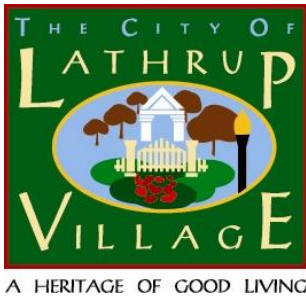


# Planning Commission Agenda

Tuesday, September 16, 2025 at 7:00 PM  
27400 Southfield Road, Lathrup Village, Michigan 48076

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1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Meeting Minutes**
  - [A.](#) August Meeting Minutes
5. **Public Comment**
6. **Old Business and Tabled Items**
7. **New Business**
  - [A.](#) Officer Elections
  - [B.](#) Public Hearing – Solar and Battery Storage System Ordinance
8. **Other Matters for Discussion**
9. **General Communication**
  - [A.](#) Site Development Update Report
10. **Adjourn**



## Planning Commission Minutes

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

### 1. **Call to Order** at 7:08pm

### 2. **Roll Call**

Present: Chair Stansbery, Commissioner Nordmoe, Commissioner Hillman, Commissioner Robinson, Commissioner Hammond,

Absent: Commissioner Dizik

Also Present: Attorney Baker, City Clerk Emanuel, DDA Director Colson, Community Economic Development/DDA Project Coordinator Kennedy

### 3. **Approval of Agenda**

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

Yes: Hillman, Stansbery, Robinson, Hammond, Nordmoe

No: N/A

Motion carried

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

#### A. July Meeting Minutes

Motion by Commissioner Hillman, seconded by Commissioner Hammond to approve the July meeting minutes.

Yes: Hillman, Stansbery, Robinson, Hammond, Nordmoe

No: N/A

Motion carried

## 5. Public Comment

Diane Anderson, commented about businesses that were in Lathrup Village in the past that she liked versus businesses that are here now that she doesn't approve of, and expressed her belief that the DDA can control property that is privately owned.

## 6. Old Business and Tabled Items None

## 7. New Business

### A. Officer Elections

Chair Stansbery, Commissioners, DDA Director Colson, Community Economic Development/DDA Project Coordinator Kennedy, and Attorney Baker Discussed:

- This being Chair Stansbery's last meeting and needing to elect new Commission members including: a Chair, Vice Chair, and Secretary
- Thanked Chair Stansbery for his work on the Planning Commission
- Chair Stansbery expressed that he thought the Planning Commission collectively got a lot accomplished, he served under different administrations, he wants there to be Public input for the upcoming Master Plan review, and hopes that people will be involved and fill the openings on the Planning Commission
- When the Elections will be held, and doing the Elections in January
- Commissioner Hammond cannot be Vice Chair as a Council liaison
- Will Fobbs was a Secretary and then became Vice Chair
- City Clerk opening the next meeting and then appointing a Chair at that meeting
- CED/DDA Project Coordinator Kennedy applied for and got a \$28,000 grant to go towards the Master Plan review and reduced the burden on the City
- Giffels Webster was approved to do the Consultation for the Master Plan
- Younger residents are looking for different things in a City than older residents
- Covid changed the way business is conducted and impacted businesses in Cities

### B. 26021 Southfield, Ste 103

Chair Stansbery, Commissioners, DDA Director Colson, Community Economic Development/DDA Project Coordinator Kennedy, Planner Pietsch, and Attorney Baker Discussed:

- Babylon Printing's review for a screen-printing business, which is a change of use in an existing building in a mixed-use district, that is only required because there is no site plan on file that could be found or it could have been administratively approved
- Same parking standard as prior use which was a Tailoring business
- The other businesses in the building and their traffic flow
- If other businesses want to change use in this building they would have to come before the Planning Commission too, because there is no site plan on file
- Getting a site plan on file
- If there was a need for chemical storage on site
- If ventilation of the printing chemicals are needed

- If the chemicals can just be thrown out, or does it require special care
- The business owner showed a small container of ink to the Planning Commission members
- If they would have to remodel

Motion by Commissioner Nordmoe, seconded by Commissioner Hillman to approve the site plan for 26021, Ste 103 Babylon Printing Service.

