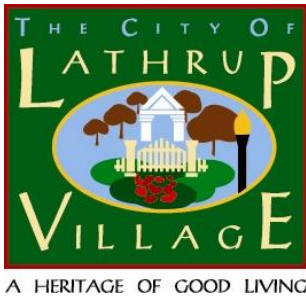


# Planning Commission Agenda

Tuesday, August 19, 2025 at 7:00 PM  
27400 Southfield Road, Lathrup Village, Michigan 48076

---

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Meeting Minutes**
  - [A.](#) July Meeting Minutes
5. **Public Comment**
6. **Old Business and Tabled Items**
7. **New Business**
  - [A.](#) Officer Elections
  - [B.](#) 26021 Southfield, Ste 103
  - [C.](#) Schedule Public Hearing – Cryptocurrency ATMs
8. **General Communication**
  - [A.](#) Site Development Update Report
9. **Adjourn**



# Planning Commission Minutes

Tuesday, July 15, 2025 at 7:00 PM  
27400 Southfield Road, Lathrup Village, Michigan 48076

## 1. **Call to Order** at 7:02pm

## 2. **Roll Call**

Present Commissioner Hillman, Commissioner Hammond, Commissioner Robinson, Commissioner Scussel, Commissioner Nordmoe

Absent: Chair Stansbery, Commissioner Dizik

Others Present: DDA Director Colson, Planning Consultant Pietsch of Giffels Webster, DDA and Community Economic Development Intern Kennedy, Attorney Baker, City Clerk Emanuel

Motion by Commissioner Robinson, seconded by Commissioner Scussel, to excuse Chair Stansbery and Commissioner Dizik.

Yes: Nordmoe, Scussel, Robinson

No: Hammond, Hillman

Motion carried.

## 3. **Approval of Agenda**

Motion by Commissioner Scussel, seconded by Commissioner Hillman to approve the agenda.

Yes: Hillman, Hammond, Robinson, Scussel, Nordmoe

No: N/A

Motion carried.

## 4. **Approval of Meeting Minutes**

### A. June 2025 - Planning Commission Meeting Minutes

Motion by Commissioner Hillman, seconded by Commissioner Scussel to approve the minutes from the June 2025 Planning Commission meeting.

Yes: Hillman, Hammond, Robinson, Scussel, Nordmoe

No: N/A

Motion carried.

## 5. **Public Comment**

Diane Anderson, extended an invitation to tour the Historic properties in Lathrup Village, and among other things: commented that preservation of Historic properties raises property values, and that Lathrup Village property values are not keeping up with other communities, she referred to the Boston Edison and Historic areas in Detroit, and mentioned grants for Historic preservation.

## 6. **Old Business and Tabled Items**

### A. Zoning Ordinance Amendment – Small Box Retail Discount Stores

Updates were read based on feedback from the last meeting.

### B. Second Reading and Vote: Zoning Ordinance Amendment – Money Service Business

No comments.

## 7. **New Business**

### A. Cryptocurrency

The Planning Commission, Planning Consultant Pietsch, DDA Director Colson, and Attorney Baker discussed:

- This item came from a resident's concern.
- Definition of digital currency including Bitcoin and other cryptocurrencies.
- There are scams related to Cryptocurrency, already 5.6 Billion dollars scammed according to an FBI report.
- There are no regulations similar to Banking and Financial institutions, once a transaction/deposit has been made, it can be move around and can't be tracked to the perpetrator, and the money is not insured by FDIC like at a Bank
- There is no overall/Centralized authority to resolve any malfeasance.
- Grosse Pointe Farms has enacted restrictions on the use of virtual currency ATMs.
- Nine countries have implemented a ban on cryptocurrencies.
- Omaha passed an ordinance requiring all ATMs to have a warning regarding potential scams related to crypto currency.
- What parameters does the Planning Commission have to regulate them, and the roles the Planning Commission and City Council would have in regulating them
- Permitted zoning district(s) for the placement of Bitcoin and other cryptocurrencies.Licensing and registration of these ATMs.
- Signage requirements on the machines with warnings regarding crypto related scams.
- Educating residents about digital currency.
- These may appeal to some residents who want to have access to Cryptocurrency ATM machines, so they should be regulated not prohibited.
- Current ATM machines have not been registered.

- The owners of these machines are not liable, but the City would benefit from knowing who owns the machines, and that the machines are kept in good operating condition with signage warning residents of potential scams.
- The locations of these ATM machines located in neighboring communities.
- Most are located within a business such as a gas station or convenience store.
- The drain on Public resources, due to Police time that would be spent investigating reports involving scams from these ATMs.
- Action item to look into, draft a potential ordinance language that can be reviewed during the August 19<sup>th</sup> meeting.

## 8. Other Matters for Discussion

### A. Standards for Proposed Solar Installation

The Planning Commission, DDA Director Colson, DDA and Community Economic Development Intern Kennedy, and Attorney Baker discussed:

- Revisions made based upon feedback received at the prior meeting.
- Removing ground mount solar panels completely or leaving it if there is a large yard discussed.
- DTE or Consumers Energy may want to put ground mount in an empty lot.
- Safety and structural standards should include special conduit (Microinverters, 5.17.3c.) recommended from Southfield Fire Marshall.
- Keeping the decommissioning and repowering recommendations.
- There are scams related to Solar Panels as well.
- Including an FAQ – Frequently Asked Questions area online and in the application process.
- Aesthetic and visual integrity respected.
- There are wall mount solar panels, that architects have built into the design of facades.
- Patio and pergola kits could hold solar panels.
- Hazard from batteries in basements due to the length of time to extinguish fires, and the reigniting of the fire can occur.
- Inspection component of the Solar Panel Ordinance discussed.

## 9. General Communication

### A. Site Development Update Report

DDA Director Colson, gave updates on the status of development projects.

Commissioner Hillman's comments:

- He welcomed Commissioner Robinson to the Commission.
- Commented on Historic properties and areas.
- If the City were to expand the Historic District which public body would it go through.
- To Ms. Anderson, that he will go on the tour with her.

Attorney Baker commented that:

- Expanding the Historic District would go through a combination of the Historic district Commission and City Council.
- Only 3 designated as Historic Properties in the City.
- About a letter that Carol Green sent to the City, the response that was sent to Carol Greene regarding her letter and the wording and word choice of the response.

Commissioner Hammond's comments:

- He voted against excusing Chair Stansbery and Commissioner Dizik, because he was not sure if they had reached out to excuse their absences.
- He would like to know before the Planning Commission meeting, of any Commissioner who has reached out to the City to notify them that they will be absent from a meeting.
- Before the meetings if someone has notified the City of their absence from a meeting

Motion by Commissioner Hillman, seconded by Commissioner Robinson, to adjourn the meeting.  
Meeting adjourned at 8:31pm.

