City's master land use plan.*
- (b) *The approval of a planned unit development application requires an amendment to this chapter to revise the Zoning Map and designate the subject property as "PUD, planned unit development." An approval granted under this article, including all aspects of the final site development plan and conditions imposed on it, constitutes an inseparable part of this chapter.*
- (c) *The provisions of this article are not intended as a device for ignoring this chapter, the specific standards set forth in this chapter, or the planning upon which it has been based. Provisions of this article are intended to result in land development substantially consistent with the zoning standards generally applied to the proposed uses, allowing for modifications and departures from generally applicable standards in accordance with the guidelines of this article to insure appropriate, fair, and consistent decision-making.*

PLANNED UNIT DEVELOPMENT: REQUIREMENTS**§122-702**

- (a) **Unified Control.** *Unified control. The proposed development must be under single ownership or control such that there is a single person or entity having responsibility for completing the project in conformity with this chapter. The applicant must provide legal documentation of a single ownership or control in the form of agreements, contracts, covenants, and deed restrictions which indicate that the development can be completed as shown on the plans, and further, that all portions of the development that are not to be maintained or operated at public expense will continue to be operated and maintained by the developers or their successors.*

COMMENTS: The applicant will soon be the property owner. Property will be under single ownership. Compliant.

[Note: (b) and (c) are omitted as they do not apply to Adaptive Reuse Planned Unit Development projects. See next review section.]

- (d) **Street Access.** *Each lot, main building, and principal use within a Planned Development district shall have vehicular access to a public street. Adequate provision shall be made for dedications of land for streets and essential services.*

COMMENTS: No changes are proposed to the existing layout. The building is oriented towards the street. A public sidewalk exists. Compliant.

- (e) **Usable Open Space.** *The proposed development shall contain at least as much open space as would otherwise be required by the existing underlying zone.*

COMMENTS: The proposed lot coverage is 56%, meaning 44% of the site is “usable open space”. The single-story commercial building type permits up to 60% lot coverage. Compliant.

- (6) **Landscaping and Maintenance of Common Areas.** *All required yards and common areas shall be landscaped and adequately and permanently maintained by the property owner, tenant, or organization responsible for maintaining common areas. Through an irrevocable conveyance, such as deed restrictions or covenants that run with the land, the developer shall assure that all yards and common areas will be developed in accordance with the site plan and not changed to another use.*

COMMENTS: There are no common areas; this is a one-tenant project. The owner will be responsible for all maintenance. Compliant.

- (7) **Additional Considerations.** During review of a proposed planned development, the Planning Commission shall take into account the following considerations, which may be relevant to a particular project:
- perimeter setbacks and screening;
 - thoroughfares, drainage, as provided for in best management practices as appropriate, and utility design;
 - underground installation of utilities;
 - insulating pedestrian circulation from vehicular thoroughfares and ways;
 - achievement of an integrated development with respect to signage, lighting, landscaping and building materials;
 - and noise reduction mechanisms, particularly in cases where non-residential uses adjoin off-site residentially-zoned property.

COMMENTS: The applicant aims to beautify the property, further integrating the site into the character of the neighborhood. As part of this proposal, the applicant proposes to refresh the primary façade by adding an additional window, replacing the primary doors, and installing 4 light fixtures that are downward directed.

A 6-foot wooden fence is proposed along the eastern property line; however, it does not fully screen the property from adjacent residential uses. Along the western property line, the applicant notes that a fence or landscape buffer, compliant with Section 122-634, may be installed to screen the property from the adjacent residential use. The applicant will need to confirm what method of screening will be utilized. There is notably no screening proposed along the northern lot line; the applicant will need to propose screening compliant with Section 122-634.

Woodworking could create noisy conditions; however, the applicant submitted decibel readings indicating that noise will not be an issue.

The sidewalk and concrete pavement are in fair to poor condition.

There are no proposed changes to underground utilities, site circulation, or the building’s footprint.

Items to be addressed:

- The Planning Commission may want to consider requiring full screening of the proposed use from all conflicting land uses, in compliance with Section 122-634.
- The applicant shall repair and/or replace all pavement material in poor condition.

Figure 11: List of Departures Requested

Departure Number	ORDINANCE PROVISION	REQUIRED	PROVIDED	RATIONALE FOR A HIGHER-QUALITY DEVELOPMENT
No departures are needed nor requested.				

COMMENTS: None.**PLANNED ADAPTIVE REUSE PROJECTS****§122-703**

A planned unit development that involves adaptive reuse of an existing structure that is located in a residential zoning district, but that was originally constructed for non-residential use, may be reviewed as a planned adaptive reuse project at the request of the applicant. The following requirements must apply to a planned adaptive reuse project in addition to the requirements applied to all planned unit developments:

(a) **Eligibility.** *The project must involve the reuse of an existing structure that is located in a residential zoning district, that was constructed for non-residential use.*

COMMENTS: Compliant.

(b) **Minimum size.** *Notwithstanding §122-702(b), no minimum size is required for a planned adaptive reuse project.*

(c) **Permitted uses.** *Notwithstanding §122-701, a planned adaptive reuse project may include any uses determined by the City Council, upon Planning Commission recommendation, to be appropriate for the site and compatible with adjacent uses and zoning districts, with the master plan, and with any subarea plans.*

COMMENTS: The proposed use for the site is a community-based arts and crafts/craft manufacturing studio. The applicant plans to include a retail component, selling the products made within the building. Each of the proposed uses are not permissible in the CN-Mid zoning district; however, the ordinance encourages the adaptive reuse of non-residential structures within a residential zoning district. The reuse of the building will assist in activating a long-vacant space, while enhancing the city's creative economy. The production of furniture will also provide city residents with an opportunity to buy products locally, keeping local dollars within the community.

PLANNED UNIT DEVELOPMENT: PROCESS**§122-705**

Broadly, this is the Planned Unit Development process:

- 1) Pre-application conference. (Completed)
- 2) Planned Unit Development application submitted to the Planning Department. (Completed)
- 3) Planning Commission review, public hearing, and recommendation to Council (**currently here**).
- 4) City Council action: City Council may approve the PUD.
- 5) Effect of approval: PUD adoption is to be published, and the Zoning Map is to be updated to reflect it.
- 6) Applicant or city records the approval and its records with the Register of Deeds.

SITE PLAN: CRITERIA AND REVIEW**§122-311****STANDING****§122-311(a)**

The applicant is legally eligible to apply for site plan review, and all required information has been provided.

REQUIREMENTS**§122-311(b)**

"The proposed site plan conforms with all the provisions and requirements, as well as the spirit and intent of this chapter and the Master Plan. The proposed development will meet all the regulations of the zoning district in which it is located."

As mentioned above, the proposed use for the site is a community-based arts and crafts/craft manufacturing studio. The applicant plans to include a retail component, selling the products made within the building. Each of the proposed uses are not permissible in the CN-Mid zoning district; however, the ordinance encourages the adaptive reuse of non-residential structures within a residential zoning district. The reuse of the building conforms with the provisions of the Master Plan by assisting in activating a long-vacant space, while enhancing the city's creative economy. The production of furniture will also provide city residents with an opportunity to buy products locally, keeping local dollars within the community.

Items to be Addressed:

None.

BUILDING LOCATION AND SITE ARRANGEMENT**§122-311(c)**

"All elements of the site plan shall be harmoniously and efficiently organized in relation to the character of the proposed use, the size and type of lot, the size and type of buildings, and the character of the adjoining property. The site shall be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this chapter."

The proposal is for a small lot that is 2,800 square feet. The lot is an interior lot, located northwest of the N. Congress St. and Summit St. intersection. The site is in the Midtown Neighborhood, a highly walkable area, making it easily accessible for pedestrians. There are notably no defined parking spaces; however, off-street parking is able to accommodate vehicular travel.

The site features a small, nonconforming, single-story commercial structure, a small concrete plaza and driveway, and minimal landscaping. Minimal changes are proposed to the site layout; however, impervious surfacing will decrease with the installation of a new planting bed in front of the building.

The residential character of the adjoining properties exacerbates the site's deviation from the surrounding neighborhood. Despite the deviation, the proposed improvements to the façade will enhance the overall image of the neighborhood.

Figure 12: Building Location and Site Arrangements

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
For Walkable Urban Districts- Building Type Required <i>Blue text: existing nonconformity or not applicable Red text: site plan does not comply Highlighted text: PUD</i> Departure applied for by applicant.			
§122-465 BUILDING TYPE	Determined by lot size. Cottage Required.	Nonconforming single-story commercial.	Unchanged. Existing Nonconformity.

ORDINANCE REFERENCE	REQUIRED		EXISTING CONDITIONS	PROPOSED
For Walkable Urban Districts- Building Type Required <i>Blue text: existing nonconformity or not applicable</i> <i>Red text: site plan does not comply</i> Highlighted text: PUD Departure applied for by applicant.				
§122- LOT REQUIREMENTS 469.CO				
Width ft	Min 25	Max 35	43 ft 2.5 in.	Unchanged. Existing Nonconformity.
Depth ft	Min 50	Max 150	66 ft.	Unchanged. Compliant.
Area sf	Min 2,000	Max 6,300	2,800 sq ft.	Unchanged. Compliant.
Coverage %	Min -	Max 70%	56.2%	Unchanged. Compliant.
§122- BUILDING ENVELOPE AND HEIGHT 469.CO				
Street setback (front or side) ft	Min 10	Max 20	~12 ft	Unchanged. Compliant.
Side setback ft	Min 3	Max -	East Lot Line: 0 ft	Unchanged. Existing Nonconformity.
			West Lot Line: 6 ft	Unchanged. Compliant.
Rear setback ft	Min 10	Max -	~6 ft	Unchanged. Existing Nonconformity.
Frontage buildout %	Min 70	Max 90	~62%	Unchanged. Existing Nonconformity.
Height stories	Min 1	Max 2	1 story.	Unchanged. Compliant.
Parking Location	Location: Side, Street Side, and Rear Yards.		There are no defined parking spaces; however, it appears vehicles were historically parked in the front and side yard.	Pavement is being reduced in the front yard, making vehicular access challenging. Impervious surface remains in the side yard. Existing Nonconformity.
Private Frontages	Porch or stoop required.		No porch or stoop exists.	Unchanged. Existing Nonconformity.

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
For Walkable Urban Districts- Building Type Required <i>Blue text: existing nonconformity or not applicable Red text: site plan does not comply Highlighted text: PUD Departure applied for by applicant.</i>			
§122-442(b) Core Neighborhoods: Non-Use & Dimension Requirements (Fences)	Front Yard: No more than 4' height and 50% opacity. Side, Street Side, and Rear Yards: 6' height max, no opacity restriction	A 6-foot wooden fence exists in the side and rear yards.	A 6-foot, 100% opaque wooden fence slightly encroaches into the front yard. Noncompliant.
§122-601 Control of Heat, Glare, Fumes, Dust, Noise, Etc.	Every use must be so conducted and operated that it is not obnoxious or dangerous by reason of heat, glare, fumes, dust, noise, radiation, vibration, or odors beyond the lot on which the use is located. Furthermore, it shall be unlawful for any person to create, assist in creating, permit, continue, or permit the continuance of any public nuisance as defined and regulated under Article II of chapter 42.	N/A	Applicant submitted decibel readings indicating noise levels will be compliant with Chapter 42. Compliant.
§122-607 Building Entrances	Building entrances must face the street.	The primary building entrance faces the street.	Unchanged. Compliant.
§122-608 Trash Receptacles & Dumpsters	Masonry enclosure 1' taller than dumpster (no less than 6'), in rear yard, 80% opaque swing door, on a concrete pad.	No dumpster exists on site.	No dumpster enclosure is proposed; however, the applicant provided a compliant trash management plan. The Planning Commission should waive this requirement. Compliant.

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
For Walkable Urban Districts- Building Type Required <i>Blue text: existing nonconformity or not applicable Red text: site plan does not comply Highlighted text: PUD</i> Departure applied for by applicant.			
§122-609	Required Lighting	• Cannot exceed 0.5 fc at lot line. • Lighting poles cannot exceed 16' in height. • Site cannot be less than 0.3 fc anywhere where lighting is required. The site must average greater than 0.5 fc across the entire area where lighting is required.	Wall-mounted lighting. New wall-mounted fixtures are proposed. The proposed color temperature appears to be 3,500 Kelvin. The lighting exceeds 0.5 fc at the southern lot line. Noncompliant.
§122-634	Screening Between Conflicting Land Uses	Required when a non-residential use abuts a property where a residential use occupies the first floor of the principal structure • Screening must be provided along all lot lines between conflicting land uses when required by this section. • Construction. Screens must be a wall, fence, or landscape buffer at least six (6) feet in height.	No screening exists. A 6-foot wooden fence is proposed along the eastern property line; however, it does not fully screen the property from adjacent residential uses. Along the western property line, the applicant notes that a fence or landscape buffer, compliant with Section 122-634, may be installed to screen the property from the adjacent residential use. The applicant will need to confirm what method of screening will be utilized. There is notably no screening proposed along the northern lot line; the applicant will need to propose screening compliant with Section 122-634. Existing Nonconformity.

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
For Walkable Urban Districts- Building Type Required <i>Blue text: existing nonconformity or not applicable Red text: site plan does not comply Highlighted text: PUD</i> Departure applied for by applicant.			
§122-636	Street Trees	The street trees must be centered between the sidewalk and the back of the street curb. A minimum of one (1) tree for every thirty (30) lineal feet of frontage, inclusive of proposed or existing access drives. 1 Street Tree is Required.	1 street tree exists. No changes are proposed. Compliant.
§122-638	Site Landscaping	At least 10% of the site must be landscaped.	12.4% Site landscaping is proposed to be slightly increased to 16.7%. Compliant.

Items to be Addressed:

- The Planning Commission should waive the requirement for a dumpster enclosure due to site limitations.
- The proposed photometric plan fails to comply with Section 122-609. The applicant shall revise the plan, ensuring lighting levels do not exceed 0.5 fc from the lot line. The Planning Commission may want to consider requiring a maximum color temperature of 3000 Kelvin.
- The property is not fully shielded in accordance with Section 122-634. Though this is a nonconformity, the Planning Commission may want to consider requiring full compliance.

SITE ACCESS, TRAFFIC, AND PARKING**§122-311(d)**

"With respect to vehicular and pedestrian circulation on the site, including walkways, interior drives, and parking; circulation shall to the extent possible create potential cross-and joint-access to adjacent parcels and the existing block layout. Special attention shall be given to the location, number and spacing of ingress and egress points; general interior circulation including turnaround areas; adequate provisions for delivery of services (trash removal, school buses, mail and parcel delivery); separation of pedestrian and vehicular traffic; avoidance of building corners next to access drives; identification of addresses; storage of plowed snow; and arrangement of parking areas that are safe and convenient, and insofar as practicable, do not detract from the design of the proposed buildings and structures, neighboring properties, pedestrian and bicyclist safety, access to transit and flow of traffic on adjacent streets. All buildings or groups of buildings shall be so arranged as to permit adequate access by emergency vehicles as required by the City building code."

The site is in the Midtown Neighborhood, a highly walkable area, making it easily accessible for pedestrians.

There are notably no defined parking spaces; however, off-street parking can accommodate vehicular travel.

The nearest bus stop is ~280 ft away, making the site highly accessible for public transit users.

There are no bike racks proposed.

Figure 13: Site access, traffic, and parking

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
§122-671 Public Service Access	The site shall provide adequate access for fire, police, sanitation, and public works vehicles.	Due to the scale of the site and building, adequate access is provided from N. Congress Street.	None. Compliant.
§122-672 Sidewalks	Sidewalks are required along the front of the site.	A sidewalk exists; however, the conditions are poor.	No changes are proposed, but the applicant should remove the vegetation growing in the expansion joints of the sidewalk to prevent further decay. Compliant.
§122-675 TRAFFIC VISIBILITY	Maintain shrubs/other obstructions lower than 30" and trees/other obstructions higher than 8': At driveway: within a 10'x10' triangle formed by the street ROW line and the edge of the driveway At intersection: within a 25' x 25' triangle formed by an extension of the property lines, as measured from the pavement edges.	No obstructions exist.	The landscape buffer to the west appears to create a nonconformity issue for the western neighbor. Noncompliant.
§122-683 (b) Ingress and Egress	Adequate ingress and egress to such parking lot shall be provided by means of clearly defined and limited drives having a minimum width of 20 feet for two-way traffic and 10 feet for one-way traffic, with a maximum of 30 feet	Curb cut shared between 908 N. Congress and 1 N. Summit. The curb cut is approximately 20 ft, but 908 N. Congress directly abuts half of that.	No changes are proposed. Existing nonconformity.

§122-683 (c)	Access	Walkways in parking lots. Paved walkways a minimum of 5 feet in width shall be provided for access to adjacent parks, commercial areas, transit stops, anticipated walkways and institutions. Pedestrian movement shall be accommodated within parking lots through raised walkways, marked crosswalks or similar methods. Vehicular Access. All parking spaces must be accessible to vehicles by means of maneuvering aisles. All parking spaces shall be designed so that any motor vehicle may be parked or unparked without moving another vehicle.	Pedestrian access is adequate. On-site vehicular access can only accommodate 1 car.	No changes are proposed. Compliant. No changes are proposed. Existing nonconformity.
§122-683 (d)	Maneuvering Drives	Each driveway providing access to an off-street parking lot containing five or more parking spaces shall be a minimum of ten feet in width.	N/A	N/A
§122-683 (e)	Surfacing	All parking and loading facilities and access drives shall be paved with a durable bonded material in accordance with accepted engineering standards.	The concrete surface is in poor condition.	No changes are proposed. Compliant.
§122-683 (f)	Drainage	All off-street parking and loading areas shall be graded and drained to public storm sewers or other acceptable method by the City's engineer.	Water appears to drain into the city's storm sewer system.	No changes are proposed. Compliant.
§122-683 (g)	Setback from Street	Parking lot setbacks are designated by the zoning district in which they are located. Neither the GC district nor the cottage or single-story commercial building type establishes parking lot setbacks.	Parking area built to the zero-lot line.	No changes are proposed. Compliant.

§122-683 (h)	Setback from Adjacent Lot	Parking areas are required to be 10' from an adjacent lot.	Parking area built to the zero-lot line.	No changes are proposed. Existing nonconformity.
§122-683 (i)	Striping	For parking lots containing five or more spaces, all spaces shall be outlined with three-inch wide strips of white or yellow paint, except that barrier-free spaces shall be blue, with a symbol of compliance in blue, and signed in accordance with the State Barrier-Free Code.	N/A	N/A
§122-683 (j)	Wheel Stops	For parking lots containing five or more spaces or accessory to commercial uses, wheel stops or curbing shall be provided for all parking spaces to prevent any vehicle from projecting beyond the parking lot area, bumping any wall or fence, or encroaching upon any landscaping	N/A	N/A

§122-684	Screening & Landscaping (external)	There shall be a minimum of one (1) tree for every eight (8) parking spaces, provided that a landscape island shall be provided for no more than sixteen (16) continuous spaces. 1 is required.	No trees exist on the site.	4 trees appear to be proposed; however, the species is not confirmed. Existing nonconformity.
		Off-street parking areas in the side and rear yard which abut a R-1, MD, CN, CN-Mid, CN-SF zoning district must be screened in accordance with §122-634.	No screening exists.	A 6-foot wooden fence is proposed. Compliant.
		All off-street parking areas that are visible from a public road shall be screened from view with a solid wall or landscape planting achieving at least 80% opacity year-round at least three (3) feet in height but no more than four (4) feet in height, in conformance with §122-675.	No screening exists.	No screening is proposed. Existing nonconformity.
		Landscaped areas, walls, structures, and walks shall be properly protected from vehicular encroachment or overhang through appropriate wheel stops or curbs, as well as a distance of at least 3 feet.	No protection provided.	No changes are proposed. Existing nonconformity.
§122-685	PARKING Dimensions	• 9'x18' minimum, exceptions if adjacent to wall or overhang provided • May have 20% small car (8'x16', signed)	13'x18'.	No changes are proposed. Compliant.
§122-686	BARRIER FREE	Barrier-free parking spaces must be provided in accordance with the state barrier-free design requirements. 1 space is required for parking lots with 1 to 25 spaces.	None exists.	No changes are proposed. Existing nonconformity.

§122-691	Motor spaces	Retail: 1 for each 250 square feet of gross floor area. Craft Production: 1 per 1,000 square feet. Minimum of 3 spaces required.	2 nonconforming parking spaces exist.	1 space is proposed. Noncompliant.
§122-692	Parking discounts	Walkable Urban District: Parking requirements shall be halved. Transit: Up to 20% reduction when a lot is located within 750 ft of a transit stop.	N/A	The Planning Commission would need to waive 20% of the parking requirements to permit the removal of an additional parking space. The Planning Commission has the authority to waive 20% of the parking requirements due to the site's proximity to a bus stop (<300 ft).
§122-693	Bicycle spaces	1 per 5 motor spaces, a minimum of 2	None exists.	No changes are proposed. Existing nonconformity.
§122-695	Off-Street Loading Space Requirement	Commercial Use (2,000 to 4,999 sq ft) requires 1 10'x25' loading space.	No loading zoning exists.	None provided, but site limitations prevent a compliant designated loading zone. Existing nonconformity.

Items to be Addressed:

- The Planning Commission should consider waiving 20% of the parking requirements to permit the removal of an additional parking space. The Planning Commission has the authority to waive 20% of the parking requirements due to the site's proximity to a bus stop (<300 ft).
- The Planning Commission should consider requiring 2 bike racks to accommodate cyclists.
- The applicant shall repair and/or replace all pavement material in poor condition.

ENGINEERING & STORMWATER

§122-311(f), §122-311(g)

(6) Adequate services and utilities including sanitary sewers shall be available or provided, with sufficient capacity to properly serve the development. Appropriate measures will be taken to ensure that site drainage will not adversely affect adjoining properties or the capacity of the public storm drainage system, or nearby bodies of water. Provisions shall be made to accommodate stormwater and prevent soil erosion. All stormwater management facilities, including but not limited to storm sewers and detention/retention facilities, shall be designed in accordance with the "Rules of the Washtenaw County Water Resources Commissioner," together with any special provisions established by the city.

(7) Natural resources will be protected to the maximum feasible extent. The proposed development will not cause soil erosion or sedimentation problems, and will respect floodways or floodplains on or in the vicinity of the subject property.

Engineering plan review is not required for this development as no impervious surface is being added, no major utility changes are envisioned, and no grade changes or steep slopes are present on the site.

Items to be Addressed:

None.

SCREENING

§122-311(h)

"The site plan shall provide reasonable visual and sound privacy for all dwelling units on or adjacent to the property. Fences, walks, barriers, and landscaping shall be used, as appropriate, for protection and enhancement of the property. All outdoor storage of materials, loading and unloading areas, and refuse containers shall be screened or located so as not to be a nuisance. Outdoor lighting shall be shielded so as to not adversely affect neighboring properties or traffic on adjacent streets."

Items to be Addressed:

Review the comments above for lighting, landscaping, and refuse.

PHASING

§122-311(i)

"Separate phases of development shall be in logical sequence, and each phase shall stand alone so that no one phase will depend upon a subsequent phase for adequate access, public utility services, drainage, or other improvements."

Items to be Addressed:

Not applicable.

OTHER DEPARTMENT AND AGENCY APPROVALS

§122-311(j)

"Site plans shall conform to all applicable requirements of state and federal statutes, including health and pollution laws, fire or explosion hazards, toxic and hazardous materials, and barrier-free requirements. Site plan approval may be conditioned on the applicant receiving necessary county, state, or federal permits before a local building permit or occupancy permit is granted."

Building Department: All building codes apply to the structure.

Department of Public Works: Any work done within the right-of-way will require a right-of-way permit from the Department of Public Works.

MASTER PLAN CONSIDERATIONS

§122-311(k)

"An objective of site plan review shall be to protect and promote public health, safety, sustainability and general welfare. It is also the intent of site plan review to improve the quality of existing developments as they are expanded, contracted, or redeveloped in keeping with sound site development standards of this chapter and city master plan."

Easily Walk, Bike, Drive, or Take Transit from Anywhere. 908 N. Congress provides fantastic access to public transportation, with a bus stop being within 280 feet of the site. The site also has adequate access to sidewalks, making it easy to walk to.

Ypsilanti is a Great Place to do Business. Allowance of this use activates a vacant building. Additionally, this use enhances the city's creative economy.

Everyone in the Region Knows Ypsilanti has Great Things to do in Great Places that are in Great Shape. The proposal will improve the visual appearance of the site, enriching the character of the surrounding neighborhood.

Ypsilanti is Sustainable. The activation of this vacant space encourages the reuse of an empty building, preserving the building's embodied energy.

PLANNED UNIT DEVELOPMENT: STANDARDS FOR APPROVAL

§122-706

In considering any application for a planned unit development, the Planning Commission and City Council must make their determinations based on the standards for site plan approval in §122-311 and the following standards:

(a) **Conformance with the planned development concept.** *The overall design and all uses proposed in connection with a planned unit development must be consistent with and promote the intent of this article, as well as with specific project design standards set forth in this chapter.*

COMMENTS: The overall use of the site aligns with the Master Plan. The parking layout is nonconforming.

(b) **Recognizable benefits.** *The planned development will result in recognizable and substantial benefits to the ultimate users of the project and to the community in general where such benefits would otherwise be unfeasible or unlikely to be achieved.*

COMMENTS: The building has been vacant for a while. Activation of this vacant space will enhance the overall character of the neighborhood. Additionally, the use will enhance the city's creative economy as the Ypsilanti WoodTalk woodworking group will be able to utilize the workshop and sell their products within the retail space.

(c) **Compatibility with adjacent uses.** *The proposed planned unit development must be designed with due regard to its relationship with development on surrounding properties and uses thereon, including building heights, setbacks, density, parking, circulation, landscaping, views, and other layout features. In particular, consideration must be given to the following:*

- (1) The bulk, placement, architecture, and types of materials used in construction of proposed structures.*
- (2) The location and screening of vehicular circulation and parking areas in relation to surrounding development.*
- (3) The location and screening of outdoor storage, outdoor activity or work areas, and mechanical equipment in relation to surrounding development.*
- (4) The hours of operation of the proposed uses.*
- (5) Landscaping, preservation of historic features, and other site amenities.*

COMMENTS: Additional screening may be required.

(d) **Impact of traffic.** *The planned development must be designed to minimize any adverse impact of traffic generated by the proposed development. Consideration must be given to the following:*

- (1) Estimated traffic to be generated by the proposed development.*
- (2) Access to major thoroughfares.*
- (3) Proximity and relation to intersections.*
- (4) Adequacy of driver sight distances.*
- (5) Location of and access to off-street parking.*
- (6) Required vehicular turning movements.*
- (7) Provisions for pedestrian traffic.*
- (8) Access to loading and unloading areas.*

COMMENT: Changes in traffic patterns are expected to be minimal.

(e) **Public services.** *The proposed type and density of use must not result in a material increase in the need for public services, facilities, and utilities; including but not necessarily limited to water and sewer services, public roads, fire and police protection, and schools. The proposal must not place an undue burden upon the subject or surrounding land or property owners and occupants or the natural environment.*

COMMENT: No such increase in demand is anticipated.

(f) **Compatibility with the master plan and this chapter.** *The proposed development must be compatible with the adopted City master plan and with the spirit and intent of this chapter.*

COMMENT: See master plan considerations above.

(g) **Economic impact.** *The proposed development must not result in an unreasonable negative economic impact upon surrounding properties.*

COMMENT: The proposed development will improve economic conditions.

(h) **Compliance with applicable regulations.** *The proposed development must be in compliance with all applicable federal, state, county, and local laws and regulations.*

COMMENT: Such compliance will be required prior to any issuance of Certificates of Occupancy.

(i) **Phasing.** *Where a project is proposed for construction in phases, the project must be so designed that each phase, when completed, must be capable of standing on its own in terms of the presence of services, facilities, and open space; and must contain the necessary components to ensure protection of natural resources and the health, safety, and welfare of the users of the planned unit development and the occupants of the surrounding area.*

COMMENT: Phasing is not proposed.

STAFF RECOMMENDATIONS

Staff recommend that the Planning Commission **approve** the Adaptive Reuse Planned Unit Development for the craft manufacturing and retail use at 908 N. Congress with the following findings, waivers, and conditions:

Findings:

1. The application substantially complies with Sections 122-309, 122-311, 122-702, 122-703, and 122-706.

Waivers:

1. Approval of a waiver from the dumpster enclosure requirements established in Section 122-608.
2. Approval of a 20% waiver from the parking requirements established in Section 122-691 due to the site's highly walkable location and adequate access to public transportation.

Conditions:

1. The applicant shall ensure that the fence along the eastern property line complies with Sections 122-442.
2. The applicant shall revise the photometric plan, ensuring lighting levels do not exceed 0.5 fc from the lot line. Additionally, outdoor lighting shall not exceed a maximum color temperature of 3000 Kelvin.
3. The applicant shall propose additional landscaping along the western property line to further comply with Section 122-634.
4. The applicant shall install a bike rack able to accommodate 2 bikes.
5. The applicant shall remove the vegetation growing in the expansion joints of the sidewalk to prevent further decay.
6. The applicant shall repair and/or replace all concrete surfaces in poor condition.
7. If refuse pickup is determined to be insufficient, due to multiple code violations within 365 days, the City Planner may require a revised waste management plan.
8. The development is subject to the approval of the Building Department, and any work done within the right-of-way shall receive approval from the Department of Public Works.

Joshua Burns
City Planner, Community Services Division



**CITY OF YPSILANTI
PLANNING COMMISSION MEETING
DRAFT MINUTES
Wednesday, September 17th, 2025 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197**

I. Call to Order | 7:23 PM

II. Roll Call

Brian Jones-Chance, Chair – Present
Matt Dunwoodie, Vice-Chair – Excused Absence
Mike Davis Jr. – Present
Phil Hollifield – Present
Amanda Smith – Present
Carl Schier – Unexcused Absence
Michelle Marin – Excused Absence
Greg Woodring – Present
Vacant

Motion to excuse the absence of Commissioners Dunwoodie and Marin.

--Moved by Hollifield. Seconded by Smith. Yays – 5, Nays – 0, motion carries

III. Agenda Approval

September 17th, 2025, Agenda.

Commission Davis Jr. suggested to amend the agenda so that the EMB ordinance agenda item and the Planning Commission Annual Bylaw Review agenda items to the end of New Business.

Motion to approve the agenda as amended.

--Moved by Davis Jr. Seconded by Hollifield. Yays – 5, Nays – 0, motion carries

IV. Approval of Minutes

August 20th, 2025, Planning Commission Draft Minutes.

Motion to approve the August 20th, 2025, draft minutes as presented.

--Moved by Jones-Chance.

*****Motion to approve minutes not seconded or voted on and will return as an agenda item at the next regular meeting.***

V. Public Comments

Motion to open public comments to the Planning Commission.

--Moved by Smith. Seconded by Davis Jr. Yays – 5, Nays – 0, motion carries

No public comments occurred.

Motion to close public comments to the Planning Commission.

--Motion made by Smith. Seconded by Woodring. Yays – 5, Nays – 0, motion carries.

VI. Committee Reports

Non-Motorized Advisory Committee (NMAC) (Commissioner Davis Jr.)

Commissioner Davis Jr. – Planning Commissioner and Liaison to NMAC

The NMAC is working on creating an advocacy communication plan to increase communication for non-motorized and is waiting on updates from the City DPW staff to move forward with next steps. Some committee members operated booths for Fall River Day and plan to operate a booth for First Fridays in October.

VII. Presentations - None

VIII. Public Hearing Items

A. 908 N Congress St. — Craft Manufacturing & Retail — Adaptive Reuse Planned Unit Development (PUD)

Applicant: Steve Wisinski – Present

Motion to open public comments to the Planning Commission.

--Moved by Hollifield. Seconded by Smith. Yays – 5, Nays – 0, motion carries

Spencer Michaud, Resident at 5 N Summit – Participant shares a lot line with the 908 N Congress, and is concerned with noise from power tools, hours of operation, light pollution, and parking. Past work with power tools on the property with prior owners was disruptive.

Darrell Hawley, Resident in neighborhood – Participant shared that past use and vacancy has created issues in the community and is in support of the proposed use, which they view as an asset to the community.

Motion to close public comments to the Planning Commission.

--Moved by Woodring. Seconded by Davis Jr. Yays – 5, Nays – 0, motion carries

Motion to approve the Adaptive Reuse Planned Unit Development for the craft manufacturing and retail use at 908 N Congress with the following findings, waivers, and conditions:

Findings:

1. The application substantially complies with Sections 122-309, 122-311, 122-702, 122-703, and 122-706.

Waivers:

1. Approval of a waiver from the dumpster enclosure requirements established in Section 122-608.
2. Approval of a 20% waiver from the parking requirements established in Section 122-691 due to the site's highly walkable location and adequate access to public transportation.

Conditions:

1. The applicant shall ensure that the fence along the eastern property line complies with Section 122-442.
2. The applicant shall revise the photometric plan, ensuring lighting levels do not exceed 0.5 fc from the lot line. Additionally, outdoor lighting shall not exceed a maximum color temperature of 3000 Kelvin.
3. The applicant shall propose additional landscaping along the western property line to further comply with Section 122-634.
4. The applicant shall install a bike rack able to accommodate 2 bikes at minimum.
5. The applicant shall remove the vegetation growing in the expansion joints of the sidewalk to prevent further decay.
6. The applicant shall repair and/or replace all concrete surfaces in poor condition.
7. If refuse pickup is determined to be insufficient, due to multiple code violations within 365 days, the City Planner may require a revised waste management plan.
8. The development is subject to the approval of the Building Department, and any work done within the right-of-way shall receive approval from the Department of Public Works.

--Moved by Davis Jr. Seconded by Hollifield. Yays – 5, Nays – 0, motion carries

Brian Jones-Chance, Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Support

Amanda Smith – Support

Greg Woodring – Support

B. 487 Owendale St. - Single Family Residential (R-1) to Neighborhood Corridor (NC) - Conditional Rezoning

Applicant: Adham Musa – Present

Motion to open public comments to the Planning Commission.

--Moved by Davis Jr. Seconded by Woodring. Yays – 5, Nays – 0, motion carries

No public comments occurred.

Motion to close public comments to the Planning Commission.

--Moved by Woodring. Seconded by Davis Jr. Yays – 5, Nays – 0, motion carries

Motion to deny the proposal of rezoning 487 Owendale Street to “NC” Neighborhood Corridor with the following findings:

Findings:

1. The rezoning and voluntary conditions are inconsistent with the policies, guiding values, and City Framework of the Master Plan.
2. The rezoning and voluntary conditions are inconsistent with the description and purpose of the district of the property.
3. The proposed property to be re-zoned cannot accommodate the requirements of the proposed zoning district and voluntary conditions.
4. All of the potential uses and building types allowed in the proposed zoning district are incompatible with surrounding uses, buildings, and zoning in terms of land suitability, impacts on the environment, impacts on the transportation network, density, nature of use, aesthetics, infrastructure, and potential influence on property values
5. The rezoning and voluntary conditions may be detrimental to the financial stability and economic welfare of the surrounding neighborhood.
6. The rezoning and voluntary conditions are not consistent with the trend of development in the neighborhood or surrounding area.
7. The property in question was correctly zoned when this Chapter was adopted.

--Moved by Smith. Seconded by Davis Jr. Yays – 4, Nays – 1, motion carries

Brian Jones-Chance, Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Opposed

Amanda Smith – Support

Greg Woodring – Support

IX. Old Business

A. 775 S. Grove St. — Drive-Through Pharmacy & Doctor's Office — Site Plan & Special Use Applications

Applicant: Sam Beydoun – Present

Motion to approve the special use permit for the drive-thru pharmacy at 775 S Grove Street, with the following findings and conditions:

Findings:

1. The application substantially complies with Sections 122-324 and 122-326.

Conditions:

1. The special use approval shall be subject to the approval of the site plan.

--Moved by Davis Jr. Seconded by Hollifield. Yays – 5, Nays – 0, motion carries

Brian Jones-Chance, Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Support

Amanda Smith – Support

Greg Woodring – Support

Motion to approve the site plan for the medical clinic and a drive-thru pharmacy at 775 S Grove Street with the following findings and conditions:

Findings:

1. The application substantially complies with Sections 122-309 and 122-311.

Conditions:

1. The applicant shall verify, using truck turning templates, that a refuse truck can collect trash without interfering with parking.
2. The applicant shall provide dumpster enclosure design specs indicating compliance with Section 122-608.
3. The development is subject to the approval of the Building Department and any work done within the right-of-way shall receive approval from the Department of Public Works.