Yes: Hillman, Stansbery, Robinson, Hammond, Nordmoe

No: N/A

Motion carried

### C. Schedule Public Hearing – Crypto Currency Machines

Chair Stansbery opened the Public Hearing for Crypto Currency Machines at 7:49pm.

Diane Anderson, expressed that she was against having the machines in part due to the lack of regulation of the machines and that she thinks they are like a Ponzi scheme.

Chair Stansbery Closed the Public Hearing at 7:51pm.

Chair Stansbery, Commissioners, DDA Director Colson, Community Economic Development/DDA Project Coordinator Kennedy, Planner Pietsch, and Attorney Baker Discussed:

- Fraud in the billions related to the Crypto Currency machines
- Once a transaction has been completed it is irreversible
- Warning signs on the machines either on the machine or on the screen or both on the machine and on the screen
- Can the machines be programmed with a custom prompt or warning?
- Machines IDS operator contact information
- Banning them outright or registering and restricting them
- What Grosse Pointe Farms has done regarding the Crypto Currency machines
- Spokane, Washington has banned the Crypto Currency machines
- Having an Ordinance in place regarding the machines, since we currently do not have one
- Traditional ATM and Crypto Currency ATMs can be merged into one machine
- Asked Attorney Baker about legislation related to them and his recommendation about banning them or not
- Knowing where the machines are located
- The shift from Cash to digital currency
- Younger people are interested in having the machines
- Having the machines around could normalize them
- Working with Southfield to have warnings signs too and/or work together in some way to educate consumers
- Working with other communities
- If the City banned them and got sued, having the money for a lawsuit

- The time and effort that law enforcement would have to put into taking reports related to fraud, and that there is nothing that can be done, after the report is made since the machines are not regulated
- Asking for an Ordinance is not encouraging having the machines, it is a proactive step
- The role that the City Council and Planning Commission would take if they were banned
- Restricting the number of machines and/or the distance between machines, using the wording similar to the Small Box Discount Retail Stores Ordinance
- Limiting them to the Commercial Vehicular District only
- Getting Law Enforcement's view and opinion on our proposed ordinance
- Asking City Council to ban them, and putting it on their agenda to discuss banning them
- If they are already in an existing business and we pass a ban, or enact an ordinance
- Asking City Council to impose a moratorium on the installation of Crypto Currency machines

Motion by Commissioner Hammond, seconded by Commissioner Hillman to set a Public Hearing date for Nov 18, 2025.

Yes: Hillman, Stansbery, Robinson, Hammond, Nordmoe

No: N/A

Motion carried

Motion by Commissioner Hammond, seconded by Commissioner Robinson to amend the agenda to add item 7D for setting a Public Hearing for Solar Energy Systems.

Yes: Hillman, Stansbery, Robinson, Hammond, Nordmoe

No: N/A

Motion carried

#### D. Schedule Public Hearing – Solar Energy Systems

Motion by Commissioner Hammond, seconded by Commissioner Hillman, to set a Public Hearing for Solar Energy Systems for the September 16, 2025 Planning Commission meeting.

Yes: Hillman, Stansbery, Robinson, Hammond, Nordmoe

No: N/A

Motion carried

### 8. General Communication

#### A. Site Development Update Report

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

Commissioner Hammond, shared that Marra Greens had a soft open, and people can book time online, and that they have a subscription system.

Community Economic Development/DDA Project Coordinator Kennedy presented Chair Stansbery with some golf related gifts that he made.

DDA Director expressed his appreciation of Chair Stansbery's public service and that he appreciated the conversations that they had.

Commissioner Hammond thanked Chair Stansbery on behalf of the City Council.

Commissioner Hillman, asked if in the status update a column could be added for a brief summary description and emphasized that he wants there to be community input in the fore front of the Master Plan Review process and include other Committees and Commissions in the process.

DDA Director Colson, spoke of an upcoming joint meeting for the Master Plan.

Commissioner Hillman mentioned that they did not vote to excuse the absent members today, and Attorney Baker, said the Commission did not hear from the members to excuse them.

## **9. Adjourn**

Motion by Commissioner Hillman, seconded by Commissioner Robinson to adjourn the meeting at 9:01pm.



