To: George Lahanas

Subject: Approval of an initial rental license for a unit at 1204 Snyder allowing occupancy of up to two unrelated persons or a family. This is a duplex structure that currently has a Class IV rental license for one unit only allowing up to three unrelated persons or a family, this approval will be to add the other unit and allow for up two unrelated persons or a family.

Meeting: Regular Council - 11 Mar 2020

Department: Planning, Building, and Development

Staff Contact: Annette Irwin, Housing and University Relations Administrator

BACKGROUND INFORMATION:
At the February 20, 2020, meeting of the Housing Commission a public hearing was held to review an application as an initial rental license to add a licensed unit to 1204 Snyder allowing up to two unrelated persons or a family to occupy. This is a duplex structure that has had a rental license for one unit (one side) for up to three unrelated persons or a family.

The owner is Betty Del Din, East Lansing and the legal agent/trustee is Susan M. Topping, East Lansing. Ms. Del Din had resided in the owner occupied side of the duplex, she has had to move to another location more suitable for her current health care needs. Ms. Topping is the legal agent as well as the trustee.

This unit has two bedrooms and one bathroom. The driveway is shared with a two car garage. No one was present for public comment and we did not receive any written comment from the public regarding this hearing.

Ms. Topping was present and answered questions from the commissioners. She is representing the owner and will be managing the leasing of this unit. After reviewing all the information that was provided the commission voted to recommend approval of adding a unit allowing up to two unrelated persons or a family to the current rental license for 1204 Snyder. All commissioners present voted in favor of the motion.

ATTACHMENTS:
1204 SNYDER STAFF MEMO AND RECOMMENDATION
INITIAL RENTAL LICENSE APPLICATION - 1204 SNYDER RD
MEMORANDUM

TO: Housing Commission
FROM: Annette M. Irwin, Housing and University Relations Adm.
DATE: February 5, 2020
SUBJECT: Initial rental license at 1204 Snyder

The applicant has applied for a Class III rental license for two unrelated persons or a family. This property is a duplex and the other unit of 1204 Snyder has been licensed for up to 3 unrelated persons or a family since 1974. The other side has always been owner occupied by an owner. The Del Din family has owned and utilized the property in this way since it was licensed. Staff has reviewed the application as a Class III rental license as that is what the current zoning allows. Administratively, if approved we will be adding this unit and occupancy to the current rental license that is a Class IV that allows up to three unrelated on one side.

The owner according to assessing records is Del Din Betty (Trust), East Lansing, MI. A review of the building records show that this structure was built as a duplex in 1963 and the Del Din’s were likely the first owners. Betty Del Din now resides in an assisted living community. The legal agent and trustee is Susan Topping, East Lansing, MI. The owner and responsible party/trustee would now like to have both sides of the property licensed and have the ability to rent both units.

The property is located in a R-2 zoning district, not in an overlay district. This unit has two bedrooms and 1 bathroom. This unit has a shared driveway and a two-car garage. The property was inspected with code corrections noted and reinspected for code compliance.

The floor plans, site plan, photos and inspection report are attached.

In reviewing the requirements of the code and the information provided to date, the recommendation from staff is to recommend the current rental license at 1204 Snyder have another unit added with the occupancy for that unit to be up to two unrelated persons or a family. The rental license would be a Class IV rental license at the duplex 1204 Snyder, with the current license remaining occupancy of up to 3 unrelated or a family (west unit side) and the new unit for occupancy up to 2 unrelated or a family (east unit side).
**INITIAL RENTAL LICENSE APPLICATION**

**Address of Rental:**
1204 Snyder Rd, East Lansing

**Class of license sought:**
- [ ] I Owner occupied; rental license for 1
- [x] II Non-owner occupied; up to 2 unrelated
- [ ] IV Non-owner occupied; 3 or more unrelated
- [ ] V Multiple unit apartments
- [ ] VI Group housing