# **PLANNING COMMISSION RULES OF PROCEDURE**

**City of Lathrup Village  
Oakland County, Michigan**

**Adopted by the Planning Commission  
On December 11, 2007  
Amended December 9, 2014  
Amended March 26, 2019**

## TABLE OF CONTENTS

<b>ARTICLE I – GENERAL STATUTES, ORDINANCES AND RULES OF PROCEDURE</b>	<b>1</b>
Section 1.1 – Applicable State Statutes and Local Ordinances and Rules	1
Section 1.2 – Requirements for Familiarity with State Statutes and Local Ordinances and Rules Affecting the Commission	1
Section 1.3 – Rules for the Commission to be Available to Public	2
Section 1.4 – Location of Commission Office	2
<b>ARTICLE II – COMMISSION POWERS AND MEMBERSHIP</b>	<b>2</b>
Section 2.1 – Powers of Commission	2
Section 2.2 – Number of Members, Appointment, Etc.	2
Section 2.3 – Causes for Removal from Commission	2
Section 2.4 – Resignations and Vacation of Office	2
Section 2.5 – Annual Budget	3
<b>ARTICLE III – OFFICERS, COMMITTEES, EMPLOYEES, DUTIES</b>	<b>3</b>
Section 3.1 – Election and Tenure of Chairman, Vice-Chairman, Secretary	3
Section 3.2 – Succession of Office	3
Section 3.3 – Duties of Chairman and Vice-Chairman	3
Section 3.4 – Duties of Secretary	4
Section 3.5 – Committees	5
Section 3.6 – Employees	5
Section 3.7 – Legal Counsel	5
<b>ARTICLE IV – CONDUCT OF COMMISSION MEMBERS &amp; STAFF</b>	
Section 4.1 – Representation of Applicants	6
Section 4.2 – Conflict of Interest	6
Section 4.3 – Improper Influence	6
Section 4.4 – Expressions of Bias	6
<b>ARTICLE V – APPLICATIONS</b>	
Section 5.1 – Applications	6
Section 5.2 – Deficiencies in Information	7
Section 5.3 – Placement of Applications on the Agenda	7
Section 5.4 – Public Hearings	7

**ARTICLE VI – MEETINGS**

Section 6.1 – Regular Meetings	7
Section 6.2 – Special Meetings	7
Section 6.3 – Recess or Adjournment	8
Section 6.4 – Cancellation	8
Section 6.5 – Quorum	8
Section 6.6 – Public Meetings, Notice	8
Section 6.7 – Agenda, Order of Business	8
Section 6.8 – Roberts Rules of Order	9

**ARTICLE VII – PROCEDURE AT MEETINGS 9**

Section 7.1 – Applicant Representation	9
Section 7.2 – Conduct at Meetings	9
Section 7.3 – Order for Presenting Individual Cases	9
Section 7.4 – Maximum Time Limit for Each Case	10

**ARTICLE VIII – RECORDS OF COMMISSION DECISIONS 10****ARTICLE IX – WITHDRAWAL OF APPLICATIONS AND TABLING CONSIDERATION 10**

Section 9.1 – Withdrawal of Applications	10
Section 9.2 – Tabling Consideration	10

**ARTICLE X – AMENDING OR WAIVING RULES 11**

Section 10.1 – Amending Rules	11
Section 10.2 – Waiving or Suspending Rules	11

**ARTICLE XI – SEVERABILITY 11****ARTICLE XII – ADOPTION AND REPEAL 11**



## ARTICLE I

### GENERAL STATUTES, ORDINANCES, AND RULES OF PROCEDURE

The City of Lathrup Village Planning Commission, hereinafter referred to as “The Commission”, has been created by City Ordinance No. 387-07, pursuant to Michigan Zoning Enabling Act, MCL 125.3301 et seq. and shall be governed by all of the following statutes, ordinances, and rules:

#### 1.1 APPLICABLE STATE STATUTES AND LOCAL ORDINANCES AND RULES

- a. State statutes applying generally to public Commissions, Commission members and officials, including:

Michigan Public Acts of 1976, No. 267, as amended (the Open Meetings Act)

Michigan Public Act of 1976, No. 442, as amended (the Freedom of Information Act)

- b. State statutes relating to activities of the Planning Commission including:

Michigan Public Act 110 of 2006, as amended (Michigan Zoning Enabling Act)

- c. Ordinances and rules of Lathrup Village generally affecting its local boards, Commissions and officials, including:

City of Lathrup Village, Ordinance No. 387-07

- d. The Zoning Ordinance of the City of Lathrup Village

- e. Roberts Rules of Order

- f. The rules of the Commission, as set forth herein.

#### 1.2 REQUIREMENTS FOR FAMILIARITY WITH STATE STATUTES AND LOCAL ORDINANCES AND RULES AFFECTING THE COMMISSION

Upon taking office, all members of the Commission shall familiarize themselves with the relevant state statutes and local ordinances listed above, and, while in office, members shall maintain such knowledge, including knowledge of amendments and additions, and shall be strictly governed thereby in the conduct of Commission affairs.

### **1.3 RULES OF COMMISSION TO BE AVAILABLE TO PUBLIC**

The official copy of the rules of the Commission shall be kept current by the Recording Secretary for the Commission, and shall be made available to the public, upon request, at the office of the Recording Secretary.

### **1.4 LOCATION OF COMMISSION OFFICE**

The office of the Commission is located at the City of Lathrup Village, 27400 Southfield Road, Lathrup Village, Michigan 48076, which shall be open for business from 8:00 a.m. to 4:30 p.m. each weekday, except Saturdays, Sundays and holidays or other hours specified by the City Council. All communications to the Commission shall be addressed to its Chairman through the office at the above address.

## **ARTICLE II COMMISSION POWERS AND MEMBERSHIP**

### **2.1 POWERS OF THE COMMISSION**

The Commission shall have all and only such powers as are delegated to it by state enabling legislation and by the Zoning Ordinance and shall exercise such powers only in the manner, for the purposes, and in accordance with the procedures set forth herein.

### **2.2 NUMBERS OF MEMBERS; APPOINTMENT; TERMS; PROCEDURE FOR REMOVAL; PROCEDURE FOR FILLING VACANCIES; AND TERMS OF MEMBERS APPOINTED TO FILL VACANCIES**

The number of members, the method of appointments, qualifications, terms, compensation, procedure for removal, procedure for filling vacancies, and terms of members appointed to fill vacancies shall be as provided in the City Ordinance No. 387.07.

### **2.3 CAUSES FOR REMOVAL FROM COMMISSION**

Causes for removal of members from the Commission and City Council shall include malfeasance, misfeasance and nonfeasance, (wrong doing, misconduct, and failure to perform a duty), generally, and removal shall be in accordance with City Ordinance No. 387-07 and/or state law.

### **2.4 RESIGNATION AND VACATION OF OFFICE**

If feasible, a member wishing to resign shall give written or verbal notice of intent to the City Administrator and Chairman, in such a manner as to allow time for appointment of a replacement.

When a member dies or resigns, the Chairman shall promptly indicate to the City Administrator that a vacancy exists. When a member becomes unable to perform the duties of office permanently or for what appears to be a protracted period, or moves from the jurisdiction, or becomes no longer qualified for office for any other reason, and fails to resign, the Chairman shall notify the City Administrator of such relevant facts and request that appropriate investigation and action be taken.

## **2.5 ANNUAL BUDGET**

The Commission shall annually prepare a proposed budget for submittal to the City Council for approval. Such budget shall address all expected expenditures and contracts necessary for the performance of the Commission's duties. If the Commission fails to prepare a budget, it shall abide by the budget prepared and adopted by the City Council.

# **ARTICLE III OFFICERS, COMMITTEES, EMPLOYEES, DUTIES**

## **3.1 ELECTION AND TENURE OF CHAIRMAN, VICE-CHAIRMAN, SECRETARY**

- A. Election. At the first regular meeting in January of each year, the Commission shall elect from its membership a Chairman, Vice-Chairman, and Secretary. All officers are eligible for re-election.
- B. Tenure. The Chairman, Vice-Chairman, and Secretary shall take office at the first meeting following the meeting at which their election occurred, and shall hold office for a term of one year or until their successors are elected and assume office.