27400 Southfield Rd  
Lathrup Village, MI 48076  
(248) 557 - 2600  
[www.lathrupvillage.org](http://www.lathrupvillage.org)

# MEMORANDUM

To: Planning Commission  
From: Austin Colson, CED/DDA Director  
Date: September 16, 2025  
RE: Officer Elections – Planning Commission

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## Purpose

This memo provides notice and guidance for the election of Commission officers at the upcoming Planning Commission meeting. Per the Commission's Rules of Procedure, the body elects a Chair, Vice-Chair, and Secretary from among its members; officers serve one-year terms and are eligible for re-election.

## Process & Roles (summary)

Elections are held at a regular meeting, traditionally the first regular meeting in January, or when vacancies require reorganization. Nominations are made from the floor, followed by a motion and a majority vote for each office. Officers serve for one year or until successors are elected. If the Chair vacates the office, the Vice-Chair assumes the role of Chair; if the Vice-Chair vacates or succeeds to Chair, the Secretary assumes the role of Vice-Chair. In the event of further vacancies, the Commission holds a special election to fill the open officer position.

## Suggested Motions

1. "I move to elect [Name] as **Chair** of the Planning Commission for a one-year term."
2. "I move to elect [Name] as **Vice-Chair** of the Planning Commission for a one-year term."
3. "I move to elect [Name] as **Secretary** of the Planning Commission for a one-year term."



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# MEMORANDUM

To: Planning Commission  
From: Tom Kennedy – Community & Economic Development/DDA Project Coordinator  
Date: September 16, 2025  
RE: Public Hearing – Solar and Battery Storage Systems

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## Background

As part of the Michigan Economic Development Corporation's Redevelopment Ready Community (RRC) certification process, the City of Lathrup Village has been discussing the implementation of a Solar Energy Systems ordinance. This effort fulfills Best Practice 2.6 (Green Infrastructure) and reflects city staff's determination that a solar ordinance is the most effective way to serve both our residents and the long-term sustainability goals of the community.

The proposed ordinance will:

- Protect residents from predatory practices by requiring city staff review of all solar energy system installation plans, thereby reducing the risk of scammers taking advantage of community members.
- Mandate fire prevention methods to ensure the safest possible operation of systems throughout the city.
- Provide guidance for decommissioning and repowering, ensuring that solar installations are properly addressed when homes change ownership or systems reach end-of-life.
- Establish design standards for both the historic district and the broader community, including requirements for appropriate methods of repairing historic structures.
- Incorporate future-proofing provisions to allow the ordinance to be easily amended as new technologies and best practices emerge in the solar energy field.

This ordinance has been under discussion since April and is now ready for the Planning Commission's consideration and approval. Following approval, city staff will begin drafting a Best



Practices Guidebook for prospective solar energy system owners. This guidebook will be modeled after the solar energy systems guidebook provided by the Michigan Department of Environment, Great Lakes, and Energy (EGLE), which also served as a foundational reference for this ordinance.

## ARTICLE 5.20

### SECTION 5.20.1: PURPOSE

The purpose of this section is to permit and regulate the installation, maintenance, and decommissioning of Solar Energy Systems (SES) and Battery Energy Storage Systems (BESS) in a manner that promotes sustainability, protects public health and safety, and preserves the aesthetic and architectural character of Lathrup Village.

### SECTION 5.20.2: DEFINITIONS

For the purposes of this ordinance, the following definitions apply:

1. **Battery Energy Storage System (BESS):** One or more devices, assembled together, capable of storing and discharging electricity primarily intended to supply electricity to a building or to the electrical grid.
2. **Building-Integrated Solar Energy System:** A solar energy system that is an integral part of a principal or accessory building or structure (rather than a separate mechanical device), replacing or substituting for an architectural or structural component of the building or structure. Building-integrated systems include, but are not limited to, photovoltaic or hot water solar energy systems that are contained within roofing materials, windows, skylights, and awnings.
3. **Commercial Property:** Property used for commercial purposes, including retail, office, industrial, and mixed-use zones.
4. **Decommissioning:** The process of removing and disposing of the solar energy system and associated components, including panels and batteries, at the end of their operational life or when the system is no longer in use.
5. **Maximum Tilt:** The maximum angle of a solar array (i.e., most vertical position) for capturing solar radiation as compared to the horizon line.
6. **Minimum Tilt:** The minimal angle of a solar array (i.e., most horizontal position) for capturing solar radiation as compared to the horizon line.
7. **Principal-Use Solar Energy System:** A commercial solar energy system that converts sunlight into electricity for the primary purpose of off-site use through the electrical grid or export to the wholesale market
8. **Repowering:** the process of upgrading or replacing components of an existing SES to restore or enhance its capacity, performance, or efficiency. This may include, but