--Moved by Davis Jr. Seconded by Smith. Yays – 5, Nays – 0, motion carries

Brian Jones-Chance, Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Support

Amanda Smith – Support

Greg Woodring – Support

B. 315 Washtenaw Ave — Multifamily Renovation Project — Site Plan Application

Applicant: Karl Staffeld – Present

Motion to approve the site plan for the multi-family renovation project, increasing the number of dwelling units from 3 to 4, at 315 Washtenaw, subject to the following findings, waivers, and conditions:

Findings:

2. The application substantially complies with Sections 122-309 and 122-311.

Waivers:

1. Approval of a waiver from the dumpster enclosure requirements established in Section 122-608.

Conditions:

1. The applicant shall receive approval from DPW for the 2 Hornbeams within the right-of-way. If utility constraints exist, then the application may plant those trees elsewhere on the site or pay a fee-in lieu.
2. If refuse pickup is determined to be insufficient, due to multiple code violations within 365 days, the City Planner may require a revised waste management plan.
3. The applicant shall install an additional two bike hoops.
4. The applicant shall pave the gravel driveway with pervious pavers.
5. The applicant shall plant additional shrubs and/or trees would improve the visual appearance of the site.
6. The applicant shall repair or replace the existing sidewalk on the site, subject to approval of the Department of Public Works.
7. The development is subject to the approval of the Building Department, the Historic District Commission, and Engineering, and any work done within the right-of-way shall receive approval from the Department of Public Works.

--Moved by Davis Jr. Seconded by Smith. Yays – 5, Nays – 0, motion carries

Brian Jones-Chance, Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Support

Amanda Smith – Support

Greg Woodring – Support

X. New Business

A. 599 S. Mansfield St. — Catalytic Converter Assembly Plant Proposal — Site Plan Application

Applicant: Jeff – Present (online); Joe Maynard with Washtenaw Engineering – Present

Motion to postpone the site plan for the proposed catalytic converter assembly plant at 599 S Mansfield with the following findings and conditions:

Findings:

3. The application does not substantially comply with Sections 122-309 and 122-311.

Conditions:

1. The applicant shall place the outdoor storage area in the rear yard or pursue a variance from the Zoning Board of Appeals. The variance may be pursued prior to or after Planning Commission approval.
2. The outdoor storage area shall be screened in accordance with Section 122-634.

3. The applicant shall verify what is being stored within the outdoor storage areas - how is it being stored? Will this create any noise, pollution, odor, etc?
4. The applicant shall verify what is being tested - how is it being tested? Will this create any noise, pollution, odor, etc?
5. The applicant shall confirm the total impervious lot coverage on their plans.
6. The applicant shall confirm if their proposed use will create any nuisances in accordance with Chapter 42, Article II of the city's code of ordinances. If so, how will these nuisances be mitigated to ensure compliance with Chapter 42, Article II?
7. The applicant shall verify that the existing dumpster enclosure meets all the requirements established in Section 122-608.
8. The applicant shall verify the site's proposed landscaping.
9. A sidewalk shall be installed in accordance with Section 122-672.
10. The site does not appear to adequately and safely accommodate non-motorized transportation. In areas where plant operations may interfere with non-motorized transportation, the applicant shall install a defined non-motorized path, high-visibility crosswalks, lighting, and/or signing.
11. It appears that the designated parking spaces are stripped; however, if any additional areas are proposed to be used for parking, they shall be striped.
12. Each parking space shall have a wheel stop or curbing compliant with Section 122-683 (j).
13. A designated pedestrian path shall abut the northernmost parking spaces. While the western parking spaces are an existing nonconformity, the applicant may want to consider providing a defined pedestrian path to enhance site cohesion and pedestrian access.
14. The applicant shall install curbed islands in accordance with Section 122-684 for the northernmost parking area. The applicant may want to consider installing curbed islands for the western parking spaces to enhance site cohesion.
15. The applicant shall propose 5 total bike racks.

--Moved by Davis Jr. Seconded by Smith. Yays – 5, Nays – 0, motion carries

Brian Jones-Chance, Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Support

Amanda Smith – Support

Greg Woodring – Support

****Commissioner Smith:**

- What is the environmental impact of Dawn dish soap used in that quantity on the environment?

B. 401 E. Michigan Ave. — Building Expansion & Laundromat - Site Plan Application

Applicant: Suhail Bilbeisi – Present

Motion to approve the site plan for the proposed building expansion and laundromat at 401 E Michigan Ave with the following findings and conditions:

Findings:

1. The application substantially complies with Sections 122-309 and 122-311.

Conditions:

1. The applicant shall demonstrate through truck turning templates that the refuse truck will not conflict with the 2 northernmost parking spaces.
2. The applicant shall submit a revised photometric plan limiting the maximum footcandle level at the lot line to 0.5 footcandles. Additionally, the applicant shall revise the height of the proposed light poles to no more than 16 feet in height.
3. The applicant shall repair and/or replace all asphalt surfaces in poor condition.
4. The development is subject to the approval of the Building Department, and any work done within the right-of-way shall receive approval from the Department of Public Works.

--Moved by Woodring. Seconded by Hollifield. Yays – 3, Nays – 2, motion carries

Brian Jones-Chance, Chair – Support

Mike Davis Jr. – Oppose

Phil Hollifield – Support

Amanda Smith – Oppose

Greg Woodring – Support

C. Electronic Message Board Signs (EMBs) Ordinance — Revisited

Commissioner Davis Jr.:

- Would like to see draft of the zoning ordinance
- How many parcels would be affected by a change in the ordinance?
- Ask the City Attorney if religious organizations could be exempt to have allowance for EMB use.

Commissioner Woodring:

- Curious why R1 zones are the only outlier?

Commissioner Hollifield:

- Not against EMB, and in the case of Metropolitan church the neighboring school has one right next door

Commissioner Smith:

- PC can't do whatever the State does, and can only make decisions around what is under the City's purview

D. Planning Commission Annual Bylaw Review

Commissioners agree with deferring to Robert's Rules of Order for the general order of business. Staff will make amendments in the form of a resolution at the next regular meeting.

XI. Public Comments

Motion to open public comments to the Planning Commission.

--Moved by Hollifield. Seconded by Davis Jr. Yays – 5, Nays – 0, motion carries

No public comments occurred.

Motion to close public comments to the Planning Commission.

--Moved by Hollifield. Seconded by Woodring. Yays – 5, Nays – 0, motion carries

XII. Adjournment | 9:58 PM

Motion to adjourn.

--Moved by Davis Jr. Seconded by Smith. Yays – 5, Nays – 0, motion carries

***The recording of the September 2025 Planning Commission meeting can be found here at this link:*
[September Planning Commission.](#)



City of Ypsilanti

Community and Economic Development

Sept. 18th, 2025

Steve Wisinski
1305 Pearl Street
Ypsilanti, MI 48197

**RE: Planning Commission's Recommendation of Approval to the City Council for an Adaptive Reuse
Planned Unit Development at 908 N. Congress**

Dear Steve Wisinski,

On September 17th, 2025, the Planning Commission recommended to the City Council approval of the adaptive reuse planned unit development application and site plan for a craft manufacturing and retail use at 908 N. Congress. The approval recommendation was with the following findings, waivers, and conditions.

Motion to approve the Adaptive Reuse Planned Unit Development for the craft manufacturing and retail use at 908 N. Congress with the following findings, waivers, and conditions:

Findings:

1. The application substantially complies with Sections 122-309, 122-311, 122-702, 122-703, and 122-706.

Waivers:

1. Approval of a waiver from the dumpster enclosure requirements established in Section 122-608.
2. Approval of a 20% waiver from the parking requirements established in Section 122-691 due to the site's highly walkable location and adequate access to public transportation.

Conditions:

1. The applicant shall ensure that the fence along the eastern property line complies with Section 122-442.
2. The applicant shall revise the photometric plan, ensuring lighting levels do not exceed 0.5 fc from the lot line. Additionally, outdoor lighting shall not exceed a maximum color temperature of 3000 Kelvin.
3. The applicant shall propose additional landscaping along the western property line to further comply with Section 122-634.
4. The applicant shall install a bike rack able to accommodate 2 bikes at minimum.
5. The applicant shall remove the vegetation growing in the expansion joints of the sidewalk to prevent further decay.
6. The applicant shall repair and/or replace all concrete surfaces in poor condition.
7. If refuse pickup is determined to be insufficient, due to multiple code violations within 365 days, the City Planner may require a revised waste management plan.
8. The development is subject to the approval of the Building Department, and any work done within the right-of-way shall receive approval from the Department of Public Works.

--Moved by Davis Jr. Seconded by Hollifield. Yays – 5, Nays – 0, motion carries

Brian Jones-Chance, Chair – Support

Mike Davis Jr. – Support

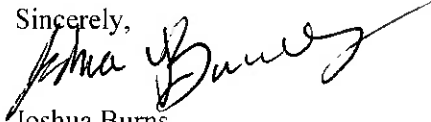
Phil Hollifield – Support

Amanda Smith – Support
Greg Woodring – Support

This letter serves as your official notice of the Planning Commission's action; keep it with your records. Please note that this application will need approval from the City Council. Any major changes to the planned unit development will require resubmission to the Planning Commission and City Council per Section 122-708 of the zoning ordinance.

Contact me at 734-482-9832 or jburns@cityofpysilanti.com with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Joshua Burns", with a long, sweeping horizontal line extending to the right.

Joshua Burns
City Planner, Community Services

**WOOD + WATT PROJECT
PLANNED UNIT DEVELOPMENT AGREEMENT**

This Planned Unit Development (“PUD”) Agreement (the “Agreement”) is by and between **Wizland 908 Congress LLC**, a Michigan limited liability company (“Developer”), whose address is 1305 Pearl Street, Ypsilanti, Michigan 48197, and **THE CITY OF YPSILANTI**, a Michigan home rule city (“City”), whose address is One South Huron Street, Ypsilanti, Michigan 48197.

RECITALS

1. The Developer is purchasing certain real property located at 908 N. Congress Street, in the City of Ypsilanti, Washtenaw County, Michigan, and as more fully described in Exhibit A (the “Property”), which is attached hereto and incorporated herein by reference. Developer, or Developer’s assigns, desires to purchase, own, and operate the property as a craft manufacturing and retail shop.
2. Developer voluntarily proposed rezoning and development of the Property as an Adaptive Reuse Planned Unit Development (PUD). Accordingly, Developer has applied for approval of an amendment to the Ypsilanti Zoning Ordinance granting a rezoning of the Property to PUD, with the zoning on the Property to be known as the Wood + Watt Project Planned Unit Development] (“**Wood + Watt Project**”). Developer is the developer and proprietor of the **Wood + Watt Project**.
3. As part of the application and approval process, Developer has offered and agreed to make the improvements and to proceed with the undertakings as described in the PUD Documents (as defined in Section A below), which Developer and City agree are necessary and roughly proportional to the burden imposed in order to (1) ensure that the public services and facilities affected by the **Wood + Watt Project** will be capable of accommodating increased service and facility loads caused by the **Wood + Watt Project**, (2) protect the natural environment and conserve natural resources, (3) ensure compatibility with adjacent uses of land, (4) promote use of the Property in a socially and economically desirable manner, and (5) achieve other legitimate objectives authorized under the Michigan Zoning Enabling Act, MCL 125.3101 et seq.

4. For the purpose of confirming the rights and obligations in connection with the improvements, development, and other obligations to be undertaken on the Property once it has been rezoned, the parties have entered into this Agreement to be effective on the effective date of the City's Zoning Ordinance amendment granting rezoning of the Property to the **Wood + Watt Project** ("Granting Ordinance").

Now, therefore, as an integral part of the rezoning of the Property and approval of the development on the Property, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged, it is agreed as follows;

A. Development as an Adaptive Reuse PUD. A planned unit development that involves adaptive reuse of an existing structure that is located in a residential zoning district, but that was originally constructed for non-residential use, may be reviewed as a planned adaptive reuse project at the request of the applicant. The Property shall be developed and improved only in accordance with the following (referred to collectively as the PUD Documents):

1. Article VII, Division 1 of the Ypsilanti Zoning Ordinance, as amended.
2. The approved PUD plans for the **Wood + Watt Project**, as attached to the Permit Conditions as defined in Paragraph C below, and as approved by the Ypsilanti City Council (PUD Plans).
3. The Permit Conditions.
4. The approval of the PUD including the findings, departures, and conditions as stated in the May 18, 2022, Action Minutes of the Ypsilanti City Council. These conditions are found in Exhibit B attached.
5. This Agreement.
6. All applicable City ordinances and all design standards for the City of Ypsilanti, except those which have been approved as part of the PUD Plan approval.
7. Any and all conditions of the approval of the Ypsilanti City Council and Planning Commission pertaining to the **Wood + Watt Project** as reflected in the official minutes of such meetings.
8. The Granting Ordinance.

Furthermore, all development, use, and improvement of the Property shall be subject to and in accordance with all applicable City ordinances and shall also be subject to and in accordance with all other approvals and permits required under applicable City ordinances, the PUD Documents, and state laws for the respective components of the **Wood + Watt Project**. To the extent that there are conflicts or discrepancies between respective provisions of the PUD Documents, or between provisions of the PUD Documents and City ordinances, interpretation shall be based on the more strict regulation of the Property, and interpretation shall be subject to the reasonable discretion of the Ypsilanti City Council.

B. Effect of PUD Approval. The Granting Ordinance amends the zoning of the Property and constitutes the land use authorization for the Property, and all use and improvement of the Property shall be in conformity with such Ordinance and this Agreement.

C. Land Use. Within the **Wood + Watt Project**, all buildings and site amenities shall be laid out, situated, and designed as described on the approved PUD Plan. The permitted density and land uses shall be described in detail in the permit conditions in the Granting Ordinance (“Permit Conditions”).

D. Signage. This Agreement shall not govern signage. Article VI, Division 5, Signs, of the Zoning Code of Ordinance, as amended, shall govern signage. For the purposes of this section, the Property shall be considered as zoned CN – Core Neighborhood zoning district. In the case that a future zoning code has changed substantially and no longer contains such a zone, the City Planner shall make a determination as to which zoning district currently in effect is substantially similar in permitted form and use to the Core Neighborhood zoning district as it existed on the effective date of the City’s Zoning Ordinance amendment granting rezoning of the Property to the **Wood + Watt Project**.

E. City Enforcement. In the event there is a failure to timely perform any obligation or undertaking required under or in accordance with the PUD Documents, City may serve written notice on Developer setting forth such deficiencies and a demand that the deficiencies be cured within a stated reasonable time period, and the date, time, and place for a hearing before the City Council, or such other Council, body, or official designated by the City Council, to allow Developer an opportunity to be heard as to why City should not proceed with the correction of the deficiency or obligation that has not been undertaken or properly fulfilled. At any such hearing, the time for curing and the hearing itself may be extended and/or continued to a date certain. The foregoing notice and hearing requirements shall not be necessary in the event the City determines in its sole discretion that an emergency situation exists requiring immediate action. If, following the hearing described above, the City Council, or the other Council, body, or official designated to conduct the hearing, determines that the obligation has not been fulfilled or failure corrected within the time specified in the notice, or if an emergency circumstance exists as determined by City in its sole discretion, City shall then have

the power and authority, but not the obligation, to take any or all of the following actions, in addition to any actions authorized under City ordinances and/or state laws:

1. Enter the Property, or cause its agents or contractors to enter the Property, and perform such obligation or take such corrective measures as reasonably found by City to be appropriate: The cost and expense of making and financing such actions by City, including notices by City and legal fees incurred by City, plus an administrative fee in an amount equivalent to 25 percent of the total of all such costs and expenses incurred, shall be paid by Developer within 30 days of a billing to Developer. The payment obligation under this Section shall be secured by a lien against the Property, which lien shall be deemed effective as of the date of the initial written notice of deficiency provided to Developer pursuant to this Section or, in emergency circumstances, the date at which City incurred its first cost or expense in taking corrective action. Such security shall be realized by placing a lien that has been unpaid by Developer for more than 30 days on the delinquent real property taxes. In the discretion of City, such costs and expenses may be collected by suit initiated against Developer and, in such event, Developer shall pay all court costs and attorney fees incurred by City in connection with such suit if City prevails in collecting funds.
2. Initiate legal action for the enforcement of any of the provisions, requirements, or obligations set forth in the PUD Documents. Except in emergency circumstances, Developer shall be provided notice of the deficiencies from City and shall be afforded an opportunity to timely correct. A correction by Developer's lender or investor shall be deemed a correction by Developer. In the event City obtains any relief as a result of such litigation, Developer shall pay all court costs and attorney fees incurred by City in connection with such suit.
3. Issue a stop work order as to any or all aspects of the Development, deny the issuance of any requested building permit or certificate of occupancy within any part or all of the Development, regardless of whether Developer is the named applicant for such permit or certificate of occupancy, and suspend further inspections of any or all aspects of the Development.

F. Enforcement; Severability. Any failure or delay by City to enforce any provision contained in this Agreement shall in no event be deemed, construed, or relied on as a waiver or estoppel of the right to eventually do so in the future. This Agreement is intended to establish zoning ordinance regulations applicable to the Property and shall be enforceable as a contract with contract remedies. Each provision and obligation

contained in this Agreement shall be considered to be an independent and separate covenant and agreement, and, in the event one or more of the provisions and/or obligations shall for any reason be held to be invalid or unenforceable by a court of competent jurisdiction, all remaining provisions and/or obligations shall nevertheless remain in full force and effect.

G. Agreement Jointly Drafted. Developer has negotiated with City the terms of the PUD Documents and such documentation represents the product of the joint efforts and mutual agreements of Developer and City. Developer fully accepts and agrees to the final terms, conditions, requirements, and obligations of the PUD Documents, and Developer shall not be permitted in the future to claim that the effect of the PUD Documents results in an unreasonable limitation on uses of all or a portion of the Property or claim that enforcement of the PUD Documents causes an inverse condemnation, other condemnation, or taking of all or any portion of the property. Furthermore, it is agreed that the improvements and undertakings described in the PUD Documents are necessary and roughly proportional to the burden imposed, and are necessary in order to (1) ensure that public services and facilities necessary for and affected by the Development will be capable of accommodating the development on the Property and the increased service and facility loads caused by the Development; (2) protect the natural environment and conserve natural resources; (3) ensure compatibility with adjacent uses of land; (4) promote use of the Property in a socially, environmentally, and economically desirable manner; and (5) achieve other legitimate objectives authorized under the Michigan Zoning Enabling Act, MCL 125.3101 et seq. It is further agreed and acknowledged that all such improvements, both on-site and off-site, are clearly and substantially related to the burdens to be created by the development of the Property, and all such improvements without exception are clearly and substantially related to City's legitimate interests in protecting the public health, safety, and general welfare.

H. Ambiguities and Inconsistencies. Where there is a question with regard to applicable regulations for a particular aspect of the Property or with regard to clarification, interpretation, or definition of terms or regulations, and there are no apparent express provisions of the PUD Documents that apply, City, in the reasonable exercise of its discretion, shall determine the regulations of City's Zoning Ordinance, as that Ordinance may have been amended, or other City ordinances that are applicable, provided such determination is not inconsistent with the nature and intent of the PUD Documents. In the event of a conflict or inconsistency between two or more provisions of the PUD Documents, or between the PUD Documents and applicable City ordinances, the more restrictive provision, as determined in the reasonable discretion of City, shall apply.

I. Running with the Land; Governing Law. This Agreement shall run with the land constituting the Property and shall be binding on and inure to the benefit of City and

its successors, Developer, all future owners, developers, and builders of any part of the Property, all undersigned parties, and all of their respective heirs, successors, assigns, and transferees. This Agreement shall be interpreted and construed in accordance with Michigan law and shall be subject to enforcement only in Michigan courts. The parties undersigned and agree that this Agreement is consistent with the intent and provisions of the Michigan and U.S. Constitutions and all applicable law.

- J. Control of PUD Property.** City is fully authorized and empowered to rezone the Property in accordance with and pursuant to the PUD Documents and all other documents, agreements, plans, dedications, ordinances, and recordings applicable to the **Wood + Watt Project** Planned Unit Development as submitted to and approved by the Ypsilanti City Council.

This Agreement was executed by the respective parties on the date specified with the notarization of their signatures and shall be considered to be dated and take effect on the effective date of the Granting Ordinance.

[Signature page follows]

Wizland 908 Congress LLC, a Michigan limited liability company

By:
Its:

STATE OF _____)
)ss
COUNTY OF _____)

The foregoing was acknowledged before be this _____ day of _____, 2025 by _____ who being duly sworn, did say that she/he is the _____ of **Wizland 908 Congress LLC** ,and does represent that she/he was duly authorized to execute this document on behalf of said Michigan limited liability company.

_____, Notary Public

My commission expires: _____

Drafted by and return to:
Joshua Burns
Ypsilanti City Hall
1 S. Huron St.
Ypsilanti, MI 48197

[Intentionally blank. Signature continued on next page.]

Nicole Brown
Mayor

The foregoing was acknowledged before me this _____ day of _____, 2025 by NICOLE BROWN who being duly sworn, did say that she is the mayor of the CITY OF YPSILANTI and does represent that she was duly authorized to execute this document on behalf of said Michigan home rule city.

My commission expires: _____

STATE OF MICHIGAN)
)ss
COUNTY OF _____)

The foregoing was acknowledged before be this _____ day of _____, 2025 by TRACEY BOUDREAU who being duly sworn, did say that she is the clerk of the CITY OF YPSILANTI and does represent that she was duly authorized to execute this document on behalf of said Michigan home rule city.

My commission expires:

EXHIBIT A

**That property in the State of Michigan, County of Washtenaw, City of Ypsilanti, COM AT
SE COR LOT 73 TH N ALONG W LN SUMMIT 64.82 FT, TH DEFL 89-51-30 LEFT
106.62 FT TO POB TH CONT W 43.2 FT TH DEFL 90-08-30 LEFT 66 FT TH E ALONG
N LN CONGRESS 43.20 FT TH DEFL 90-21 LEFT 66 FT TO POB BEING PART OF
LOT 73 CROSS & BAGLEY'S ADDITION.**

Commonly known as 908 N. Congress Street, Ypsilanti, MI 48197.

EXHIBIT B
(City Council Findings, Departures, and Conditions)

EXHIBIT C
(Project Narrative Attached)

EXHIBIT D
(Approved Drawings Attached)

Official copies of the approved drawings are available at 1 South Huron Street, Ypsilanti, MI
48197.



REQUEST FOR LEGISLATION
November 18, 2025

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Resolution No. 2025-230 appointing residents to certain Boards and Commissions.

SUMMARY & BACKGROUND: These appointments were offered and supported as follows:

Jessica Cichowlas	Sustainability Commission	Council Members Simmons and King
Cheyenne Garcia	Tenants Rights Committee	Council Members Fellows and Simmons
Colton Ray	Tenants Rights Committee	Council Members Fellows and Simmons
Elliot Roggelin	Tenants Rights Committee	Council Members Fellows and King

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution 2025-230 Appointments
2. Garcia, Cheyenne App_Redacted
3. Ray, Colton App_Redacted
4. Roggelin, Elliot App_Redacted
5. Cichowlas, Jessica App_Redacted

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: November 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-230
November 18, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT, the following Residents be appointed to the City of Ypsilanti Boards and Commissions as indicated below:

<u>Name</u>	<u>Board</u>	<u>Expiration</u>
Jessica Cichowlas 310 N River St, Apt D Ypsilanti, MI 48198	Sustainability Commission	11/18/2028
Cheyenne Garcia 119 N Hamilton, Apt 4 Ypsilanti, MI 48197	Tenants Rights Committee	10/21/2028
Colton Ray 514 Emmet, Apt 17 Ypsilanti, MI 48197	Tenants Rights Committee YpsiBig Member	10/21/2028
Elliot Roggelin 303 N Hamilton St., Apt 1 Ypsilanti, MI 48197	Tenants Rights Committee	10/21/2028

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

CITY OF YPSILANTI – TENANTS’ RIGHTS COMMITTEE - Submission #7605

Date Submitted: 10/22/2025

First Name*

Cheyenne

Last Name*

Garcia

Address*

119 N Hamilton St. Apt. 4

City*

Ypsilanti

State*

MI

Zip Code*

48197

Phone Number*

[REDACTED]

Email Address*

[REDACTED]

Eligibility Confirmation*

- ☒ I confirm that I am a current tenant residing in the City of Ypsilanti.
- ☒ I am not a landlord or property owner.
- ☒ I am at least 18 years of age.

1. Why are you interested in serving on the Tenants’ Rights Committee?*

I'm interested in serving on this committee because I am a lifelong renter who believes that it is crucial to craft housing policy that protects tenants. As a researcher studying homelessness and developmental psychology, I understand how stable, affordable housing supports both physical and mental well-being, family relationships, and livelihoods. Since moving to Ypsilanti, I have noticed increasing rents that outpace wages, particularly at the start of every school year when landlords have many applicants for a limited number of rental units. Being rent-burdened is one of the strongest risk factors for homelessness, and I believe that everyone should have access to safe, affordable, and high-quality housing. Serving on this committee would allow me to contribute to policies that make this vision a reality.

2. What experiences or perspectives do you bring as a tenant that would contribute to the Committee's work?*

I have been a leaseholding tenant for the past 12 years, with the exception of three years in college. My experience as a youth who experienced homelessness and housing instability gives me a unique perspective on families living in overcrowded housing, which is a risk factor for homelessness. Growing up in poverty and currently living on a graduate student stipend, I have personally experienced life when rent is unaffordable. In a city like Ypsilanti, where roughly a quarter of the population is in poverty, I think I can resonate with tenants' experiences. Additionally, as a psychologist who researches homelessness and multigenerational households, I will bring both my lived experience and my professional expertise to the committee's work. I contributed to legislative testimony supporting California's eviction moratorium. I wrote op-eds to increase the public's understanding of homelessness. Fundamentally, I believe that strong tenants' rights are essential to preventing homelessness, and I hope to bring that perspective to this committee.

3. Have you been involved in any tenant advocacy, community organizing, or civic engagement efforts? If so, please describe. Your response: *

While I have not been directly involved in tenant advocacy or community organizing, my research experience has consistently centered community voices. I have worked on projects that incorporated community perspectives into research through advisory boards and have conducted interviews with people experiencing homelessness as part of the largest study on homelessness in over 30 years. These experiences have strengthened my commitment to listening to and learning from those who are most vulnerable, as well as my understanding of how policy decisions shape people's daily lives. I believe in the importance of integrating lived experience into housing policy, and I am eager to build on this foundation and develop new advocacy and policy skills through my work on the committee.

Electronic Signature Agreement*

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature

Cheyenne Garcia

CITY OF YPSILANTI – TENANTS’ RIGHTS COMMITTEE - Submission #7581

Date Submitted: 10/17/2025

First Name*

Colton

Last Name*

Ray

Address*

514 Emmet, Apt 17

City*

Ypsilanti

State*

MI

Zip Code*

48197

Phone Number*

[REDACTED]

Email Address*

[REDACTED]

Eligibility Confirmation*

- ☒ I confirm that I am a current tenant residing in the City of Ypsilanti.
- ☒ I am not a landlord or property owner.
- ☒ I am at least 18 years of age.

1. Why are you interested in serving on the Tenants’ Rights Committee?*

Ypsilanti is a predominantly tenant community. Having read several times through the City’s ordinances related to renting, and having rented for over 5 years myself in the City, I would love to do outreach with my neighbors to make sure they know what rights they have, see where they can be strengthened and better enforced, and build a greater sense of place and community among tenant residents.

2. What experiences or perspectives do you bring as a tenant that would contribute to the Committee's work?*

I've lived in homes owned by two of the larger rental companies that do business in the city. I've lived in rental homes and currently in a 23-unit complex. Most people I know who live in Ypsi are renters, from each of the 3 wards and various neighborhoods. I've dealt with issues relating to pest control, safety, limited payment options, lack of parking, inadequate waste management, and increasingly unaffordable rents. Before moving to Ypsi, I lived in a mobile home park with my family in Whitmore Lake, where we owned the home but rented the land it sat on.

3. Have you been involved in any tenant advocacy, community organizing, or civic engagement efforts? If so, please describe. Your response: *

I have! I've done tenant canvassing that was specifically related to discussing rental issues, helped plan community events that were primarily targeted to renters, and have been an engaged participant of the Ypsi Ballot Initiative Group's efforts to strengthen tenant protections. I've worked for the Shelter Association of Washtenaw County, and I'm currently a Graduate Assistant with EMU's Swoop's Food Pantry, along with being a Policy Intern with the Michigan NASW (National Association of Social Workers) chapter. In my Undergraduate career at EMU, I served 3 years in Student Government, and I remain engaged in Social Work-based campus organizations.

Electronic Signature Agreement*

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature

Colton J. Ray

CITY OF YPSILANTI – TENANTS’ RIGHTS COMMITTEE - Submission #7654

Date Submitted: 11/4/2025

First Name*

Elliot

Last Name*

Roggelin

Address*

303 N Hamilton St (Apt 1)

City*

Ypsilanti

State*

MI

Zip Code*

48197

Phone Number*

[REDACTED]

Email Address*

[REDACTED]

Eligibility Confirmation*

- ☒ I confirm that I am a current tenant residing in the City of Ypsilanti.
- ☒ I am not a landlord or property owner.
- ☒ I am at least 18 years of age.

1. Why are you interested in serving on the Tenants' Rights Committee?*

I am interested in serving on the Tenants' Rights Committee because as a resident who has lived in Ypsilanti for only a short period of time, I have experienced rent increases that would make housing unaffordable if I did not live with others. As a student at EMU, I value living off campus, but in the three years that I have lived here, I have witnessed the rent prices continue to increase while it has become harder to make ends meet for residents who have lived here for much longer than I have. I would love to have the opportunity to aid in any way to bring affordable housing back to my community for all residents of Ypsilanti.

2. What experiences or perspectives do you bring as a tenant that would contribute to the Committee's work?*

I am currently enrolled at Eastern Michigan University with a minor in public administration, and will be going back to EMU in the fall for a master's degree in public administration as well. I have lived in Ypsilanti for three years under two different major landlords in the city, and have experience with some of the negative aspects that come along with that. I hope to be able to connect with members of the community to gather information on their experiences in order to make the housing experience in the city better for all.

3. Have you been involved in any tenant advocacy, community organizing, or civic engagement efforts? If so, please describe. Your response: *

I have not been involved in any tenant advocacy previously, and have minimal experience in community organizing in the way of organizing with the Students for a Democratic Society chapter at EMU. I am always looking for more ways to connect with the community, and look forward to being able to do so.

Electronic Signature Agreement*

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature

Elliot K Roggelin

Citizen Advisory Boards and Commissions Participation Resume - Submission #7588

Date Submitted: 10/20/2025

The people of Ypsilanti are involved in their city government and are an important part of the community's achievements. Individuals interested in receiving more information in regard to serving on an advisory board or commission are invited to contact the City Clerk at 734-483-1100. Alternatively, citizens who would like to participate can submit their information in the form below.

After submitting your resume application, nomination to a board or a commission under the City Charter is either by the Mayor or by two Council Members and is subject to the approval and confirmation by a majority vote of the City Council.

QUALIFICATIONS

Must be a verifiable resident/business owner in the city for at least two years. Or Council must determine your expertise is essential and not available in an applicant that meets the qualifications above. Must be eligible to vote in the state if not applying for youth membership.

Name*

JESSICA MARIE CICHOWLAS

Email Address*

[REDACTED]

Address (legal residence)*

310 north river street apt D

City*

ypsilanti

State*

MI

Zip Code*

48198

Phone Number*

Number of Years in the Community*

14

Are you registered to vote in the City of Ypsilanti?*

☒ Yes

☐ No

Which Ward do you live or reside in?*

☒ Ward 1

☐ Ward 2

☐ Ward 3

☐ NA

Education*

Bachelor's of Science in Psychology, Graduate Certificate in Nonprofit Management

Occupation*

Small Business Owner

Employer*

BYOC Co. (Bring Your Own Container)

I would like to be considered and could devote sufficient time to serve on the following board or commission:*

☐ Ann Arbor Area Transit Authority

☐ Ann Arbor/Ypsilanti SmartZone (LDFA)

☐ Dangerous Buildings Officer

☐ Economic Development Corporation/Brownfield Redevelopment Authority

☐ Board of Ethics (party affiliation required)

☐ Review and Tax Assessment Board

☐ Police and Fire Pension Board

☐ Fire Civil Service Commission (party affiliation required)

☐ Historic District Commission (HDC)

☐ Human Relations Commission (HRC)

☐ Huron River Watershed Council

☐ Non-motorized Advisory Committee

☐ Parks and Arts Commission

☐ Planning Commission

☐ Police Advisory Commission (YPAC)

☒ Sustainability Commission

☐ YCUA

☐ Ypsilanti Downtown Development Authority (YDDA)

☐ Ypsilanti Housing Commission

☐ Zoning Board of Appeals

Party Affiliation

Are you applying for youth membership?*

Boards and Commissions that allow Youth Membership are: Human Relations Commission (HRC), Parks and Arts Commission, Police Advisory Commission (YPAC), Sustainability Commission

☐ Yes

☒ No

Why are you interested in serving on these boards/commissions?*

I am interested in advancing and supporting all of Ypsilanti's sustainability initiatives and believe I bring a variety of expertise and community connections to the commission. I'm interested in serving on the Ypsilanti Sustainability Commission because I'm passionate about creating a more resilient, equitable, and environmentally conscious community. Through my work with BYOC Co. and beyond, I've seen firsthand how small local actions - like reducing waste, supporting circular systems, and building partnerships - can drive meaningful impact. However, I know it starts with getting involved and creating the change and initiatives that I believe in. I want to bring that same energy and collaborative spirit to city-wide initiatives that help Ypsilanti thrive sustainably for generations to come.

Work/volunteer experience related to the board or commission:

Long-time sustainable-living follower and advocate.

Master Rain Gardener.

Experience with program and people management.

Served on various event committees related to Earth Day Festivals, Zero Waste Festivals, and beyond.

Business owner of BYOC Co., local refillery and zero waste shop.

I understand that appointment to a City of Ypsilanti board or commission requires regular attendance at board meetings.*

☒ Yes

I hereby certify that all of the information above is true.*

☒ Yes

Electronic Signature Agreement *

☒ Yes

By checking the "I agree" box above, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

Electronic Signature*

Jessica Cichowlas



REQUEST FOR LEGISLATION
November 18, 2025

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Resolution No. 2025-231, approving a new Class C On-Premises Retailer Permit for Mama Pizza LLC, for use at 5 North Hamilton.

Public Hearing Resolution No. 2025-232, closing the public hearing.

SUMMARY & BACKGROUND: This business is in the DDA District and has requested a Redevelopment license. That requires approval from the DDA prior to Council approval, which is attached as a resolution from the DDA.

RECOMMENDED ACTION: Approval.

ATTACHMENTS:

1. Res. No. 2025-231 5 N Hamilton Class C On-Premises Retailer Liquor License
2. Resolution No 2025-232 PH
3. 5 N Hamilton - Mama Pizza AMENDED Liquor License App
4. 5 N Hamilton - taxes paid letter
5. 5 N. Hamilton Liquor License Zoning Verification Letter_Signed
6. 5 N Hamilton - Mama Pizza Supporting Documents

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: November 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-231
November 18, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, Mama Pizza LLC has applied to the City of Ypsilanti and the Michigan Liquor Control Commission requesting the following:

Class C On-Premises Retailer Permit per MCL MCL 436.1107(2), at 5 North Hamilton, Ypsilanti, MI 48197, Washtenaw County; and

WHEREAS, a public hearing to consider the proposed On-Premises Retailer for Mama Pizza, LLC was duly noticed and held on November 18, 2025.

NOW, THEREFORE, BE IT RESOLVED THAT the request of Mama Pizza, LLC for the property located at 5 North Hamilton, Ypsilanti, MI 48197 be approved, contingent on approval of all applicable departments.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:



Resolution No. 2025-232
November 18, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the public hearing for a new Class C On-Premises Retailer Permit for Mama Pizza LLC at 5 N Hamilton be officially closed.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



City of Ypsilanti
Office of the City Clerk

**APPLICATION FOR NEW
OR
TRANSFER LIQUOR LICENSE**

Full Name: Srinivas R. Motheram **Date of Birth:** 02/22/1964
Home address: 7690 Rutherford Court **Apt.#** _____
City/State/Zip code: Canton MI 48187
Home phone:(_____) 734 674 7560 **Business Phone:**(_____) 734 896 3843
Email address (optional): motheram@gmail.com

Non-Refundable \$500 fee- subject to change by City Council without notice.

NAMES OF ALL PARTNERS OF THE APPLICANT, IF ANY:

IF THE APPLICANT IS A CORPORATION: Supply a copy of the Articles of Incorporation, current corporation records disclosing the identity, address of all Directors, Officers, and Shareholders.

Address of place for a Liquor License: 5 North Hamilton Street, Ypsilanti MI 48197
(Attach legal description of the premises)

Name and Address of Premise Owner: Srinivas R. Motheram
7690 Rutherford Court, Canton MI 48187

Address

City/State/Zip code

TYPE OF LICENSE APPLIED FOR (Class C, Tavern, B-Hotel, etc.):

Class C (Retail - on site consumption)

SPECIAL PERMITS APPLIED FOR (Dance, Entertainment, etc.):

Sunday Sales Permit (PM)

SUPPLY WRITTEN EVIDENCE: That the Applicant has the right to possess the premises from the property owner.

SUPPLY ZONING PERMIT OR CLEARANCE FROM THE ZONING ADMINISTRATOR: That the location is in compliance with the Zoning Ordinance.

SUPPLY CERTIFICATE OF OCCUPANCY OR SIMILAR CLEARANCE FROM THE BUILDING OFFICIAL: That the structure and premises is in compliance with local code provisions.