## **3.2 SUCCESSION OF OFFICE**

If the Chairman resigns his/her office or becomes no longer a member of the Commission, the Vice-Chairman shall succeed him/her in office for the remainder of the term. If the Vice-Chairman resigns his/her office, becomes no longer a member of the Commission, or succeeds to the office of the Chairman, the Secretary shall succeed him/her in office for the remainder of the term. If the Secretary resigns his/her office, becomes no longer a member of the Commission, or succeeds to the office of Vice-Chairman, a special election shall be held at the next regular meeting of the Commission to elect a Secretary to complete the unexpired term.

## **3.3 DUTIES OF CHAIRMAN AND VICE CHAIRMAN; APPOINTMENT OF TEMPORARY CHAIRMAN TO PRESIDE AT MEETINGS**

- A. Presiding at Meetings. The Chairman shall preside at all meetings and hearings of the Planning Commission. If the Chairman is absent or unable to preside, the Vice-Chairman shall preside. If both are absent or unable to preside, the remaining present shall appoint a temporary Chairman to preside.

In accordance with these and other applicable rules, the presiding officer shall decide all points of procedure or order and may, at any time, change the order of business at his/her discretion, unless otherwise directed by a majority of the members in attendance on a motion duly made and passed. The Chairman shall maintain order and decorum, and to that end may order removal of disorderly or disruptive persons.

B. Other Responsibilities and Duties of Chairman; Delegation to Vice-Chairman. The Chairman shall have further duties and responsibilities, as indicated below. He/she may delegate any or all duties to the Vice-Chairman as necessary to insure Commission functions are performed in a timely manner. The Vice-Chairman shall perform all duties so delegated, and in the case of absence or incapacity of the Chairman, on approval by majority of the Commission, shall perform any or all duties of the Chairman, whether or not delegated.

- 1) Managerial Responsibilities. The Chairman shall direct the official business of the Commission, request needed legal or staff assistance, and perform other duties as may be ordered by the Commission.
- 2) Appointment of Committee. The Chairman shall appoint such committees as may be found necessary for the proper conduct of business and as provided for in Section 3.5.
- 3) Reporting to the Commission. The Chairman shall report to the Commission on any transactions which have not otherwise come to the attention of the Commission. The Chairman shall also make or cause to be made any reports concerning the affairs of the Commission required or requested by the City Administrator or City Council.

### 3.4 DUTIES OF THE SECRETARY

A. Duties. The Secretary is the recording officer responsible for maintaining the records of the Commission and shall, with the assistance from staff or consultants, attend to all correspondence of the Commission; prepare, send-out and/or cause to be published all notices required; maintain the Commission records and minutes of meetings; maintain a list of all standing and special committees in existence; and generally perform or supervise all clerical work of the Commission. The Secretary shall also perform the following duties, with assistance from the staff or consultants:

- 1) Agenda. The Secretary, with the assistance of staff, shall prepare an agenda, prior to each meeting, giving the order of business and showing the exact order of what is necessary to come before the Commission as specified in Section 6.7. Each Commission member shall receive a copy of the agenda prior to the meeting.

The Secretary through delegation to staff shall be responsible for the posting of the Agenda as a public notice stating the date, time and place of a Commission meeting in accordance with MCL 15.265.

- 2) Maintain Official Minutes. The Secretary delegates the duties of maintaining official minutes to the City Clerk.

The City clerk shall maintain the official minutes of all Commission meetings. The minutes shall record the Commission's proceedings, showing attendance and absences and indicate whether the absences were excused or unexcused by the Chairman, and disqualified members, the record of the proceedings and all official actions, and the vote of each member voting on every question. The minutes of the Commission shall be a public record, kept in the office of the City Clerk.

- 3) Rules of Procedure. The Secretary shall maintain a book for the Planning Commission Rules of Procedure which shall be kept current. All amendments shall refer to the date and page of the minutes where recorded.
- 4) Submittal of recommendations. The Secretary shall submit all Commission recommendations to the City Clerk

### 3.5 COMMITTEES

All committees that may be deemed necessary and advisable for the proper conduct of business, shall be appointed by the Chairman, unless otherwise provided for by the Commission.

- A. Standing Committees. Standing committees consisting of no more than three (3) Commission members may be appointed for specific purposes or to address specific issues. Vacancies shall be filled immediately by the Chairman. The following committees may be desirable in accomplishing the various functions of the Commission:

- 1) Comprehensive Plan
- 2) Budget and Finance
- 3) Subdivision
- 4) Zoning
- 5) Legal
- 6) Public Relations
- 7) Capital Improvements

- B. Special Committees. Special committees may be appointed by the Chairman for purposes and terms which the Commission approves.

### **3.6 EMPLOYEES**

- A. Recording Secretary. The Commission may employ, with the approval of the City Council, a Recording Secretary to assist the Planning Commission Secretary and to perform such other duties as may be assigned to him/her by the Chairman.
- B. Other Staff. The Commission may employ, with the approval of the City Council, such staff and/or experts as it deems fit to aid the Commission in performing its duties. Appointments shall be by majority vote of the entire Commission membership.

### **3.7 LEGAL COUNSEL**

Whenever necessary, the Planning Commission shall seek legal advice from the City Attorney or other designated special counsel on matters under its jurisdiction. Advice of counsel shall be received and entered in the record before a decision on any question or matter requiring legal interpretation or advice.

## **ARTICLE IV CONDUCT OF COMMISSION MEMBERS AND STAFF**

### **4.1 REPRESENTATION OF APPLICANTS**

No member of the Commission shall represent applicants on matters on which the Commission is to make determinations.

### **4.2 CONFLICT OF INTEREST**

No member of the Commission shall participate in any case which he/she has financial or personal interest in the property or action concerned, or will be directly affected by the decision, or has or believes he/she has any other conflict of interest as defined by the applicable law. No member of the staff or of any agency serving the Commission shall prepare or present arguments or reports, or attempt to influence decisions of the Commission in any case in which the staff member or agency has similar interest.

As soon as any Commission member, staff member, or any agency serving the Commission, becomes aware of a potential conflict of interest in any case to come before the Commission, he/she shall notify the Chairman or acting Chairman. Where the Chairman finds that conflict exists or could exist, the Chairman shall excuse or disqualify the Commission member, staff member or agency from acting in the case and cause the Secretary to enter the circumstances in the record.

Where the Chairman or acting Chairman has reasonable doubt as to whether the facts and applicable law indicate a degree of conflict justifying disqualification or excuse from service, he/she shall seek advise from legal Counsel to the Commission. If Counsel

advises that a conflict appears to exist based on circumstances reported and applicable law, the Chairman shall proceed to excuse or disqualify as provided above.

#### **4.3 IMPROPER INFLUENCE – GROUNDS FOR DISQUALIFICATION**

A member may disqualify himself/herself from voting whenever any applicant, or his/her agent, has sought to influence the vote of the member outside of a public meeting.

#### **4.4 EXPRESSIONS OF BIAS, PREJUDICE, OR INDIVIDUAL OPINION**

Commission members may seek information from other members, or staff serving the Commission prior to a public meeting but no member shall discuss the case with any other parties thereto prior to a public meeting, or express any bias, prejudice, or individual opinion regarding the case outside of a public meeting. Additionally, it shall not be appropriate for a member to express any bias or prejudice at any time during a public meeting.