is not limited to, the replacement of solar panels, inverters, mounting systems, or other associated equipment.

9. **Residential Property:** A property used for Residential Purposes, including homes, apartments and other dwellings as permitted by the Zoning Ordinance.
10. **Roof-Mounted Solar Energy System:** A solar energy system mounted on a racking that is attached to or ballasted on the roof of a building or structure.
11. **Solar Carport:** A solar energy system of any size that is installed on a structure that is accessory to a parking area, and which may include electric vehicle supply equipment or energy storage facilities. Solar panels affixed on the roof of an existing carport structure are considered a Roof-Mounted SES.
12. **Solar Energy System (SES):** A photovoltaic system or solar thermal system for generating and/or storing electricity or heat, including all above and below ground equipment or components required for the system to operate properly and to be secured to a roof surface or the ground. This includes any necessary operations and maintenance building(s), but does not include any temporary construction offices, substation(s) or other transmission facilities between the SES and the point of interconnection to the electric grid.
13. **Solar Panel:** A device or system that captures solar energy and converts it into electricity, including photovoltaic panels installed on roofs, walls, or ground-mounted systems.

### **SECTION 5.20.3: GENERAL PROVISIONS**

**A.** SES and BESS are permitted in all zoning districts, subject to the requirements of this section.

**B.** All systems must comply with applicable federal, state, and local laws, including the Michigan Building Code, National Electrical Code, and NFPA standards.

**C.** All installations require building and electrical permits.

**D.** BESS installations must be inspected every one to two years and proof submitted to the City. Inspectors shall inspect for:

1. Emergency Shutdown Access;
2. Setbacks and fire access;

3. Ensuring all solar panels have micro inverters to allow for panels to operate individually and shut down individually if one has an issue;

4. Mechanical Ventilation (If applicable- BESS and ventilation standards required)

5. Compliance with grounding, overcurrent protection and disconnects;

6. NEC Article 706 (Energy Storage Systems) and 690 (Photovoltaic Systems).

E. Inspections can be performed by:

1. State-Licensed Electrical inspector, certified under the Michigan Electrical Code (based on the National Electrical Code 2023).

2. Local Building Official/Building Department, provided an inspection can be scheduled in an adequate timeline.

#### **SECTION 5.20.4: PERMITTED SYSTEMS**

##### **A. Roof-Mounted SES**

1. Rooftop Solar Energy Systems (RSES) are permitted as accessory uses in all zoning districts, provided they meet the standards outlined below.

2. Residential-Use Roof-Mounted Solar Panels may be installed on the roof of a residential primary structure, provided the panels do not extend beyond the edge of the roof surface and do not exceed the height of the existing structure.

Residential Accessory Building RSES Panels may be mounted parallel to the roof surface and not project more than 12 inches above the roof surface, and must not extend beyond the edge of the roof surface.

Commercial-Use Roof-Mounted Solar panels may be installed on the roof of a commercial primary structure, provided the panels do not extend more than 24 inches beyond the edge of the roof surface and comply with building code height limitations.

Commercial Accessory Building RSES: Panels may be mounted at an angle on flat roofs but must be screened from public view with parapet walls or similar architectural features, where feasible. The system may not exceed 10-feet in height above the roof deck.

If located over required parking (i.e., a solar carport), there is no maximum lot coverage. These systems shall not count toward the maximum number or square footage of accessory structures or maximum impervious surface limits if the ground beneath remains impervious.