SUPPLY WRITTEN EVIDENCE FROM THE CITY TREASURER: That all real and personal property taxes and City utility bills associated with the premises are paid and that all real and personal property taxes and City utility bills in the name of the applicant are paid.

SUPPLY A WRITTEN STATEMENT: That the applicant will not violate any laws of the State of Michigan or the ordinances of the City of Ypsilanti in conducting the business where the liquor license will be used and that a violation on the premises may be caused for the City objecting to renewal of the license or requesting revocation of the license.

SUPPLY A WRITTEN STATEMENT: That the applicant understands that the City of Ypsilanti has an ordinance prohibiting public nudity, and a violation of the ordinance on the premises where the liquor license is used will be caused for objecting to renewal of the license, or for requesting revocation of the license.

SUPPLY DOCUMENTATION (REDEVELOPMENT APPLICANTS ONLY): That the applicant has invested at least \$75,000 for the rehabilitation or restoration of the building over a period of the preceding five years, or documentation that the applicant has or will commit a capital investment of at least \$75,000 that will be expended for rehabilitation or restoration of the building before the license is issued.

My signature acknowledges the following:

- I have read the above application and am submitting this completed application for consideration of a new or transfer liquor license in the City of Ypsilanti.
- I have (either in hardcopy or online) received a copy of ordinance number 926, (as amended and codified in section 6-31 et sec) and have read and understand the City's ability to request revocation of the license upon violation of the ordinance terms, and/or breach of any agreement with the City.
- Council Approval **DOES NOT** take the place of or avoid any permitting process of the City, including, but not limited to Building, Zoning, Fire, ADA, etc. Significant issues with regards to non-conforming uses may arise after applicant properly submits detailed plans for such construction and/or use permits.
- Redevelopment Applicants:
 - I affirm that I have attempted to purchase an available on-premises escrowed license or quota license within the city, and that one was not readily available as defined in the Liquor Control Code (MCL 436.1521a).

- I affirm that the premises described above will be a dining, entertainment, or recreation business open at least 5 days per week and open to the general public at least 10 hours a day.
- I affirm that I have invested \$75,000 in the real property within the last 5 years, or I will invest \$75,000 prior to issuance of the license. This provision may be enforced by the City as a breach of contract. In the event I fail to make the required investment, and the City is required to enforce this provision, I agree to pay the City's actual attorney fees arising from the breach of contract.
- I affirm that at least \$75,000 was invested or will be invested in the property by 10/30/2025, and that the liquor license may issue on or after that date.

Signature of Applicant: _____

 dotloop verified
10/13/25 10:20 AM EDT
F4VV-WCHM-XXVQ-C03D

Signature of Applicant: _____

Signature of Applicant: _____

IF THIS IS A LIQUOR LICENSE TRANSFER REQUEST, THE SIGNATURE OF THE CURRENT LICENSE HOLDER IS REQUIRED.

Signature of Current License Holder: _____ Date _____

For the City Clerk's Office Staff only:

Date application submitted: _____ Staff's Initials: _____

Routed for approval by the following departments: _____ Date: _____

For Department Approval:

_____ Building _____ Zoning _____ Fire Dept. _____ Police Dept.
_____ Assessor _____ Treasurer _____ City Attorney _____ DDA/DTDDA

Departments: Please conduct the appropriate review to ensure that the applicant does not have any outstanding issues within your department area. When you have completed your review, please report your findings to the City Clerk's Office, and initial on the line provided for your department.



City of Ypsilanti
Finance Department

October 10, 2025

Motheram, Srinivas
7690 Rutherford Court
Canton, MI 48187

Parcel #: 11-11-40-480-006.

This letter is to inform you that the property taxes associated with the above parcel number are paid in full. There are currently no special assessments or open specials for this parcel. If you have any questions, please call our office (734) 483-1103.

Respectfully,

Vicki Simon
Accountant
City of Ypsilanti
1 S Huron St.,
Ypsilanti, MI 48197
vsimon@cityofypsilanti.com



City of Ypsilanti

Community and Economic Development

Srinivas Motheram
5 N. Hamilton Street
Ypsilanti, MI 48197

November 3rd, 2025

Re: 5 N. Hamilton Liquor License Zoning Verification Letter; Parcel ID #11-11-40-480-006

Dear Srinivas Motheram,

This office is responsible for the administration of the zoning ordinance for the City of Ypsilanti, Michigan (the "City"), within which the above-referenced Property is located. We write to address the liquor license application with the following:

1. 5 N. Hamilton is located within the Center zoning district.
2. Section 122-446 establishes the permissible uses within the Center zoning district. Per this section, a tasting room is permitted as an accessory use for a carry-out restaurant.
3. Please keep in mind that while carry-out sales of alcohol are permitted, they are permitted through proper state licensing.

This information was researched on November 3rd, 2025, by the undersigned per request and as a public service. The undersigned certifies that the above information contained herein is believed to be accurate and is based upon or relates to the information supplied to the requestor. The authority assumes no liability for errors and omissions. All information was obtained from public records, which may be viewed anytime. Please contact me at 734-482-9832 or jburns@cityofypsilanti.com with any questions. The full text of the zoning ordinance is available at cityofypsilanti.com/zoning.

Sincerely,

Joshua Burns
City Planner, Community Services Department
City of Ypsilanti

Receipt# 21-23892 6593402
06/01/2021 Washtenaw Co, Michigan
Real Estate Transfer Tax
Tax Stamp # 461162
County Tax: \$117.70 State Tax: \$802.50



6593402 L: 5426 P: 579 D
Total Pages: 3 06/02/2021 08:52 AM
Lawrence Kestenbaum
Washtenaw County, Michigan



WARRANTY DEED

350723TAAS

KNOW ALL PERSONS BY THESE PRESENTS: That 5 N. Hamilton, LLC, a Michigan limited liability company whose address is 3427 E Dobson Place Ann Arbor, MI 48105 Convey(s) and Warrant(s) to Srinivas Motheram whose address is 7690 Rutherford Ct, Canton, MI 48187 the following described premises situated in the City of Ypsilanti, County of Washtenaw, and State of Michigan to-wit:

SEE ATTACHED EXHIBIT "A"

Commonly known as: 5 N. Hamilton St, Ypsilanti, MI 48197
Tax Parcel # 81-11-11-40-480-006

for the consideration of: One Hundred Seven Thousand and 00/100 Dollars (\$107,000.00)

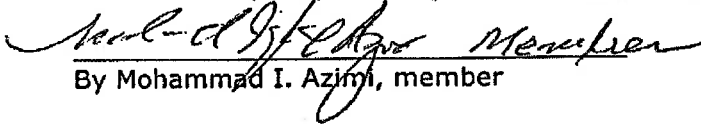
subject to easement, use, building, and other restrictions of record, if any.

This property may be located within the vicinity of farmland or farm operations. Generally accepted agricultural and management practices which may generate noise, dust, odors and other associated conditions may be used and are protected by the Michigan right to farm act.

The grantor grants to the grantee the right to make ael division(s) under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967.

Dated: May 21, 2021

Signed and Sealed:
5 N. Hamilton, LLC, a Michigan limited liability company


By Mohammad I. Azimi, member

Washtenaw County Treasurer
Tax Certificate NO: 135097TS

(Warranty Deed (page 2) dated: May 21, 2021

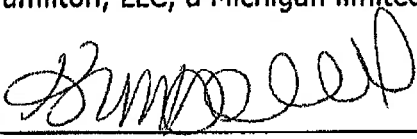
between 5 N. Hamilton, LLC, a Michigan limited liability company, Seller(s) and Srinivas Motheram, Purchaser(s).)

STATE OF MICHIGAN)

)ss

COUNTY OF Washtenaw)

The foregoing instrument was acknowledged before me on May 21, 2021, by Mohammad I. Azimi, member of 5 N. Hamilton, LLC, a Michigan limited liability company.

Notary Signature: 

Notary Name Printed:

Notary Public County, Michigan

Acting in County

My term expires: _____

Kim Laurie Snyder
Notary Public - State of Michigan
County of Washtenaw
My Commission Expires 1/9/2024
Acting in the County of _____

washtenaw

File No. 350723TAAS

Drafted by:	Return to:
William F. Ager, III P.33742 4420 Jackson Road Ann Arbor MI 48103	Srinivas Motheram 7690 Rutherford Ct Canton, MI 48187
County Treasurer's Certificate	City Treasurer's Certificate

Exhibit "A"

The Northerly 20.5 feet of Lot 9, Assessor's Plat No. 1 in the City of Ypsilanti, Washtenaw County, Michigan, according the plat thereof recorded in Number 9 of Plats, Page 11, Washtenaw County Records. Together with the right to use an 8.5 foot wide driveway adjoining on the South for ingress and egress only, it being expressly agreed between the parties that said driveway shall be a common driveway for the benefit of land hereinbefore conveyed and for remaining lands adjoining on the South side of said driveway, and said driveway shall not be used for parking of vehicles or otherwise be blocked by either party or persons claiming under either party.

81-11-11-40-480-006



Deposit Slip

CASH _____

CHECK _____

CREDIT CARD _____

DATE: 9/26/25

AMOUNT: \$500

CODE: 138

ACCOUNT: _____

DESCRIPTION:

Liquor license application
Srinivas Moturam 5N Hamilton St
Ma Ma pizza

SIGNATURE: _____

PUBLIC NUDITY ORDINANCE COMPLIANCE STATEMENT

To the City of Ypsilanti Liquor Licensing Authority:

I, Srinivas Motheram as the applicant for a liquor license to be used at **Mama Pizza** located at **5 N Hamilton Street**, Ypsilanti, Michigan, hereby provide the following written statement:

I understand that the City of Ypsilanti has an ordinance prohibiting public nudity within the city limits.

I acknowledge and affirm that I am fully aware of this ordinance and its requirements, and I understand that any violation of the City of Ypsilanti's public nudity ordinance occurring on the premises where this liquor license is used will constitute grounds for the City of Ypsilanti to:

1. Object to the renewal of this license; and/or
2. Request revocation of this license.

I commit to ensuring that all activities conducted on the licensed premises will be in full compliance with the City of Ypsilanti's public nudity ordinance at all times.

This statement is made under penalty of perjury under the laws of the State of Michigan.

	dotloop verified 09/26/25 3:44 PM EDT KFS8-WIV9-34BU-4HHE	Date: <u>9/26/2025</u>
---	---	------------------------

Srinivas R. Motheram

Print Name

City of Ypsilanti

Building Department
One South Huron St.
Ypsilanti, MI 48197
Phone: (734) 482-1025

Certificate of Compliance

Property Address
5 N HAMILTON ST

Certificate Holder:

MAMA PIZZA
5 N HAMILTON ST
YPSILANTI, MI 48197

Responsible Party:

MOTHERAM, SRINIVAS R
7690 RUTHERFORD CT
YPSILANTI, MI 48197

The above structure substantially complies with the minimum requirements of the City of Ypsilanti Property Maintenance Code and may be used for the number of apartments and rooms as indicated below.

This Certificate Does Not Represent Compliance With The Americans With Disabilities Act Of 1991. This certificate only applies to the structure's use under the City of Ypsilanti Property Maintenance Code and in no way does it approve the use under the city's Zoning Ordinance. Zoning approval can only be issued by the City Planner. All zoning questions should be referred to the Planning & Development Department at (734) 483-9646.

Certificate #: CBOP-25-0137

Apartments/Rooms: 1

Classification:

Inspector: Delonzo Weaver

Date Issued: 08/27/25

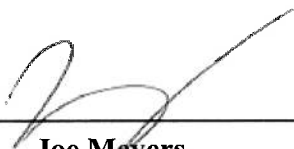
Certification Period: 08/01/25 - 08/01/27

Certificate expires at the end of certification period and not valid unless date issued is noted above

PIZZARIA - CARRY-OUT

PARKING LOT TO BE RESTRIPE PER CITY ORDINANCE, SPRING 2023.

DUE TO FURNACE REPLACEMENT UNDER PERMIT #PMECH- 22-0277 NEXT HVAC CERTIFICATION REQUIRED OCTOBER 2026


Joe Meyers
Community Services Director

COMPLIANCE STATEMENT

To the City of Ypsilanti Liquor Licensing Authority:

I, Srinivas Motheram of Mama Pizza, as the applicant for a liquor license to be used at **Mama Pizza** located at **5 N Hamilton street**, Ypsilanti, Michigan, hereby provide the following written statement:

I solemnly affirm and declare that I will not violate any laws of the State of Michigan or any ordinances of the City of Ypsilanti in conducting the business operations where this liquor license will be used.

I further acknowledge and understand that any violation of State of Michigan laws or City of Ypsilanti ordinances occurring on the licensed premises may constitute grounds for the City of Ypsilanti to:

1. Object to the renewal of this license; and/or
2. Request revocation of this license.

I understand that this compliance obligation extends to all activities conducted on the licensed premises and that maintaining full legal compliance is a condition of holding and maintaining this liquor license.

This statement is made under penalty of perjury under the laws of the State of Michigan.


dotloop verified
09/26/25 3:46 PM EDT
MUZR-GPTH-SYSE-BPPZ

Date: 09/26/2025

Print Name

Srinivas R. Motheram

Mama Pizza - investments - property improvements since 2022		
description	company	amount \$\$
Hood, make up Air - Ventilation System	Direct Air systems	19,023
HVAC - RTU 5 ton unit	Elias mechanical	12,250
Plumbing	Aplus plumbing	11,000
Electric	AF Smith	16,500
Electric - fire suppression	AF Smith	4,570
Paint Supplies	Sherwin williams	2,414
Concrete - Alley	D Star concrete asphalt	5,250
Pizza oven	Sammy's pizza	7,000
Fire suppression	CertaSite	3,578
Store front glass	Empire glass	4750
Floor - materials		
Floor - labor		4,000
paint - labor		
plumbing supplies		
walk in cooler		

\$86,335



P.O. Box 981241 • 48198-1241
624 South Mansfield • Ypsilanti, Michigan 48197
Voice: 734-482-0977 • www.afsmith.com
Estimating/Purchasing Fax: 734-482-2034
Accounting Fax: 734-482-0817



INVOICE

MAMA PIZZA
7690 RUTHERFORD CT
CANTON, MI 48187

Invoice#: 60210
Invoice Date: 9/ 6/2022
Due Date: 10/ 6/2022
Customer ID: 6533
Contact: SAM MOTHERAM
Phone#: (734) 674-7560

Job: MAMA PIZZA/ELECTRICAL FEED
Job#: 60210

Work Ordered:
(S) BID 4/20/2022 ROUGH ELECTRICAL PER PROPOSAL

MOTHERAM@GMAIL.COM

Work Performed:

PER: SAM/ DSK/ MW/ ROBB

PROVIDE LABOR TO RUN NEW ELECTRICAL FEEDS FROM EXISTING PANELS TO NEW PIZZA EQUIPMENT,
LIGHTS AND POWER REQUIREMENTS PER DRAWINGS.
PERMIT

Item	Description	Qty	Price	Total
F121	Labor & Material per AFS Proposal/Work Contract DATED FEBRUARY 18, 2022	1.00	8,250.00 E	8,250.00
	PROPOSAL IN THE AMOUNT OF \$16,500.00			
	PAID \$8,250.00 WITH CHECK 1266 ON 04/20/22			
	FINAL INVOICE			

Flat Rate : 8,250.00

Total Due \$8,250.00

Terms: NET 30. Customers beyond our 20 mile service area will be charged an additional fee for excessive drive time.

*Paid in full - 4/21/2022 - Sandy Sepola
AF. Smith Electric*

SCANNED

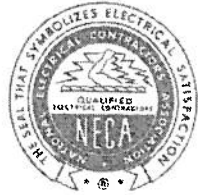
DATE 9/8

Customer Copy

Bills not paid within 30 days begin to accrue service charges of \$2.00 or 1.5% per month, whichever is greater, and the customer hereby agrees to pay these charges. A construction lien against the property for non-payment of charges due will be filed if not paid within 60 days, and the customer agrees to pay any and all reasonable fees and costs involved.



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INVOICE

MAMA PIZZA
7690 RUTHERFORD CT
CANTON, MI 48187

Invoice#: 60210-01
Invoice Date: 09/15/2022
Due Date: 10/15/2022
Customer ID: 6533
Contact: SAM MOTHERAM
Phone#: (734) 674-7560

Job: MAMAS PIZZA/FIRE ALARM SYSTEM
Job#: 60210-01

Work Ordered:

(S) T&M 9/15/2022 HOOK UP FIRE ALARM ANSEL SYSTEM FOR CUSTOMER PER HIS DRAWING PROVIDED BY COMPANY THAT INSTALLED EQUIPMENT.

Work Performed:

PER: SAM/ DSK/ MW/ PAT/ ROBB/ INSTALLED FIRE SUPPRESSION CONTACTOR FOR HOOD SYSTEM. DESIGN AND ACQUIRED MATERIAL - TESTED

Item	Description	Qty	Price	Total
T100	500LG200A1E CONTACTOR	1.00	287.65 E	287.65
T101	500LG2PCK 2P POWER POLE	3.00	147.26 E	441.78
T102	CH BREAKER LOCK	1.00	11.68 E	11.68
T103	12X12X6 N1 JBOX	1.00	46.31 E	46.31
T104	TAN WIRENUT	30.00	229.61 M	6.89
1000	1/2" EMT	100.00	109.19 C	109.19
1396	1/2" SS Steel Conn	16.00	25.21 C	4.03
1516	1/2" SS Steel Cplg.	10.00	21.37 C	2.14
2123	MED30 1/2" 1-Hole Strap	20.00	42.24 C	8.45
PS2297	OZ-G IS-500 1/4-20 BEAM CLAMP	2.00	1.37 E	2.74
2193	0-B 1/2" Conduit Hanger w/Bolt	2.00	79.40 C	1.59
PS3708	#6 x 1-5/8in Course Thread Drywall Screw	40.00	4.78 C	1.91
PS3746	1-1/4 Tap Con	20.00	16.42 C	3.28
2409	4" Sq Box/2-1/8"D/Comb KO 52171 / TP403	1.00	224.48 C	2.25
7402	GRD.TAILS	5.00	88.66 C	4.43
2599	#12 THHN CU Stranded Wire	400.00	267.46 M	106.98
PS3276	#16 TFFN CU/STRANDED	50.00	89.68 M	4.48
PS4408	8-32 X 1/2" COMBO HEAD MACHINE SCREW	3.00	4.40 C	0.13
7328	1/4 Flat Washer	3.00	3.42 C	0.10
T105	CHF220	2.00	29.92 E	59.84

L533 LABOR - FOREMAN

Material :
 1.00 3,465.00 H **1,105.85**
3,465.00

Labor :
3,465.00

Total Due

\$4,570.85

Terms: NET 30. Customers beyond our 20 mile service area will be charged an additional fee for excessive drive time.

MOTHERAM@GMAIL.COM

Customer Copy

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Ramsey Ammoun
HVAC Contractor
(313) 721-2333

Date 4/11/12
Started 4/11/12
Date
Completed

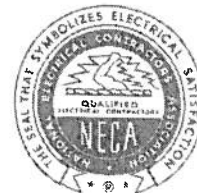
EliasMechanical-HCR@gmail.com

BILL TO NAME	Mamma	PIZZA			
STREET	5 N. Hamilton				
CITY	Ypsilanti				
STATE	MI	ZIP CODE 48197			
MATERIAL USED					
QTY	PART NO. - DESCRIPTION	UNIT PRICE Class Style AMT			
1	5 ton HVAC				
	RTU				
1	curb adapter				
1	gas piping				
1	electrical				
1	Thermostat				
1	crane				
CHARGE FOR MISC MATERIAL					
MATERIAL					
M D					
SALES TAX					

JOB SITE	Mamma	PIZZA	CUSTOMER TELEPHONE	734 674 880
STREET	5 N. Hamilton			
CITY	Ypsilanti	STATE MI	ZIP CODE 48197	JOB TELEPHONE
ORDER NO.		ORDERED BY	OVERTIME AUTHORIZED	HRS. APPROVED
MAKE		MODEL	CAB. SER. NO.	STICKER ON
TROUBLE REPORT New 5 ton HVAC RTU				
DESCRIPTION OF WORK				
Will install a new 5 ton Rheem HVAC roof unit. Cleaned & replaced existing electrical, & ductwork.				
☐ Incomplete ☐ Warranty ☒ Complete ☐ Service Contract				
TRAVEL & S/C TRUCK CHARGE	TECHNICIAN	HOURS		
@				
@	IN			
SHOP @	OUT			
L.D.	HELPER	HOURS		
TOTAL LABOR				
PLEASE PAY FROM INVOICE - TERMS NET 10 DAYS. ACCOUNTS OUTSTANDING AFTER THE 15th DAY OF THE FOLLOWING MONTH WILL SUSTAIN A FINANCE CHARGE OF 1 1/2% PER MONTH OR AN ANNUAL RATE OF 18%.				
1 YEAR LIMITED WARRANTY ON SERVICE & LABOR. 1 YEAR LIMITED WARRANTY ON PARTS UNLESS ELSEWHERE NOTED. RESTOCKING CHARGE 15%.				
CUSTOMER PLEASE NOTE: The above charges cover this specific job only. Our limited warranty does not, of course, apply to any portion of your equipment on which we have not performed service at this time. If new repairs become necessary in the future, they will be subject to our regular rates. We certify that the goods or services covered by this invoice were produced in compliance with the Fair Labor Standards Act of 1938 as amended. Issuance of this invoice to you is evidence in your behalf of our compliance with all the laws. \$20.00 charge on return checks.				
A token charge is included for supplies used on your unit. Applicable supply items are: Nuts, bolts, washers, tape, pins, lubricants, solvent, rags, towels, solder, welding equipment, etc.				
MATERIAL				
FREIGHT				
LABOR				
SUB-CONTRACTOR				
PERMIT COST				
THANK YOU FOR BEING OUR CUSTOMER.				
TOTAL 12,250				
paid on 4-12-12				
TECHNICIAN				
CUSTOMER SIGNATURE				



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INVOICE

MAMA PIZZA
7690 RUTHERFORD CT
CANTON, MI 48187

Invoice#: 60210
Invoice Date: 09/06/2022
Due Date: 10/06/2022
Customer ID: 6533
Contact: SAM MOTHERAM
Phone#: (734) 674-7560

Job: MAMA PIZZA/ELECTRICAL FEED
Job#: 60210

Work Ordered:
(S) BID 4/20/2022 ROUGH ELECTRICAL PER PROPOSAL

MOTHERAM@GMAIL.COM

Work Performed:

PER: SAM/ DSK/ MW/ ROBB

PROVIDE LABOR TO RUN NEW ELECTRICAL FEEDS FROM EXISTING PANELS TO NEW PIZZA EQUIPMENT,
LIGHTS AND POWER REQUIREMENTS PER DRAWINGS.
PERMIT

Item	Description	Qty	Price	Total
F121	Labor & Material per AFS Proposal/Work Contract DATED FEBRUARY 18, 2022	1.00	8,250.00 E	8,250.00
	PROPOSAL IN THE AMOUNT OF \$16,500.00			
	PAID \$8,250.00 WITH CHECK 1266 ON 04/20/22			
	FINAL INVOICE			
	Flat Rate :			8,250.00
	Total Due			\$8,250.00

Terms: NET 30. Customers beyond our 20 mile service area will be charged an additional fee for excessive drive time.

Customer Copy

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Accounting Fax: 734-482-0817



INVOICE

MAMA PIZZA
7690 RUTHERFORD CT
CANTON, MI 48187

Invoice#: 60210-P1
Invoice Date: 04/26/2022
Due Date: 05/26/2022
Customer ID: 6533
Contact: SAM MOTHERAM
Phone#: (734) 674-7560

Job: MAMA PIZZA/ELECTRICAL FEED
Job#: 60210-P1

Work Ordered:
(S) BID 4/20/2022 ROUGH ELECTRICAL PER PROPOSAL

SMOTHERAM1@GMAIL.COM

Work Performed:

PER: SAM/ DSK/ MW
PROVIDE LABOR TO RUN NEW ELECTRICAL FEEDS FROM EXISTING PANELS TO NEW PIZZA EQUIPMENT,
LIGHTS AND POWER REQUIREMENTS PER DRAWINGS.

Item	Description	Qty	Price	Total
F121	Labor & Material per AFS Proposal/Work Contract DATED FEBRUARY 18, 2022 PROPOSAL IN THE AMOUNT OF \$16,500.00 PAID \$8,250.00 WITH CHECK 1266 ON 04/20/22	1.00	8,250.00 E	8,250.00

Flat Rate : 8,250.00

Total Due \$8,250.00

Terms: NET 30. Customers beyond our 20 mile service area will be charged an additional fee for excessive drive time.

*Paid in full 9/23/2022 - Sandy Spola
A. F. Smith Electric*

Office Copy

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OVEN

8-22-2022

RECEIVED \$ 7000 TOWARDS

PS 366 PURCHASE.

ALI — SELLER
CRYSTAL

Received ~~Crystal~~ Crystal Alami

SAM MOTHERAN

Sam

— BUYER

S. Motheran

CONCRETE

7-15-2023

(1) RECEIVED

\$5,250

TOWARDS CONCRETE JOB

AT 5 N HAMILTON

MAMA PIZZA -

~~734~~ 686 8196

DStor diversified

Payment Remittance Inquiry

Account : 9048-7537-4	Date : 05/07/2022	Ref # : 80203
HIMA LLC	Payment Location : Store # 701099	Amount : -414.54

Job	Comments
1	HIMA LLC 414.54
	TOTAL \$414.54
	CASH TENDERED -420.00
	CHANGE DUE 5.46

[Close](#)

Payment Remittance Inquiry

Account : 9048-7537-4	Date : 04/19/2022	Ref # : 74222
HIMA LLC	Payment Location : Store # 701099	Amount : -2000.0

Job	Comments
1	HIMA LLC 2,000.00
	TOTAL \$2000.00
	CHECK# 1265 -2000.00

[Close](#)

Direct Air Systems

PO Box 130505
Ann Arbor, MI 48113

Invoice

Date	Invoice #
5/18/2022	2721

Bill To Mama Pizza 5 N. Hamilton Street Ypsilanti, MI 48197

PAID
05/29/2022

P.O. No.	Terms	Project
Verbal Sam	Due on receipt	

Quantity	Description	Rate	Amount
1	Model D-EC Canopy Hood 7'6" long x 5'6" wide x 2'0" high 3' rear air gap Aluminum baffle filters Vapor proof lights, SW-2 Hood mounted "light fan" switch Heat activation sensor	3,500.00	3,500.00
1	Loren Cook 135V15D Upblast exhaust fan UL 762, Direct drive Grease terminator, Hinged sub-base PW Fan speed controller 1/2 HP, 230-240V-1P	880.00	880.00
1	Direct fired Make-up air unit VI-HOM, ETL listed Natural gas, Down discharge, Motorized inlet damper EF motor starter, Remote control panel, Non-fused disconnect 1 HP, 230-240V-1P motor Full curb for flat roof	4,935.00	4,935.00
	Freight Exhaust fan \$205, MUA unit \$420	625.00	625.00
	MI. Sales Tax	6.00%	558.90
Thank you for your business. 734-786-8342 Office Phone		Total	\$10,498.90

Ann Arbor, MI 48113

Date	Invoice #
7/20/2022	2726

Mama Pizza
5 N. Hamilton Street
Ypsilanti, MI 48197

PAID
08/15/2022

P.O. No.	Terms	Project
Verbal Sam	Due on receipt	

Page 196 of 330

Empire Glass, LLC
SALES CONTRACT FOR SERVICES

This Sales Contract for Services is made effective as of //2023 , by and between ***Empire Glass, LLC, of 1065 Inkster Rd, Inkster, Michigan*** _____, Mama pizza llc, 5 N Hamilton St, ypsilanti MI 48197

1.DESCRPTION OF SERVICES:

Beginning on. 07/05/2023 , ***Empire Glass, LLC*** will provide to the address of 5 North Hamilton

1- 1×189"×113" /Storefront window in dark bronze finish open for ¼" glazing sectioned vertically 3 sections and horizontally two sections at 24 " for dark bronze Aluminum panels with 36"×113" return wall of the same material and design

2- 2×52"×67" storefront window in dark bronze finish open for ¼" glazing

Work order

Beginning on Empire Glass will remove the existing doors and windows

Beginning on Empire Glass will install all the new frames and glass

- a. New door/window and door/window installation for _____11_ windows/doors for the amount of \$ __4750_.00.
- b. Framing: Aluminum profile framing 4 1/2 _____ dark bronze _____ color: _____
- c. Glazing: tampered _1 " clear /tinted bronze _____
- d. Door: __double doors _____
 - i. Style: left open _____ right open _____
 - ii. Hinges: _butt hung _____
 - iii. Handles: C pull _/cross push bar _____
 - iv. Closer: 180 lb heavy duty _____

2.PAYMENT:

On measurement and purchase of doors/windows, % (\$_2000_.00) of the agreed amount will be paid. (\$2750____.00) will be paid upon installation of doors Completion

3.REMEDIES OF DEFAULT:

In addition to any and all other rights a party may have available according to law, if client defaults by failing to substantially perform any provision, term or condition of this

Contract (including without limitation the failure to make a monetary payment when due), **Glass Empire, LLC** may terminate the Contract by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving such notice shall have 15 days from the effective date of such notice to cure the default(s). Unless waived by the party providing notice, the failure to cure the default(s) within such time period shall result in the automatic termination of this Contract.

4. AMENDMENT:

This Contract may be modified or amended if the amendment is made in writing and signed by both parties.

5. LIABILITY WAIVER:

If contractor is injured in the course of performing the specific work, client shall be exempt from liability for those injuries to the fullest extent allowed by law.

*client has thirty days from the day the job was completed to file any complains he might have about the service. After thirty days, the client loses this right.

	dotloop verified 07/01/23 7:44 AM EDT GPOR-N94Z-LZMA-JYSF
---	---

S Motheram, manager, Mama pizza

Client: _____ Dated: 07/01/2023 Contractor: _____
Empire Glass, LLC Dated: _____



smotheram1 <smotheram@gmail.com>

Mama pizza Plumbing contract Ypsilanti MI 48197

1 message

Paul Benzinger <paulwithaplus@gmail.com>

To: Motheram@gmail.com

Fri, Apr 15, 2022 at 1:27 PM

A+ Drain Sewer & plumbing

Service LLC

5648 Willis RD Ypsilanti

MI 48197 734-216-1182

Contractual Agreement for plumbing work
Underground, Rough and Finish plumbing.

Plumbing consists of as follows

Installation of all underground and in-Wall PVC drain waste and venting. Installation of all in-wall and overhead Pex water distribution piping.

Fixtures to be installed are

1 toilet.

1lavatory sink.

1-3 compartment sink

1-50 gpm grease trap.

1-laundry tub/service sink.

1-hand sink.

1-30 gallon electric water heater.

1 floor receptor with removable strainer basket.

A+ Drain Sewer & Plumbing LLC

Will provide drain waste and vent piping

And water distribution piping.

This does not include any Fossetts fixtures specialty valves or apparatus appurtenances or specialty fittings,
Or appliances.

Permit is additional at cost.

Labor and materials specified above

Total \$11,000.00

Paid in Full August 15 2022

Paul Benzinger
Paul Benzinger
Sent from my iPhone

Pay online! See the remit to section below.

Would you like to receive your invoice via email? Send us your email address and we will email your invoice.
billing@certasitepro.com

Bill To:

Mama's Pizza
 Attention: Accounts Payable
 5 North Hamilton Street
 Ypsilanti, MI 48197

Date	10/07/2022
Invoice #	12495316
Customer ID	9745220936
Purchase Order #	
Service Date(s)	10/10/2022 to 10/10/2022
Payment Due By	11/06/2022

Service Location:

Mama's Pizza
 5 North Hamilton Street
 Ypsilanti, MI 48197

Description	Unit Price	Qty	Amount
Deposit for Quote 2034174 - Paid With Check 1295	\$0.00	1	\$0.00
2" GAS VALVE	\$728.76	.5	\$364.38
550101 PC NMCH3 COVER	\$60.00	.5	\$30.00
PCL-300 AGENT CYLINDER WITH VALVE 3 GAL	\$600.00	.5	\$300.00
MB-15 CYLINDER MOUNTING BRACKET	\$129.16	.5	\$64.58
RPS-M REMOTE PULL STATION, MECHANICAL	\$100.00	.5	\$50.00
PYROCHEM 16G CO2 ACTUATOR CARTRIDGE	\$32.00	.5	\$16.00
3/8" X 6' CHROME SLEEVING	\$25.00	1	\$25.00
CORNER PULLEY - UNIVERSAL - RESTAURANT SUPPRESSION	\$20.00	1	\$20.00
ANSUL SERIES SCISSOR-STYLE DETECTOR KIT	\$67.63	4.5	\$304.34
PYRO-CHEM 2L NOZZLE KITCHEN KNIGHT II (UL LISTED OR APPROVED)	\$79.08	.5	\$39.54
PYRO-CHEM 2D NOZZLE KITCHEN KNIGHT II (UL LISTED OR APPROVED)	\$71.34	.5	\$35.67
PYRO-CHEM 1H NOZZLE KITCHEN KNIGHT II (UL LISTED OR APPROVED)	\$79.08	.5	\$39.54
CERTASITE CONTRACTED SERVICES	\$114.75	.5	\$57.38
LABOR	\$149.00	.5	\$74.50
SUPPLY CHAIN AND FUEL SURCHARGE	\$9.99	.4	\$4.00

Remit To:

CertaSite, LLC
 PO Box 772443
 Detroit, MI 48277-2443

If you would like to pay online visit our website at www.certasitepro.com and look for the "PayNow" button.

As a convenience to you we accept credit cards. Please call the phone number below to pay via credit card. Past due balances are subject to interest at 1.5% monthly. A \$50 returned check fee will be charged on all returned checks.

Please note your invoice may contain more than one page. Please pay the TOTAL and not the SUBTOTAL line.



CertaSite

A FIRE & LIFE SAFETY COMPANY

Invoice

Description	Unit Price	Qty	Amount
DISCOUNT	\$-0.71	1	\$-0.71

SUBTOTAL	\$1,424.22
SALES TAX	\$77.58
TOTAL	\$1,501.80

Remit To:

CertaSite, LLC
PO Box 772443
Detroit, MI 48277-2443

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Please note your invoice may contain more than one page. Please pay the TOTAL and not the SUBTOTAL line.

Invoice

Pay online! See the remit to section below.

Would you like to receive your invoice via email? Send us your email address and we will email your invoice.
billing@certasitepro.com

Bill To:

Mama's Pizza
 Attention: Accounts Payable
 5 North Hamilton Street
 Ypsilanti, MI 48197

Date	10/24/2022
Invoice #	12498535
Customer ID	9745220936
Purchase Order #	
Service Date(s)	10/20/2022 to 10/20/2022
Payment Due By	11/23/2022

Service Location:

Mama's Pizza
 5 North Hamilton Street
 Ypsilanti, MI 48197

Description	Unit Price	Qty	Amount
Progress billing- kitchen suppression repairs per quote 2034174 completed. Invoice 2 of 2.	\$0.00	1	\$0.00
2" GAS VALVE	\$728.76	.5	\$364.38
550101 PC NMCH3 COVER	\$60.00	.5	\$30.00
PCL-300 AGENT CYLINDER WITH VALVE 3 GAL	\$600.00	.5	\$300.00
MB-15 CYLINDER MOUNTING BRACKET	\$129.16	.5	\$64.58
RPS-M REMOTE PULL STATION, MECHANICAL	\$100.00	.5	\$50.00
PYROCHEM 16G CO2 ACTUATOR CARTRIDGE	\$32.00	.5	\$16.00
3/8" X 6' CHROME SLEEVING	\$25.00	2	\$50.00
PYRO-CHEM 2L NOZZLE KITCHEN KNIGHT II (UL LISTED OR APPROVED)	\$79.08	.5	\$39.54
CERTASITE CONTRACTED SERVICES	\$114.75	.5	\$57.38
PYRO-CHEM 2D NOZZLE KITCHEN KNIGHT II (UL LISTED OR APPROVED)	\$71.34	.5	\$35.67
PYRO-CHEM 1H NOZZLE KITCHEN KNIGHT II (UL LISTED OR APPROVED)	\$79.08	.5	\$39.54
CORNER PULLEY - UNIVERSAL - RESTAURANT SUPPRESSION	\$20.00	2	\$40.00
LABOR	\$149.00	3.5	\$521.50
DISCOUNT	\$180.53	-1	\$-180.53

Remit To:

CertaSite, LLC
 PO Box 772443
 Detroit, MI 48277-2443

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Please note your invoice may contain more than one page. Please pay the TOTAL and not the SUBTOTAL line.

Invoice

Description	Unit Price	Qty	Amount
Additional repair costs approved by Sam per Robert G 10/19/22	\$0.00	1	\$0.00
HORN, RED	\$192.48	1	\$192.48
FIRE EXTINGUISHER COMMERCIAL GRADE BADGER 6 LITER WET CHEMICAL CLASS K (UL LISTED) W/5 YEAR WARRANTY	\$362.25	1	\$362.25

SUBTOTAL	\$1,982.79
SALES TAX	\$95.07
TOTAL	\$2,077.86

Remit To:

CertaSite, LLC
PO Box 772443
Detroit, MI 48277-2443

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www.certasitepro.com and look for the "PayNow"
button.