### **ARTICLE V APPLICATIONS**

#### **5.1 APPLICATIONS**

All requests requiring Commission consideration or approval shall be filed with ten (10) copies with the City Clerk in accordance with procedures and requirements set forth in the Zoning Ordinance. In the absence of specific requirements in the Zoning Ordinance, all such requests shall be submitted to the City at least thirty (30) days prior to the meeting, and shall contain in the following information at a minimum: names and addresses of applicant and property owner, identification of the specific parcels of land (if applicable), detailed information concerning circumstances of the case and action requested, the date of filing, and other information deemed necessary by the Planning Commission to make an informed decision.

#### **5.2 DEFICIENCIES IN INFORMATION**

The Commission may require such surveys, plans or other information necessary for proper evaluation or consideration of a matter. When applications are submitted, they shall be examined by the City Planner or other City staff person as directed by the Chairman for completeness and accuracy, and to determine whether all information necessary to make an informed decision has been supplied. Where information is lacking or inadequate at time of submission and the deficiency cannot be remedied immediately, the Commission shall table the matter until such time as the required information has been furnished.

### **5.3 PLACEMENT OF APPLICATIONS ON THE AGENDA**

Completed applications shall be considered at the next available meeting date and may be decided at the same meeting, at another regular meeting of the Commission, or at a special meeting.

Items shall be placed on the agenda according to the date and time the completed application has been received, although the Secretary may change the order of the agenda for the purposes of efficiency and expediency or convenience of the public.

### **5.4 PUBLIC HEARINGS**

Where a public hearing is required by the Zoning Ordinance and/or state enabling legislation, the Commission shall cause a notice of the public hearing to be issued. The timing and manner of publication of public notice for such public hearing items shall be as provided in the Zoning Ordinance and state enabling legislation.

## **ARTICLE VI MEETINGS**

### **6.1 REGULAR MEETINGS**

Regular meetings of the Commission shall be held at 7:00 p.m. in the City Hall, 27400 Southfield Road, Lathrup Village, Michigan, on the third Tuesday of the month or in accordance with the annual calendar adopted by the Commission, provided that such meetings are held and proper notice is given in compliance with the Open Meetings Act.

### **6.2 SPECIAL MEETINGS**

Special meetings for any purpose may be held at the call of the Chairman, or upon request of two (2) or more members of the Commission. At least 48 hours written notice of the time and place of any special meeting shall be given by the Secretary in accordance with the Open Meetings Act.

### **6.3 RECESS OR ADJOURNMENT**

Any regular or special meeting may be recessed or adjourned from time to time, day to day, or the time of any previously announced regular or special meeting. If such recess or adjournment or a specific time and place is for less than a 36 hour period, additional public notice shall not be required. If there is cause to change the specified time or place, however, the required provisions for public notice shall be met.



#### **6.4 CANCELLATION**

If no business is scheduled or if there are insufficient members to achieve quorum, a meeting may be canceled by the Chairman by giving notice to all members at least eighteen (18) hours before the time set for such meeting.

#### **6.5 QUORUM**

A simple majority (four) of the membership of the Commission shall constitute a quorum. The number of votes necessary to transact business shall be a simple majority of the Commission members in attendance at such meeting where a quorum is present.

#### **6.6 PUBLIC MEETINGS OF THE COMMISSION; NOTICE; OTHER ACTIVITIES OF THE COMMISSION; SCHEDULE**

All meetings of the Commission involving official action shall be open to the general public, with formal notice as required by law.

#### **6.7 AGENDA, ORDER OF BUSINESS**

The Secretary shall prepare an agenda for each Commission meeting. Order of business shall generally be as follows:

- a. Call to order and roll call, with recording members present and absent and indications as to whether absences are excused or unexcused with consent of the Chairman.
- b. Agenda review and approval.
- c. Action on minutes of previous meeting(s).
- d. Comments from the public on items not on the agenda.
- e. Public hearings.
- f. Old business and tabled items.
- g. New business.
- h. Cases involving requests for advice or input from Planning Commission.
- i. Update on unfinished items including date of latest Planning Commission action.
- j. Other matters for discussion.
- k. General communications.

I. Adjournment.

Tabled and continued items shall be given priority over new items except where the Chairman finds that circumstances of the tabled item require a different order, in which event he/she may change the order so as to conclude the tabled item as soon as is reasonably possible.

## **6.8 ROBERT'S RULES OF ORDER**

Except as otherwise specified by these Rules, parliamentary procedures of the Commission during the meetings shall be in accord with Robert's Rules of Order.

## **ARTICLE VII PROCEDURES AT PUBLIC MEETINGS**

### **7.1 APPLICANT REPRESENTATION**

At meetings and/or hearings, any applicant or person may appear or be represented by authorized agents. Such agents shall, upon request, present evidence of their authorization to act on behalf of the application or other person. If the applicant or authorized agent is not present at a meeting, the Planning Commission may refuse to hear or take action on the case unless required because of public hearing or public notice has been given. This section shall not preclude the Commission from setting a public hearing or taking other ministerial action on a case if the applicant or authorized agent is not present.

### **7.2 CONDUCT DURING MEETINGS**

The Chair, Commission members, or staff may direct any questions to the applicant or any person from the audience, to bring out pertinent facts. The Chair or Commission members may call for pertinent facts from the staff, or make appropriate comments pertinent to the case. No Commission member should debate or argue with persons in the audience.

### **7.3 ORDER FOR PRESENTING INDIVIDUAL CASES**

The Chairman shall recognize individuals presenting information and comments on individual cases. If a group of individuals wish to speak on the same item, the Chairman may require that a spokesman for the group be chosen to represent the group. All comments shall be directed to the Chair. The general order for presenting information shall be as follows:

- a. The Chairman introduces and describes the nature of the case.
- b. The City planning staff presents a detailed report.

- c. The applicant responds to staff comment and provides any additional information.
- d. Commission questions and discussion.
- e. Public comments shall be limited to no more than three minutes per speaker. An individual representing a large group of people such as a subdivision may be granted five minutes to speak in place of individual members of the group addressing the same issue.
- f. Commission questions and discussion, additional information may be solicited from planning staff, applicant, and public.
- g. Motion.
- h. Motion discussed and voted upon.

#### **7.4 MAXIMUM TIME LIMIT FOR EACH CASE**

In the interest of allocating their review time fairly and uniformly to all applicants, the Planning Commission may establish a maximum length of time that each case may be considered at each meeting. The time limit shall be based upon evaluation of the total number and complexity of cases on the agenda, with the objective of not allowing any meeting to extend beyond three (3) hours.

The maximum time limit may be established by a vote of a majority of the Planning Commission, following a proper motion by any Commissioner.

### **ARTICLE VIII RECORDS OF COMMISSION DECISIONS**

All decisions of the Commission shall be recorded in the Commission minutes. Such minutes shall show the basis for the determination, with a summary of the information introduced, and the findings made by the Commission. The minutes shall also record all those speaking before the Commission on an individual case.

A draft of proposed minutes shall be transmitted to each Commission member in advance of the meeting at which they are to be considered for approval. Following approval, as submitted or as amended, the minutes shall be filed in the official minute book by the Secretary.

## **ARTICLE IX WITHDRAWAL OF APPLICATION AND TABLING CONSIDERATION**

### **9.1 WITHDRAWAL OF APPLICATION**

On written request from the applicant or authorized agent, an application may be withdrawn at any time before the Commission makes its decision in the case, except that a verbal request may be made at the scheduled public meeting.