**3.** Front-facing roofs permitted with administrative approval only when side/rear placement is not viable.

## **B. Wall-Mounted SES**

- 1.** Must be flush with building walls.
- 2.** Considered accessory uses and do not increase nonconformity.

## **C. Ground-Mounted SES**

- 1.** Principal-Use Ground-Mounted SES – All Districts: Accessory ground-mounted solar panels are not permitted.

## **D. Battery Energy Storage Systems (BESS)**

- 1.** BESS must be located in a detached accessory structure and is:
  - a.** Not visible from the public right-of-way,
  - b.** Set back at least 10 feet from all property lines,
  - c.** Properly enclosed and ventilated for safety.
- 2.** If installation in a detached structure is not feasible due to site constraints, the BESS may be installed within an attached garage, provided it:
  - a.** Is mounted on an exterior wall,
  - b.** Includes appropriate air filtration and ventilation systems,
  - c.** Is reviewed and approved by the Building Official for safety compliance.
- 3.** Outdoor BESS may be permitted if:
  - a.** Located at least 10 feet from any property line,
  - b.** Properly screened from neighboring properties and public view with landscaping or fencing,
  - c.** Clearly marked as containing electrical equipment,
  - d.** Compliant with applicable setbacks and fire safety codes.

4. Not permitted in basements or below-grade areas.

#### **SECTION 5.20.5: SAFETY AND STRUCTURAL STANDARDS**

- A.** All systems must be designed per engineering standards and applicable codes.
- B.** All SES and BESS installations must comply with the Michigan Building Code, including, but not limited to:

- a.** Structural load requirements (wind, snow, seismic),
- b.** Anchorage and uplift resistance,
- c.** Frost protection and foundation standards.

- C.** Rooftop solar systems shall not compromise the structural integrity of the roof and may require certification by a licensed structural engineer, as determined by the Building Official. Structural certification may be required at Building Official's discretion.

#### **D. Emergency Services Application**

- 1.** All rooftop solar energy systems shall be installed in compliance with NFPA 1, IFC, and the Michigan Residential Code, which require:

- a.** Minimum clearances from roof edges and ridgelines of 36 inches.
- b.** Pathways for firefighter movement, minimum 36-inch-wide unobstructed walking paths.
- c.** No panels shall be installed over roof vents, skylights, or access hatches.

- 2.** Systems installed on townhouses, multifamily buildings, or commercial structures require review and approval of the Fire Department.

- 3.** All SES and BESS installations must be labeled at main service entrances and disconnects with durable placards stating:

- a.** Presence of solar and/or battery systems,
- b.** System voltage and shutoff locations,
- c.** Name and emergency contact of the installer or system owner.
- d.** Placards shall be weather-resistant, at least 6 inches by 6 inches, and located in accordance with NFPA 70 and NEC Article 690 requirements.

### **SECTION 5.20.6: AESTHETIC AND VISUAL INTEGRITY**

- A.** Visible system components must match the color of roof/building.
- B.** Rear or side roof installations required for residential use, unless otherwise approved pursuant to section 5.20.4.3.
- C.** All ground-mounted systems must be screened with non-deciduous landscaping or opaque fencing.

### **SECTION 5.20.7: HISTORIC AND DESIGN DISTRICTS**

**A.** Any SES or BESS installation within a historic or design review district shall be subject to review and approval by the Historic District Commission (HDC) or Design Review Board, as applicable.

**B.** Applicants must submit:

- a.** A site plan or roof layout showing proposed system placement,
- b.** System specifications (color, mounting style, panel finish),
- c.** Photographic documentation of the existing conditions,
- d.** A visibility analysis, where requested.

**C.** The Commission or Board shall review applications for conformance with:

- a.** The City's Historic District ordinance,
- b.** Design guidelines or overlay standards,
- c.** The Secretary of the Interior's Standards for Rehabilitation, where applicable.

### **D. Design Compatibility Standards**

- 1.** Systems should be installed in locations that minimize visibility from the public right-of-way.
- 2.** Preferred placement includes:
  - a.** Rear-facing roof planes,
  - b.** Detached accessory structures.
- 3.** Where front-facing or highly visible installations are proposed due to site constraints, systems must:

- a. Be integrated into the building form or roofline,
- b. Use low-profile panels with matte or non-reflective finishes,
- c. Match or complement existing materials and colors.