As a convenience to you we accept credit cards. Please call the phone number
below to pay via credit card. Past due balances are subject to interest at 1.5%
monthly. A \$50 returned check fee will be charged on all returned checks.

Please note your invoice may contain more than one
page. Please pay the TOTAL and not the SUBTOTAL
line.



REQUEST FOR LEGISLATION
November 18, 2025

For: Mayor and City Council

From:

Subject: Resolution No. 2025-233 Authorizing the City Treasurer to levy and assess on the December 2025 tax roll the attached listing of unpaid bills totaling \$340,669.79.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION:

ATTACHMENTS:

1. Special Assessment 25WINTER RFL & Res 2025-233
2. 2025 Special Assessment Summary WINTER

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: November 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



November 18, 2025

Andrew Hellenga
City Manager
1 South Huron
Ypsilanti, MI 48197

RE: Special Assessments

In accordance with the City Charter Chapter, Special Assessments, Chapter 8.01. Article VIII. I hereby certify that the attached is a true copy of all Special Assessment Rolls, which are due and have remained unpaid as of Sep 30, 2025.

The City Council, at their next meeting, can authorize me to levy these unpaid bills on the December 2025 Tax Roll.

Sincerely,

Rheagan Basabica, CPA, CGFM
Finance Director/Treasurer



REQUEST FOR LEGISLATION

DATE: November 18, 2025
TO: Mayor and City Council
FROM: Rheagan Basabica, Finance Director/Treasurer
SUBJECT: Winter 2025 Special Assessment

SUMMARY/BACKGROUND

Bi-annually, all bills that remain unpaid for at least 30 days after the billing date, are to be added to the July or December tax roll as special assessments. These unpaid bills include AHB, board ups, trash removal, weed removal, rental inspections, dangerous building escrow, dangerous building inspection, graffiti removal, snow removal, drains, water, and other miscellaneous bills.

Once these items are added to the tax roll, they become a lien on the property in accordance with the City Charter, Special Assessments, and Section 8.01 Article VIII.

Further, at tax settlement, in March the County pays the city for any unpaid items. Washtenaw County Treasurer's Office serves as the collection agent for the city.

Attachments: Summary and detail list of Winter 2025 Special Assessments
Brief Description of unpaid bills

Recommended Action: City Council authorizes the City Treasurer to levy and assess the Winter 2025 Special Assessments.

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FINANCE DIR APPROVAL: _____



Resolution No. 2025-233
November 18, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That, the City Treasurer be authorized to levy and assess on the December 2025 tax roll the attached listing of unpaid bills totaling \$340,669.79.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:

SPECIAL ASSESSMENT SUMMARY LIST	
AHB	unpaid Administrative Hearings Bureau Lien
Board up	delinquent bill for a boarded-up house
Business Inspection	unpaid bill for business inspection fee
Dangerous Escrow	delinquent bill for dangerous building escrow account
Dangerous Inspection	delinquent bill for dangerous building inspection fee
Delinquent Water	unpaid resident bills from YCUA for water and sewer service
Drain	drain maintenance work from Washtenaw County Water Resources Commissioner's Office
Graffiti	unpaid Graffiti abatement from last year
Inspect fee	delinquent bill for building inspection fee
Leaf Removal	unpaid code enforcement leaf removal abatement from last year
Rental Inspect	delinquent bill for rental inspection fee
Snow Removal	unpaid code enforcement snow removal abatement from last year
Trash	unpaid code enforcement Trash abatement from last year
Weeds	unpaid code enforcement Weeds abatement from last year
AHB	unpaid Administrative Hearings Bureau Lien
Board up	delinquent bill for a boarded-up house
Business Inspection	unpaid bill for business inspection fee
Dangerous Escrow	delinquent bill for dangerous building escrow account
Dangerous Inspection	delinquent bill for dangerous building inspection fee
Delinquent Water	unpaid resident bills from YCUA for water and sewer service
Drain	drain maintenance work from Washtenaw County Water Resources Commissioner's Office
Graffiti	unpaid Graffiti abatement from last year
Inspect fee	delinquent bill for building inspection fee
Leaf Removal	unpaid code enforcement leaf removal abatement from last year

CITY OF YPSILANTI
2025 Winter Special Assessment

Code	Code	ADDRESS	Amount
Board Up	100		
Board Up	11-11-04-413-011	403 E FOREST AVE	105.00
Board Up	11-11-05-100-001	772 GREEN RD	20,988.00
Board Up	11-11-05-100-007	799 GREEN RD	17,346.00
Board Up	11-11-06-100-008	1899 HURON RIVER DR	72.00
Board Up	11-11-06-450-088	2536 EAGLES CIR 8	385.00
Board Up	11-11-09-130-012	202 N RIVER ST	600.00
Board Up	11-11-09-170-022	106 S GROVE ST	2,700.00
Board Up	11-11-09-183-005	114 N PARK ST	60.00
Board Up	11-11-09-405-008	11 S GROVE ST	354.80
Board Up	11-11-09-405-042	120 S PROSPECT ST	6,805.00
Board Up	11-11-09-496-003	317 S GROVE ST	324.00
Board Up	11-11-10-230-007	606 E CROSS ST	60.00
Board Up	11-11-10-330-014	773 FORD ST	105.00
Board Up	11-11-10-355-046	719 MAUS AVE	165.00
Board Up	11-11-10-356-009	708 MAUS AVE	150.00
Board Up	11-11-10-360-007	333 S PROSPECT ST	633.00
Board Up	11-11-37-127-004	544 MONROE ST	511.20
Board Up	11-11-37-129-005	942 MONROE ST	237.60
Board Up	11-11-37-131-013	897 MONROE ST	105.00
Board Up	11-11-37-153-005	939 MADISON ST	190.00
Board Up	11-11-37-153-008	961 MADISON ST	85.00
Board Up	11-11-37-203-009	1026 JEFFERSON ST	374.00
Board Up	11-11-37-225-001	693 ARBOR DR	500.00
Board Up	11-11-39-160-036	322 FIRST AVE	429.00
Board Up	11-11-39-168-023	122 HAWKINS ST	799.00
Board Up	11-11-39-175-016	303 MIDDLE DR	676.00
Board Up	11-11-39-285-010	444 SECOND AVE	85.00
Board Up	11-11-39-426-014	542 HARRIET ST	105.00
Board Up	11-11-39-426-040	408 AINSWORTH CIR	604.00
Board Up	11-11-39-427-011	450 BURTON CT	272.00
Board Up	11-11-39-431-007	435 ORCHARD ST	550.00
Board Up	11-11-40-109-022	423 N ADAMS ST	210.00
Board Up	11-11-40-113-005	416 PERRIN ST	7,425.00
Board Up	11-11-40-113-007	412 PERRIN ST	3,061.80
Board Up	11-11-40-134-019	958 SHERIDAN ST	126.00
Board Up	11-11-40-164-021	810 PEARL ST	540.00
Board Up	11-11-40-183-007	523 W CROSS ST	810.00
Board Up	11-11-40-183-008	201 531 W CROSS ST	105.00
Board Up	11-11-40-185-010	301 N ADAMS ST	255.00
Board Up	11-11-40-209-007	1217 SHERMAN ST	168.00
Board Up	11-11-40-482-006	317 WASHTENAW AVE	270.00

Code	Code	ADDRESS	Amount
Board Up	11-11-39-468-010	601 ARMSTRONG DR	480.00
Board Up	11-11-05-100-006	831 GREEN RD	22,176.00
Board Up	11-11-39-465-030	498 FIRST AVE	105.00
Board Up	11-11-06-450-037	2372 QUARTERBACK CT 5	126.00
Board Up	11-11-40-411-006	201 N HURON ST	1,620.00
Board Up	11-11-37-225-004	1101 MONROE ST	13,950.00
Board Up	11-11-09-192-012	26 S GROVE ST	270.00
Board Up	11-11-40-412-007	211 N WASHINGTON ST	1,980.00
Board Up	11-11-40-430-036	118 COLLEGE PL	60.00
Board Up	11-11-40-187-001	210 W CROSS ST	6,760.00
Board Up	11-11-40-109-005	422 N HAMILTON ST	300.00
Board Up	11-11-40-413-004	208 N HAMILTON ST	600.00
Board Up	11-11-09-192-001	20 S GROVE ST	105.00
Board Up	11-11-39-131-009	858 HILL ST	60.00
Board Up	11-11-40-108-005	516 N HAMILTON ST	404.40
Board Up	11-11-06-450-084	2536 EAGLES CIR 4	170.00
Board Up	11-11-40-164-008	222 N SUMMIT ST	210.00
Board Up	11-11-40-111-016	423 N HAMILTON ST	255.00
Board Up	11-11-39-425-003	453 AINSWORTH CIR	255.00
Board Up	11-11-05-352-016	1644 WASHTENAW AVE	105.00
Board Up	11-11-40-185-008	302 N HAMILTON ST	840.00
Board Up	11-11-40-108-002	311 W FOREST AVE	105.00
Board Up	11-11-40-113-001	501 W FOREST AVE	120.00
Board Up	11-11-37-151-024	434 JEFFERSON ST	360.00
Board Up	11-11-37-202-001	610 FIRST AVE	210.00
Board Up	11-11-39-174-013	211 W AINSWORTH BLVD	105.00
Board Up	11-11-03-328-011	708 N PROSPECT ST	105.00
Board Up	11-11-40-431-010	7 N NORMAL ST	105.00
Board Up	11-11-40-401-036	220 N HURON ST	210.00
Board Up	11-11-40-112-002	410 OLIVE ST	210.00
Board Up	11-11-39-145-018	937 PLEASANT DR	105.00
Board Up	11-11-04-335-004	302 JARVIS ST	85.00
Board Up	11-11-37-105-003	15 KRAMER ST	667.00
Board Up	11-11-09-131-010	37 PHOTO ST	170.00
Board Up	100 Total		122,734.80
Business Inspection/Lic	146		
Business Inspection/Lic	11-11-04-462-002	9 E CROSS ST	150.00
Business Inspection/Lic	11-11-05-150-007	1072 N HURON RIVER DR	300.00
Business Inspection/Lic	11-11-05-351-016	1510 WASHTENAW AVE	75.00
Business Inspection/Lic	11-11-05-359-001	1775 WASHTENAW AVE	535.00
Business Inspection/Lic	11-11-10-230-007	606 E CROSS ST	105.00
Business Inspection/Lic	11-11-10-360-007	333 S PROSPECT ST	121.00
Business Inspection/Lic	11-11-15-225-004	775 S GROVE ST	150.00
Business Inspection/Lic	11-11-39-145-027	1004 W MICHIGAN AVE	150.00
Business Inspection/Lic	11-11-39-426-043	480 S HAMILTON ST	55.00
Business Inspection/Lic	11-11-40-113-014	500 W CROSS ST	75.00

Code	Code	ADDRESS	Amount
Business Inspection/Lic	11-11-40-183-010	308 PERRIN ST	295.00
Business Inspection/Lic	11-11-40-185-003	317 W CROSS ST	55.00
Business Inspection/Lic	11-11-05-382-010	1486 WASHTENAW AVE	130.00
Business Inspection/Lic	11-11-09-112-011	201 N PROSPECT ST	145.00
Business Inspection/Lic	11-11-39-101-010	121 W MICHIGAN AVE	75.00
Business Inspection/Lic	11-11-09-184-016	419 E MICHIGAN AVE	150.00
Business Inspection/Lic	11-11-40-485-009	10 N WASHINGTON ST	75.00
Business Inspection/Lic	11-11-40-484-001	29 N WASHINGTON ST	150.00
Business Inspection/Lic	11-11-40-401-013	32 N HURON ST	225.00
Business Inspection/Lic	11-11-40-401-014	46 N HURON ST	150.00
Business Inspection/Lic	11-11-05-360-021	1733 WASHTENAW AVE	130.00
Business Inspection/Lic	11-11-39-349-001	540 S MANSFIELD AVE	260.00
Business Inspection/Lic	11-11-40-183-009	533 W CROSS ST	90.00
Business Inspection/Lic	11-11-40-484-021	25 N WASHINGTON ST	90.00
Business Inspection/Lic	11-11-40-184-006	308 BALLARD ST	180.00
Business Inspection/Lic	11-11-15-225-001	740 EMERICK ST	150.00
Business Inspection/Lic	11-11-40-462-002	803 N CONGRESS ST	225.00
Business Inspection/Lic	11-11-39-101-019	10 S HURON ST	150.00
Business Inspection/Lic	11-11-40-131-019	701 W CROSS ST	150.00
Business Inspection/Lic	11-11-40-131-007	717 W CROSS ST	150.00
Business Inspection/Lic	11-11-40-486-030	124 PEARL ST	75.00
Business Inspection/Lic	146 Total		4,816.00
Ordinance Fines and Cost	154		
Ordinance Fines and Cost	11-11-05-100-001	772 GREEN RD	183.95
Ordinance Fines and Cost	11-11-05-363-001	1483 WASHTENAW AVE	962.50
Ordinance Fines and Cost	11-11-05-385-001	1211 WASHTENAW AVE	183.95
Ordinance Fines and Cost	11-11-10-262-005	601 E MICHIGAN AVE	1,320.00
Ordinance Fines and Cost	11-11-10-267-005	92 ECORSE RD	199.45
Ordinance Fines and Cost	11-11-39-403-023	454 CHIDESTER ST	1,128.00
Ordinance Fines and Cost	11-11-39-415-004	403 S HAMILTON ST	39,385.00
Ordinance Fines and Cost	11-11-40-113-005	416 PERRIN ST	4,449.68
Ordinance Fines and Cost	11-11-40-164-019	110 N SUMMIT ST	7,652.50
Ordinance Fines and Cost	11-11-40-183-008	201 531 W CROSS ST	175.00
Ordinance Fines and Cost	11-11-40-184-013	305 N HAMILTON ST	802.50
Ordinance Fines and Cost	11-11-40-401-011	24 N HURON ST	142.75
Ordinance Fines and Cost	11-11-40-413-007	312 WASHTENAW AVE	1,101.40
Ordinance Fines and Cost	11-11-05-100-006	831 GREEN RD	414.00
Ordinance Fines and Cost	11-11-39-101-011	123 W MICHIGAN AVE	208.91
Ordinance Fines and Cost	11-11-40-183-009	533 W CROSS ST	175.00
Ordinance Fines and Cost	11-11-09-190-010	9 S PARK ST	75.00
Ordinance Fines and Cost	11-11-10-345-027	334 ECORSE RD	275.00
Ordinance Fines and Cost	11-11-05-383-001	1425 WASHTENAW AVE	195.00
Ordinance Fines and Cost	11-11-40-401-012	28 N HURON ST	142.75
Ordinance Fines and Cost	11-11-39-427-010	634 HARRIET ST	2,672.50
Ordinance Fines and Cost	154 Total		61,844.84
Owen	8226		

Code	Code	ADDRESS	Amount
Owen	11-11-05-360-005	468 COURTLAND ST	16.12
Owen	11-11-05-362-013	473 N MANSFIELD AVE	16.12
Owen	11-11-05-363-001	1483 WASHTENAW AVE	33.88
Owen	11-11-05-363-015	475 OWENDALE ST	16.50
Owen	11-11-05-385-001	1211 WASHTENAW AVE	14.56
Owen	11-11-05-385-008	1239 WASHTENAW AVE	14.95
Owen	11-11-05-460-008	506 FAIRVIEW CIR	16.89
Owen	11-11-05-465-009	1035 WASHTENAW AVE	20.78
Owen	11-11-05-466-004	1021 WASHTENAW AVE A	9.89
Owen	11-11-08-226-007	1310 WESTMOORLAND RD	15.34
Owen	11-11-40-209-003	1209 SHERMAN ST	12.74
Owen	11-11-40-209-007	1217 SHERMAN ST	16.37
Owen	11-11-40-280-009	1115 GRANT ST	12.74
Owen	11-11-40-284-004	1215 PEARL ST	12.48
Owen	11-11-40-307-008	1226 S CONGRESS ST	12.48
Owen	11-11-05-382-010	1486 WASHTENAW AVE	20.25
Owen	11-11-05-386-018	1208 WASHTENAW AVE	17.28
Owen	11-11-05-383-001	1425 WASHTENAW AVE	30.16
Owen	11-11-05-309-010	1468 ROOSEVELT BLVD	18.07
Owen	11-11-05-309-011	1458 ROOSEVELT BLVD	18.46
Owen	11-11-05-309-012	1450 ROOSEVELT BLVD	18.85
Owen	11-11-05-309-013	1442 ROOSEVELT BLVD	19.24
Owen	11-11-05-309-014	1432 ROOSEVELT BLVD	19.63
Owen	11-11-05-309-015	1424 ROOSEVELT BLVD	18.85
Owen	11-11-05-309-016	1412 ROOSEVELT BLVD	17.68
Owen	11-11-05-309-018	705 CORNELL RD	17.29
Owen	11-11-05-309-019	707 CORNELL RD	17.29
Owen	11-11-05-310-018	702 CORNELL RD	16.12
Owen	11-11-05-310-019	1304 ROOSEVELT BLVD	16.51
Owen	11-11-05-310-020	1302 ROOSEVELT BLVD	16.51
Owen	11-11-05-310-021	1300 ROOSEVELT BLVD	16.51
Owen	11-11-05-310-024	709 CAMBRIDGE RD	19.24
Owen	11-11-05-310-025	CAMBRIDGE RD	17.29
Owen	11-11-05-310-026	711 CAMBRIDGE RD	17.68
Owen	11-11-05-310-031	703 CAMBRIDGE RD	13.66
Owen	11-11-05-360-001	1715 WASHTENAW AVE	25.22
Owen	11-11-05-360-003	COURTLAND ST	19.03
Owen	11-11-05-360-004	474 COURTLAND ST	15.74
Owen	11-11-05-360-006	460 COURTLAND ST	16.90
Owen	11-11-05-360-014	445 MARION ST	20.02
Owen	11-11-05-360-015	455 MARION ST	19.24
Owen	11-11-05-360-016	491 MARION ST	23.13
Owen	11-11-05-360-023	450 COURTLAND ST	14.18
Owen	11-11-05-362-004	476 DOUGLAS ST	18.07
Owen	11-11-05-362-005	470 DOUGLAS ST	23.13
Owen	11-11-05-362-006	412 DOUGLAS ST	22.35

Code	Code	ADDRESS	Amount
Owen	11-11-05-362-007	1512 W CROSS ST	22.35
Owen	11-11-05-362-008	1506 W CROSS ST	22.74
Owen	11-11-05-362-009	1502 W CROSS ST	15.74
Owen	11-11-05-362-010	461 N MANSFIELD AVE	16.12
Owen	11-11-05-362-012	469 N MANSFIELD AVE	16.12
Owen	11-11-05-362-014	479 N MANSFIELD AVE	16.12
Owen	11-11-05-362-015	485 N MANSFIELD AVE	22.74
Owen	11-11-05-362-018	1519 WASHTENAW AVE	26.04
Owen	11-11-05-363-002	480 N MANSFIELD AVE	17.68
Owen	11-11-05-363-003	476 N MANSFIELD AVE	16.51
Owen	11-11-05-363-004	472 N MANSFIELD AVE	16.51
Owen	11-11-05-363-005	468 N MANSFIELD AVE	16.51
Owen	11-11-05-363-006	464 N MANSFIELD AVE	16.51
Owen	11-11-05-363-007	460 N MANSFIELD AVE	16.12
Owen	11-11-05-363-008	1408 W CROSS ST	17.68
Owen	11-11-05-363-009	1406 W CROSS ST	17.68
Owen	11-11-05-363-010	1404 W CROSS ST	16.12
Owen	11-11-05-363-011	1402 W CROSS ST	16.11
Owen	11-11-05-363-012	461 OWENDALE ST	14.56
Owen	11-11-05-363-013	465 OWENDALE ST	14.56
Owen	11-11-05-363-014	469 OWENDALE ST	16.11
Owen	11-11-05-363-016	481 OWENDALE ST	16.11
Owen	11-11-05-363-017	487 OWENDALE ST	14.56
Owen	11-11-05-363-018	1465 WASHTENAW AVE	31.40
Owen	11-11-05-380-002	1203 ROOSEVELT BLVD	16.89
Owen	11-11-05-380-003	1205 ROOSEVELT BLVD	16.89
Owen	11-11-05-380-004	1207 ROOSEVELT BLVD	16.89
Owen	11-11-05-380-005	1209 ROOSEVELT BLVD	16.89
Owen	11-11-05-380-006	1301 ROOSEVELT BLVD	16.89
Owen	11-11-05-380-007	1303 ROOSEVELT BLVD	16.89
Owen	11-11-05-380-008	1305 ROOSEVELT BLVD	16.89
Owen	11-11-05-380-009	1307 ROOSEVELT BLVD	16.89
Owen	11-11-05-380-010	1306 WHITTIER RD	16.50
Owen	11-11-05-380-011	1304 WHITTIER RD	16.50
Owen	11-11-05-380-012	1302 WHITTIER RD	16.50
Owen	11-11-05-380-013	1300 WHITTIER RD	16.50
Owen	11-11-05-380-014	1212 WHITTIER RD	16.50
Owen	11-11-05-380-015	1208 WHITTIER RD	30.90
Owen	11-11-05-380-016	1206 WHITTIER RD	16.50
Owen	11-11-05-380-017	1202 WHITTIER RD	16.50
Owen	11-11-05-380-018	1200 WHITTIER RD	16.89
Owen	11-11-05-380-019	1190 ROOSEVELT BLVD	16.50
Owen	11-11-05-381-001	615 CORNELL RD	17.28
Owen	11-11-05-381-002	1415 ROOSEVELT BLVD	16.11
Owen	11-11-05-381-003	1423 ROOSEVELT BLVD	16.11
Owen	11-11-05-381-004	1431 ROOSEVELT BLVD	16.11

Code	Code	ADDRESS	Amount
Owen	11-11-05-381-005	1439 ROOSEVELT BLVD	16.50
Owen	11-11-05-381-006	1447 ROOSEVELT BLVD	16.89
Owen	11-11-05-381-007	1455 ROOSEVELT BLVD	17.67
Owen	11-11-05-381-008	640 N MANSFIELD AVE	19.62
Owen	11-11-05-381-009	632 N MANSFIELD AVE	17.67
Owen	11-11-05-381-010	624 N MANSFIELD AVE	16.89
Owen	11-11-05-381-011	614 N MANSFIELD AVE	15.34
Owen	11-11-05-381-012	606 N MANSFIELD AVE	15.73
Owen	11-11-05-381-013	1446 WHITTIER RD	15.73
Owen	11-11-05-381-014	1440 WHITTIER RD	16.50
Owen	11-11-05-381-015	1432 WHITTIER RD	16.11
Owen	11-11-05-381-016	1424 WHITTIER RD	16.11
Owen	11-11-05-381-017	1414 WHITTIER RD	16.11
Owen	11-11-05-381-018	1408 WHITTIER RD	16.11
Owen	11-11-05-381-019	1404 WHITTIER RD	17.28
Owen	11-11-05-382-001	1403 WHITTIER RD	17.28
Owen	11-11-05-382-002	1409 WHITTIER RD	16.11
Owen	11-11-05-382-003	1415 WHITTIER RD	16.11
Owen	11-11-05-382-004	1423 WHITTIER RD	16.11
Owen	11-11-05-382-005	1431 WHITTIER RD	16.11
Owen	11-11-05-382-006	1439 WHITTIER RD	16.11
Owen	11-11-05-382-007	WHITTIER RD	20.25
Owen	11-11-05-382-008	WHITTIER RD	23.97
Owen	11-11-05-382-009	1490 WASHTENAW AVE	18.40
Owen	11-11-05-382-011	1480 WASHTENAW AVE	35.11
Owen	11-11-05-382-012	1420 WASHTENAW AVE	43.16
Owen	11-11-05-383-002	480 OWENDALE ST	17.67
Owen	11-11-05-383-003	476 OWENDALE ST	15.73
Owen	11-11-05-383-004	472 OWENDALE ST	17.28
Owen	11-11-05-383-006	464 OWENDALE ST	14.56
Owen	11-11-05-383-007	460 OWENDALE ST	14.56
Owen	11-11-05-383-010	1310 W CROSS ST	20.40
Owen	11-11-05-383-011	466 OWENDALE ST	18.45
Owen	11-11-05-383-013	1306 W CROSS ST	26.62
Owen	11-11-05-383-014	1302 W CROSS ST	23.51
Owen	11-11-05-383-015	447 ANNA AVE	14.95
Owen	11-11-05-383-016	455 ANNA AVE	14.95
Owen	11-11-05-383-019	1307 WASHTENAW AVE	22.11
Owen	11-11-05-383-020	1316 W CROSS ST	23.12
Owen	11-11-05-383-021	451 ANNA AVE	25.71
Owen	11-11-05-383-023	1305 WASHTENAW AVE	20.25
Owen	11-11-05-383-024	459 ANNA AVE	11.83
Owen	11-11-05-383-025	1301 WASHTENAW AVE	11.44
Owen	11-11-05-384-001	1219 ELBRIDGE DR	14.17
Owen	11-11-05-384-002	1225 ELBRIDGE DR	14.17
Owen	11-11-05-384-003	1231 ELBRIDGE DR	14.17

Code	Code	ADDRESS	Amount
Owen	11-11-05-384-004	1237 ELBRIDGE DR	14.56
Owen	11-11-05-384-005	1245 ELBRIDGE DR	15.34
Owen	11-11-05-384-006	1240 W CROSS ST	15.34
Owen	11-11-05-384-007	1230 W CROSS ST	14.95
Owen	11-11-05-384-008	1220 W CROSS ST	15.34
Owen	11-11-05-384-009	1216 W CROSS ST	14.95
Owen	11-11-05-384-010	1210 W CROSS ST	14.95
Owen	11-11-05-385-002	1215 WASHTENAW AVE	14.17
Owen	11-11-05-385-003	1219 WASHTENAW AVE	14.17
Owen	11-11-05-385-004	1223 WASHTENAW AVE	14.17
Owen	11-11-05-385-005	1227 WASHTENAW AVE	14.17
Owen	11-11-05-385-006	1231 WASHTENAW AVE	14.95
Owen	11-11-05-385-007	1235 WASHTENAW AVE	14.95
Owen	11-11-05-385-009	1245 WASHTENAW AVE	14.17
Owen	11-11-05-385-011	1246 ELBRIDGE DR	14.56
Owen	11-11-05-385-012	1240 ELBRIDGE DR	14.17
Owen	11-11-05-385-013	1234 ELBRIDGE DR	14.17
Owen	11-11-05-385-014	1228 ELBRIDGE DR	14.17
Owen	11-11-05-385-015	1222 ELBRIDGE DR	14.17
Owen	11-11-05-385-016	1216 ELBRIDGE DR	16.50
Owen	11-11-05-385-017	1210 ELBRIDGE DR	16.50
Owen	11-11-05-385-018	1206 ELBRIDGE DR	14.56
Owen	11-11-05-385-019	1206 W CROSS ST	14.17
Owen	11-11-05-385-020	1200 W CROSS ST	14.56
Owen	11-11-05-386-001	503 ROOSEVELT BLVD	16.89
Owen	11-11-05-386-002	1203 WHITTIER RD	16.50
Owen	11-11-05-386-004	1207 WHITTIER RD	16.50
Owen	11-11-05-386-005	1209 WHITTIER RD	16.50
Owen	11-11-05-386-006	1211 WHITTIER RD	16.50
Owen	11-11-05-386-007	1213 WHITTIER RD	16.50
Owen	11-11-05-386-008	1301 WHITTIER RD	16.50
Owen	11-11-05-386-009	1303 WHITTIER RD	16.50
Owen	11-11-05-386-010	1305 WHITTIER RD	16.50
Owen	11-11-05-386-011	1307 WHITTIER RD	16.50
Owen	11-11-05-386-012	1306 WASHTENAW AVE	17.28
Owen	11-11-05-386-013	1304 WASHTENAW AVE	17.28
Owen	11-11-05-386-014	1302 WASHTENAW AVE	17.28
Owen	11-11-05-386-015	1300 WASHTENAW AVE	17.28
Owen	11-11-05-386-016	1212 WASHTENAW AVE	17.28
Owen	11-11-05-386-017	1210 WASHTENAW AVE	17.28
Owen	11-11-05-386-019	1206 WASHTENAW AVE	17.28
Owen	11-11-05-386-021	1202 WASHTENAW AVE	16.89
Owen	11-11-05-386-022	1200 WASHTENAW AVE	16.89
Owen	11-11-05-386-023	1205 WHITTIER RD	14.43
Owen	11-11-05-455-017	1120 WASHTENAW AVE	18.84
Owen	11-11-05-455-018	1116 WASHTENAW AVE	30.90

Code	Code	ADDRESS	Amount
Owen	11-11-05-455-019	1112 WASHTENAW AVE	24.68
Owen	11-11-05-455-020	505 FAIRVIEW CIR	16.89
Owen	11-11-05-455-021	507 FAIRVIEW CIR	16.11
Owen	11-11-05-460-007	508 FAIRVIEW CIR	16.89
Owen	11-11-05-460-009	1020 WASHTENAW AVE	25.45
Owen	11-11-05-460-010	1012 WASHTENAW AVE	22.73
Owen	11-11-05-460-011	1010 WASHTENAW AVE	19.62
Owen	11-11-05-460-012	1002 WASHTENAW AVE	17.28
Owen	11-11-05-465-002	1007 WASHTENAW AVE	17.28
Owen	11-11-05-465-003	1015 WASHTENAW AVE	18.06
Owen	11-11-05-465-004	1017 WASHTENAW AVE	18.06
Owen	11-11-05-465-006	1023 WASHTENAW AVE	18.45
Owen	11-11-05-465-007	1029 WASHTENAW AVE	29.35
Owen	11-11-05-465-008	1033 WASHTENAW AVE	19.23
Owen	11-11-05-465-010	1110 W CROSS ST	74.10
Owen	11-11-05-465-011	W CROSS ST	28.57
Owen	11-11-05-466-002	1021 WASHTENAW AVE C	9.89
Owen	11-11-05-466-003	1021 WASHTENAW AVE B	9.89
Owen	11-11-08-225-001	325 N WALLACE BLVD	22.86
Owen	11-11-08-225-002	1207 W CROSS ST	13.78
Owen	11-11-08-225-003	1209 W CROSS ST	12.48
Owen	11-11-08-225-004	1211 W CROSS ST	12.22
Owen	11-11-08-225-005	1213 W CROSS ST	12.22
Owen	11-11-08-225-006	1215 W CROSS ST	12.22
Owen	11-11-08-225-007	1301 W CROSS ST	12.74
Owen	11-11-08-225-008	1303 W CROSS ST	12.74
Owen	11-11-08-225-009	1305 W CROSS ST	12.74
Owen	11-11-08-225-010	1309 W CROSS ST	16.63
Owen	11-11-08-225-011	1311 W CROSS ST	14.82
Owen	11-11-08-225-012	1313 W CROSS ST	19.23
Owen	11-11-08-225-013	360 OWENDALE ST	13.78
Owen	11-11-08-225-014	1230 WESTMOORLAND RD	13.78
Owen	11-11-08-225-015	1228 WESTMOORLAND RD	13.78
Owen	11-11-08-225-016	1226 WESTMOORLAND RD	16.11
Owen	11-11-08-225-017	1224 WESTMOORLAND RD	14.04
Owen	11-11-08-225-018	1222 WESTMOORLAND RD	13.78
Owen	11-11-08-225-019	1218 WESTMOORLAND RD	13.26
Owen	11-11-08-225-020	1216 WESTMOORLAND RD	12.74
Owen	11-11-08-225-021	1214 WESTMOORLAND RD	14.56
Owen	11-11-08-225-022	1212 WESTMOORLAND RD	14.04
Owen	11-11-08-225-023	1206 WESTMOORLAND RD	16.11
Owen	11-11-08-225-024	1204 WESTMOORLAND RD	12.74
Owen	11-11-08-226-001	1401 W CROSS ST	14.56
Owen	11-11-08-226-002	1403 W CROSS ST	14.56
Owen	11-11-08-226-003	1405 W CROSS ST	14.56
Owen	11-11-08-226-004	1407 W CROSS ST	14.56

Code	Code	ADDRESS	Amount
Owen	11-11-08-226-005	360 N MANSFIELD AVE	13.78
Owen	11-11-08-226-006	350 N MANSFIELD AVE	13.78
Owen	11-11-08-226-008	1306 WESTMOORLAND RD	15.86
Owen	11-11-08-226-009	1304 WESTMOORLAND RD	14.82
Owen	11-11-08-226-010	1302 WESTMOORLAND RD	14.04
Owen	11-11-08-226-011	349 OWENDALE ST	13.78
Owen	11-11-08-226-012	359 OWENDALE ST	13.78
Owen	11-11-40-205-003	1115 W CROSS ST	13.78
Owen	11-11-40-205-004	1111 W CROSS ST	13.26
Owen	11-11-40-205-005	1109 W CROSS ST	13.26
Owen	11-11-40-205-006	1107 W CROSS ST	13.26
Owen	11-11-40-205-014	305 HIAWATHA ST	13.00
Owen	11-11-40-205-015	303 HIAWATHA ST	13.26
Owen	11-11-40-205-016	301 HIAWATHA ST	14.04
Owen	11-11-40-205-017	1104 SHERMAN ST	11.19
Owen	11-11-40-205-018	1106 SHERMAN ST	11.44
Owen	11-11-40-205-019	1110 SHERMAN ST	16.63
Owen	11-11-40-205-020	1112 SHERMAN ST	13.00
Owen	11-11-40-205-021	1114 SHERMAN ST	13.52
Owen	11-11-40-205-022	304 N WALLACE BLVD	13.52
Owen	11-11-40-205-023	306 N WALLACE BLVD	13.52
Owen	11-11-40-205-024	308 N WALLACE BLVD	13.52
Owen	11-11-40-205-025	310 N WALLACE BLVD	13.52
Owen	11-11-40-205-026	312 N WALLACE BLVD	13.52
Owen	11-11-40-205-027	1113 WESTMOORLAND RD	13.52
Owen	11-11-40-206-001	1205 WESTMOORLAND RD	17.41
Owen	11-11-40-206-002	1207 WESTMOORLAND RD	14.30
Owen	11-11-40-206-003	1209 WESTMOORLAND RD	15.34
Owen	11-11-40-206-004	1213 WESTMOORLAND RD	18.19
Owen	11-11-40-206-005	1217 WESTMOORLAND RD	14.30
Owen	11-11-40-206-006	1219 WESTMOORLAND RD	14.82
Owen	11-11-40-206-007	1221 WESTMOORLAND RD	18.71
Owen	11-11-40-206-008	1227 WESTMOORLAND RD	19.23
Owen	11-11-40-206-009	1229 WESTMOORLAND RD	14.04
Owen	11-11-40-206-010	234 OWENDALE ST	13.00
Owen	11-11-40-206-011	224 OWENDALE ST	13.26
Owen	11-11-40-206-012	1224 SHERMAN ST	13.78
Owen	11-11-40-206-013	1222 SHERMAN ST	13.52
Owen	11-11-40-206-014	1220 SHERMAN ST	18.97
Owen	11-11-40-206-015	1216 SHERMAN ST	14.04
Owen	11-11-40-206-016	1214 SHERMAN ST	13.78
Owen	11-11-40-206-017	1212 SHERMAN ST	13.78
Owen	11-11-40-206-018	1208 SHERMAN ST	18.45
Owen	11-11-40-206-019	1206 SHERMAN ST	14.56
Owen	11-11-40-206-020	1204 SHERMAN ST	14.04
Owen	11-11-40-206-021	1202 SHERMAN ST	13.78