### **9.2 TABLING CONSIDERATION**

On its own motion, or on approval of requests by applicants or their authorized agent, the Commission may table consideration of cases. Unless the time and place when the case will be reconsidered is stated in the motion to table, new public notice shall be required with fees paid by the applicants.

## **ARTICLE X AMENDING OR WAIVING RULES**

### **10.1 AMENDING RULES**

These rules may be amended by a two-thirds (2/3) vote majority of the Commission except where such amendment would be contrary to the requirements or limitations set by state law or the Zoning Ordinance. An amendment may be proposed at any regular meeting of the Commission, and shall not be acted upon until the following regular meeting.

### **10.2 WAIVING OR SUSPENDING RULES**

A rules of procedure may be suspended or waived at any meeting by unanimous vote of Commission member present unless such rule is set by state legislation of the Zoning Ordinance.

## **ARTICLE XI SEVERABILITY**

These rules and each of the various parts, sections, sub-sections, provisions, sentences and clauses are severable. If any part, section, sub-section, provision, sentence or clause is found to be invalid or unenforceable for any reason by a court of competent jurisdiction, such finding shall not affect the validity of the remainder of these Rules, which shall remain in full force and effect.

## **ARTICLE XII ADOPTION AND REPEAL**

These rules of procedure shall become effective immediately upon adoption by the Planning Commission of the City of Lathrup Village, and all previous rules of procedure shall be repealed.

These rules were adopted by the City of Lathrup Village Planning Commission on the 11th day of December 2007; amended on the 9<sup>th</sup> day of December 2014; and amended on the 26<sup>th</sup> day of March 2019 and shall take effect immediately.

---

Acting Chairman

---

Acting Secretary

Amended Date: March 26, 2019

August 14, 2025

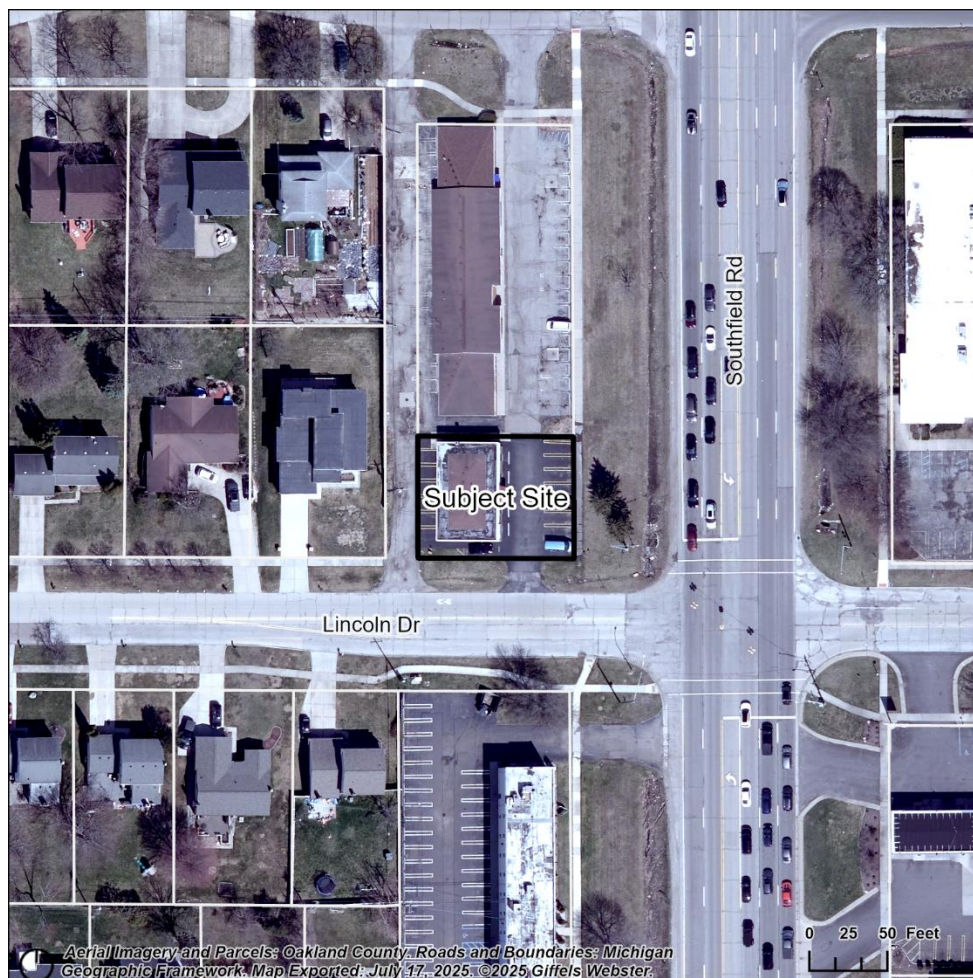
Planning Commission  
City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076

## Site Plan Review

Site: 26021 Southfield Road, Ste. 103  
Applicant: Layth Alsalhei for Babylon Printing L.L.C.  
Plan Date: July 15, 2025  
Zoning: MX Mixed Use District  
Parcel ID: 24-23-280-037  
Proposal: Business Services Printing

Dear Planning Commissioners,

We have reviewed the site plan application and a summary of our findings is below. Review comments are highlighted in **bold**.



## REVIEW SUMMARY

1. An approved site plan is not on file for the subject site; therefore, approval by the Planning Commission is required (Sec. 6.1.1.B.)
2. The application consists of a change of use from a tailoring shop (Retail Commercial Use) to a screen printing shop (Business Service Use). These two uses require the same amount of parking, and therefore, no additional impact on the site will be incurred.
3. The Mixed-Use district is intended to allow flexibility in the redevelopment of property along Southfield Road.
4. The ordinance standards outlined below are found to be the result of existing conditions at the site.

## DETAILED REVIEW

### Project Summary

The 8,000 square foot (0.18-acre) site is zoned MX – Mixed Use District and is located along the west side of Southfield Road, between Lincoln Drive to the south and Rainbow Drive to the north. The existing building consists of two levels and five (5) tenant lease spaces with a total area of approximately 5,120 square feet. The northernmost tenant space on the lower level is proposed to be converted to a use that will accommodate a business service use, more specifically a screen printing business. Vehicular parking spaces are accessible from both Lincoln and Rainbow, and additional existing parking spaces are accessible via an alley along the back (west) side of the site. No direct vehicular access is taken from Southfield Road. The existing surface parking lot contains 16 off-street parking spaces, which include two handicap spaces. Parcels fronting Southfield Road, south of the site, are zoned Office Service (city of Southfield), while parcels fronting Southfield Road north and east of the site are zoned Mixed-Use. Parcels west of the site are zoned R-1 Single-Family Residential. The subject site's previous use was tailoring business. No additional square footage is proposed within the scope of work for this development.