### **SECTION 5.20.8: DECOMMISSIONING AND REPOWERING**

**A.** SES and BESS must be removed at the end of life or when no longer in use.

#### **1. Abandonment of Use**

- a. The system fails to produce energy or demonstrate regular use for a continuous period of 12 consecutive months, unless the property owner provides documentation of an ongoing maintenance or repair plan approved by the City.

#### **2. Zoning or Site Use Changes**

- a. The property undergoes a change in zoning, use, or ownership that renders the system noncompliant with applicable regulations, and no variance or special land use approval is granted.

**B.** A decommissioning plan is required for all principal-use systems.

#### **1. Component Removal Plan**

- a. Description of how all SES and BESS components will be dismantled and removed, including panels, mounting hardware, foundations, underground wiring, fencing, and battery systems.

#### **2. Site Restoration Plan must include:**

- a. Removal of concrete or gravel pads unless repurposed,
- b. Grading and backfilling where needed,
- c. Topsoil replacement and revegetation with native or approved ground cover.
- d. Name and contact information of the party responsible for carrying out the decommissioning.

#### **3. Removal and Restoration Standards**

Upon decommissioning, the following components shall be fully removed from the site unless otherwise approved by the City:



**1. Above-Ground Equipment**

- a.** Solar panels, racking, support structures, fencing, inverters, batteries, and accessory electrical components.

**2. Below-Ground Infrastructure**

- a.** Foundations, mounting poles, and underground conduit or wiring must be removed to a depth of at least three feet below grade, unless the City permits otherwise due to safety, environmental, or reuse considerations.



**3. Utility Connections**




- a.** All utility connections shall be disconnected and removed in accordance with utility company and electrical code requirements.

**4. Permitting Requirements**

- 1.** Repowering activities that involve changes to the physical footprint, system height, location, or visual impact (e.g., panel relocation, racking changes) shall require submission of updated site plans and a zoning review.
- 2.** If repowering includes only internal component swaps (e.g., inverter replacement, panel-for-panel upgrades of the same size and placement), a building and/or electrical permit may be required, but zoning approval is not unless specified by the Building Official.
- 3.** In all cases, repowered systems must comply with the current Michigan Building Code, NEC, and NFPA safety standards

## LATHRUP VILLAGE – SITE DEVELOPMENT STATUS

Facade	ADDRESS	APPLICANT NAME	PZE PROCESS TYPE	STARTED	NOTES
	27000 Southfield Rd	Discount Tire	Building Permit	8/15/2024	Remodel to update sales and office areas, add partition walls, new finishes and fixtures, and repaint the exterior façade.
	27300 Southfield Rd	Skylar Laundromat - Lush Nails - The Vapor Shoppe	Site Plan Review	6/15/2023	<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 permits retail and personal care use in the remaining units. 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>

	26600 Southfield Rd	Holbrook Auto Parts	Site Plan Review	8/1/2024	The revised site plan was approved by Planning Commission on January 21, 2025. Interior and exterior build-out has been completed. Zoning Board of Appeals (ZBA) granted a variance request to increase size of principal wall sign on August 18, 2025.
	26710 Southfield Rd	Primealete Nutrition	Site Plan Review	4/16/2025	The applicant requested approval for a change of use of a commercial unit located in the Mixed-Use (MX) district, converting the existing personal care 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 was installed in June 2025.
	27700 Southfield Rd	Surnow	Site Plan Review	10/22/2024	<p>The project's concept was approved by the Lathrup Village Historic District Commission (HDC) on February 19, 2025. On April 19, 2025, the applicant received site plan approval for the historic preservation and adaptive reuse of Lathrup Village's former High School. The approved plan proposes converting the building into multi-family housing, co-working space, and activity/event space.</p> <p>City Council approved the applicant's Payment in Lieu of Taxes (PILOT) application for the redevelopment of the property on September 15, 2025. The developer is awaiting review their request for financing from the Michigan State Housing Development Authority (MSHDA) during the first week of October.</p>