Code	Code	ADDRESS	Amount
Owen	11-11-40-206-022	303 N WALLACE BLVD	14.30
Owen	11-11-40-206-023	305 N WALLACE BLVD	13.78
Owen	11-11-40-206-024	311 N WALLACE BLVD	17.93
Owen	11-11-40-207-002	1305 WESTMOORLAND RD	14.04
Owen	11-11-40-207-003	1307 WESTMOORLAND RD	18.45
Owen	11-11-40-207-004	246 N MANSFIELD AVE	19.49
Owen	11-11-40-207-010	1228 SHERMAN ST	9.35
Owen	11-11-40-207-011	212 N MANSFIELD AVE	15.70
Owen	11-11-40-208-001	1301 SHERMAN ST	14.30
Owen	11-11-40-208-002	1303 SHERMAN ST	13.52
Owen	11-11-40-208-003	1305 SHERMAN ST	14.04
Owen	11-11-40-208-004	188 N MANSFIELD AVE	13.78
Owen	11-11-40-208-005	180 N MANSFIELD AVE	12.74
Owen	11-11-40-208-006	172 N MANSFIELD AVE	14.56
Owen	11-11-40-208-007	156 N MANSFIELD AVE	15.86
Owen	11-11-40-208-008	1306 GRANT ST	17.15
Owen	11-11-40-208-009	1304 GRANT ST	13.00
Owen	11-11-40-208-010	1302 GRANT ST	13.00
Owen	11-11-40-209-001	1203 SHERMAN ST	14.30
Owen	11-11-40-209-002	1207 SHERMAN ST	12.74
Owen	11-11-40-209-004	1211 SHERMAN ST	12.74
Owen	11-11-40-209-005	1213 SHERMAN ST	12.74
Owen	11-11-40-209-006	1215 SHERMAN ST	12.74
Owen	11-11-40-209-008	1221 SHERMAN ST	12.74
Owen	11-11-40-209-009	1223 SHERMAN ST	12.74
Owen	11-11-40-209-010	1225 SHERMAN ST	12.74
Owen	11-11-40-209-011	1227 SHERMAN ST	12.74
Owen	11-11-40-209-012	1222 GRANT ST	13.00
Owen	11-11-40-209-013	1220 GRANT ST	12.74
Owen	11-11-40-209-014	1218 GRANT ST	12.74
Owen	11-11-40-209-015	1216 GRANT ST	12.74
Owen	11-11-40-209-016	1214 GRANT ST	12.74
Owen	11-11-40-209-017	1212 GRANT ST	12.74
Owen	11-11-40-209-018	1210 GRANT ST	12.74
Owen	11-11-40-209-019	1208 GRANT ST	12.74
Owen	11-11-40-209-020	1206 GRANT ST	12.74
Owen	11-11-40-209-021	1204 GRANT ST	12.74
Owen	11-11-40-209-022	1202 GRANT ST	13.52
Owen	11-11-40-209-023	201 N WALLACE BLVD	14.04
Owen	11-11-40-209-024	203 N WALLACE BLVD	13.78
Owen	11-11-40-209-025	207 N WALLACE BLVD	16.11
Owen	11-11-40-209-026	209 N WALLACE BLVD	13.78
Owen	11-11-40-210-006	1101 SHERMAN ST	13.00
Owen	11-11-40-210-007	1103 SHERMAN ST	15.08
Owen	11-11-40-210-008	1107 SHERMAN ST	15.08
Owen	11-11-40-210-009	1109 SHERMAN ST	13.00

Code	Code	ADDRESS	Amount
Owen	11-11-40-210-010	1111 SHERMAN ST	13.00
Owen	11-11-40-210-011	1113 SHERMAN ST	13.00
Owen	11-11-40-210-012	210 N WALLACE BLVD	14.04
Owen	11-11-40-210-013	208 N WALLACE BLVD	13.78
Owen	11-11-40-210-014	206 N WALLACE BLVD	13.78
Owen	11-11-40-210-015	204 N WALLACE BLVD	13.78
Owen	11-11-40-210-016	202 N WALLACE BLVD	14.04
Owen	11-11-40-210-017	1124 GRANT ST	13.00
Owen	11-11-40-210-018	1122 GRANT ST	13.00
Owen	11-11-40-210-019	1120 GRANT ST	13.00
Owen	11-11-40-210-020	1118 GRANT ST	13.00
Owen	11-11-40-210-021	1116 GRANT ST	13.00
Owen	11-11-40-210-022	1114 GRANT ST	13.00
Owen	11-11-40-210-023	1112 GRANT ST	13.00
Owen	11-11-40-280-007	1111 GRANT ST	13.52
Owen	11-11-40-280-008	1113 GRANT ST	12.74
Owen	11-11-40-280-010	1117 GRANT ST	12.74
Owen	11-11-40-280-011	1119 GRANT ST	12.74
Owen	11-11-40-280-012	1121 GRANT ST	12.74
Owen	11-11-40-280-013	1123 GRANT ST	12.74
Owen	11-11-40-280-014	110 N WALLACE BLVD	14.04
Owen	11-11-40-280-015	108 N WALLACE BLVD	13.78
Owen	11-11-40-280-016	106 N WALLACE BLVD	13.78
Owen	11-11-40-280-017	104 N WALLACE BLVD	13.78
Owen	11-11-40-280-018	102 N WALLACE BLVD	14.04
Owen	11-11-40-280-019	1124 PEARL ST	12.74
Owen	11-11-40-280-020	1122 PEARL ST	12.74
Owen	11-11-40-280-021	1120 PEARL ST	12.74
Owen	11-11-40-280-022	1118 PEARL ST	12.74
Owen	11-11-40-280-023	1116 PEARL ST	12.74
Owen	11-11-40-280-024	1114 PEARL ST	12.74
Owen	11-11-40-280-025	1112 PEARL ST	13.52
Owen	11-11-40-281-004	1209 GRANT ST	12.74
Owen	11-11-40-281-005	1211 GRANT ST	12.74
Owen	11-11-40-281-006	1213 GRANT ST	13.00
Owen	11-11-40-281-007	1215 GRANT ST	13.00
Owen	11-11-40-281-008	1217 GRANT ST	13.00
Owen	11-11-40-281-009	1219 GRANT ST	13.00
Owen	11-11-40-281-010	1221 GRANT ST	13.00
Owen	11-11-40-281-011	1218 PEARL ST	13.00
Owen	11-11-40-281-012	1216 PEARL ST	13.00
Owen	11-11-40-281-013	1214 PEARL ST	13.00
Owen	11-11-40-281-014	1212 PEARL ST	13.00
Owen	11-11-40-281-015	1210 PEARL ST	12.74
Owen	11-11-40-281-016	1208 PEARL ST	12.74
Owen	11-11-40-281-017	1206 PEARL ST	12.74

Code	Code	ADDRESS	Amount
Owen	11-11-40-281-018	1204 PEARL ST	12.74
Owen	11-11-40-281-019	1202 PEARL ST	13.52
Owen	11-11-40-281-020	101 N WALLACE BLVD	13.52
Owen	11-11-40-281-021	103 N WALLACE BLVD	13.78
Owen	11-11-40-281-022	105 N WALLACE BLVD	13.78
Owen	11-11-40-281-023	109 N WALLACE BLVD	18.45
Owen	11-11-40-282-001	1303 GRANT ST	16.89
Owen	11-11-40-282-002	1305 GRANT ST	17.15
Owen	11-11-40-282-003	146 N MANSFIELD AVE	16.11
Owen	11-11-40-282-004	130 N MANSFIELD AVE	15.34
Owen	11-11-40-282-005	120 N MANSFIELD AVE	14.56
Owen	11-11-40-282-006	106 N MANSFIELD AVE	14.56
Owen	11-11-40-282-007	1308 PEARL ST	13.00
Owen	11-11-40-282-008	1306 PEARL ST	13.00
Owen	11-11-40-282-009	1304 PEARL ST	13.00
Owen	11-11-40-282-010	1302 PEARL ST	13.00
Owen	11-11-40-283-001	1301 PEARL ST	14.30
Owen	11-11-40-283-002	1305 PEARL ST	14.30
Owen	11-11-40-283-003	1307 PEARL ST	12.48
Owen	11-11-40-283-004	1309 PEARL ST	14.82
Owen	11-11-40-283-005	1315 PEARL ST	14.56
Owen	11-11-40-283-006	1314 N CONGRESS ST	13.52
Owen	11-11-40-283-007	1312 N CONGRESS ST	13.26
Owen	11-11-40-283-008	1310 N CONGRESS ST	13.00
Owen	11-11-40-283-009	1308 N CONGRESS ST	12.48
Owen	11-11-40-283-010	1306 N CONGRESS ST	12.48
Owen	11-11-40-283-011	1304 N CONGRESS ST	12.48
Owen	11-11-40-283-012	1302 N CONGRESS ST	12.48
Owen	11-11-40-284-001	1205 PEARL ST	15.60
Owen	11-11-40-284-002	1207 PEARL ST	16.11
Owen	11-11-40-284-003	1211 PEARL ST	12.48
Owen	11-11-40-284-005	1217 PEARL ST	12.48
Owen	11-11-40-284-006	1219 PEARL ST	12.48
Owen	11-11-40-284-007	1216 N CONGRESS ST	12.48
Owen	11-11-40-284-008	1214 N CONGRESS ST	12.48
Owen	11-11-40-284-009	1212 N CONGRESS ST	12.48
Owen	11-11-40-284-010	1210 N CONGRESS ST	12.48
Owen	11-11-40-284-014	1202 N CONGRESS ST	10.67
Owen	11-11-40-284-015	9 N WALLACE BLVD	10.93
Owen	11-11-40-284-016	11 N WALLACE BLVD	14.04
Owen	11-11-40-284-017	13 N WALLACE BLVD	14.04
Owen	11-11-40-284-018	15 N WALLACE BLVD	14.04
Owen	11-11-40-284-019	1201 PEARL ST	14.04
Owen	11-11-40-284-021	1208 N CONGRESS ST	12.48
Owen	11-11-40-284-022	1204 N CONGRESS ST	13.26
Owen	11-11-40-285-007	1111 PEARL ST	13.00

Code	Code	ADDRESS	Amount
Owen	11-11-40-285-008	1113 PEARL ST	13.00
Owen	11-11-40-285-009	1115 PEARL ST	13.00
Owen	11-11-40-285-010	1117 PEARL ST	13.00
Owen	11-11-40-285-011	1119 PEARL ST	13.00
Owen	11-11-40-285-012	1121 PEARL ST	13.00
Owen	11-11-40-285-013	1123 PEARL ST	13.00
Owen	11-11-40-285-014	1125 PEARL ST	12.48
Owen	11-11-40-285-015	100 N WALLACE BLVD	12.48
Owen	11-11-40-285-016	14 N WALLACE BLVD	12.48
Owen	11-11-40-285-017	12 N WALLACE BLVD	14.04
Owen	11-11-40-285-018	10 N WALLACE BLVD	12.48
Owen	11-11-40-285-019	8 N WALLACE BLVD	12.48
Owen	11-11-40-285-020	1128 N CONGRESS ST	12.48
Owen	11-11-40-285-023	1122 N CONGRESS ST	13.00
Owen	11-11-40-285-024	1120 N CONGRESS ST	13.00
Owen	11-11-40-285-025	1118 N CONGRESS ST	13.00
Owen	11-11-40-285-026	1116 N CONGRESS ST	13.00
Owen	11-11-40-285-027	1114 N CONGRESS ST	13.00
Owen	11-11-40-305-001	1123 N CONGRESS ST	10.93
Owen	11-11-40-305-002	1125 N CONGRESS ST	12.22
Owen	11-11-40-305-003	1127 N CONGRESS ST	12.22
Owen	11-11-40-305-004	1129 N CONGRESS ST	12.48
Owen	11-11-40-306-001	1207 N CONGRESS ST	12.48
Owen	11-11-40-306-002	1209 N CONGRESS ST	12.48
Owen	11-11-40-306-003	1211 N CONGRESS ST	12.48
Owen	11-11-40-306-004	1213 N CONGRESS ST	12.48
Owen	11-11-40-306-005	1215 N CONGRESS ST	12.48
Owen	11-11-40-306-006	1210 S CONGRESS ST	12.48
Owen	11-11-40-306-007	1208 S CONGRESS ST	12.48
Owen	11-11-40-306-008	1206 S CONGRESS ST	12.48
Owen	11-11-40-306-009	1204 S CONGRESS ST	11.96
Owen	11-11-40-306-010	1 N WALLACE BLVD	16.63
Owen	11-11-40-306-014	3 N WALLACE BLVD	17.93
Owen	11-11-40-307-001	1303 N CONGRESS ST	16.11
Owen	11-11-40-307-002	1305 N CONGRESS ST	12.48
Owen	11-11-40-307-003	1307 N CONGRESS ST	12.48
Owen	11-11-40-307-004	1309 N CONGRESS ST	12.48
Owen	11-11-40-307-005	40 N MANSFIELD AVE	14.82
Owen	11-11-40-307-006	28 N MANSFIELD AVE	13.52
Owen	11-11-40-307-007	8 N MANSFIELD AVE	13.00
Owen	11-11-40-307-009	1224 S CONGRESS ST	12.48
Owen	11-11-40-307-010	1222 S CONGRESS ST	12.48
Owen	11-11-40-307-011	1220 S CONGRESS ST	16.11
Owen	11-11-40-307-012	1216 S CONGRESS ST	12.48
Owen	11-11-40-307-013	9 OWENDALE ST	12.48
Owen	11-11-40-310-004	1137 S CONGRESS ST	14.56

Code	Code	ADDRESS	Amount
Owen	11-11-40-310-005	1135 S CONGRESS ST	14.56
Owen	11-11-40-310-006	1133 S CONGRESS ST	14.56
Owen	11-11-40-310-007	1131 S CONGRESS ST	14.56
Owen	11-11-40-310-008	1129 S CONGRESS ST	14.56
Owen	11-11-40-310-009	1127 S CONGRESS ST	14.56
Owen	11-11-40-310-010	1125 S CONGRESS ST	14.56
Owen	11-11-40-310-011	1123 S CONGRESS ST	14.56
Owen	11-11-40-310-012	1121 S CONGRESS ST	14.56
Owen	11-11-40-310-013	1119 S CONGRESS ST	14.56
Owen	11-11-40-310-014	1117 S CONGRESS ST	14.04
Owen	11-11-40-433-010	1014 N CONGRESS ST	13.26
Owen	11-11-40-433-011	1012 N CONGRESS ST	13.26
Owen	8226 Total		7,328.67
Tyler Dam Drain	9101		
Tyler Dam Drain	11-11-03-326-016	720 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-327-007	512 HOLMES RD	4.53
Tyler Dam Drain	11-11-03-327-024	517 THOMAS ST	4.54
Tyler Dam Drain	11-11-03-330-021	701 E FOREST AVE	4.58
Tyler Dam Drain	11-11-03-325-001	889 TWIN TOWERS ST	4.99
Tyler Dam Drain	11-11-03-325-002	708 HOLMES RD	4.72
Tyler Dam Drain	11-11-03-325-003	750 HOLMES RD	7.50
Tyler Dam Drain	11-11-03-325-004	706 TROY ST	5.18
Tyler Dam Drain	11-11-03-325-005	715 E FOREST AVE	4.47
Tyler Dam Drain	11-11-03-325-006	721 E FOREST AVE	4.46
Tyler Dam Drain	11-11-03-326-001	818 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-326-002	816 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-326-003	814 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-326-004	812 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-326-005	810 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-326-006	808 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-326-007	806 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-326-008	804 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-326-009	802 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-326-011	730 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-326-012	728 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-326-013	726 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-326-014	724 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-326-015	722 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-326-017	718 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-326-018	716 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-326-019	714 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-326-020	712 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-326-021	710 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-326-022	708 CHARLES ST	4.49
Tyler Dam Drain	11-11-03-326-023	706 CHARLES ST	4.53
Tyler Dam Drain	11-11-03-327-001	524 HOLMES RD	4.63

Code	Code	ADDRESS	Amount
Tyler Dam Drain	11-11-03-327-002	522 HOLMES RD	4.62
Tyler Dam Drain	11-11-03-327-003	520 HOLMES RD	4.62
Tyler Dam Drain	11-11-03-327-004	518 HOLMES RD	4.61
Tyler Dam Drain	11-11-03-327-005	516 HOLMES RD	4.61
Tyler Dam Drain	11-11-03-327-006	514 HOLMES RD	4.61
Tyler Dam Drain	11-11-03-327-008	510 HOLMES RD	4.53
Tyler Dam Drain	11-11-03-327-009	508 HOLMES RD	4.53
Tyler Dam Drain	11-11-03-327-010	506 HOLMES RD	4.53
Tyler Dam Drain	11-11-03-327-014	814 N PROSPECT ST	4.50
Tyler Dam Drain	11-11-03-327-015	812 N PROSPECT ST	4.49
Tyler Dam Drain	11-11-03-327-017	503 THOMAS ST	4.48
Tyler Dam Drain	11-11-03-327-018	505 THOMAS ST	4.47
Tyler Dam Drain	11-11-03-327-019	507 THOMAS ST	4.47
Tyler Dam Drain	11-11-03-327-020	509 THOMAS ST	4.51
Tyler Dam Drain	11-11-03-327-021	511 THOMAS ST	4.54
Tyler Dam Drain	11-11-03-327-022	513 THOMAS ST	4.54
Tyler Dam Drain	11-11-03-327-023	515 THOMAS ST	4.54
Tyler Dam Drain	11-11-03-327-025	519 THOMAS ST	4.54
Tyler Dam Drain	11-11-03-327-026	521 THOMAS ST	4.54
Tyler Dam Drain	11-11-03-327-027	523 THOMAS ST	4.54
Tyler Dam Drain	11-11-03-327-028	801 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-327-029	803 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-327-030	805 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-327-031	807 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-327-032	809 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-327-033	811 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-327-034	813 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-327-035	815 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-327-036	817 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-327-037	824 N PROSPECT ST	4.53
Tyler Dam Drain	11-11-03-327-038	526 HOLMES RD	4.48
Tyler Dam Drain	11-11-03-327-040	818 N PROSPECT ST	4.90
Tyler Dam Drain	11-11-03-330-001	522 THOMAS ST	4.54
Tyler Dam Drain	11-11-03-330-002	520 THOMAS ST	4.54
Tyler Dam Drain	11-11-03-330-003	518 THOMAS ST	4.54
Tyler Dam Drain	11-11-03-330-004	516 THOMAS ST	4.54
Tyler Dam Drain	11-11-03-330-005	514 THOMAS ST	4.56
Tyler Dam Drain	11-11-03-330-006	512 THOMAS ST	4.56
Tyler Dam Drain	11-11-03-330-007	510 THOMAS ST	4.50
Tyler Dam Drain	11-11-03-330-008	720 CARVER ST	4.54
Tyler Dam Drain	11-11-03-330-009	718 CARVER ST	4.72
Tyler Dam Drain	11-11-03-330-010	716 CARVER ST	4.55
Tyler Dam Drain	11-11-03-330-011	714 CARVER ST	4.56
Tyler Dam Drain	11-11-03-330-012	712 CARVER ST	4.55
Tyler Dam Drain	11-11-03-330-013	710 CARVER ST	4.53
Tyler Dam Drain	11-11-03-330-014	708 CARVER ST	4.53

Code	Code	ADDRESS	Amount
Tyler Dam Drain	11-11-03-330-015	706 CARVER ST	4.52
Tyler Dam Drain	11-11-03-330-017	617 E FOREST AVE	4.61
Tyler Dam Drain	11-11-03-330-018	619 E FOREST AVE	4.65
Tyler Dam Drain	11-11-03-330-019	623 E FOREST AVE	4.60
Tyler Dam Drain	11-11-03-330-020	627 E FOREST AVE	4.60
Tyler Dam Drain	11-11-03-330-022	707 CHARLES ST	4.49
Tyler Dam Drain	11-11-03-330-023	709 CHARLES ST	4.69
Tyler Dam Drain	11-11-03-330-024	711 CHARLES ST	4.60
Tyler Dam Drain	11-11-03-330-025	713 CHARLES ST	4.60
Tyler Dam Drain	11-11-03-330-026	715 CHARLES ST	4.60
Tyler Dam Drain	11-11-03-330-027	717 CHARLES ST	4.60
Tyler Dam Drain	11-11-03-330-028	719 CHARLES ST	4.60
Tyler Dam Drain	11-11-03-330-031	725 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-330-032	727 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-330-033	729 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-330-034	731 CHARLES ST	4.50
Tyler Dam Drain	11-11-03-330-035	721 CHARLES ST	4.60
Tyler Dam Drain	11-11-03-330-036	723 CHARLES ST	4.62
Tyler Dam Drain	11-11-03-335-009	707 E FOREST AVE	4.42
Tyler Dam Drain	11-11-03-335-013	709 E FOREST AVE	4.66
Tyler Dam Drain	11-11-03-335-014	713 E FOREST AVE	4.53
Tyler Dam Drain	11-11-03-335-015	703 TROY ST	5.13
Tyler Dam Drain	11-11-03-376-001	860 E FOREST AVE	4.50
Tyler Dam Drain	11-11-03-376-002	852 E FOREST AVE	4.46
Tyler Dam Drain	11-11-03-376-008	865 VIRGINIA PL	4.44
Tyler Dam Drain	11-11-03-376-009	877 VIRGINIA PL	4.53
Tyler Dam Drain	11-11-03-376-010	890 VIRGINIA PL	4.51
Tyler Dam Drain	11-11-03-376-011	878 VIRGINIA PL	4.52
Tyler Dam Drain	11-11-03-376-012	866 VIRGINIA PL	4.49
Tyler Dam Drain	11-11-03-376-013	844 VIRGINIA PL	4.41
Tyler Dam Drain	11-11-03-376-017	841 OAK ST	4.40
Tyler Dam Drain	11-11-03-376-018	853 OAK ST	4.48
Tyler Dam Drain	11-11-03-376-019	865 OAK ST	4.53
Tyler Dam Drain	11-11-03-376-020	870 OAK ST	4.48
Tyler Dam Drain	11-11-03-376-021	866 OAK ST	4.52
Tyler Dam Drain	11-11-03-376-022	854 OAK ST	4.52
Tyler Dam Drain	11-11-03-376-023	846 OAK ST	4.40
Tyler Dam Drain	11-11-03-377-003	831 HELEN ST	4.40
Tyler Dam Drain	11-11-03-377-004	843 HELEN ST	4.50
Tyler Dam Drain	11-11-03-377-005	855 HELEN ST	4.51
Tyler Dam Drain	11-11-03-377-006	860 HELEN ST	4.48
Tyler Dam Drain	11-11-03-377-007	856 HELEN ST	4.54
Tyler Dam Drain	11-11-03-377-008	844 HELEN ST	4.51
Tyler Dam Drain	11-11-03-377-009	832 HELEN ST	4.40
Tyler Dam Drain	11-11-03-377-015	819 E CROSS ST	4.53
Tyler Dam Drain	11-11-03-377-016	835 E CROSS ST	4.69

Code	Code	ADDRESS	Amount
Tyler Dam Drain	9101 Total		566.48
AHB	230		
AHB	11-11-03-330-021	701 E FOREST AVE	225.00
AHB	11-11-03-354-006	612 VOUGHT ST	310.00
AHB	11-11-04-410-028	712 N RIVER ST	710.00
AHB	11-11-05-100-001	772 GREEN RD	9,035.00
AHB	11-11-05-100-007	799 GREEN RD	47,150.00
AHB	11-11-05-363-001	1483 WASHTENAW AVE	620.00
AHB	11-11-06-100-008	1899 HURON RIVER DR	285.00
AHB	11-11-06-450-088	2536 EAGLES CIR 8	610.00
AHB	11-11-09-109-007	201 N PARK ST	1,955.00
AHB	11-11-09-130-018	215 N LINCOLN ST	1,230.00
AHB	11-11-10-230-005	616 E CROSS ST	610.00
AHB	11-11-10-262-005	601 E MICHIGAN AVE	920.00
AHB	11-11-10-262-007	501 E MICHIGAN AVE	1,230.00
AHB	11-11-10-335-021	210 ECORSE RD	620.00
AHB	11-11-10-355-033	703 MAUS AVE	360.00
AHB	11-11-37-101-002	201 539 S HURON ST	2,840.00
AHB	11-11-37-130-008	955 MONROE ST	1,470.00
AHB	11-11-37-131-003	819 MONROE ST	260.00
AHB	11-11-37-151-020	484 JEFFERSON ST	235.00
AHB	11-11-37-153-008	961 MADISON ST	620.00
AHB	11-11-37-154-024	930 WATLING BLVD	260.00
AHB	11-11-37-155-005	843 JEFFERSON ST	235.00
AHB	11-11-39-130-008	115 HAWKINS ST	910.00
AHB	11-11-39-167-012	352 WORDEN ST	620.00
AHB	11-11-39-168-023	122 HAWKINS ST	910.00
AHB	11-11-39-285-010	444 SECOND AVE	260.00
AHB	11-11-39-403-023	454 CHIDESTER ST	450.00
AHB	11-11-39-415-004	403 S HAMILTON ST	1,680.00
AHB	11-11-39-426-014	542 HARRIET ST	260.00
AHB	11-11-39-427-011	450 BURTON CT	520.00
AHB	11-11-39-431-007	435 ORCHARD ST	235.00
AHB	11-11-40-106-001	533 N HURON ST	285.00
AHB	11-11-40-113-014	500 W CROSS ST	310.00
AHB	11-11-40-113-015	411 BALLARD ST	895.00
AHB	11-11-40-184-013	305 N HAMILTON ST	2,485.00
AHB	11-11-40-430-009	122 N NORMAL ST	235.00
AHB	11-11-40-484-022	17 N WASHINGTON ST	1,340.00
AHB	11-11-39-415-038	300 HARRIET ST	2,130.00
AHB	11-11-40-430-041	608 PEARL ST	235.00
AHB	11-11-40-134-023	948 SHERIDAN ST	285.00
AHB	11-11-05-100-006	831 GREEN RD	46,989.00
AHB	11-11-39-465-030	498 FIRST AVE	235.00
AHB	11-11-09-155-017	15 E MICHIGAN AVE	410.00
AHB	11-11-37-126-023	442 MADISON ST	235.00

Code	Code	ADDRESS	Amount
AHB	11-11-04-412-005	710 HEMPHILL ST	485.00
AHB	11-11-03-370-015	507 OSBAND ST	1,650.00
AHB	11-11-09-109-006	202 N LINCOLN ST	1,630.00
AHB	11-11-05-382-010	1486 WASHTENAW AVE	1,530.00
AHB	11-11-06-450-037	2372 QUARTERBACK CT 5	285.00
AHB	11-11-39-101-011	123 W MICHIGAN AVE	675.00
AHB	11-11-39-416-027	310 S HAMILTON ST	795.00
AHB	11-11-40-186-012	317 N WASHINGTON ST	285.00
AHB	11-11-40-416-003	111 BALLARD ST	285.00
AHB	11-11-39-427-008	670 HARRIET ST	520.00
AHB	11-11-06-408-004	2126 WASHTENAW AVE	235.00
AHB	11-11-09-107-004	204 E CROSS ST	285.00
AHB	11-11-05-386-018	1208 WASHTENAW AVE	260.00
AHB	11-11-05-465-015	1012 W CROSS ST	260.00
AHB	11-11-04-401-005	814 STANLEY ST	260.00
AHB	11-11-39-426-037	414 AINSWORTH CIR	235.00
AHB	230 Total		143,379.00
Grand Total			340,669.79



REQUEST FOR LEGISLATION
November 18, 2025

For: Mayor and City Council

From: Katie Jones, Economic Development/Equity Coordinator

Subject: Resolution No. 2025-234 Authorizing the City Manager to sign the support services agreement with GiveDirectly to administer the program to launch RxKids in the City of Ypsilanti, subject to approval of the City Attorney.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. RFL for RxKids_GiveDirectly
2. GiveDirectly Agmt

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: November 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION

Date: November 18, 2025

For: Mayor and City Council
From: Katie Jones, Community, Economic Development & Equity
Manager
Subject: RxKids

SUMMARY & BACKGROUND:

The City of Ypsilanti will be launching Rx Kids Ypsilanti on December 1, 2025. Pregnant moms will receive a \$1500 check during pregnancy and then \$500 a month for the 6- months after a baby is born. Stabilizing the family's income and ensuring that their needs are met.

RxKids is a plug-and-play system where they implement and administer the program through GiveDirectly. The City of Ypsilanti will be signing a services agreement with GiveDirectly for \$100,000 for two years. The final postnatal payments for mothers who enrolled in the last month of year 2 will go out on April 30, 2028. As the City of Ypsilanti collects additional funds from partners the amount of funding will increase in the contract for invoicing.

RECOMMENDED ACTION:

Staff recommends that the Council approve the program support services agreement.

ATTACHMENTS :

A) Give Directly Program Support Services Agreement

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2025-234
November 18, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

Whereas, the City of Ypsilanti is one of the poorest cities in the State of Michigan, and 35% of its children live in poverty, and

WHEREAS, the City of Ypsilanti has a vested interest in improving the lives, economic stability, and wellbeing of its citizens, and

WHEREAS, The City recognizes that RxKids is a universal program that provides cash assistance to moms and babies when they most need it. This program stabilizes families by enabling them to maintain stable housing, pay for childcare so parents can work, and provide food for their families. Overall, strengthening family financial security and improving maternal mental health and well-being.

NOW THEREFORE BE IT RESOLVED THAT the City Council of the City of Ypsilanti approve the City Manager to sign the support services agreement with GiveDirectly to administer the program to launch RxKids in the City of Ypsilanti. Subject to the approval of the City Attorney.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



PROGRAM FUNDING AGREEMENT

Program Funding Agreement No. 92599

THIS PROGRAM FUNDING AGREEMENT (“Agreement”) is effective as of November 1, 2025 (“**Effective Date**”), by and between GiveDirectly, Inc., a Massachusetts non-profit corporation, with a principal place of business at P.O. Box 3221, New York, New York 10008 (“**GiveDirectly**”) and the City of Ypsilanti, having its principal place of business at 1 S. Huron St. Ypsilanti, MI 48198 (“**Program Funder**”).

WHEREAS, GiveDirectly’s mission is to reshape international giving, making unconditional, direct cash transfers to the poor, and thereby setting the benchmark against which other interventions are evaluated;

WHEREAS, The Program Funder desires to financially support *RxKids Ypsilanti* (the “**Program**”) by providing funding for the delivery of cash transfers and overhead costs associated with the Program, and GiveDirectly desires to utilize such funds in accordance with the terms and conditions of this Agreement to achieve shared programmatic outcomes;

NOW, THEREFORE, in consideration of the exchange of rights and obligations set forth below, the parties agree as follows:

1. PROGRAM FUNDING AND USE OF FUNDS

1.1 Term. The initial term of this Agreement shall commence on the Effective Date and continue until April 30, 2028, unless earlier terminated in accordance with the terms hereof.

1.2 Scope of Program Funding. The Program Funder agrees to provide charitable support to GiveDirectly for the purpose of funding the program activities outlined in this Agreement. This funding will cover both the delivery of program activities and the associated overhead costs necessary for the successful implementation of the program (“**Program Activities**”).

1.3 Program Description. All Program Activities shall be described in detail in the **Program Description** attached hereto as **Annex A**. The Program Description shall include an overview of activities, milestones, and a disbursement schedule.

1.4 Funding.

(a) Program Funder will pay GiveDirectly amounts invoiced by GiveDirectly as specified in the Program Description. GiveDirectly will submit invoices to Program Funder at kjones@cityofypsilanti.com. Such invoices are issued solely for administrative processing of scheduled funding disbursements.

(b) GiveDirectly shall calculate and charge Program Funder for applicable sales, GST or VAT imposed by any federal, state, provincial, local, or other governmental entity for products or services provided under this Agreement, excluding only taxes based on GiveDirectly’s net income or corporate franchise, or arising from the employment relationship between GiveDirectly and its personnel.

(c) Subject to the foregoing, Program Funder will pay each invoice submitted by GiveDirectly within thirty (30) days following the date of such invoice. Payments shall reference the specific Program Description.

1.5 Insurance Requirements. GiveDirectly agrees to maintain, at its own expense, insurance coverage adequate to cover the risks associated with the delivery of the Program Activities as outlined in this Agreement. The City of Ypsilanti and its elected and appointed officials and employees shall be named as additional insureds on all such policies.

2. CONFIDENTIAL INFORMATION

Each Party shall keep confidential all information designated as confidential by the other Party or reasonably known to be confidential, including, but not limited to, processes, systems, computer hardware and software, developments, marketing, donor, recipient, customer, employee and supplier information (including personal data as defined by law), reports, data and other technical or proprietary information and other items furnished or disclosed in connection with this Agreement (“**Confidential Information**”). Neither Party shall not disclose Confidential Information to any third party without the written consent of the other Party and shall not use a Party’s Confidential Information except as contemplated in this Agreement. Upon expiration or termination of this Agreement, each Party shall return all Confidential Information to the other Party or make such other disposition thereof as may be mutually agreed and shall certify to such return or destruction.

3. INTELLECTUAL PROPERTY RIGHTS

All intellectual property, including but not limited to any processes, methods, designs, reports, data, or materials developed, created, or produced by GiveDirectly in the course of providing the Program Activities under this Agreement (the “**Work Product**”) shall be the exclusive property of GiveDirectly. The Program Funder shall not have any ownership interest in the Work Product, except for the limited right to use the Work Product as necessary to evaluate and support the program as outlined in this Agreement. GiveDirectly grants the Program Funder a non-exclusive, non-transferable, royalty-free license to use the Work Product solely for the purposes of this Agreement.

4. LIMITATION OF LIABILITY

Notwithstanding any provision hereof to the contrary, in no event shall either party be liable for special, exemplary, incidental, or consequential damages (including, without limitation, lost revenues, profits, savings or business) or loss of records or data, whether or not the possibility of such damages has been disclosed to such party in advance or could have been reasonably foreseen by such party, and whether in an action based on contract, warranty, strict liability, tort (including, without limitation, negligence) or otherwise. Each party's maximum aggregate liability for any claim, loss or other liability arising out of, or connected with, this Agreement shall in no case exceed the aggregate amounts paid or payable to GiveDirectly by Program Funder under this Agreement.

5. INDEMNIFICATION

Each party (“Indemnifying Party”) shall indemnify, defend, and hold harmless the other party, its affiliates, and their respective officers, directors, agents, and employees (“Indemnified Party”) from and against any and all third-party claims, liabilities, losses, damages, expenses, or government inquiries (collectively, “Claims”), including reasonable attorneys’ fees and costs, to the extent arising out of (a) personal injury or property damage caused by the gross negligence or willful misconduct of the Indemnifying Party or its personnel, and (b) the Indemnifying Party’s breach of this Agreement.

The Indemnified Party shall promptly notify the Indemnifying Party in writing upon becoming aware of any Claim. The Indemnifying Party may appoint counsel of its choice to defend the Claim at its sole expense, while the Indemnified Party may participate in the defense at its own cost with counsel of its choosing. The Indemnifying Party shall not settle or compromise any Claim in a manner that adversely affects the Indemnified Party (including any admission of wrongdoing or non-monetary obligations) without the Indemnified Party's prior written consent, which shall not be unreasonably withheld, conditioned, or delayed.

6. TERMINATION AND SURVIVAL

6.1 Termination for Breach. Either Party may terminate this Agreement immediately by written notice if (i) the other party breaches any material term of this Agreement and fails to cure such breach within thirty (30) days following written notice thereof from the non-breaching party, or (ii) the other party makes an assignment for the benefit of creditors, becomes subject to a bankruptcy proceeding, is subject to the appointment of a receiver, or admits in writing its inability to pay its debts as they become due.

6.2 Termination for Convenience. Either Party may terminate this Agreement, in whole or in part, at any time for its convenience upon thirty (30) days' written notice to the other Party. In such event, GiveDirectly shall be entitled to retain funds already expended or irrevocably committed for the Program prior to the effective date of termination and shall promptly return any unspent funds unless otherwise agreed in writing by the Parties.

6.3 Effect of Termination.

(a) Upon the expiration or any termination of this Agreement for any reason, GiveDirectly will promptly deliver to Program Funder all Program Activities, including all work in progress and all versions and portions thereof, for which payment has been received.

(b) Upon the expiration or any termination of this Agreement, GiveDirectly shall be entitled to, and Program Funder shall promptly pay for all Services performed through the effective date of termination, including reasonable costs and expenses incurred in relation thereto.

(c) Upon the expiration or termination of this Agreement for any reason, each party will promptly notify the other party of any Confidential Information of the other party in such party's possession or control and will promptly deliver all such Confidential Information to the other party.

8.3 Survival. The provisions of Sections, 2 ("Confidential Information"), 3 ("Intellectual Property Rights"), 4 ("Limitation of Liability"), 5 ("Indemnification"), 6 ("Term, Termination and Survival") and 9 ("General") will survive the expiration or termination of this Agreement.

7. GENERAL

7.1 Independent Contractor. GiveDirectly is an independent contractor and is not an agent or employee of, and has no authority to bind, Program Funder by contract or otherwise. GiveDirectly will perform the Program Activities under the general direction of Program Funder, but GiveDirectly will determine the manner and means by which the Program Activities are accomplished, subject to the requirement that GiveDirectly will at all times comply with applicable law and shall meet and confer with Program Funder as agreed to by the parties to ensure that such Program Activities are in line with program requirements and specifications.

7.2 Assignment. Neither party may assign or transfer any of its rights or delegate any of its obligations under this Agreement, in whole or in part, without the other party's express prior written consent, which consent shall not be unreasonably withheld, conditioned or delayed. Any attempted assignment, transfer or delegation, without such consent, will be void. Notwithstanding the foregoing, either party may, without any requirement for prior consent by the other, assign this Agreement and its rights hereunder to any party or entity who succeeds (by purchase, merger, operation of law or otherwise) to all or substantially all of the capital stock, assets or business of such party to which this Agreement relates, if the succeeding party or entity agrees in writing to assume and be bound by all of the obligations of the assigning party under this Agreement. This Agreement will be binding upon and will inure to the benefit of the parties' permitted successors and assigns.

7.3 Attorneys' Fees. In the event of any arbitration or litigation between the parties hereto with respect to this Agreement, the prevailing party (the party entitled to recover the costs of suit, at such time as all appeals have been exhausted or the time for taking such appeals has expired) shall be entitled to recover reasonable attorneys' fees in addition to such other relief as the arbitrator or court, as applicable in accordance with the terms of this Agreement, may award.