### Proposed

1. **Use.** The applicant intends to occupy the interior of the existing suite 103 tenant space for a new use. The proposed floor plan divides the 312 square foot space in half; between office space and a work station. The screen printing business is classified as a business service, which is a principally permitted use within the ordinance. *Business services uses* are defined as establishments that provide services principally to other businesses, such as photocopying and printing; photo finishing; business equipment and furniture rental and leasing; computer and telephone sales, software and support; advertising, mailing, marketing and promotions; business or office incubator; co-working center; and similar uses as determined by the approval authority. The applicant states, 1) the business will be operated on a small scale, as per orders received from customers and will not have any manufacturing or mass production; 2) no chemicals or containers of ink (only ink cartridges) will be used or stored at the facility, and 3) the materials used will be textiles (T-shirts, hats, tote bags, etc.).
2. **Waste and Rubbish (Section 5.3.2.E.).** Screening. All refuse bins located in the city must be enclosed or screened from public view. Such screening shall consist of a wall or fence not less than 1 ft. higher than the height of the refuse bins placed therein, which completely conceals its contents from public view, but in no instance shall such screening be less than 6 ft. in height on 3 sides. The fourth side of the dumpster screening shall be equipped with an opaque, lockable gate that is the same height as the enclosure around the other three sides. The inside dimensions of the enclosure shall be such as will permit adequate access for refuse collection vehicles as well as completely enclose refuse bins within the 3 sides





so that no refuse bin projects outside of the open side. **The submitted information provided by the applicant does not indicate an area with a dumpster enclosure nor the location of individual trash receptacles. A site visit to the property observed an area that may accommodate up to 5 exposed waste cans, located near the alley on the north side of the building. An adjacent, approximately 6'-high wooden fence provides relative obscurity from the public when viewed from the front of the building. This is an existing condition of the site and no change is proposed.**

3. **Outside Illumination (Section 5.8).** All lighting apparatus used for outside illumination shall direct all light downward and shall be so constructed as to prevent the directed light from extending beyond the lot being illuminated. Except as otherwise provided in this ordinance, no lighting apparatus shall be placed more than 18 feet above grade as measured to the point on the ground nearest the light. No light source shall cause or permit direct, indirect, or reflected light to extend beyond the lot upon which it is placed so as to be annoying to any occupant of a neighboring lot who is of ordinary sensibilities. **The screen printing business proposes occupancy in one of the available suites, without any exterior changes to the existing overall site.**
4. **Off-Street Parking (Section 5.13.3)** Increase of floor area or change in use. Whenever a use requiring off-street parking is increased in floor area and such uses are located in a building existing on or before the effective date of this article, and whenever a use of existing premises is changed to one requiring greater off-street parking, parking facilities for the total floor area and use shall first be provided and thereafter maintained in the amounts specified in this article. **An off-street parking analysis was not found within the set of plans. An analysis and site visit of the property determined the data, shown in the following table below.**
5. **Minimum number of parking spaces required (Section 5.13.14.Table C.iv.).**

Parking Standards				
Ordinance Standard	Zoning Ord Section	Required	Provided	Comments
Suite 101 <b>Barber Shop</b>	Sec. 5.13.14.D.	1 space per 200 sf. of usable area.	16 on-site spaces	Approximately 2 spaces.
Suite 102 <b>Salon</b>		1 space per 200 sf. of usable area.		Approximately 2 spaces.
Suite 103 <b>Printing Services</b>		1 space per 200 sf. of usable floor area.		312 sf. = 2 spaces.
Suite 201 <b>Personal Services</b>		1 space per 200 sf. of usable area.		Approximately 2 spaces.
Suite 202 <b>Real Est. Services</b>		1 space per 275 sf. of gross leasable area.		Approximately 2 spaces.

**When calculating the parking requirement for each tenant space, 312 square feet, the size of the subject space, was applied to each of the four other spaces. The previous tailoring shop is the same use classification as the proposed screen printing shop, and therefore, there is no change to the off-street parking.**

6. **Landscaping (Section 5.15.15).** Special landscaping requirements. When requested by the building official, all site plans submitted for approval shall include a landscape element which clearly shows all existing trees which are more than 6" in trunk caliper when measured 3' above ground level in height. The plans must clearly designate which of such trees are to be saved and which will be destroyed by the development. The landscape element must also show the landscape design features of the development. No site plan shall be approved unless the plan affirmatively shows that reasonable care and diligence has been exercised to preserve existing healthy trees and shrubs and other valuable mature plant materials on the site. The proposed plan does not include additional landscaping. **Unless parking lot or exterior changes are made, additional landscaping is not required.**



**7. District Development Standards – Mixed Use (Section 3.1.8.D.).**

Development Standard	Zoning Ord Section	Required	Provided	Comments
Lot Size	3.1.9	5,000 sq. ft.	Approx. .18 acre; 8,000 sq. ft.	Compliant
Maximum Height		30 ft. or 2 stories, whichever is less	Two levels (existing bldg.)	Compliant
Front Yard		10 ft. minimum	Approx. 45 ft. (existing bldg.)	Compliant
Side Yard		0 ft. – each side	Approx. 3'-5' ft. (north side) Approx. 15 ft. (south side)	Compliant (existing)
Rear Yard		5 feet	Approx. 15 ft. (west side)	Compliant (existing)

**Development Procedures for Site Plan Review (Section 6.1.)****1. Site Plan approval.**

- A. Planning Commission approval. Planning Commission approval of a site plan is required prior to establishment, construction, expansion, or structural alteration of any structure or use, as follows:
- All special uses, conditional zoning, and planned development requests subject to the provisions of this article. N/A
  - All residential uses, single-and multiple-family except the following:
    - Construction, moving, relocating or structurally altering a single- or two-family home, including any customarily incidental accessory structure by the homeowner. All necessary building permits are required. N/A
    - Family day care homes, as licensed by the State of Michigan and as defined in Section 2.2. N/A
  - All office, commercial, and industrial uses, subject to the provisions of this article.

**Per Section 6.1.1.B., in the case of reuse or expansion of an existing development, an approved site plan must be on file at the city to be eligible for administrative review. A search of City records did not result in attaining an approved site plan, otherwise, the**

**change of use may have qualified as an administrative review considering the minor change of use.**

- iv. All other uses, not specifically mentioned in subsection B.
- v. Construction, expansion or alteration of a condominium, as defined by state law, shall be subject to the procedures and standards of this section. N/A
- vi. Construction, expansion, or alteration of a planned development (PD) project shall be subject to development plan approval in accordance with the procedures and standards of this Zoning Ordinance. N/A
- vii. Essential services and public utilities and facilities. N/A
- viii. Development of a non-single-family residential use in a single-family district. N/A
- ix. Any excavation, filling, soil removal, mining or landfill, or creation of ponds, except as otherwise specified in subsection B., following. N/A
- x. Any development that proposes a new means of ingress and egress onto a public or private road. N/A
- xi. Vacation of a road easement. N/A

We will look forward to discussing the site plan application with the Planning Commission on Aug. 19, 2025.

Regards,  
**Giffels Webster**

*Jill S. Bahm*

Jill Bahm, AICP  
 Partner

*Eric M. Pietsch*

Eric Pietsch  
 Senior Planner

## Zoning.



# memorandum

**DATE:** August 18, 2025  
**TO:** Lathrup Village Planning Commission  
**FROM:** Jill Bahm & Eric Pietsch, Giffels Webster  
**SUBJECT:** Zoning Amendment – Cryptocurrency ATMs

---

## Previous Action/Discussion

- At the July 15, 2025 meeting, the Planning Commission discussed amending the ordinance to allow cryptocurrency ATMs in certain areas of the city and establishing standards with the intent to protect the health, safety, and welfare of the public. The Commission requested the Virtual Currency Machine Ordinance of Grosse Pointe Farms be used as guidance for consideration of draft language for an ordinance in Lathrup Village.

## Introduction

*What prompted this amendment?*

- The following information is in response to a request from the Planning Commission's desire to learn more about cryptocurrency and its evolving presence within communities. At a recent Planning Commission meeting where check cashing businesses were a topic of discussion, a resident commented on a report out of Waterford Township, MI that highlighted security concerns while using crypto kiosks or ATMs. There is interest in determining if municipalities are regulating cryptocurrency establishments (mainly kiosks or ATMs) and what the current findings unveil.