7.4 Governing Law and Dispute Resolution. This Agreement and the rights and obligations of the parties hereto will be governed by and construed in accordance with the laws of the State of New York, United States, without regard to the conflict of laws provisions thereof. Any unresolved dispute or claim (other than one seeking injunctive or similar relief in which either party shall have the right to apply to a court having appropriate jurisdiction to seek injunctive or other nonmonetary relief, on either an interim or permanent basis) will be settled by arbitration administered by the International Centre for Dispute Resolution in accordance with its International Arbitration Rules. The number of arbitrators will be one (1), and the place of arbitration will be Detroit, Michigan. The language of the arbitration will be English.

7.5 Severability. If any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the Agreement will remain in full force and effect, and the provision affected will be construed so as to be enforceable to the maximum extent permissible by law.

7.6 Notices. All notices required or permitted under this Agreement shall be in writing and addressed to the respective parties at the addresses set forth herein. All notices shall be deemed to be given (i) on the date when delivered by hand or by registered or certified mail, postage prepaid and return receipt requested, (ii) on the date delivered by commercial courier, with written verification of receipt, or (iii) on the date delivered via email, stating "Action Required – Formal Notice under MSA" in the subject line, with confirmation of receipt. Either party may designate a different address for receipt of notice by written notice given in accordance with this Section.

7.7 Entire Agreement. This Agreement, together with the SOW, constitutes the complete agreement between the parties hereto and supersedes all prior communications and agreements between the parties with respect to the subject matter hereof and may not be modified or otherwise amended except by a further writing executed by both parties hereto, which writing makes specific reference to this Agreement. No terms or conditions stated in a Program Funder purchase order or in any other Program Funder order documentation shall be incorporated into or form any part of this Agreement, and all such terms or conditions shall be null and void.

7.8 Waiver. Either party's waiver of any breach or failure to enforce any of the terms and conditions of this Agreement at any time shall not in any way affect, limit or waive such party's right thereafter to enforce and compel strict compliance with every term and condition of this Agreement.

7.9 Counterparts. This Agreement may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original for all purposes, and all such counterparts shall together constitute but one and the same instrument. A signed copy of this Agreement delivered by either facsimile or email shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement, and an electronic, facsimile or PDF signature shall constitute an original signature for all purposes.

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be duly executed as of the Effective Date.

City of Ypsilanti

GiveDirectly, Inc.

By: _____
Name:
Title:

By: _____
Name:
Title:

ANNEX A

PROGRAM DESCRIPTION

1. Name of Project (if applicable): Rx Kids

2. Program Activities

GiveDirectly will perform the following Program Activities:

- **Program and research design**: In collaboration with our partners, GiveDirectly will support in both program and research design, drawing on our experience from past programs as well as direct community input (e.g. focus groups, user testing, etc.)
- **Participant intake and verification**: GiveDirectly will build an accessible, online intake tool to enable intake processes for eligible individuals. We will be responsible for collecting consent to participate in the program, verifying eligibility, and managing the enrollment process for new participants.
- **Payment distribution and follow-up**: GiveDirectly's payment platform will enable participants to select the payment method that works best for them from a menu of options, and to subsequently receive their cash allowances directly via this method. GiveDirectly will manage all cash distributions through our partnerships with payment providers. Additionally, we will conduct regular follow-up surveys to ensure participants are receiving their payments successfully.
- **Data collection and management**: GiveDirectly will support data collection and management for this initiative, including collecting and securely housing intake data, payment information, and follow-up survey responses. We will share this data with partners via secure sharing systems as needed.
- **Customer service**: GiveDirectly will staff and manage a customer service team that is equipped to provide support to any recipients who reach out throughout the course of the program.
- **Safeguarding, audit, and anti-fraud**: GiveDirectly will conduct ongoing, routine safeguarding checks, including short mandatory surveys, to ensure that participants are not facing any adverse events or experiencing any issues as a result of their participation in the program. If any issues do arise, a dedicated Safeguarding team will conduct individualized outreach to investigate and resolve cases. We will also have a firewalled Internal Audit team that conducts post-enrollment verification checks and handles any potential concerns around participant eligibility.

Unless otherwise requested, GiveDirectly will provide, at GiveDirectly's expense, all equipment, tools, supplies, and materials in order to perform the Program Activities as described above.

3. Milestone Schedule

GiveDirectly will provide Program Activities according to the following milestone schedule:

#	Milestone Name	Milestone Description	Target Date
1	Launch Rx Kids Ypsilanti program	Application to go live on December 1, 2025	December 1, 2025

2	Issue monthly payments to Rx Kids Ypsilanti recipients	Payments will be issued to all approved prenatal applicants on a rolling basis and postnatal payments on the 1st of the month or the business day prior	December 8, 2025 (and ongoing)
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4. Disbursement Schedule

The total charitable funding under this Agreement shall not exceed \$100,000, inclusive of all GiveDirectly direct and indirect costs related to Program Activities. Invoices will be submitted quarterly for all periods in which Program Funder's funds were distributed between December 1, 2025 and April 30, 2028



REQUEST FOR LEGISLATION
November 18, 2025

For: Mayor and City Council

From: Katie Jones, Economic Development/Equity Coordinator

Subject: Resolution No. 2025-235 Authorizing up to \$50,000 of support towards the Shelter Association of Washtenaw County operating an overnight warming shelter in Ypsilanti beginning in November 2025 and ending by March 2026.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Overnight Warming Shelter RFL 2025

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: November 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
11/18/2025

For: Mayor and City Council

From: Katie Jones, Community, Economic Development & Equity Manager

Subject: Overnight Warming Shelter Ypsilanti

SUMMARY & BACKGROUND:

When approved in December of 2022, St. St Luke's was the first winterlong overnight warming shelter in the modern history of Ypsilanti. The overnight warming shelters in Ypsilanti are integrated with the Delonis Shelter in Ann Arbor, run by the Shelter Association of Washtenaw County. This allows both the day and overnight shelters in Ypsilanti to provide robust support, including meals, transportation, and case management.

In summary, the daytime warming center at the Freighthouse will be open 8 am-6 pm Monday-Thursday. The overnight shelter will be open at St. Luke's 7 pm-8 am Monday - Friday. November through March. Then, the overnight shelter at 2nd Baptist will open in December-March, Saturday-Sunday.

RECOMMENDED ACTION: Staff is seeking Council to approve the \$50,000 contribution towards overnight sheltering services in Ypsilanti. This amount along with the \$50,000 towards daytime shelter will be an amount approved up to \$100,000 for sheltering programs this winter this amount is the same as last year.

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the City of Ypsilanti recognizes the importance of an overnight warming shelter during the cold harsh winter months in Michigan and seeks to assist our most vulnerable; and

WHEREAS, the City operates the Ypsilanti Freighthouse and generates revenue to help support the ongoing maintenance and community purpose of the space; and

WHEREAS, the investment in a warming center at the Freighthouse is part of a broader strategy to prioritize community health collaboration with community partners like the Shelter Association of Washtenaw County; and

WHEREAS, St Luke's Episcopal Church and Second Baptist are hosting overnight warming shelter, and the Shelter Association of Washtenaw County will provide operational support

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council approve up to \$50,000 of support towards the Shelter Association of Washtenaw County operating an overnight warming shelter in Ypsilanti beginning in November 2025 and ending by March 2026.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



REQUEST FOR LEGISLATION
November 18, 2025

For: Mayor and City Council

From: Katie Jones, Economic Development/Equity Coordinator

Subject: TABLED Resolution No. 2025-224 Approving the process laid out by staff to utilize the Ad Hoc Citizens committee to develop community benefits for the Water Street Redevelopment Area.

SUMMARY & BACKGROUND: After much discussion, this resolution was tabled at the 10-21-25 Council Meeting. The updated timeline has been attached for review and discussion.

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution 2025-224 Ad Hoc Citizens Committee
2. Alternative Time Line
3. Council Update 10-15-25

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: November 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-224
November 18, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

Whereas, the City of Ypsilanti has an interest in remediating and developing Water Street, and

WHEREAS, the City of Ypsilanti will be engaging an Ad Hoc Citizens Committee to develop a Request For Qualifications (RFQ), and

The City has interest in utilizing that committee in the most comprehensive way to develop the best community benefits for the Water Street Redevelopment Area.

NOW THEREFORE BE IT RESOLVED THAT the City Council of the City of Ypsilanti approve the process laid out by staff to utilize the Ad Hoc Citizens committee to develop community benefits for the Water Street Redevelopment Area.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Alternative Timeline

November 18, 2025 - City Council decision on community engagement and benefits process

Late November - Meeting Noticed to all City Residents

Mid-January 2026 - Community Participation Meeting

Mid-January - Applications open to participate on ad hoc committee

February - Ad Hoc Committee selected and approved by Council

March - First meeting

April - Second meeting with Council (Request for additional meetings if necessary)

May - Third meeting before releasing RFQ

June - Release RFQ

Mid-June - Optional site walk

Early July - Questions due to City of Ypsilanti

Mid July - Answers posted on website

End of July - Qualification due and opened in Clerk's office

August - Fourth meeting ad hoc committee and staff review qualifications

August - Fifth meeting committee and staff meet if needed / interview potential firms or any additional due diligence

September - Recommendation taken to City Council on firm(s) to engage with on Water Street

Mid-Late September - Sixth meeting staff, ad hoc committee, and developer meet to discuss community benefits (before site plan design)

November - Seventh meeting Staff, ad hoc committee, and developer meet to discuss community benefits and review 50% site design plans

January 2027 - Eighth meeting Staff, ad hoc committee, and developer meet to discuss community benefits and review 90% site design plans

March - Developer presents site plan and ad hoc committee presents community benefits agreement for Planning Commission for approval

April - Developer presents site plan and ad hoc committee presents community benefits agreement for approval by City Council

Construction Commences Spring/Summer 2027



MEMORANDUM
October 15, 2025

For: Mayor and City Council

From: Katie Jones, Manager Strategic Communications, Economic Development, & Equity

Subject: Water Street

Starting in 2022, with a future use goal of less than 1 ppm on a 10-acre site, the City of Ypsilanti entered into a contract with AKT Peerless to conduct subsurface investigation activities aimed at delineating PCB soil contamination and then prepare additional self-implementing PCB clean-up notifications based upon the results to facilitate the eventual excavation, transportation, and disposal of PCB soil contamination. In 2023, AKT submitted an additional proposal/change order to expand the investigation, given the site's historical uses to the former Detroit United Railway (DUR) storage yard and two former marshland areas to provide the City with the clearest picture of contamination and allow for a targeted approach for remediation of the site. This led to an extensive increase in the contract with AKT Peerless, resulting in a self-implementing PCB cleanup notification through the USEPA for review and approval, as well as the subsequent excavation, transportation, and disposal of both toxic and non-toxic levels of PCB and lead contamination from the 10-acre site.

Coinciding with the investigation, the City also contracted with Carlisle Wortman and Associates to help with both community engagement and the development of a Request for Qualification (RFQ) to solicit interested parties in the future development of the Water Street property. In April 2025, the city held four community engagement sessions. The first session was a look back at the history of Water Street, the second was a review of its current conditions, including a discussion on the Brownfield Plan for the site, and the third session focused on the Future of Water Street and began the first of five focus groups for the site. All three sessions are recorded and available on the City's website.

On September 8, 2025, the same day the first trucks left the site with contaminated soils, we also held the second of five focus groups. This one targeted our marketing towards residents living in the first ward. The third focus group took place on September 10 and targeted residents living in the second ward. The fourth focus group, held on September 22, focused on residents in the third ward. That same day we hosted a Real Estate Panel concentrated on engaging with potential developers. The real estate panel consisted of an environmental lawyer, a local banker, and a developer who has done work in the Ypsilanti area. This allowed attendees to hear what panelists experienced with Brownfield Redevelopment would look for in an RFQ, as well as what potential items could impact their interest in submitting a proposal. On

There were three key things that any potential developer would want to know about a site like Water Street. Those were funding opportunities (incentives) available for developing the site, the environmental condition the site is expected to be in once development is anticipated, and

what processes a developer would need to go through before development could begin (community benefits processes, plan review, and approvals). The final focus group targeted individuals who were unable to attend one of the other four in-person events, as well as stakeholders who may not reside in the City of Ypsilanti but whose projects, such as the redevelopment of Water Street, might be affected.

A recap of the Community Engagement work that has been done for the Water Street Redevelopment Area in 2025:

April Community Engagement	A Look Back (AV) 10	Current Conditions (AV) 7	The Future (AV) 15				32
	Ward 1	Ward 2	Ward 3	Stakeholders Zoom	Real Estate Panel (AV)		
September Community Engagement	13	7	11	8	6		45
September Survey	15						15
Total Attendance							92

Looking forward to the months ahead, the Council has approved an Ad Hoc Citizen Committee to assist in developing an RFQ for Water Street, ensuring that the appropriate community benefits are conveyed to any potential developer. My recommendation is that the Community Participation meeting Notice be mailed & posted virtually on the City's website on October 22, 2025. Following the notice, we will host the Community Participation Meeting on December 2, 2025.

Then, in December interested parties will apply to be on the Ad Hoc Citizens Committee. That committee will convene starting in January to review data from the previous focus group sessions on what citizens are hoping Water Street will be. They will ensure that the RFQ contains the community benefits included in the site design and then help to select a developer with the best qualifications to discuss the development of the site.

The anticipated general outline of process is as follows:

- October Meeting Noticed to all City Residents
- First week of December - Community Participation Meeting
- Second week of January - first meeting
 - Introductions
 - Election of Chair and Vice-Chair
 - Alignment discussion
- Second or fourth week February - second meeting with Council
 - Review Carlisle Wortman draft RFQ
 - Establish draft framework
- Second week of March third meeting and subsequent meetings
 - Public Engagement
 - Stakeholder consultation
 - Fact-finding
 - RFQ draft
 - Determine community benefits

- Second week of April Ad Hoc Committee Meeting
- Second week of May Ad Hoc Committee Meeting
- Friday of the 3rd week of June RFQ is released
- Optional Site Walk last week of June
- First week of July Questions Due to City of Ypsilanti
- Second week of July answers posted on website
- Last week of July Committee and Staff Review Qualifications
- Third week of August recommendation taken to City Council on firm(s) to engage with on Water Street



REQUEST FOR LEGISLATION
November 18, 2025

For: Mayor and City Council

From: Patrick McLean, Council Member, Roland Tooson, Council Member

Subject: Resolution No. 2025-236 A Resolution To Make Veterans Day a Holiday in Ypsilanti beginning in 2026.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Vets Day Resolution 2025-236

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: November 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-236
November 18, 2025

**A Resolution To Make Veterans Day a Holiday in Ypsilanti
Beginning in 2026**

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, more than 41 million Americans have honorably served their country in the US Army, Air Force, Marines, Coast Guard and Navy and are therefore defined as Veterans, including approximately 16 million alive today; and

WHEREAS, more than 1.3 million of them have died in this service, with millions of others suffering grievous injuries to both mind and body; and

WHEREAS, in 1926, the United States Congress approved a resolution establishing Armistice Day as a national observance commemorating the end of World War I; and

WHEREAS, in 1938, Congress enacted legislation designating November 11 as a federal holiday known as Armistice Day, dedicated to the cause of world peace; and

WHEREAS, following World War II and the Korean War, Congress passed legislation in 1954 to expand the purpose of the holiday to honor all who have served in the Armed Forces of the United States; and

WHEREAS, in October 1954, President Dwight D. Eisenhower signed the legislation officially changing the name of the holiday to Veterans Day; and

WHEREAS, the city of Ypsilanti does not currently recognize Veterans' Day as a holiday;

WHEREAS, Ypsilanti has had numerous citizens serve, including Medal of Honor awardee Lt Col Charles Kettles; and

WHEREAS, the unpopularity of some wars has resulted in the service of members of Army, Air Force, Marines, Coast Guard and Navy being denigrated in spite of them having answered the call of their country; and

WHEREAS, the willingness to place oneself in harm's way, and the willingness to make the ultimate sacrifice on behalf of one's country is, in itself, meritorious, independent of the circumstances and theater in which they served; and

NOW, THEREFORE, BE IT RESOLVED, that beginning in 2026, the city of Ypsilanti recognizes and honors our veterans and celebrates Veterans' Day on the 11th day of the 11th month of each year in honor and recognition of those who have served their country and were willing to make the ultimate sacrifice for these United States; and

BE IT FURTHER RESOLVED, that the city of Ypsilanti shall honor our veterans by making the day a holiday from work for all appropriate city employees; and

BE IT FURTHER RESOLVED, that all Ypsilanti citizens, institutions and organizations are encouraged to recognize our veterans in all appropriate ways.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



REQUEST FOR LEGISLATION
November 18, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager, Elize Jekabson, Downtown Development Director

Subject: Resolution No. 2025-237 Designating a Social District within the City, which may be used by qualified licensees that obtain a social district permit from the Michigan Liquor Control Commission (the "MLCC"), pursuant to Section 551 of the Michigan Liquor Control Code of 1998 (MCL 436.1101, et seq.), as amended.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. DTSD Res and RFL
2. DDA-Social District Map
3. DTSD Operations and Maintenance Plan
4. SD Presentation for Council
5. 2020-PA-0124
6. COY SD Application - Draft

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: November 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
November 18, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager

Subject: Depot Town Social District

SUMMARY & BACKGROUND:

During the July 17, 2025, Ypsilanti DDA meeting, the board passed a resolution requesting a social district in Depot Town.

Social Districts were approved in 2020 in Michigan through the adoption of PA 124. The Act added Section 551.

Staff are recommending a yearly fee of \$50, which is included in the fee schedule item on this agenda.

RECOMMENDED ACTION: Approval

ATTACHMENTS : Resolution, DDA Resolution, operation and maintenance plan, PA 124 of 2020, and application.

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

BUDGET PRIORITY REFERENCE _____



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, Section 551 of the Michigan Liquor Control Code of 1998 (MCL 436.1101, *et seq.*), as amended ("the Act"), authorizes a municipality's governing body to designate a social district with a commons area which may be used by qualified licensees that obtain a social district permit from the Michigan Liquor Control Commission (the "MLCC"); and

WHEREAS, if a municipality's governing body designates a social district with a commons area, the governing body must define and clearly mark the commons area with signs, establish local management and maintenance plans (including, but not limited to, hours of operation) for submission to the MLCC, and maintain the commons area in a manner that protects the health and safety of the community; and

WHEREAS, City staff have prepared a social district management and maintenance plan, attached as Exhibit A (the "Social District Management Plan"), and a map identifying the social district's boundaries and potential establishments, attached as Exhibit B (the "Social District Map"); and

WHEREAS, the City of Ypsilanti Downtown Development Authority (the "DDA") has recommended adoption of the Social District Management Plan and the Social District Map; and

WHEREAS, the City Council finds that designating a social district and commons area pursuant to the Act, and as recommended by the DDA, will enhance economic vitality, encourage social engagement in downtown Ypsilanti, and otherwise promote the best interests of the City and its residents.

NOW, THEREFORE, BE IT RESOLVED:

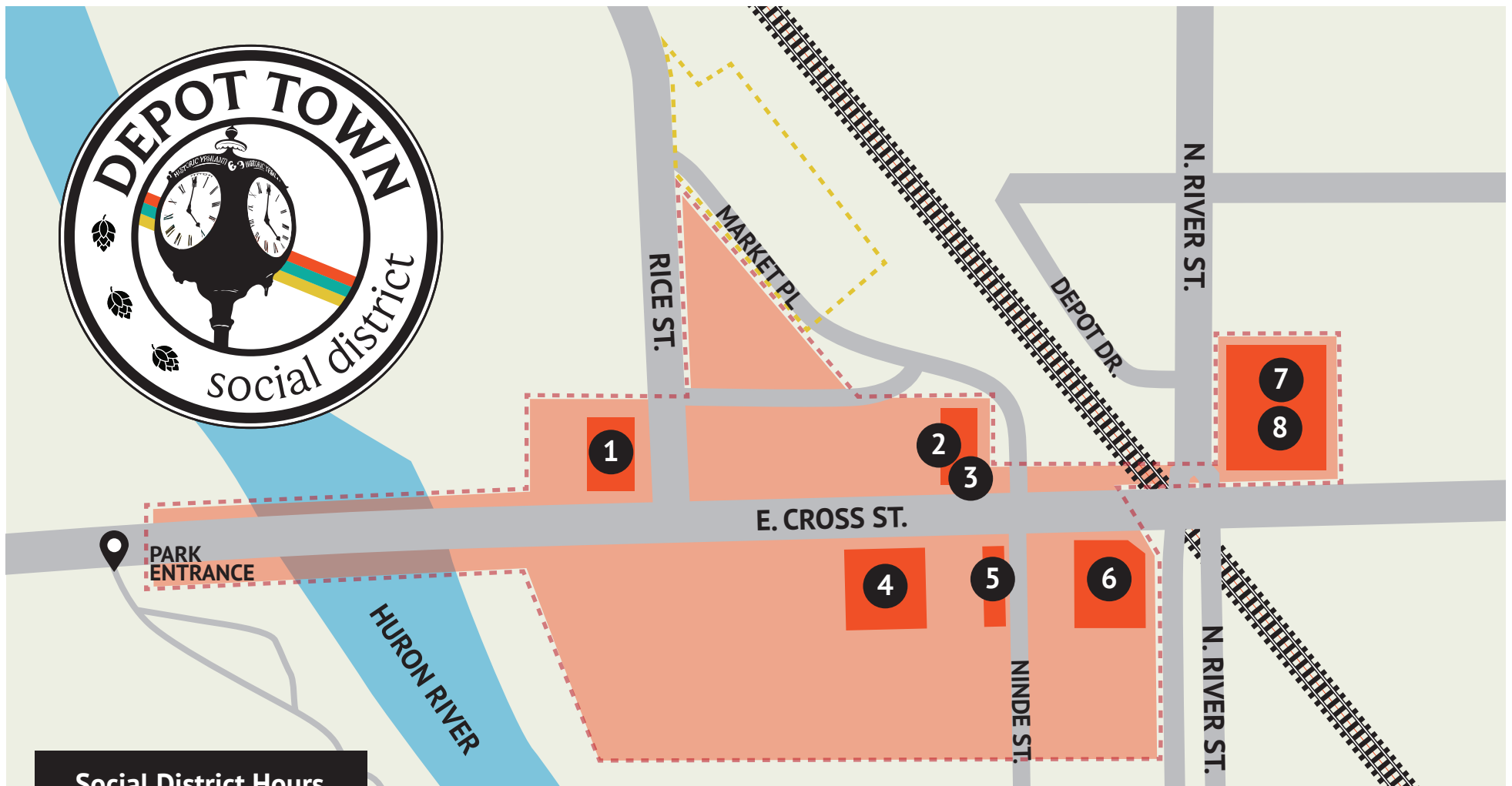
1. That, pursuant to the Act, the social district and commons area identified in the Social District Map are hereby designated as the Depot Town Social District.
2. That the Social District Management Plan is approved and adopted, and the Depot Town Social District shall be operated and maintained by the DDA in accordance with the Social District Management Plan.
3. That the City Manager and the DDA are authorized and directed to take such actions that are reasonably necessary to implement this Resolution and comply with the Act.
4. That the City Clerk is authorized and directed to file this Resolution and the attached exhibits with the MLCC as required by the Act.

5. That an annual fee of \$50 is required at the time of application and in subsequent renewal years
6. That all resolutions or parts of resolutions in conflict herewith are hereby rescinded.
7. This Resolution shall take effect immediately.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Social District Hours
10am – 10pm



Social District



Participating Business



**Freighthouse area
included during select
special events only**

- 1 734 Brewing Company
15 E Cross St.
- 2 Aubrees Pizzeria
and Grill
39 E. Cross St.
- 3 Sticks
39 E. Cross St.

- 4 Maiz Mexican Cantina
36 E. Cross St.
- 5 WaxBar
44 E. Cross St.
- 6 Sidetrack
56 E. Cross St.

- 7 Mash Bar
400 N. River St.
- 8 Thompson & Co.
400 N. River St.





Depot Town Social District Operations and Maintenance Plan

I. Introduction

On July 1, 2020, Governor Whitmer signed House Bill 5781 into law creating the Social District Permit which allows for the sale of cocktails-to-go and alcohol consumption in established Social Districts. Local governmental units now have the authority to establish commons areas within Social Districts that multiple on-premises licensees can use to increase sales via permit.

II. What is a Social District?

A Social District is an area designated by the governing body of a Local Government within their boundaries where consumers are able to drink beer, wine, or spirits in designated commons areas outside the walls or patio/parklet spaces of a licensed establishment. A Social District is not a taxing entity and is overseen by the Michigan Liquor Control Commission.

III. What is the difference between a Social District and a Commons Area?

A Social District is the entire area designated by the Local Government, which includes the commons areas within the Social District. Establishment of a Social District does not mean consumers may drink alcoholic beverages throughout the entire district. Consumption of those beverages is only permitted within the defined commons areas. The Michigan Liquor Control Commission defines a commons area as area(s) within the established Social District that are clearly designated and marked by the Local Government and that are shared by and contiguous to the premises of at least two qualified licensees. Social Districts can include more than one commons area.

IV. What is a Qualified Licensee?

The words “qualified licensee” shall mean any of the following:

- (i) a retailer that holds a license, other than a special license, to sell alcoholic liquor for consumption on the licensed premises;
- (ii) a manufacturer within an on-premises tasting room permit issued under Section 536 of 1998 PA 58;
- (iii) a manufacturer with an off-premises tasting room license issued under Section 536 of 1998 PA 58; and
- (iv) a manufacturer that holds a joint off premises tasting room license issued under Section 536 of 1998 PA 58.

V. Differences between City and Business Owner Process

Per Michigan House Bill 5781, Local Governments are responsible for the creation, maintenance, operation, and signage throughout the Social District. Creation of a Social District does not give local businesses permission to serve to-go alcoholic drinks automatically. Businesses need to go through a separate process with the Michigan Liquor Control Commission and obtain a Social District Permit which allows them to serve to-go beverages within the commons area(s).

VI. Purpose of this plan

This plan is in-place to comply with requirements outlined in House Bill 5781 and required by the Michigan Liquor Control Commission. This plan can change at any time per the discretion of

City Council and City Administration. This plan includes steps that the City will take to maintain and operate the Social District and commons areas to maintain consumer and resident safety.

VII. District Boundaries and Commons Area

The boundaries of the Depot Town Social District shall start at the East side entrance of the Riverside Park entryway on E. Cross St, extending down on both the north and south sides of E. Cross St to N. River St., and continue north up N. River Street on both the east and west sides of the street ending at the parcel line of 400 N. River Street.

Sidewalks and cross walks in this area, the Depot Town Pedestrian Alleyway, and the Freighthouse Plaza are considered common areas. Commons area does not include the licensed premises of any qualified licensee. During street closures, the common areas include the closed off areas of the street. The Depot Town Social District will be open from 10am - 10pm daily.

Special events may request an extended social district commons area to include Market Place Drive and the Ypsilanti Freighthouse (for public events only). Though the Freighthouse has events that may serve alcohol, beverages purchased or served at the Freighthouse may not be taken off premises. Extended social district hours may be requested for December 31st until 1am. The Social District may be temporarily suspended during the hours of operation of a beer tent for an event within the Social District borders that raises money with its alcohol sales.

VIII. Operations Plan

The operations of the Depot Town Social District will be overseen jointly by the City of Ypsilanti and the Ypsilanti Downtown Development Authority with assistance from the City Department of Public Works with oversight provided by the Chief of Police.

The Depot Town Social District is solely in place to support the economic vitality of the Depot Town district and local businesses owners, and has no regulatory or taxing authority. The City of Ypsilanti will provide supporting documentation that local businesses need for their social district permit applications to the Michigan Liquor Control Commission.

Depot Town Social District Hours of Operation are as follows:

- Daily 10am-10pm.

The Ypsilanti DDA will provide signage placed throughout the district that clearly marks the boundaries of the entire Social District and Commons Areas. Special events utilizing the extended social district borders will place additional signage provided by the DDA. Additionally, the hours of operations signs will also be placed at the north, south, east, and west boundary lines. Public Safety Officers will be utilized to enforce the hours of operations and commons areas boundaries when necessary and appropriate.

Both the City and the Ypsilanti DDA will also have a dedicated section of its website that will include a copy of this plan, hours of operation, maps showcasing boundaries and participating businesses. All of the City and Ypsilanti DDA's communication channels will be utilized to notify consumers when the Social District and/or Commons Areas are closed for maintenance,

or other days determined to present concerns for public Safety.

IX. Maintenance Plan

The City, under regulation established by the City Administration and in conjunction with the Chief of Police, shall maintain the commons areas in a manner that protects the health and safety of the public. Sidewalk and street repairs/maintenance throughout the Social District will follow schedules already in place by the City. Any safety concerns that arise will be addressed by the Department of Public Works on an as needed basis. Other services, including landscaping and snow removal, will continue to be provided by the City and Ypsilanti DDA as well. The Ypsilanti DDA will ensure that all signage remains in good condition and will replace weathered signs as needed.

X. Revocation of Designation

The City Council may revoke the designation of a commons area if it determines that the commons area threatens the health, safety and welfare of the public or has become a nuisance. Before revoking the designation of a commons area, the City Council shall give notice as required under the Open Meeting Act, MCL 15.261 et. seq and hold at least one public hearing on the proposed revocation. The City shall file the revocation of the designation with the Michigan Liquor Control Commission.

XI. Requirement of Permit Holders

A qualified licensee whose licensed premises is shared by and contiguous to a commons area in a Social District designated hereunder shall obtain from the Michigan Liquor Control Commission an annual social district permit. The holder of a social district permit issued by the Michigan Liquor Control Commission may sell alcoholic liquor for consumption within the confines of a commons area if both of the following requirements are met:

- The holder of a social district permit only sells and serves alcoholic liquor on the holder's licensed premises.
- The holder of a Social District permit only serves alcoholic liquor to be consumed in the commons area in a container to which all of the following shall apply:
 - (i) the container prominently displays the social district permittee's trade name or logo or some other mark that is unique to the Social District permittee's on-premises license;
 - (ii) the container prominently displays a logo or some other mark that is unique to the commons area;
 - (iii) the container is not glass; and
 - (iv) the container has a liquid capacity that does not exceed 16 ounces.

A purchaser may remove a container of alcoholic liquor sold by the holder of a Social District permit from the Social District permittee's licensed premises if both of the following conditions are met:

- The purchaser does not remove the container from the commons area

- While possessing the container, the purchaser does not enter the licensed premises of a Social District permittee other than the Social District permittee from which the purchaser purchased the container.
- The consumption of alcoholic liquor in the commons area as allowed herein may only occur during the legal hours of the sale of alcoholic liquor of the social district permittee.

X.

It is critical that businesses sell beverages from within their establishment and/or within the area that their liquor license allows. Businesses cannot sell beverages from the street or sidewalk, but they may sell from a formal patio or other area IF their primary liquor license extends to it. For example: Maiz Mexican Cantinas's seasonal patio is included in its liquor license service area, so staff can serve beverages from the patio. Social District beverages that are sold by a permit holder can be taken outdoors and enjoyed within the Commons Area. However, beverages sold at one establishment cannot enter the premises of any other licensed establishment. For example: a drink purchased at the Wax Bar cannot be taken into Sidetracks, or any other licensed premise.

Key Recommendations:

Businesses are encouraged to write the initials and/or birthdate of the individual to whom each alcoholic beverage is sold on the cup itself, as well as the date of purchase. Drink purchasers should be encouraged to keep their receipt, showing the date the drink was purchased. These recommendations exist to help prevent over service and unlawful transfer of alcoholic beverages to minors, and to promote the general health and safety of the community.

Qualified Licensees as of 11/12/25

734 Brewing Company - 15 E Cross St.
 Aubrees Pizzeria and Grill Ypsilanti - 39 E. Cross St.
 Sticks - 39 E. Cross St.
 Maiz Mexican Cantina - 36 E. Cross St.
 Mash Bar - 400 N. River St.
 Thompson & Co. - 400 N. River St.
 WaxBar - 44 E. Cross St.



What is a Social District?



Social Districts allow customers to legally purchase alcoholic beverages from participating licensed establishments, that they can consume within the common areas of the district's boundaries.

Businesses must have approval from the City and a special permit from the State to serve Social District Beverages.

The beverages must be served in a non-glass container, 16 oz or less. The container must have the logo of the Establishment, and the logo of the Social District prominently displayed on the cup.



Social Districts:

- Boost local economy
- Creates new sales opportunities for bars and restaurants
- Create sense of community
- Create “third places”
- Make Downtowns more vibrant
- Encourage longer visits to the DDA district

Commons Area

Sidewalks and crosswalks within the borders, the Depot Town Pedestrian Alleyway and the Freighthouse Plaza are considered common areas.

During street closures, the common areas include the closed off areas of the street.

Hours of Operation

10am - 10pm daily

Extended social district hours may be requested for December 31st until 1am.

The Social District may be temporarily suspended during the hours of operation of a beer tent for an event within the Social District borders that raises money with its alcohol sales.

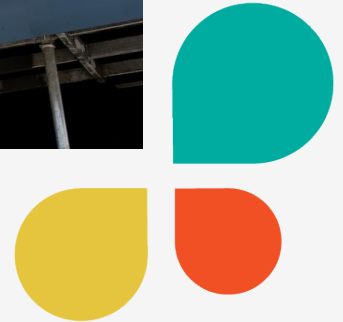
Special Events Expansion

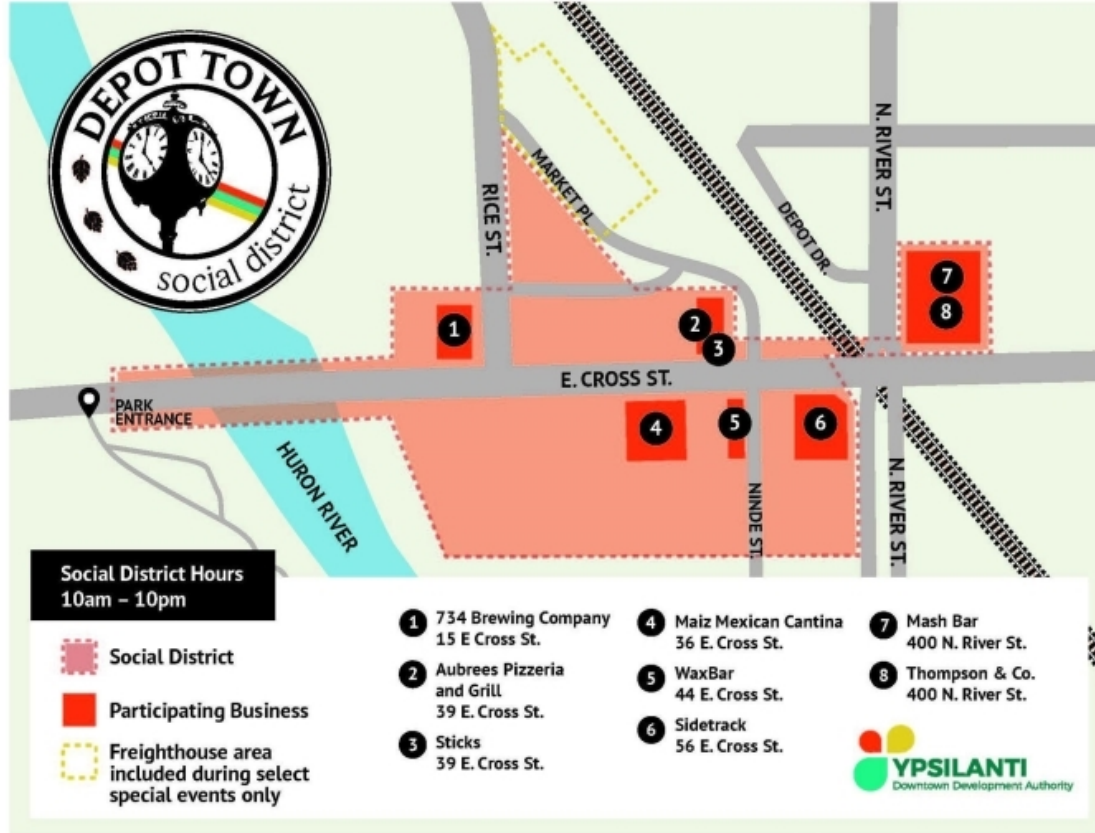
Special events may request an extended social district commons area to include Market Place Drive and the Ypsilanti Freighthouse (for public events only). Public events that utilize the Ypsilanti Freighthouse can allow social district drinks on the premises, and not be required to stop guests with beverages from local establishments. Though the Freighthouse hosts events that serve alcohol, no beverages sold or served at the Freighthouse can be taken off the premises.



Qualified Licensees

- 734 Brewing Company - 15 E Cross St.
- Aubrees Pizzeria and Grill Ypsilanti - 39 E. Cross St.
- Sticks - 39 E. Cross St.
- Maiz Mexican Cantina - 36 E. Cross St.
- Mash Bar - 400 N. River St.
- Thompson & Co. - 400 N. River St.
- WaxBar - 44 E. Cross St.





Signage

**NOW ENTERING
THE SOCIAL
DISTRICT**

10am - 10pm



21+ to drink
please drink responsibly



**NOW EXITING
THE SOCIAL
DISTRICT**



Please visit again!