## Current Language

*What does the ordinance say?*

- The ordinance does not include any provisions for cryptocurrency/virtual currency or the machines that service cryptocurrency transactions, nor does it define a term, or related term.

*What does the Master Plan say?*

- Cryptocurrency, or digital currency, is a relatively new concept that is increasingly becoming more mainstream. Therefore, the Master Plan is silent as it relates to these terms.

## Security Concerns

- As one example, the legal status of bitcoin, as a cryptocurrency, varies substantially from one jurisdiction to another. Because of cryptocurrency's decentralized nature and its global presence, **regulating bitcoin is difficult**. However, the use of bitcoin can be criminalized, and shutting down exchanges and the peer-to-peer economy in a given country would constitute a de facto ban (*Jacob Weindling "China May Be Gearing Up to Ban Bitcoin"*). The use of bitcoin by criminals has attracted the attention of financial regulators, legislative bodies, and law enforcement. Nobel-prize winning economist Joseph Stiglitz says that bitcoin's anonymity encourages money laundering and other crimes. This is the main justification behind bitcoin bans. As of November 2021, nine countries applied an absolute ban (Algeria, Bangladesh, China, Egypt, Iraq, Morocco, Nepal, Qatar, and Tunisia) while another 42 countries had an implicit ban.

In Lathrup Village, there is recognition that cryptocurrency ATMs offer legitimate currency transactions and that the technology is becoming more widely used. Therefore, when considering an ordinance amendment, the Planning Commission should focus on ways to ensure the public health, safety, and welfare are protected.

## Considerations for Permitting Cryptocurrency ATMs

- Establishing a definition(s)
- Location: which zoning districts to allow the use
- Establish requirements for posted warnings of the risks associated with cryptocurrency transactions.

## Additional Research

The following information was included in previous discussions with the Planning Commission and is provided for reference and familiarity of the terms previously used.

- **Cryptocurrency** is a digital currency in which transactions are verified and records maintained by a [decentralized](#) system using [cryptography](#), rather than by a [centralized](#) authority.
- **Cryptography** is the art of writing or solving codes.
- **Decentralize** means to be controlled by several local offices or authorities rather than one single one.

Per Oswego University of NY:

- Cryptocurrency, or crypto, is a form of digital currency that can be used for internet-based electronic payments or as a store of value. The **idea of "digital cash"** isn't new—credit cards, PayPal, Venmo, and other payment methods permitting easy, traceable electronic transactions came before.
- Cryptocurrency differs from other digital transactions primarily through its **decentralized** nature and use of blockchain technology. Unlike traditional digital transactions that are managed by banks or

payment processors, cryptocurrencies operate on a peer-to-peer network secured by cryptography and recorded on a public, transparent blockchain (source: coursera).

- **Blockchain technology** is a shared, immutable (*can't be tampered with*) ledger that records transactions in a secure and transparent way. It's a **decentralized** system where data is stored in blocks that are linked together in a chain, making it difficult to alter or tamper with past records. This technology is often associated with cryptocurrencies like [Bitcoin](#), but it has potential applications in various industries beyond finance.
- **Bitcoin** is the first [decentralized cryptocurrency](#). Based on a [free-market](#) (*supply & demand*) ideology, bitcoin was invented in 2008.

### **Waterford Township Reported Scam**

[Police warn of rise in Bitcoin ATM scams in Waterford, install large signs](#) (wxyz.com)

- The Waterford Police Department started an initiative to post large warning signs next to Bitcoin ATM machines at nearly 20 local businesses around Waterford, cautioning customers before sending large sums of money to potential scammers. However, nothing has been written into an ordinance.
- The report states law enforcement was able to retrieve \$7,000 of the victim's cash, which had the transition gone through, would have amounted to \$16,000.
- Waterford police say these types of attempted scams occur at least once a week and that cases have ranged from \$500 - \$500,000 where the money is almost always lost.

### **State of Michigan**

- There was no finding of any instance of a codified regulation in Michigan, and there are no real statewide guidelines or regulations regarding crypto ATMs – it seemingly continues to be a gray area, policy wise.

### **Other States**

- Omaha, Nebraska, which recently passed an ordinance [requiring](#) all crypto ATMs to have a written warning to alert users of potential fraud or scam risks.

Sec. 3.13. – Cryptocurrency teller machine warning notice.

- (a) Any person or business operating or providing access to a functioning crypto automated teller machine (ATM) or Bitcoin teller machine (BTM) on its premises shall post a written warning in the form of a sign within readable sight of the crypto ATM or BTM providing notice to customers and users of the potential fraud or scam risks associated with utilizing the crypto ATM or BTM.
- (b) The written warning or sign referenced in this section shall be provided by the Omaha Police Department who may cooperate with other law enforcement agencies.
- (c) It shall be unlawful for any person or business operating, or providing access to, a functioning crypto automated teller machine (ATM) or Bitcoin teller machine (BTM) not to post such a notice. Any person or business found guilty of violating the provisions of this section shall receive a \$500.00 fine.



- Spokane, Washington City Council voted in June to ban crypto ATMs throughout the entire city. The ordinance reads as follows:

#### 10.90.040 Virtual Currency Kiosks Prohibited

It shall be unlawful for any person or entity to host, allow, operate, permit, locate or place a Virtual Currency Kiosk within the City of Spokane. All Virtual Currency Kiosks existing in the City as of the Effective Date of this Ordinance must be removed within 60 days after the Effective Date.

#### 10.90.050 Exceptions

Nothing in this Chapter shall be construed to regulate or restrict a transfer of Virtual Currency. This Section does not apply to any Virtual Currency Transfers that are conducted without the use of a Virtual Currency Kiosk and does not intend to interfere with other types and methods of Virtual Currency Transfers.

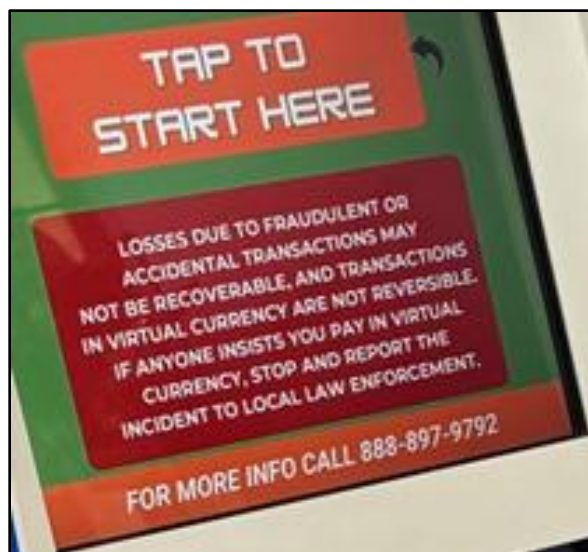
#### 10.90.060 Penalty

Violations of this section may result in a class 1 civil infraction issued to the Virtual Currency Kiosk Operator. In addition, the City of Spokane may cancel or revoke the business license or registration of any Virtual Currency Kiosk Operator in violation of this chapter.

## Cryptocurrency ATM Locations in Lathrup Village

- Unless determined otherwise, a simple online search reveals there are currently no cryptocurrency ATM or BTM kiosks within the city limits of Lathrup Village. However, search results indicate kiosks can be found within close proximity beyond the boundaries of the city.