Additional Signage



Rules of a Social District

For licensees:

- Establishments can only serve to-go drinks in non-glass containers that do not exceed 16 ounces. To-go beverages must prominently display the logo of the establishment, and the Depot Town Social District Logo.
- Beverages may only be served on premise of the liquor license, not in the common areas.
- All other alcohol serving laws apply.

For customers:

- Only alcohol purchased from participating establishments in the approved drinking cups may be consumed in the social district.
- Enjoy your drink responsibly within the marked social district.
- You may not enter another food or beverage establishment or its outdoor seating area with your to-go drink.
- You may not reuse your cup. Please dispose of your glass in the proper recycling receptacle prior to departing the district.



Timeline for Social District Establishment*

1. Council approves Depot Town Social District boundaries, Operations/Maintenance Plan, and City Application.
2. DDA will move forward with signage plan production, printing, website, etc.
3. Establishments within the Social District apply to the City.
4. Council reviews/approves local application(s).
5. Approved applicant submits to MLCC.
6. MLCC permits for Social Districts are estimated at 1-2 months.
7. The DDA will install required signage for the district.
8. Once applicant is approved by MLCC and final checks by City the applicant may serve Social District Beverages.

*Timeline assuming no specific start date is identified by council, and applicants apply for Dec. 9 meeting. Estimated mid-February start time.

Application Process for Businesses

1. Submit a City Application for the Social District
2. Council Review / Approval
3. Submit application to the MLCC along with Council Resolution.
4. Provide the City of Ypsilanti with a copy of the MLCC approval.
5. Final review by City.
6. Pick up City of Ypsilanti Social District License and Social District Window Sticker.
7. Pick up Social District Starter Pack from the DDA Office.
8. Begin selling Social District beverages.

FAQ:

Can I bring my drink into other stores?

Drinks must be consumed in the establishment it was purchased, or within the Commons Areas before entering another food service venue. However, you're welcome to bring your drink into participating retail locations that permit it, as indicated by signage on their doors.

Can I bring an empty Social District cup into a business to reuse it?

No, Social District containers (cans or cups) can not be reused at any participating location. A new container must be used for each additional beverage purchased

Can I bring my own drink, pour it into a Social District cup, and walk around the area?

No, the only drinks allowed are those purchased from businesses participating in the Social District program. No outside drinks are permitted within the boundaries per State and local law.

Can I be drunk in public now?

No, being drunk in public is still an offense under MCL 750.1671 (E).

What liability does the city have?

None, except to enforce the law were practical. Approved licensed businesses must not over-serve patrons and will be responsible for such actions or other violations. Patrons will also be held responsible for their action under the law.



Social District Facts:

As of September 2025, 144 municipalities have established Social Districts in the State of Michigan.

In Washtenaw County: Ann Arbor, Chelsea, Dexter, Manchester, Milan, and Saline have established Social Districts. Ypsilanti is the only City in Washtenaw County that does not have a Social District.

The Social District law does not have a sunset provision like, for example, the “Cocktails to Go” legislation which sunsets in 2025.

There are no communities in Michigan that have revoked their Social Districts for health and safety reasons.
-Grand Rapids reduced SD zones in 2021 because of conflicting licensing issues for events.

questions?



Ypsilanti DDA Community



@ypsi.dda

www.ypsilantidda.com

contact: elize@ypsilantidda.org

Act No. 124
Public Acts of 2020
Approved by the Governor
July 1, 2020
Filed with the Secretary of State
July 1, 2020
EFFECTIVE DATE: July 1, 2020

**STATE OF MICHIGAN
100TH LEGISLATURE
REGULAR SESSION OF 2020**

Introduced by Reps. Webber, Sabo, Steven Johnson, Bollin, Slagh, Rendon, Paquette, Crawford, Hall, Huizenga, Kahle, Lightner, Meerman, Hood, Elder, Leutheuser and Reilly

ENROLLED HOUSE BILL No. 5781

AN ACT to amend 1998 PA 58, entitled “An act to create a commission for the control of the alcoholic beverage traffic within this state, and to prescribe its powers, duties, and limitations; to provide for powers and duties for certain state departments and agencies; to impose certain taxes for certain purposes; to provide for the control of the alcoholic liquor traffic within this state and to provide for the power to establish state liquor stores; to prohibit the use of certain devices for the dispensing of alcoholic vapor; to provide for the care and treatment of alcoholics; to provide for the incorporation of farmer cooperative wineries and the granting of certain rights and privileges to those cooperatives; to provide for the licensing and taxation of activities regulated under this act and the disposition of the money received under this act; to prescribe liability for retail licensees under certain circumstances and to require security for that liability; to provide procedures, defenses, and remedies regarding violations of this act; to provide for the enforcement and to prescribe penalties for violations of this act; to provide for allocation of certain funds for certain purposes; to provide for the confiscation and disposition of property seized under this act; to provide referenda under certain circumstances; and to repeal acts and parts of acts,” by amending section 1021 (MCL 436.2021), as amended by 2013 PA 235, and by adding section 551.

The People of the State of Michigan enact:

Sec. 551. (1) The governing body of a local governmental unit may designate a social district that contains a commons area that may be used by qualified licensees that obtain a social district permit. A governing body of a local governmental unit shall not designate a social district that would close a road unless the governing body receives prior approval from the road authority with jurisdiction over the road. If the governing body of a local governmental unit designates a social district that contains a commons area under this section, the governing body must define and clearly mark the commons area with signs. The governing body shall establish local management and maintenance plans, including, but not limited to, hours of operation, for a commons area and submit those plans to the commission. The governing body shall maintain the commons area in a manner that protects the health and safety of the community. Subject to this subsection, the governing body may revoke the designation if it determines that the commons area threatens the health, safety, or welfare of the public or has become a public nuisance. Before revoking the designation, the governing body must hold at least 1 public hearing on the proposed revocation. The governing body shall give notice as required under the open meetings act, 1976 PA 267, MCL 15.261 to 15.275, of the time and place of the public hearing before the public hearing. The governing body shall file the designation or the revocation of the designation with the commission. As used in this subsection:

(a) “Local road agency” means a county road commission or designated county road agency or city or village that is responsible for the construction or maintenance of public roads within this state.

(b) “Road authority” means a local road agency or the state transportation department.

(2) Subject to subsection (3), the holder of a social district permit may sell alcoholic liquor for consumption within the confines of a commons area if both of the following requirements are met:

(a) The holder of the social district permit only sells and serves alcoholic liquor on the holder's licensed premises.

(b) The holder of the social district permit only serves alcoholic liquor to be consumed in the commons area in a container to which all of the following apply:

(i) The container prominently displays the social district permittee's trade name or logo or some other mark that is unique to the social district permittee under the social district permittee's on-premises license.

(ii) The container prominently displays a logo or some other mark that is unique to the commons area.

(iii) The container is not glass.

(iv) The container has a liquid capacity that does not exceed 16 ounces.

(3) If the commission issues a special license to a special licensee located in a social district, the holder of a social district permit shall not sell and serve alcoholic liquor under subsection (2) during the effective period of the special license.

(4) A purchaser may remove a container of alcoholic liquor sold by a holder of a social district permit under subsection (2) from the social district permittee's licensed premises if both of the following conditions are met:

(a) Except as otherwise provided in subdivision (b), the purchaser does not remove the container from the commons area.

(b) While possessing the container, the purchaser does not enter the licensed premises of a social district permittee other than the social district permittee from which the purchaser purchased the container.

(5) The consumption of alcoholic liquor from a container described in subsection (2)(b) in the commons area as allowed under this section may only occur during the legal hours for the sale of alcoholic liquor by the social district permittee.

(6) A qualified licensee whose licensed premises is shared by and contiguous to a commons area in a social district designated by the governing body of a local governmental unit under this section may obtain from the commission an annual social district permit as provided in this section. The social district permit must be issued for the same period and may be renewed in the same manner as the license held by the applicant. The commission shall develop an application for a social district permit and shall charge a fee of \$250.00 for a social district permit. An application for a social district permit must be approved by the governing body of the local governmental unit in which the applicant's place of business is located before the application is submitted to the commission and before the permit is granted by the commission. The \$250.00 permit fee under this subsection must be deposited into the liquor control enforcement and license investigation revolving fund under section 543(9).

(7) This section does not apply after December 31, 2024.

(8) As used in this section:

(a) "Commons area" means an area within a social district clearly designated and clearly marked by the governing body of the local governmental unit that is shared by and contiguous to the premises of at least 2 other qualified licensees. Commons area does not include the licensed premises of any qualified licensee.

(b) "Local governmental unit" means a city, township, village, or charter authority.

(c) "Qualified licensee" means any of the following:

(i) A retailer that holds a license, other than a special license, to sell alcoholic liquor for consumption on the licensed premises.

(ii) A manufacturer with an on-premises tasting room permit issued under section 536.

(iii) A manufacturer that holds an off-premises tasting room license issued under section 536.

(iv) A manufacturer that holds a joint off-premises tasting room license issued under section 536.

Sec. 1021. (1) The commission shall not require a licensee to sell or serve food to a purchaser of alcoholic liquor. The commission shall not require a class A hotel or class B hotel to provide food services to registered guests or to the public.

(2) Except as otherwise provided in section 551 and subsection (3), a purchaser shall not remove alcoholic liquor sold by a vendor for consumption on the premises from those premises.

(3) A vendor licensed to sell wine on the premises may allow an individual who has purchased a meal and who has purchased and partially consumed a bottle of wine with the meal, to remove the partially consumed bottle from the premises on departure. This subsection does not allow the removal of any additional unopened bottles of wine unless the vendor is licensed as a specially designated merchant. The licensee or the licensee's clerk, agent, or employee shall cap the bottle or reinsert a cork so that the top of the cork is level with the lip of the bottle. The

transportation or possession of the partially consumed bottle of wine shall be in compliance with section 624a of the Michigan vehicle code, 1949 PA 300, MCL 257.624a.

(4) This act and rules promulgated under this act do not prevent a class A or B hotel designed to attract and accommodate tourists and visitors in a resort area from allowing its invitees or guests to possess or consume, or both, on or about its premises alcoholic liquor purchased by the invitee or guest from an off-premises retailer and does not prevent a guest or invitee from entering and exiting the licensed premises with alcoholic liquor purchased from an off-premises retailer.

(5) Notwithstanding section 901(6), an on-premises licensee may, in a manner as determined by that licensee, allow for the consumption of wine that is produced by a wine maker, a small wine maker, or an out-of-state entity that is the substantial equivalent of a wine maker or small wine maker and that is brought into the licensed premises in its original sealed container by a consumer who is not prohibited under this act from possessing wine. The licensee shall not allow the consumer to remove a partially consumed bottle of wine brought by the consumer unless the licensee or the licensee's clerk, agent, or employee caps the bottle or reinserts the cork so that the top of the cork is level with the lip of the bottle. The licensee may charge a corkage fee for each bottle of wine brought by the consumer and opened on the premises by the licensee or the licensee's clerk, agent, or employee. This subsection does not exempt the licensee or the consumer from any other applicable requirements, responsibilities, or sanctions imposed under this act.

Enacting section 1. This amendatory act does not take effect unless all of the following bills of the 100th Legislature are enacted into law:

- (a) Senate Bill No. 942.
- (b) House Bill No. 5811.

This act is ordered to take immediate effect.



Clerk of the House of Representatives



Secretary of the Senate

Approved _____

Governor



CITY OF YPSILANTI SOCIAL DISTRICT LICENSE APPLICATION

1 S. Huron St. Ypsilanti, MI 48197

The following outlines the step-by-step process for obtaining a City of Ypsilanti social district license.

1. Submit a complete application and **all** its requirements to the city for review. Requirements are listed below.
2. You will be notified when the application is accepted. The City Clerk will notify you of the date of the City Council meeting the application will be scheduled for review.
3. The application will be reviewed by the City Council, and then you will be notified of their approval and provided with a Resolution document to include with your application to Michigan Liquor Control Commission (MLCC).
4. Submit your application to MLCC along with the Resolution document.
5. The MLCC will notify you of their approval. It is a requirement to provide the City of Ypsilanti with a copy of this approval. You do not have City of Ypsilanti approval at this point.
6. The city will do a final review of your application after all the above steps have been taken and are satisfied.
7. Upon final City approval, you will receive a Social District License and will be issued a Social District sticker to be placed on a public facing entrance in your establishment. This can be picked up at City Hall.
8. Then you may begin selling Social District beverages.

Submittal Requirements

- Completed Application
- Certificate of Insurance naming the City of Ypsilanti as Additional Insured
- \$____ fee, cash or check payable to the City of Ypsilanti
- Copy of your liquor license
- A depiction of your business's logo/marker/signifier to be used on your social district cups.

Please note:

- The allowed hours for serving social district drinks are 10 a.m. – 10 p.m.
- Social District cups cannot be glass, must be a maximum of 16 oz., and have both the logo provided with your application and the social district logo on them. An electronic copy of the social district logo can be emailed to you.
- Your establishment must post a copy of the Social District map and rules.
- Approval of a social district permit issued by the City is within the City's discretion notwithstanding any approval by the Michigan Liquor Control Commission.
- The City may revoke the Applicant's social district license within its discretion at any time.
- Revocation by the Commission of the Applicant's social district license issued by the Commission constitutes automatic revocation of any social district license issued by the City to the Applicant without appeal as otherwise provided by the Ypsilanti City Code.



CITY OF YPSILANTI SOCIAL DISTRICT LICENSE APPLICATION

1 S. Huron St. Ypsilanti, MI 48197

New Application Submittal - Fee \$____

APPLICANT

Name:
Phone:
Business Name:
Address:
Email:

HAVE YOU HAD A LICENSE OR PERMIT REQUIRED BY THE CITY OF YPSILANTI OR ANY OTHER STATE OR MUNICIPAL AUTHORITY REVOKED, SUSPENDED, OR DENIED IN THE LAST THREE YEARS? IF YES, PLEASE PROVIDE DETAILS:

HOLD HARMLESS ACKNOWLEDGEMENT

To the fullest extent permitted by law, _____, agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Ypsilanti, its elected and appointed officials, employees, volunteers, and others working on behalf of the City of Ypsilanti or the Ypsilanti Downtown Development Authority against all claims, demands, suits or loss, including all costs connected therewith, and for any damages, which may be asserted, claimed, or recovered against or from the City of Ypsilanti or the Ypsilanti Downtown Development Authority, its elected and appointed officials, employees, volunteers, and others working on behalf of the City of Ypsilanti or the Ypsilanti Downtown Development Authority, by reason of personal injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this application.

Printed Name: _____ Date: _____

Signature: _____



REQUEST FOR LEGISLATION
November 18, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager

Subject: Resolution No. 2025-238 Adopting the attached fee schedule, pursuant to the Ypsilanti City Code, and Establishing certain fees relating to various sections of the City Code and activities of the City, also authorizing the various City Departments to charge and collect such fees, effective immediately.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. RFL and Resolution Fee Waiver
2. City of Ypsilanti Fee Schedule

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: November 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
November 18, 2025

For: Mayor and City Council

From: Andrew Hellenga

Subject: Updates to the Fee Schedule

SUMMARY & BACKGROUND:

Staff are recommending a decrease in street closure fees for both events and construction.

- Major Streets – \$50/per day per travel lane, w/flaggers \$250/day/lane, total closures
- Local Streets - \$25/day/travel lane, w/flaggers \$100/day, total closure

Annual fee for participating in businesses for social districts.

- \$50

Right-of-way – RES \$25/week, COM \$50/week first week; \$50 and \$100 per week thereafter

Right-of-way (4th from the top pg 11)– Language Change and adding underground \$350

Change in Right-of-Way Language (3rd from the top Pg 11) - Other work not in roadway, includes; driveway approach repair or replacement, new sidewalk installation, curbcut repair, boring/trenching.

Small Cell Annual Rent (Pg 13)

- \$22/Facility
- \$138/Requiring Support Structure

DPS – Remove Abetment Fees

DPS – Adding Bonding Section (Pg 13)

Recommended changes are highlighted

RECOMMENDED ACTION: Approval

ATTACHMENTS: Resolution and Fee Schedule

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____
BUDGET PRIORITY REFERENCE _____



Resolution No. 2025-238
November 18, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI

That the attached fee schedule is adopted pursuant to the Ypsilanti City Code, and the following fees relating to various sections of the City Code and activities of the City are hereby established, and the various City Departments are authorized to charge and collect such fees effective immediately.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



City of Ypsilanti Amended Fee Schedule Fiscal Year 2024 - 2025

Resolution 2025-150
Approved by City Council July 15, 202

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Administrative Hearings Bureau (AHB)

Ord. Sec. No.	Building Regulations	1st	2nd	3rd
18-52	State construction code	\$75	\$150	\$300
18-92	Property maintenance code	\$75	\$150	\$300, \$350 after 10 business days
18-115	Violations generally	\$75	\$150	\$300
18-134 A&B	Allow occupancy without a certificate of compliance	\$200	\$400	\$500
42-55	Property maintenance nuisance	\$50	\$100	\$200
42-68	Litter (see 70-38)	\$50	\$150	\$300
71-72	Specific Violations (raw building materials, junk waste, abandoned refrigerators)	\$75	\$150	\$300
50-34	Fire Prevention Code (when designated as a blight violation)	\$100	\$300	\$500
86-32	Disposal arrangements	\$50	\$100	\$200, \$225 after 10 business days
86-33	Commercial properties	\$50, \$75 after 10 business days	\$100, \$125 after 10 business days	\$200, \$225 after 10 business days
86-34	Residential properties	\$25	\$50	\$200, \$225 after 10 business days
86-35	Multiple dwellings	\$50	\$100	\$200, \$225 after 10 business days
86-54	Peak times	\$50	\$100	\$200, \$225 after 10 business days
94-136	Snow removal from the sidewalk adjacent to residential and commercial premises	\$15	\$50	\$200, \$225 after 10 business days
94-136	Snow removal from the parking lot serving fewer than 10 dwelling units	\$15, \$40 after 10 business days	\$50, \$75 after 10 business days	\$200, \$225 after 10 business days
94-136	Snow removal from the parking lot serving 10 or more dwelling units	\$15, \$40 after 10 business days	\$50, \$75 after 10 business days	\$200, \$225 after 10 business days

AHB Cont'd

Ord. Sec. No.	Building Regulations	1 st	2 nd	3 rd
110-34	Trees and shrubs	\$75, \$100 after 10 business days	\$150, \$175 after 10 business days	\$300, \$325 after 10 business days
110-81	Grass and weed control	\$50, \$75 after 10 business days	\$100, \$125 after 10 business days	\$200, \$225 after 10 business days
122-375	Zoning	\$100, \$75 after 10 business days	\$100, \$125 after 10 business days	\$200, \$225 after 10 business days
	Abatement costs	Actual cost, plus fee		
	Prosecution costs	\$75		
	Building costs	\$75		
	Administrative Hearings Bureau Formal costs	\$250		
	Administrative Hearings Bureau Informal costs	\$125		
	Administrative Hearings Bureau costs – Waiver	Waive \$50 in AHB costs if paid within 30 days		
	State JSA (set by state statute)	\$10		
	Continuance/Adjournment	\$75		
	Default	\$0		
	Show Cause	\$0		
	Motion to Set Aside Default	\$50		

Assessor

Ord. Sec. No.		
22-35	Business License Application Fee	See Commercial Business Inspection
	Real Estate agent access to the sketch program	\$0
	Copy of building sketch	\$0

Building

Ord. Sec. No.	Certificate of Compliance Inspection Fees (Residential)	
18-153	Single Family* - Initial Inspection	\$155 per unit
18-153	Single Family* - Recertification (2-year)	\$105
18-153	Reinspection	\$60 per inspection
18-153	Multi-Family Building – Recertification (2-year)	
18-153	20 or fewer units	\$75 per unit
18-153	21 or more units	\$65 per unit
18-153	Reinspection	\$60 per inspection
18-153	Multi-Family Complex – Recertification (2-year)	\$350 per building inspected plus \$50
18-153	Reinspection	\$60 per inspection
18-153	Townhouse/Condo – Recertification (2-year)	\$75 per unit
18-153	Reinspection	\$60 per unit
18-153	Rooming House – Recertification (2-year)	\$120 per structure
18-153	Reinspection	\$60 per inspection
18-153	No Show/Late Cancelation Fee – Multi-Family (per unit)	\$60 per inspection
18-153	No Show/Late Cancelation Fee – 1 & 2 Family (per unit)	\$85 per unit
18-153	Late Payment Fees	Original fee plus 20% the original fee
18-153	Lien Collection Fee	\$100
18-153	Administrative Review Fee	\$75 per unit
18-153	Search Warrants obtained for inspection	\$100 per unit
Ord. Sec. No.	Certificate of Compliance Inspection Fees (Commercial)	
18-153	Business Occupancy Permit (with and without change of use)	\$90
	Late Payment Fee (original fee plus 20% of original fee)	(original fee plus 20% of original fee)
	Business Inspection – No Show/Late Cancelation	\$55
	Business Re-inspection (2 or more)	\$55
18-153	Assembly (hall, church, etc.)	\$150
18-153	Automotive (sales/repair/gas station)	\$175
	Business (General – Large)	\$150
	Business (General – Small)	\$75
	Chapel/Funeral Home	\$150
	Educational	\$100
18-153	Industrial/Manufacturing/Warehousing – Small (under 5,000 sq ft)	\$250
18-153	Industrial/Manufacturing/Warehousing – Large (over 5,000 sq ft)	\$350
	Office Complex	
	Office – Large	\$150

Building Cont'd.

Ord. Sec. No.	Commercial/Residential Certificate of Occupancy Con't	
	Office – Small	\$75
18-153	Personal Service (barber, salon, tattoo, etc.)	\$150
	Retail Complex	
18-153	Retail – Small (under 2,500 sq ft)	\$75
18-153	Retail – Large (over 2,500 sq ft)	\$150
18-153	Restaurant – Small (under 2,500 sq ft)	\$75
18-153	Restaurant – Large (over 2,500 sq ft)	\$150
	Lien Collection Fee	\$100
Ord. Sec. No.	Certificate of Occupancy (each unit/tenant)	
18-153	Residential	\$50
Ord. Sec. No.	Contractor Registration	
	Residential builders, alteration, and maintenance	\$35
	Sign contractor license/registration	\$35
	Electrical contractor	\$35
	Plumbing contractor	\$20
	Mechanical contractor	\$20
18-31(b)	Appeals to the Building Board of Appeals per	County fees + \$55
	Outdoor Cafe	
94-193	Outdoor Café, Restaurant, and Beer Garden Annual Fee	\$90
Ord. Sec. No.	Permits	
	Plan review note: If sent to a 3rd-party review additional fees may be incurred	20% of the permit as a deposit + balance of
18-3	Building Permit	
	First \$1,000 of construction value or less	\$70
	Each additional \$1,000 or fraction thereof up to \$1,000,000 in building value	\$11
	For building values over 1,000,001 to \$5,000,000 in building value	\$10
	For building values over \$5,000,001 and above in building value	\$9
18-3	Demolition Permit	\$90
	First \$1,000 of work contract or less	\$11
	Application for trade permit	\$30
18-3	Plumbing Permit (per inspection/service/unit/appliance)	\$75
18-3	Electrical Permit (per inspection/service/unit/appliance)	\$75
18-3	Mechanical Permit (per inspection/service/unit/appliance)	\$75
18-3	Sign Permit (per sign)	\$100

14-13	Domestic Foul & Bee permit application	\$25
	All other permit (minimum fee)	\$70
	Zoning review-accessory structure and fences	\$70
Ord. Sec. No.	Vacant Buildings	
18-190	Vacant Building Inspection Fee	\$150
18-190	Escrow Account (monthly)	\$300
18-190	Vacant building – not “regularly occupied”	\$75
18-190	New building/structure	\$50
18-190	All other vacant buildings – including dangerous buildings	\$300
42-69	Maintenance of exterior premises – City cleanup *Plus actual cost of hired contractor	\$50+*

City Manager

Ord. Sec. No.		
102-255	Truck Route Special or Emergency Exception Permit	\$150

Clerk

Ord. Sec. No.		
	City Charter	Actual cost; see FOIA policy
Ord. Sec. No.	Liquor License Fees	
6-31	"A" Hotel	\$500
6-31	"B" Hotel	\$500
6-31	"C" Hotel	\$500
6-31	"Tavern" beer and by the glass	\$500
6-31	"SDD" package liquor	\$500
6-31	"SDM" package beer and wine	\$500
6-31	If more than one class of license held	
	(Fee per class held)	\$25
6-31	Transfer of ownership, including partner	\$500
	Transfer location	\$300
6-31	Addition of space	\$300
6-31	Deletion of partner	\$300
	Addition of special permit, i.e. entertainment, dancing or Sunday sales	\$315
6-31	Wine Maker License	\$500
6-31	Micro Brewer License	\$500
6-43	Application for license to sell	\$500
	Application for social district participation	\$50/Annually
10-45	Additional fee for DDA location	\$110
Ord. Sec. No.	Entertainment & Misc. Fees	
22-76	Bed & Breakfast application fee	\$80
22-80	Annual bed & breakfast, inn license fee	\$175
22-117	Health club license application fee	\$80
22-121	Annual health club fee	\$175
22-178	Peddlers license application fee, investigation fee	\$100
Ord. Sec. No.	Entertainment & Misc. Fees Cont'd	
82-47	Secondhand dealer license application fee	\$100
82-49	Issuance of annual 2 nd hand dealer license	\$100
22-182	House to house soliciting by established business, various fee (monthly rates)	\$80
	Mayor Officiating Wedding Ceremony	\$25
	Qualified vote file (disks, Printed Voter Listing, Polling location maps)	Actual cost; see FOIA Policy

Department of Public Services (DPS)

Ord. Sec. No.		
	Right of Way permit (Dumpsters, material/equipment staging)	RES \$25/week, COM \$50/week first week; \$50 and \$100 per week thereafter
	Right of Way permit (sidewalk repair/replacement)	\$50
	Right of Way permit (Other work not in roadway, includes; driveway approach repair or replacement, new sidewalk installation, curbcut repair, boring/trenching)	\$100
	Right of Way permit (Public Utility)	\$200/Arial; \$350/Underground
	Right of Way permit (roadway, including NEW curbcuts	\$250
	Right of Way permit (street closure major streets)	\$50/per day per travel lane, w/flaggers \$250/day/lane, total closures
	Right of Way permit (street closure local streets)	\$25/day/travel lane, w/flaggers \$100/day, total closure
	Stump removal	\$25
	Penalty fee for failing to apply for Right of Way permit before work begins. Fee is in addition to permit fee.	TRIPLE INITIAL PERMIT FEE or \$150, whichever is greater
	Bond amount: Contractor shall furnish either a cash bond or a performance bond.	
	Property line to back of curb	\$3,000
	Property line to 1/2 pavement width	\$5,000
	Property line to full pavement width	\$10,000
	Existing utility repair/modification	\$3,000
	New utility installation	\$5,000
	each boring pit	\$1,000
94-112	Moving building, license application fee (*Owner also responsible for materials used)	\$320 + *
	Recycle carts – each	\$25

DPS Cont'd

Ord. Sec. No.		
	Bulk Item stickers	\$20
	Freon Removal stickers	\$35
110-77	Manufactured Fertilizer Commercial Applicator	\$25
Ord. Sec. No.	Small Cell Wireless Facilities Deployment	
	When such deployment will require a new or replacement pole in right of way	\$300
	When such deployment will not require a new or replacement pole in right of way	\$200
	For zoning applications to install or modify a wireless support structure in right of way	\$1,000
	To install or modify a small wireless facility outside the right of way	\$500
	Annual rent: per small cell wireless facility per year	\$22
	Annual rent: for utility pole or support structure erected by or on behalf of a wireless provider after March 12, 2019	\$138
	Bonding	
EXCAVATION or USE		
	Margin Excavation/Curbcut	\$3000
	Streetcut, up to centerline	\$5000
	Streetcut, full width	\$10000
PUBLIC UTILITY		
	Repair or Modification, existing structure	<u>AERIAL</u> \$3000 <u>UNDERGROUND</u> \$6000
	New Utility Installation	<u>AERIAL</u> \$5000 <u>UNDERGROUND</u> \$10000
	Underground bore, trench, pot hole	\$1000/per access point
Ord. Sec. No.	Administrative Fees	
	Administration fee (monthly billing & special service	10% for annual
	Administration fee (monthly billing & special service	5% for annual amounts
	Late fee for invoices	
	Over 30 days	2%
	Over 60 days	Additional 2%
	Removal of abandoned materials in City Right-of- Way	\$75
	Daily storage fee per item for abandoned materials	\$10

Film Permits

Ord. Sec. No.		
10-312	Permit for Film on Public Property	\$250
	Permit for Film on Private Property	\$100
	Deposit (if City Services are required)	\$3,000
	Daily Public Property Use – per day	\$107

Fire

50-34	Fire Prevention	
	Initial Certificate of Occupancy Inspection	\$75
	First re-inspection	\$0
	Additional re-inspections or no show.	\$50 per re-inspection
	Annual Fire Safety Inspection	
	Annual inspection (no fee if compliance is maintained since last year)	\$0
	Additional necessary annual re-inspection or no show	\$50
	Inspection in large facilities or requiring more than one hour	\$50/hr
	Acceptance Tests	
	Sprinkler systems, fire alarms, fire pump...	\$50/hr
	Plan Review	\$0
	Occupancy calculation, fireworks, special venues, concerts...	\$50/hr
	Fire Investigation	
	Origin and cause	\$50/hr
	Fire Suppression	
	Class 1 Engine	\$450 with crew
	Aerial Truck	\$650 with crew
	Support Vehicle	\$150 with crew
	Fire Fighter	\$36
	Fire Officer	\$43
	Fire Inspector	\$43
	EMS Standby (2 EMTs)	\$80/hr
	Fire Standby Pyrotechnic (includes inspection)	\$250
	Fire Display (includes inspection)	\$250
	Fire Inspection	\$75
*	Fire re-inspection	\$50
	Fire Investigation (additional fee if over 10 hours)	\$500
	Fire Permits	\$50
38-40	False Alarms	
	First occurrence in a calendar year	Warning
	Second occurrence in a calendar year	\$200

	Third occurrence in a calendar year	\$400
	Fourth occurrence in a calendar year	\$600
	Each additional occurrence in calendar year	Add \$200 to previous fine

Fiscal Services

	Reprint of W-2/1099-R, Copy of Payroll check stub (non-public)	Actual cost, see FOIA policy
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Freedom of Information Act (FOIA) Requests

	Freedom of Information Act (FOIA) Request	Actual cost; see FOIA policy
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Medical Marijuana

	Private Resident/Private Non-Resident per hr	Government/Public Community Non-Profit per hr
Entire Building – Weekdays	\$150/\$300	\$50/\$75
Entire Building – Weekends	\$350/\$500	\$100/\$175
Great Hall – Weekdays	\$100/\$200	\$20/\$75
Great Hall – Weekends	\$150/\$200	\$100/\$125
Café and Kitchen –	\$100/\$200	\$50/\$75
Café and Kitchen –	\$150/200	\$100/125
Wedding – Weekdays	\$150/\$300	
Wedding - Weekends	\$400/\$500	

Freighthouse

22-205	Medical Marijuana Application	\$5,000
22-205	License Revocation Appeal	\$1,100
22-205	Relocation Application	\$5,000
22-205	Application Renewal	\$5,000

Notary Public Service

	Notary Public Service – Signature and seal (per notarized document)	\$10
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Parking Fees

	Parking Fees	
102-61(a)	Parking rates: per hour	
101-104(a)(3)	Service/Landlord Vehicle Pass	\$100
101-104(a)(3)	Contractor Service Pass	\$25
102-132	Downtown Employee Parking (prorated monthly)	
	4 months	\$115
	1 Year	\$300
	West Cross Employee Parking (prorated monthly)	
	4 months	\$40
	1 Year	\$100
	Permits for Residents in C District (prorated monthly)	
	4 months	\$65*
	1 Year	\$175*
	Annual Renewal	\$175*
102-105(d)	Residential Parking Permit Fees	
	Each permit	\$45*
	Renewal	\$30*
	First Visitor Pass	\$0
	Second Visitor Pass	\$30*
	Discount Downtown Permit (employee or resident (prorated monthly)	
	4 months	\$85*
	1 Year	\$175*
	Annual Renewal	\$135
	Replace lost physical passes	\$25
	Online payments fees and credit card fees are set by the contract with the vendor	
102-62	Impound Vehicles:	
	Impound – private property	\$30
	Impound – police – tow – admin. Fee	\$40
	Impound Release Fee	\$40

Ord. Sec. No.	Parking Violation Fees Cont'd	Base Fee	Next Day	After 21 Days
	Parking: blocking fire hydrant	\$100		\$120
	Parking on street during maintenance hours (2 am to 6 am, where signed)	\$50		\$70
	Parking on margin	\$35		\$55
	Parking on front or side lawn	\$35		\$55
	Parking over legal limit	\$25	\$15	\$40
	Parking w/expired meter	\$25	\$15	\$40

Ord. Sec. No. 102-82	Parking Violation Fees Cont'd	Base Fee	Next Day	After 21 Days
	Unauthorized parking on private property	\$50		\$70
	Unauthorized parking on city property	\$50		\$70
	Truck gvw >10,000 or length >22' on residential street more than 3 hours	\$25		\$45
	Use of a visitor permit by a resident	\$50		\$70
	Parking w/o permit / residential permit required	\$50		\$70
	Parking w/o permit / downtown permit required	\$50		\$70
	Counterfeit permit	\$100		\$120
	Parking in emergency snow route	\$150		\$170
	Parking in alley (not loading/unloading)	\$25		\$45
	Display advertising	\$50		\$70
	Displaying cars "for sale" on City property or in ROW	\$50		\$70
	Selling merchandise from vehicle unless authorized by a Special Events or Peddler's Permit	\$75		\$95
	Parking for over 48 hours	\$25		\$45
	Parking prohibited zone, including bus stop, taxi stand and loading zone	\$75		\$95
	Parking not fully within metered space	\$25	\$15	\$45
	Parking to wash/polish/grease/repair vehicle	\$25		\$45
	Parking of inoperative vehicle	\$50		\$70
	Parking on a sidewalk	\$50		\$70
	Parking in front of a public or private driveway	\$75		\$95
	Within an intersection	\$100		\$95
	Parking within 15 ft of a fire hydrant	\$75		\$95
	On a crosswalk	\$75		\$95
	Parking within 20 ft of a crosswalk, or if there is not a crosswalk, then within 15 ft of the intersection of property lines at an intersection of highways	\$50		\$70

	Parking within 30 ft of a flashing beacon, stop sign, or traffic-control signal	\$25		\$45
	Between a safety zone and the adjacent curb or within 30 ft of a point on the curb immediately opposite the end of a safety zone	\$50		\$70
	Parking within 50 ft of nearest rail of a R/R crossing	\$100		\$120
	Parking opposite of fire station curb/Within 20 ft of driveway entrance to a fire station on the side of a street opposite the entrance to a fire station	\$50		\$70
Ord. Sec. No. 102-82	Parking Violation Fees Cont'd	Base Fee	Next Day	After 21 Days
	Parking alongside/opposite street excavation, if the stopping, standing, or parking would obstruct traffic	\$100		\$120
	Parking: double parking	\$50		\$70
	Upon bridge or other elevated highway structure or within a highway tunnel	\$50		\$70
	At a place where an official sign prohibits stopping or parking	\$50		\$70
	In front of a theater	\$50		\$70
	Blocking an emergency exit of a building	\$100		\$120
	Blocking a fire escape	\$100		\$120
	Parking in handicap space or zone (public or private property)	\$150		\$170
	Parking in or blocking a marked access for parking by persons with disabilities	\$150		\$170
	Blocking or interfering with the use of a curb-cut or ramp by persons with disabilities	\$100		\$120
	In violation of an official sign restricting the period of time or manner of parking	\$50		\$70
	Parking: night parking in prohibited zone	\$50		\$70
	Blocking the delivery of mail to a rural mailbox by a carrier of the United States Postal service	\$50		\$70
	Blocking an alley	\$50		\$70
	Parking in or blocking a fire lane	\$100		\$120
	Parking over 12" from curb	\$25		\$45
	Parking left side to curb (except on one-way streets)	\$25		\$45
	Parking motor running, car unattended	\$25		\$45
	Improper parking	\$33		\$53

78-125	Park Reservation Fees	
	Gazebo Rental (Riverside Park)	\$200/first 2 hours
	Amphitheater Rental (Frog Island Park)	\$200/first 2 hours
	Pavilion Rental (resident)	\$100/first 2 hours
	Pavilion Rental (nonresident)	\$150/first 2 hours
	Each addition hour of pavilion rental	\$50 per hour
	Riverside Park Key (refundable deposit)	\$50
	Water Utility Fee (refundable deposit)	\$50
	Security deposit for the Gazebo and Pavilions are merged info Class 1 and 2 application fees.	
	Rental fees for Riverside and Frog Island Park are merged into Class 3 and 4 permit application fees and are subject to additional Capital Park Improvement and/or Administrative Fees for coordinating public park use, per day.	
	Special Event Applicant shall reimburse City for actual costs of cleanup (including but not limited to Public Works employees) required if applicant fails to comply with cleanup agreement. [employee and equipment costs shall be reimbursed at hourly rate + 10% (non-profit events) or +15% (for-profit events)]	