Real world example of a digitally posted warning sign on a Cryptocurrency ATM:



## **Amend Section 2.2: Definitions to add:**

**Cryptocurrency.** Any digital representation of value for which transactions are recorded on a cryptographically secured ledger or any similar technology or system.

**Cryptocurrency ATM.** Any stand-alone machine, kiosk, ATM device, or similar equipment that is capable of accepting or dispensing legal tender in exchange for virtual currency.

## **Amend Section 3.1.6., Zoning Districts, to add subsection D, Accessory Uses, in the CV Commercial Vehicular District. Add Cryptocurrency ATMs as an accessory use in the CV District. Move Development Standards to a newly added subsection E.**

### **Section 3.1.6.D. ACCESSORY USES**

- i. Cryptocurrency ATMs

### **Section 3.1.6.E. DEVELOPMENT STANDARDS**

## **Amend Section 3.1.8., Zoning Districts, to add subsection D, Accessory Uses, in the MX Mixed-Use District. Add Cryptocurrency ATMs as an accessory use in the MX District. Move Development Standards to a newly added subsection E.**

### **Section 3.1.8.D. ACCESSORY USES**

- i. Cryptocurrency ATMs

### **Section 3.1.8.E. DEVELOPMENT STANDARDS**

## **Amend Section 4, Use Standards, to add a new standard:**

Section 4.24. Cryptocurrency ATMs. When permitted in the Commercial Vehicular and Mixed-Use Districts only, the following standards shall apply:

1. **Registration and Licensing of Cryptocurrency ATMs.** The operator of any cryptocurrency ATM located within the geographic boundaries of the City of Lathrup Village:
  - a. shall, prior to accepting any transactions via such cryptocurrency ATM, register such machine with the Director of Public Safety or his or her designee, on forms provided by the Department of Public Safety, and shall provide the name and address of the operator, the name and address of the person(s) directly responsible for the maintenance and operation of each cryptocurrency ATM, the physical location of each cryptocurrency ATM, and such other information as may be required by the Director of Public Safety;
  - b. shall, prior to accepting any transactions via such cryptocurrency ATM, apply for and obtain a business license issued by the City of Lathrup Village and continually maintain and renew such license while such cryptocurrency ATM is in operation; and
  - c. shall not file any false or misleading information in connection with such registration and license application.

2. **Disclosures and Warnings.** Before entering into any transaction with a customer, the operator of a cryptocurrency ATM shall disclose to the customer in a clear, conspicuous, legible, and easily readable manner, at least the following information and warnings:
  - a. All relevant terms and conditions of the transaction, including the amount of the transaction, the type or category of cryptocurrency, and the timing of any settlement of the transaction;
  - b. the amount of any and all fees related to the transaction to be paid by the customer;
  - c. a warning that the transaction is final, that the amount of the transaction of any related fees are not refundable, and that the transaction may not be reversed;
  - d. a consumer fraud warning that a customer should never initiate a transaction involving sending money to a person or entity that they do not know or trust; and;
  - e. the telephone number of the customer service helpline required under this Ordinance, and a request that the customer contact the helpline immediately upon suspicion of any fraudulent activity related to the cryptocurrency machine or any transaction related to such machine.
3. **Customer Service Helpline.** The operator of each cryptocurrency ATM shall maintain, on a continuous basis, while any cryptocurrency ATM is capable of processing transactions, a customer service helpline staffed by trained and responsible natural persons employed by or on behalf of the operator.
4. **Receipts.** In connection with any transaction processed at a cryptocurrency ATM, the machine must produce a written receipt containing, at minimum, the name of the customer, the amount of the transaction and any related fees, the time and date of the transaction, the name and contact information for the operator of the cryptocurrency ATM, and the telephone number of the customer service helpline required under this Ordinance.
5. **Certain Transactions with New Customers.** For any transaction with a new customer, within the first 14 days of an initial transaction:
  - a. the operator of a cryptocurrency ATM shall not process any transaction(s) greater than One Thousand Dollars (\$1,000.00) during any twenty-four (24) hour period, nor more than Five Thousand Dollars (\$5,000.00) during the fourteen (14) days that such customer qualifies as a new customer, and
  - b. in connection with the first transaction with a new customer, if such first transaction is in an amount exceeding Five Hundred Dollars (\$500.00), a verbal confirmation from the customer must be secured by a live telephone or video call between the customer and a trained natural person employed by or on behalf of the operator of the cryptocurrency ATM.
6. **Penalties.** Any violation of the provisions of this Ordinance shall be deemed a civil infraction, and upon a finding of responsibility shall be punished by a fine not exceeding Five Hundred Dollars (\$500.00) for each violation. Each day on which a violation of the provisions of this Ordinance continues without remedy shall be deemed a separate violation of this Ordinance.



## LATHRUP VILLAGE – SITE DEVELOPMENT STATUS

PZE PROCESS #	ADDRESS	APPLICANT NAME	PZE PROCESS TYPE	STARTED	DATE COMPLETED PZE PROCESS	COMPLETED CONSTRUCTION (YES/NO)	NOTES
PZE23-010	27300 Southfield Rd	Sadier Abro	Site Plan Review	6/15/2023	2/20/2024	No	<p>Planning Commission reviewed and issued a zoning interpretation confirming that a laundromat is a permitted use, allowing the project to proceed. Following this decision, the site plan was formally approved on February 20, 2024.</p> <p>The approved site plan also permits retail and personal care uses in the remaining units. An accounting firm, which previously occupied the northern unit, will return to its original location. A nail salon and smoke shop have completed installation of their signage and are finalizing interior build-out.</p> <p>Outstanding items include the property owner's requirement to construct a barrier wall along the rear of the parcel to separate it from the adjacent residential district, and to obtain a temporary encroachment license from City Council for additional parking spaces installed behind the building.</p>

PZE24-013	26600 Southfield Rd	Hatem Hannawa	Site Plan Review	8/1/2024		No	The revised site plan was approved by the Planning Commission on January 21, 2025. Interior and exterior build-out has been completed. Zoning Board of Appeals (ZBA) granted a variance request for size of principal wall signage on August 18, 2025.
PZE24-019	27700 Southfield Rd	Akiva Investments, LLC	Site Plan Review	10/22/2024		No	<p>The applicant received site plan approval for the historic preservation and adaptive reuse of Lathrup Village's former high school, proposing its transformation into multi-family housing, co-working space, and activity/event space. The project received approval from the Lathrup Village Historic District Commission (HDC) on February 19, 2025.</p> <p>Site plan was approved during a public hearing held on April 15, 2025, at which the applicant presented the site plan to the Planning Commission for review and approval. City Council will hold a public hearing to consider a workforce housing Payment in Lieu of Taxes (PILOT) request during their meeting on September 15, 2025, at 7:30 p.m. in City Council Chambers.</p>

PZE24-020	28317 Southfield Rd	Lantei Takona	Site Plan Review	11/4/2024	12/17/2024	No	The site plan for a golf simulator business was approved by the Planning Commission on December 17, 2024. No interior construction was required, the business is currently in the process of installing golf simulator equipment in preparation of their grand opening. Permanent wall sign installed in June 2025.
PZE25-004	26710 Southfield Rd	Hueissine Alsayed	Site Plan Review	4/16/2025		No	The applicant requested approval for a change of use for a commercial unit located in the Mixed-Use (MX) district, converting the existing Personal Services use to Retail. The approved use is for a Premade Meal business, which prepares meals off-site in a commercial kitchen and sells them at the retail location. The Planning Commission approved the application at its May 20, 2025, meeting. Permanent wall sign installed in June 2025.