Planning and Development

	General & Administrative	
	Zoning Map or Text copies; Copies of adopted plans	Actual cost; see FOIA policy
	Marihuana Location Letter	\$200
	Code Compliance Letter	\$100
	Zoning	
122-303	Zoning Map amendment	\$1,500
	Zoning Text amendment	\$1,000
	Appeal of staff interpretation	\$500
	Specific interpretation	\$500
	Area Variance – SF Residential	\$500
	Area Variance – other use	\$1,000
	All variance types: each variance requested beyond first on same site/application	\$250
	Pre-development meeting (related to site plan)	\$150
	Administrative fee for site work started without issuance of applicable permit	\$50

	Site Plan Review *plus engineering review fees as applicable	\$1,000 +*
	Site Plan review (additional revision review)	\$400
	Sketch Plan Review	\$400
	Site inspections by P&D Dept. staff after first compliance inspection	\$50
	Special Exception permit for fee in-lieu of providing off street parking (per space)	\$600/Per space annually
	Address Assignment	\$100/Per address or \$500 per development
	Special Use permit	\$750
	Designation of Special Nonconforming Status	\$750
	Temporary Use – Concession Sale Review	\$60
	Garden on vacant residential lot	\$25
	Use of a public commercial area parking space during construction, see Special Events	
	Sidewalk Signs	See sign permit fee
122-704	PUD Application*	\$2,000+ * *plus \$5/1,000 sf of new or redeveloped non-residential or \$5/unit of new or redeveloped residential construction and engineering review fees
	Zoning Map or Text copies; Copies of adopted plans	Actual cost; see FOIA policy
	Marihuana Location Letter	\$200
	Code Compliance Letter	\$100
	Zoning	
122-303	Zoning Map amendment	\$1,500
	Zoning Text amendment	\$1,000
	Appeal of staff interpretation	\$500
	Specific interpretation	\$500
	Area Variance – SF Residential	\$500
	Area Variance – other use	\$1,000
	All variance types: each variance requested beyond first on same site/application	\$250
	Pre-development meeting (related to site plan)	\$150
	Administrative fee for site work started without issuance of applicable permit	\$50
	Site Plan Review *plus engineering review fees as applicable	\$1,000 +*

	Site Plan review (additional revision review)	\$400
	Sketch Plan Review	\$400
	Site inspections by P&D Dept. staff after first compliance inspection	\$50
	Special Exception permit for fee in-lieu of providing off street parking (per space)	\$600/Per space annually
	Address Assignment	\$100/Per address or \$500 per development
	Special Use permit	\$750
	Designation of Special Nonconforming Status	\$750
	Temporary Use – Concession Sale Review	\$60
	Garden on vacant residential lot	\$25
	Use of a public commercial area parking space during construction, see Special Events	
	Sidewalk Signs	See sign permit fee
122-704	PUD Application*	\$2,000+ * *plus \$5/1,000 sf of new or redeveloped non-residential or \$5/unit of new or redeveloped residential construction and engineering review fees

	Zoning Cont'd	
	Meeting Fees: any development that requires over 3 meetings with staff shall pay a per meeting fee based on scale.	\$150
	PUD Application (Adaptive Re-Use)	\$550
94-271	Alley/Street Closure (Application fee plus construction escrow)	\$750 fee + \$1,000 escrow
94-291	Alley/Street Vacation	\$1,500
122-625	Lot split application	\$50
	Tax Abatement	
	Creation of a District (public notice, preparation for City Council)	\$1,000
	Application review and recommendation	\$1,000
	Historic Preservation	
54-81	Historic District work permit application fee	\$48 + * *plus \$5 per \$3,000 of labor and material

	Administrative Fee for HDC work started without issuance of applicable permit	\$60
	Historic District work permit application fee, flat fee for paint-only application	\$10
122-309	Engineering: Site Review Phase	
	Site Plan Review	\$500
	Site Plan Review - Beyond Initial Two	\$250
	Site Plan Review – Planned Unit Development – Adaptive Reuse PUD	\$500
	Site Plan Review – Planned Unit Development – Less than 5 acres	\$1,000
	Site Plan Review – Planned Unit Development – More than 5 acres	\$1,800
	Planned Unit Development Review – Beyond Initial Two	\$500
	Preapplication Meeting	\$200
122-309	Engineering: Plan Review Phase	
	Construction Estimate less than \$50,000	6% - Minimum \$500
	Construction Estimate between \$50,000 - \$100,000	5% + Minimum \$3,500
	Construction Estimate between \$100,000 - \$500,000	3% - Minimum \$6,000
	Construction Estimate more than \$500,000	2.5% - Minimum \$12,000
122-309	Engineering: Plan Review Phase	
	Notes:	
122-309	Engineering: Construction Phase	
	Construction Estimate less than \$50,000	9% - Minimum \$1,000 Construction
	Construction Estimate between \$50,000 - \$100,000	\$6,000 + 8% of amount over \$50,000
	Construction Estimate between \$100,000 - \$500,000	\$11,500 + 6% of amount over \$100,000 construction
	Construction Estimate more than \$500,000	\$35,000 + 5% of amount over \$500,000 construction

	Notes: -Engineering Site Plan and Engineering Plan Review fees are nonrefundable. -Initial Engineering Site Plan Review Fee covers two (2) reviews. -Initial Engineering Plan Review Fee covers three (3) reviews. -Construction Escrow collected in excess of incurred costs will be refunded upon final acceptance of project. -These fees are for the City Engineer only. Additional fees from other City Departments may apply.	
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Police

38-40	False Alarms	
	Police	
	First occurrence in calendar year	Warning
	Second occurrence in calendar year	\$100
	Third occurrence in calendar year	\$200
	Fourth occurrence in calendar year	\$300
	Each additional occurrence in calendar year	Add \$100 to previous fine
38-78	Incidents Involving Persons Driving Under The Influence	
	OWI	\$155
	OWI with accident	\$205
	OWI with blood draw	\$230
	All reports	Actual cost, see FOIA policy
	Bicycle Registration Fees	
102-34	Bicycle registration fee	\$5
102-34	Bicycle registration fee – change of ownership	\$5
102-34	Bicycle registration fee – loss of license plate	\$5
	Bike license	N/A
	Transfer of bike license	N/A
	Audio/Visual	
	Photographs, Audio, Visual	Actual cost, see FOIA policy
	Misc. Police Fees	
	Public vehicle license	\$30
	Replacement of valid public vehicle license	\$30
	Gold and silver registration (approval)	\$55
	Gold and silver registration (if denied)	\$35
	Preliminary Blood Testing (court ordered)	\$20
	Fingerprinting (court ordered and liquor control only)	No charge

	Fingerprinting (Live scan)	\$65
	Fingerprinting (Ink prints)	\$20/card
	Gun purchase (first card)	\$0 (State law)
	Processing bond money for other departments	\$10 (State law)
	24 hour Liquor License	N/A

Special Events

Labor Fees		
10-312/10-268	Parking Space Rental/per day	\$25 (commercial non-metered) / \$50 (commercial metered)
	Notes: The City reserves the right to approve public parking lot rentals on a case by case basis as well as charge for parking during special events.	
Application and Permit Fees		
10-268	Festival – Special Events use fees and Park Registration fees (merged in Special Events Application (nonrefundable)	\$35
Special Events Permit Fees (non-refundable; due in 14 days in advance)		
	Class 4a events (alcohol, more than 10,000 participants)	\$2,000/day
	Class 4 events (more than 10,000 participants)	\$1,500/day
	Class 3a events (alcohol)	\$1,250/day
	Class 3 events	\$600/day
	Class 2 events	\$350
	Class 1 events	\$250
	Local Street Closure Permit (per street/per day)	\$50/per day per travel lane, w/flaggers \$250/day/lane, total closures
	Major Street Closure Permit (per street/per day)	\$25/day/travel lane, w/flaggers \$100/day, total closure
	Recurring Event Permit	See Special Events Policy
	Wedding Permit	See Special Events Policy
	Noise Permit	\$150
	Sign/Banner Permit	\$50
	Banner Installation & Removal Fees (non-refundable, due 30 days in advance, must receive approval from business district	\$50/banner, \$500 min
Event Security Deposit (refundable; due 14 days in advance)		

	Class 4a events (alcohol, more than 10,000 participants)	\$6,000
	Class 4 events	\$5,000
	Class 3a events (alcohol, less than 10,000 participants)	\$4,000
	Class 3 events	\$2,000
	Class 2 events	\$500
	Class 1 events	\$250
	Surety bond in lieu of damage deposit (subject to City Attorney approval)	\$25,000
	Capitol Park Improvement Fee	Per Day
	Class 1 events	\$0
	Class 2 events	\$0
	Class 3 events	\$750
	Class 3a events	\$1,500
	Class 4 events	\$1,500
	Class 4a events	\$1,500
	Utility Free – Electric	
	Class 4 events	\$500
	Class 3 events	\$250
	Class 2 events	\$50
	Class 1 events	\$50
	Utility Free – Water	
	Class 4 events	\$250
	Class 3 events	\$250
	Class 2 events	\$20
	Class 1 events	\$20
	Trash and Clean Up	
	Applicant(s) shall reimburse City for actual costs of cleanup (including but not limited to Public Works employees) required if applicant fails to comply with cleanup agreement.	\$250, plus actual cost + 15%
	Trash per cubic yard	\$100 per cubic yard of bagged trash; additional
	Site Restoration	
	Failure to restore site by 1:00 p.m. day following event	\$200/day
	City site restoration	\$500, plus actual cost + 15%

Special Events Parking

10-312/10-268	Parking Space Rental Use – per day	\$25 (commercial non-metered) / \$50 (commercial metered)
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Treasurer

Ord. Sec.	Traffic and Vehicle Fees	
102-104 (a)	Contractor service pass (each)	\$33
102-104 (a)	Employee service pass (each)	\$300
	Annual renewal	\$300
102-106 (a)	Fine for parking without permit	\$50
102-104 (a)	Contractor service pass (each)	\$33
102-104 (a)	Employee service pass (each)	\$300
	Annual renewal	\$300
102-105 (d)	Residential parking permit fee, first permit	\$33
	Each additional permit	\$33
	Renewal	\$17
	Second resident visitor pass	\$17
	Non-resident service vehicle pass	\$33
	Non-resident service vehicle pass renewal	\$17
	Non-resident visitor pass issued with first service vehicle pass	\$0
	Replace lost visitor pass	\$33
	Replace lost service vehicle pass	\$33
	Replace lost residential pass	\$33
102-106 (b)	Use of non-owned permit	\$100
	Use of permit for commuter parking	\$100
102-35 (d)	Parking permit fee for residents in C District	
	For 4 months	\$115
	For 1 year	\$300
102-192	Civil Infraction – Pedestrian or other traffic on the median	\$50
Misc. Fees		
	Return check for NSF	
	First check	\$50
	Second & subsequent NSF check form same person or entity within 1 year	\$60
	Downtown Employee Parking	
	For 4 months	\$115
	Annual	\$300
	Online Payment Fees	
	Amount of payment due is between \$2 - \$66	\$2/payment
	Payment amount that exceeds \$67	\$3% of payment



REQUEST FOR LEGISLATION
November 18, 2025

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Resolution No. 2025-239 Approving the 2026 Regular City Council Meeting Schedule.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. RFL 2026 Council Meeting Schedule
2. Res 2025-239 Council Meetings 2026DRAFT

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: November 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



November 18, 2025

REQUEST FOR LEGISLATION

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Proposed 2026 Council Meeting Schedule

Cancelled Dates:

- January 6th - City Hall holiday closures on the days the agenda and items are due.
- August 4th – Primary Election
- November 3 – General Election

Council Resolution No. 2025 – 019 approved a schedule for agenda due dates, and per that resolution, please see the dates below that will correspond to the proposed 2026 Council Meeting Schedule, if adopted as presented.

Item titles, or subjects due Monday (8 days before a meeting) at 9am. The Clerk will email this list to Council Members by noon Monday for review. All items and back up documents due Tuesday by 3pm. The agenda will be posted Wednesday by noon, sooner if possible. If the Monday due date falls on a holiday, all deadlines will be moved back by one day.**

Council Mtg Date	Agenda Titles Due – 9AM	Agenda Items Due – 3PM	Agenda Published - NOON
Tue., Jan. 20	Mon., Jan. 12	Tue., Jan 13	Wed., Jan 14
Tue., Feb. 3	Mon., Jan. 26	Tue., Jan. 27	Wed., Jan. 28
Tue., Feb. 17	Mon., Feb. 9	Tue., Feb. 10	Wed., Feb. 11
Tue., March 3	Mon., Feb. 23	Tue., Feb. 24	Wed., Feb. 25
Tue., March 17	Mon., March 9	Tue., March 10	Wed., March 11
Tue., April 7	Mon., March 30	Tue., March 31	Wed., April 1
Tue., April 21	Mon., April 13	Tue., April 14	Wed., April 15
Tue., May 5	Mon, April 27	Tue., April 28	Wed., April 29
Tue., May 19	Mon., May 11	Tue., May 12	Wed., May 13
Tue., June 2**	Tue., May 26	Wed., May 27	Thu., May 28
Tue., June 16	Mon., June 8	Tue., June 9	Wed., June 10
Tue., July 7	Mon., June 29	Tue., June 30	Wed., July 1
Tue., July 21	Mon., July 13	Tue., July 14	Wed., July 15
Tue., Aug. 18	Mon., Aug. 10	Tue., Aug. 11	Wed., Aug. 12
Tue., Sept. 1	Mon., Aug. 24	Tue., Aug. 25	Wed., Aug. 26
Tue., Sept. 15**	Tue., Sept. 8	Wed., Sept. 9	Thu., Sept. 10
Tue., Oct. 6	Mon., Sept. 28	Tue., Sept. 29	Wed. Sept. 30
Tue., Oct. 20	Mon., Oct. 12	Tue., Oct. 13	Wed., Oct. 14
Tue., Nov. 17	Mon., Nov. 9	Tue., Nov. 10 NOON*	Tue., Nov. 10 COB*
Tue., Dec. 1	Mon., Nov. 23	Tue., Nov. 24	Wed., Nov. 25
Tue., Dec. 15	Mon., Dec. 7	Tue., Dec. 8	Wed., Dec. 9

*Veterans Day



Resolution No. 2025-239
November 18, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

The Ypsilanti City Council will hold Regular Meetings at 7:00 p.m. in the City Council Chambers, located at One South Huron Street, Ypsilanti, Michigan 48197, **for the year 2026** on the following dates:

January 20	July 7
February 3	July 21
February 17	August 18
March 3	September 1
March 17	September 15
April 7	October 6
April 21	October 20
May 5	
May 19	November 17
June 2	December 1
June 16	December 15

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



REQUEST FOR LEGISLATION
November 18, 2025

For: Mayor and City Council

From: Amber Fellows, Council Member, Andrew Hellenga, City Manager

Subject: Resolution No. 2025-240 Approving the Council Onboarding and Orientation Process and directing the City Clerk to provide this to each Council Member and future Council Member upon certification of the election; also directing the City Clerk to schedule all meetings as instructed in the Onboarding and Orientation Process.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Res Orientation Packet
2. City Council Onboarding (1)

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: November 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the attached Council Onboarding and Orientation Process be approved and direct the City Clerk to provide this to each Council Member and future Council Member upon certification of the election.

BE IT FURTHER RESOLVED THAT the City Clerk schedules all meetings as instructed in the Onboarding and Orientation Process.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

City of Ypsilanti Council Onboarding and Orientation

The City of Ypsilanti is committed to ensuring newly elected or appointed City Council members have the resources and support to effectively participate in city governance. An effective onboarding process will equip new Council members with the tools, knowledge, and connections to contribute to decision-making. The City Council recognizes the importance of clear expectations to help new members fulfill their responsibilities. Therefore, City Council and staff have developed an onboarding process for new City Council members that includes:

1. Information Packet

Staff will provide new Council members with a digital packet containing:

- [City Charter](#), [Ordinances](#), and [Budget](#)
- [Committee Structure](#) (Council-Manager plan), and [Contact Information](#) for Key Staff ([City Manager](#), [City Clerk](#), [City Attorney](#))
- [Ethics Guidelines](#) and [Conflict of Interest Policies](#)
- [Community Demographics and Key Issues](#)
- [MML Handbook for Municipal Officials](#)
- [Council-Manager Form of Government](#)

2. Orientation Sessions

Staff will provide orientation for new Council members including:

- **Staff Roles** ([Organizational Chart](#))
- [Explanation of Decision-Making Processes](#)
- [Budget Process](#)
- **City unions and contracts**
 - [International Association of Firefighters](#)
 - [Command Officers Association of Michigan](#)
 - [Patrol Officers Association of Michigan](#)
 - [Technical, Professional, and Office workers Association of Michigan](#)

3. Training Sessions

Staff will provide new Council members with training on:

- **Parliamentary Procedure** - [Roberts Rules of Order](#)
- [Conflict Resolution](#)
- [Trust building](#), and [Open Meetings Act \(OMA\)](#)

- Following the General Election in which a Council Member is elected the City Manager, City Clerk, and City Attorney will meet with the Council Member Elect. During this meeting staff will instruct the new member on city operations
- The City Manager will schedule meetings with each Department Head to provide an overview of their respective departments. (Departments of the City)
 - [City Manager](#)
 - [City Clerk](#)
 - [City Attorney](#)
 - [Department of Public Works](#)
 - [Police](#)
 - [Fire](#)
 - [Finance](#)
 - [Community Services](#)
 - [Human Resources](#)

4. Mentorship and Networking

Staff may arrange for new Council members to be offered to pair with experienced Council members as mentors and to meet with community leaders and stakeholders.

5. Committee Assignments

Staff will provide New Council members with clear explanations of committee roles and responsibilities.

6. Clear Expectations

Staff will provide new Council members with clear expectations that include:

- [Council Rules](#)
 - Adopting Robert's Rules of Order
 - Council Meeting Scheduling Protocol
 - Adopting the publication of record
 - Adopting procedure for transaction of business
 - Adopting protocol for Council interaction with staff
 - Adopting Board and Commission Appointment Procedure
 - Adopting Public Comment Rules
- [City Council Meeting Schedule](#)
- [Forfeiture of Office](#)

7. Protocol for Contacting Newly Elected Members

- **Initial Contact:** The City Clerk's office will contact new members within two business days of election certification and outline onboarding steps.

- **Administrative Paperwork:** New members will complete necessary forms (oath of office, conflict of interest) prior to their first meeting.
- **Orientation Scheduling:** The City Clerk's office will schedule initial orientation and connect new members with mentors.

8. Ongoing Support

City staff will provide continued training and regular check-ins throughout the first year.

The City Manager and relevant staff will work to ensure the onboarding process is efficient, comprehensive, and tailored to the needs of new Council members.



REQUEST FOR LEGISLATION
November 18, 2025

For: Mayor and City Council

From: Steve Wilcoxon, Mayor Pro-Tem

Subject: Discussion regarding Annual Review of City Manager and City Clerk

SUMMARY & BACKGROUND:

RECOMMENDED ACTION:

ATTACHMENTS:

1. City Manager Eval 2023
2. City Clerk Eval 2023

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: November 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



CITY MANAGER PERFORMANCE EVALUATION 2023

Evaluation Instructions

This evaluation is a critical look at the performance of the City Manager. This is also an introspective look at the relationship between the City Council and the City Manager; a communication and an opportunity on the part of the City Council to align expectations. It is an opportunity to re-establish the goals and objectives for the City of Ypsilanti. **It should be a positive exchange and learning process for both parties.**

Responsibilities

To provide an accurate evaluation, it is recommended that City Council members keep personal notations on a regular basis so as to be able to refresh individual memories at the time the evaluation process begins. These personal notations should not be shared with other members of the City Council. In order to meet the objectives of a fair and unbiased evaluation it is important to have evaluations from all members.

Forms and Process

The following evaluation will consist of several categories for which the City Manager is responsible or has regular involvement. A five-point assessment scale is provided in order to provide a numerical value to each question and/or category. A score of 1 would be unsatisfactory while a score of 5 would be exceptional. If you feel that you do not have enough information in which to rate a particular category, you may leave it blank and it will not be included as part of the tabulations.

Evaluations will be signed and should be completed independently. Comments in the comment area should be used to support numerical point assessments. All evaluations will be submitted to the Mayor for tabulation. After tabulation, a meeting will be set for an oral evaluation based on written evaluations. This meeting may be a closed session at the request of the City Manager. It is hoped that a positive free flowing oral discussion will provide the City Manager with the direction of the City Council for the future.

To aid in the discussion of the evaluation, the City Manager will use the same form for a self-evaluation. The City Manager's self-evaluation will be completed and given to the Mayor prior to the evaluation forms being sent to the City Council. Each member of the City Council will receive the City Manager's self-evaluation and Job Description, along with a blank evaluation form to be completed and returned to the Mayor for tabulation.

The Mayor will provide a Tabulation Summary Page to the City Manager and each member of the City Council. This page will include individual council members (but not identified by name) scoring, as well as a combined score of the board. Also, on this page will be the City Manager's self-evaluation score. Additionally, there will be a summary of notations, listed by question categories, or City Council comments. After the oral evaluation, the Tabulation Summary, subject to changes by the Council at the evaluation, will be kept as a permanent record. The evaluations themselves will be destroyed.

There are no perfect evaluations but this should be a thoughtful, sensitive, positive, and effective attempt to move forward the needs of the City of Ypsilanti.

CITY OF YPSILANTI

CITY MANAGER EVALUATION

RATING:

- 5 = Outstanding Performance
- 4 = Good Performance
- 3 = Satisfactory Performance
- 2 = Needs strengthening
- 1 = Unsatisfactory

Fiscal Management	RATING
	54321
1. Plans and prepares the annual budget with the input of the Mayor and the City Council with documentation and full explanation of the annual budget.	
2. Administers the adopted budget within the framework of the approved revenues and expenditures. Prepares and presents to the City Council appropriate budgetary transfers, as necessary.	
3. Plans and provides for a system of reports, as requested, for the City Council to evaluate expenses and revenues.	
4. Analyzes financial condition of the city and proposes to City Council short-term and long-range plans with the necessary information especially as it relates to bonding or borrowing of funds.	
5. Plans for, organizes, and supervises the most economical utilizations of staffing, materials, and equipment for City services.	
6. Plans and provides for future economic growth in relationship to projected revenues and expenditures.	
COMMENTS/SUGGESTIONS:	
Intergovernmental Relationships	RATING
	54321
1. Maintains awareness of developments and plans in other jurisdictions, which may impact the City.	
2. Effectively communicates with other governmental entities or outside parties, which the City may be involved with or become involved while maintaining a professional image of self and the City.	
3. Attends and relays appropriate information from current intergovernmental agreement meetings to the City Council.	
4. Willingness to participate with other governmental entities in potential resource or equipment sharing as appropriate.	

COMMENTS/SUGGESTIONS:				
Relationship with the Public				RATING
				5 4 3 2 1
1. Establishes and maintains an image of the City of Ypsilanti to the community that represents service, enthusiasm, and professionalism.				
2. Establishes and maintains a liaison with private organizations, service groups or individuals involved in areas of concern that relate to the service or activities of the City.				
3. Participates in city-sponsored community activities and affairs in an effort to build strong, positive community relationships.				
COMMENTS/SUGGESTIONS:				
Management of Employees				RATING
				5 4 3 2 1
1. Develops and executes consistent, fair, and fiscally sound personnel procedures and practices.				
2. Plans, organizes, and maintains appropriate training and development of staff to maximize performance.				
3. Maintains contact and professional interaction with employees at all levels of the organization.				
4. Periodically reviews and reorganizes staffing levels, staff duties, and/or staff responsibilities to take full advantage of the staff's competencies.				
5. Supervises overall operations of the city and insists on competent and efficient performance from staff.				
COMMENTS/SUGGESTIONS:				
Relationship with City Council				RATING
				5 4 3 2 1
1. Maintains effective communication, both verbal and written, with the City Council and provides information needed for City Council in a timely manner.				
2. Maintains a system of regular and timely reporting to the City Council of current City plans and activities.				

3. Provides for clear presentations to the City Council in the most concise, clear and comprehensive manner possible.	
4. Provides the City Council with all perspectives of an issue and provides a recommendation and reason to support that recommendation.	
5. Maintains availability to City Council and communicates as a liaison between the City Council and city staff.	
COMMENTS/SUGGESTIONS:	
Leadership & Professionalism	RATING
	54321
1. Administers the city in accordance with Michigan statutes and the ordinances, rules, regulations, and policies adopted by the City Council.	
2. Seeks and supports professional improvement through pertinent seminars and conferences, etc. in order to maintain current knowledge of developments in city management and municipal government.	
3. Demonstrates a willingness to adapt and work cooperatively with others.	
4. Demonstrates the ability to reach timely decisions and initiate action.	
COMMENTS/SUGGESTIONS:	

OTHER COMMENTS THAT MAY BE RELEVANT TO THIS EVALUATION:

_____ Signature

_____ Date



CITY CLERK

PERFORMANCE EVALUATION 2023

Evaluation Instructions

This evaluation is a critical look at the performance of the City Clerk. This is also an introspective look at the relationship between the City Council and the City Clerk; a communication and an opportunity on the part of the City Council to align expectations. It is an opportunity to re-establish the goals and objectives for the City of Ypsilanti. **It should be a positive exchange and learning process for both parties.**

Responsibilities

To provide an accurate evaluation, it is recommended that City Council members keep personal notations on a regular basis so as to be able to refresh individual memories at the time the evaluation process begins. These personal notations should not be shared with other members of the City Council. In order to meet the objectives of a fair and unbiased evaluation it is important to have evaluations from all members.

Forms and Process

The following evaluation will consist of several categories for which the City Clerk is responsible or has regular involvement. A five-point assessment scale is provided in order to provide a numerical value to each question and/or category. A score of 1 would be unsatisfactory while a score of 5 would be exceptional. If you feel that you do not have enough information in which to rate a particular category, you may leave it blank and it will not be included as part of the tabulations.

Evaluations will be signed and should be completed independently. Comments in the comment area should be used to support numerical point assessments. All evaluations will be submitted to the Mayor for tabulation. After tabulation, a meeting will be set for an oral evaluation based on written evaluations. This meeting may be a closed session at the request of the City Clerk. It is hoped that a positive free flowing oral discussion will provide the City Clerk with the direction of the City Council for the future.

To aid in the discussion of the evaluation, the City Clerk will use the same form for a self-evaluation. The City Clerk's self-evaluation will be completed and given to the Mayor prior to the evaluation forms being sent to the City Council. Each member of the City Council will receive the City Clerk's self-evaluation and Job Description, along with a blank evaluation form to be completed and returned to the Mayor for tabulation.

The Mayor will provide a Tabulation Summary Page to the City Clerk and each member of the City Council. This page will include individual council members (but not identified by name) scoring, as well as a combined score of the board. Also, on this page will be the City Clerk's self-evaluation score. Additionally, there will be a summary of notations, listed by question categories, or City Council comments. After the oral evaluation, the Tabulation Summary, subject to changes by the Council at the evaluation, will be kept as a permanent record. The evaluations themselves will be destroyed.

There are no perfect evaluations but this should be a thoughtful, sensitive, positive, and effective attempt to move forward the needs of the City of Ypsilanti.

CITY OF YPSILANTI CITY CLERK EVALUATION

RATING:

- 5 = Outstanding Performance
- 4 = Good Performance
- 3 = Satisfactory Performance
- 2 = Needs strengthening
- 1 = Unsatisfactory

CLERK OFFICE DUTIES/RECORDS MANAGEMENT	RATING
	54321
1. Attends all regular and special meetings of City Council and successfully provides accurate official minutes of the proceedings.	
2. Packets for City Council meetings are timely, complete and contain all necessary materials for meetings.	
3. Ensures for proper staffing/administration of the City's various boards and commissions meetings for minute taking and record keeping as required.	
4. Publishes all City notices and ordinances as required by law.	
5. Properly maintains custody of City documents and records and effectively manages for retrieval, access, and use, as appropriate.	
6. Maintains and handles information and records in a way to convey the message that the affairs of the City of Ypsilanti are open to public scrutiny.	
COMMENTS/SUGGESTIONS:	
ELECTIONS MANAGEMENT	RATING
	54321
1. Effectively oversees administration of all procedures related to elections held in the City of Ypsilanti as required by State law and City Charter.	
2. Exhibits knowledge of principles and practices of pertinent election law and executes accordingly.	
COMMENTS/SUGGESTIONS:	

	RATING
--	---------------

RELATIONSHIP WITH THE PUBLIC		5	4	3	2	1
1. Establishes and maintains an image of the City of Ypsilanti to the community that represents service, integrity, and professionalism by handling affairs of the office in a fair and impartial manner.						
2. Properly delivers service to customers by providing accurate information and maximizing access to municipal government in an efficient, timely, and courteous manner.						
3. Consistently delivers a high level of customer service to the public that is pleasant and positive with a willingness to go above and beyond.						
COMMENTS/SUGGESTIONS:						
MANAGEMENT OF STAFF		RATING				
		5	4	3	2	1
1. Manages staff effectively and ensures a high level of integrity and honesty in performance of work duties.						
2. Plans, organizes, and maintains appropriate training and development of staff to maximize performance and ensure compliance with appropriate laws, ordinances, policies, and procedures, etc.						
3. Periodically reviews and reorganizes staffing levels, staff duties, and/or staff responsibilities to take full advantage of the staff's competencies.						
4. Maintains professional interaction with employees at all levels of the organization.						
COMMENTS/SUGGESTIONS:						
RELATIONSHIP WITH CITY COUNCIL		RATING				
		5	4	3	2	1
1. Maintains effective communication, both verbal and written, with the City Council and provides information needed for City Council in a timely manner.						
2. Supports and executes the actions of the City Council using the City Charter and applicable laws and procedures as a guide.						
3. Maintains availability to City Council and communicates as a liaison between the City Council and the Clerk's Office.						
COMMENTS/SUGGESTIONS:						

LEADERSHIP & PROFESSIONALISM	RATING			
	5	4	3	2
1. Seeks and supports professional improvement through pertinent training, seminars, and conferences, etc. in order to maintain current knowledge of developments affecting the practice of local government and elections management.				
2. Explores and utilizes best practices in management and technology to ensure efficient and effective operations in execution of duties.				
3. Demonstrates a willingness to adapt and work cooperatively with others.				
4. Consistently makes service to the City a priority over personal interests.				
COMMENTS/SUGGESTIONS: 				

OTHER COMMENTS THAT MAY BE RELEVANT TO THIS EVALUATION:

_____ Signature

_____ Date



REQUEST FOR LEGISLATION
November 18, 2025

For: Mayor and City Council

From: Bonnie Wessler, DPS Director

Subject: Discussion regarding Parks and Events.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION:

ATTACHMENTS:

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: November 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
November 18, 2025

For: Mayor and City Council

From:

Subject: TABLED Discussion Regarding scope of Third Party Investigation for September 23, 2025
Hearing to Review A Removal Action.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION:

ATTACHMENTS:

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: November 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



**DRAFT Washtenaw County Regional Resource Management Authority (WRRMA)
Fiscal Year 2026 Budget**

Washtenaw County Regional Resource Management Authority's fiscal year begins January 1 and ends December 31. The proposed budget is prepared, discussed, and per the Articles of Incorporation, sent to Authority member's legislative bodies for objections each October. The WRRMA Board will review, and address objections received by December 1 and then set their budget at the December meeting. The members of the WRRMA are: The Charter Township of Ann Arbor, Pittsfield Charter Township, Scio Township, the Charter Township of Ypsilanti, the City of Ann Arbor, the City of Dexter, the City of Saline, and the City of Ypsilanti.

Revenue: Authority Members have agreed to provide membership dues to advance the goals and initiatives falling within the purposes of WRRMA. The membership dues are collected in arrears and invoiced in December. Eight municipal members contribute membership dues of \$5,000 each.

Expenditures: As of October 20, WRRMA has not applied for grants for FY2026, and no matching funds are anticipated. Expenditures in 2026 are budgeted for \$40,000. Most expenses are anticipated to go towards staffing and educational materials. More funds are directed towards printing, postage, and advertising than prior years to reflect a larger focus on education. Educational outreach may include items such as mailers or magnets.

Washtenaw County Staff time for administrative support includes staff time, overhead, and fringe. Staff time includes only work done on behalf of WRRMA. Time is tracked and reimbursed in accordance with the contract including coordination responsibilities, budget creation and tracking, contract creation, billing, grant application and coordination, meeting support, campaign creation, social media outreach and monitoring, website development, and any other education and outreach requirements requested by the Board. Printing, postage, and advertising are all anticipated to be used towards educational campaigns. The Contracts line is available for recycling search engine that municipalities can use on the WRRMA page or embed on their own page. Contracted legal support provides legal advice and opinions, WRRMA meeting attendance, occasional municipal board attendance, material review, contract assistance, and any litigation. Operating supplies covers insurance.

(Revenue and expense details on the next page)

WRRMA BUDGET FY2026

Description	Amount
REVENUE	Budgeted
Member Contribution	\$40,000
State Revenue	\$ -
Local Revenue	\$ -
Total Revenue 2026	\$ 40,000
EXPENDITURES	Budgeted
Salaried	\$12,500
Printing	\$5,000
Postage	\$5,000 -
Operating Supplies	\$500
Consultants and Contracts	\$5,500
Advertising and Outreach	\$3,500
Legal	\$ 7,500
Total Expenditures 2026	\$ 40,000



2025 Summary of Activities:

WRRMA continued to move forward with the goal of increasing the quantity of high-quality recycling for WRRMA communities. The effort to jointly contract services for hauling of trash, recycling, and yard waste for four WRRMA communities was unsuccessful. WRRMA Board members discussed where to focus their next effort and decided to continue to pursue a regular cycle of recycling education. The late 2024 recycling audit indicated that additional education should be pursued in 2025.

WRRMA has pursued joint hauling services for the last few years for any interested WRRMA community. A joint contract for services is anticipated to yield the following benefits:

- A unified approach to managing materials. A regional approach with neighboring communities allows for increased efficiencies when routing trucks which in turn decreases emissions and costs. Sending recycling to the same location as other WRRMA members enables common messaging and outreach. People travel between municipalities constantly; having differing recycling rules at work or a friend's house creates confusion.
- Increased negotiating power which could be leveraged to improve service, decrease costs, or both.
- Full time staffing provided by WRRMA. This would allow for increased education and municipal support when resolving issues with the hauler(s).
- Contract terms that incentivize accountability and waste diversion.

Reasons for not releasing a joint request for proposal in early 2025 as planned, include turnover in WRRMA delegates and elected officials at a crucial time, a gap in communication between WRRMA efforts and elected officials, and concerns about jointly selecting a hauler in light of widely reported service issues in southeast Michigan after Priority Waste acquired GFL routes. Delegates expressed an interest in mitigating these issues with improved communication and involvement of local decision makers over the next four years, so that when the next opportunity to collaborate on a joint contract emerges WRRMA will be better prepared to capitalize on the opportunity. To this end, WRRMA will be discussing changes in the authority's structure that may require a change of the Articles of Incorporation in 2026.

After the unsuccessful contracting effort, delegates expressed a desire to refocus on education and outreach. Staff started by providing each municipality with a series of recommendations to improve their municipal websites on trash and recycling. Staff also provided a digital recycling education social media kit for each community to use in their municipal outreach. The July meeting focused on electronics recycling which was followed up by an optional tour of an electronics processing facility. Delegates were also able to attend tours of the Ann Arbor Compost yard, Materials Recovery Facility, and Arbor Hills Landfill in August. WRRMA continued to provide a recycling search engine for residents to help them understand what is recyclable in their community. The "Waste Wizard" is incorporated into the front page of the WRRMA website. Several member municipalities incorporate the website into their waste and recycling page as a resource for residents. From 10/1/24-9/30/2025, the Waste Wizard had 1,955 sessions in which residents conducted 2,917 materials searches.

(Continued on next page)

Last November, WRRMA conducted an audit of recycling materials to determine the amount of trash in residential recycling. The audit collected samples and indicates levels of contamination and what type of contamination exists. It not a comprehensive audit and should not be considered fully representative. Results indicate that contamination as a whole is similar to what it was in 2021 before WRRMA received grant funding and conducted the “Feet on the Street” campaign. Those results demonstrate that education requires frequent and consistent messaging. While most* communities’ contamination rates were between 14-19% contamination rate, Ypsilanti Township and Pittsfield Township results were between 27-29% contamination showing a large opportunity for improvement. Bagged trash and recycling, which are both sent to the landfill, and unrecyclable paper represented the largest sources of contamination. Unrecyclable paper includes waxed paper, paper towels, wet or food soiled paper, shredded paper, and hardcover books. WRRMA will gather input from delegates about preferred methods of reaching residents and provide technical assistance, recommendations, and coordinate outreach to reduce contamination using the data from the audit.

*The City of Ann Arbor conducts their own comprehensive audits. The City of Ann Arbor was not part of the sample audit noted above. As a member of WRRMA, they can participate in the creation and deployment of educational materials.