**Historic District?**
- [ ] Yes
- [x] No

**Number of dwelling units**
- (New License for)
  - 1

**Number of sleeping rooms per dwelling unit**
- 2

**Occupancy per unit**
- 2

**Total Occupancy**
- 2

**Name of Owner**
- Betty Del Din

**Permanent address**
- 2700 Bunham Dr, Apt 316

**City, State, Zip Code**
- East Lansing, MI 48823

**E-mail address**
-

**Drivers license number/corporate ID number**
-

**Name of Legal Agent**
- Susan M Topping

**Permanent address**
- 813 Huntington Rd

**City, State, Zip Code**
- East Lansing, MI 48823

**E-mail address**
- ToppingSM@aol.com

**Drivers license number/corporate ID number**
- 7152 778 585 437 (mi)

**Number of sleeping rooms per dwelling unit**
- 2

**Occupancy per unit**
- 2

**Total Occupancy**
- 2

**Name of Owner**
- Betty Del Din

**Permanent address**
- 2700 Bunham Dr, Apt 316

**City, State, Zip Code**
- East Lansing, MI 48823

**E-mail address**
-

**Drivers license number/corporate ID number**
- 517-332-8153

**Number of sleeping rooms per dwelling unit**
- 2

**Occupancy per unit**
- 2

**Total Occupancy**
- 2

**Name of Legal Agent**
- Susan M Topping

**Permanent address**
- 813 Huntington Rd

**City, State, Zip Code**
- East Lansing, MI 48823

**E-mail address**
- ToppingSM@aol.com

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**Number of sleeping rooms per dwelling unit**
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**Occupancy per unit**
- 2

**Total Occupancy**
- 2

**Name of Owner**
- Betty Del Din

**Permanent address**
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**City, State, Zip Code**
- East Lansing, MI 48823

**E-mail address**
-

**Drivers license number/corporate ID number**
- 517-332-8153

**Number of sleeping rooms per dwelling unit**
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**Occupancy per unit**
- 2

**Total Occupancy**
- 2

**Name of Legal Agent**
- Susan M Topping

**Permanent address**
- 813 Huntington Rd

**City, State, Zip Code**
- East Lansing, MI 48823

**E-mail address**
- ToppingSM@aol.com

**Drivers license number/corporate ID number**
- 7152 778 585 437 (mi)
NOTE: Corporate owners must attach a copy of the most recent Annual Report filed with the State of Michigan.

List the names of every resident agent, individual partner or managing member:


**If this property is in a Historical District, any exterior change requires Certificate of Appropriateness to be issued by the Historic District Commission or an acknowledgement that one is not necessary.**

OWNER CERTIFICATION

I, by my signature, hereby make application for a housing license for the above premises and agree to permit the Chief Code Official and/or appointees to enter and perform inspections as required by City Code Part II, Chapter 6 Article III Section 6-175. I certify that insurance coverage for the structural loss or damage and premises liability for personal injury exists and shall be maintained on the license property. I authorize the person I have designated in this application (if any) as my legal agent.

Signature: Susan M. Topping  
Date: 9/30/19

NOTARY

Subscribed and sworn to before me this

30 day of September 2019

Lori Schrauben
Ingham County, Michigan

My commission expires March 27, 2024

Seal:

NOTICE: This is a public hearing process with a hearing required before the Housing Commission with recommendation made to City Council.

Amount Received: $1600

☐ Cash
☐ Check #
☐ Credit card Visa MasterCard Discover

For office use only:

Received by:

Notes:
SECOND AMENDMENT OF TRUST

I, BETTY DEL DIN, Grantor of the BETTY DEL DIN LIVING TRUST dated March 10, 2006, and as amended on September 4, 2013, do hereby, in accordance with the powers reserved under Article Three of said trust, amend said trust as follows:

I hereby restate Article Two (A) of said trust as follows:

(A) I hereby appoint SUSAN TOPPING of 813 Huntington Road, East Lansing, Michigan 48823 as current Co-Trustee with me. In the event I shall die, become unable to act as Trustee for whatever reason, or resign as Trustee, then the Successor Trustee shall be as follows:

(1) SUSAN TOPPING of 813 Huntington Road, East Lansing, Michigan 48823 shall immediately, without court order become Successor Trustee in my place.

(2) If SUSAN TOPPING is unable or shall decline to act as Successor Trustee, or if she resigns or dies while acting in such capacity, then CLARA E. PORTER of Georgia, USA, shall immediately, without court order, become Successor Trustee.

(3) Notwithstanding anything to the contrary, any Trustee at any time shall have the power individually to exercise any or all powers on behalf of all Trustees.

RECEIVED

NOV 1 4 2019
CITY OF EAST LANSING
CODE ENFORCEMENT

Page 5 of 20
(4) Any Trustee of this Trust may resign after thirty (30) days written notice to me, if I am living, and if I am not living, then to the current income beneficiaries of the trust. If a Trustee resigns while I am living, I shall have the full power to appoint a Successor Trustee. After my death or incapacity and upon the resignation of all named Trustees, the current income beneficiaries of the Trust may, by unanimous consent, have the full power to appoint a Successor Trustee. Such appointment shall be effective on the date and terms specified in the written instrument.

(5) If the above provisions do not provide at least one qualified and acting Trustee, then the vacancy shall be filled by an appointment made by the then presiding Judge of any court of competent jurisdiction. Trustee vacancies may be filled as often as may be required. The appointment may designate an individual or individuals and/or a corporation with trust powers to occupy the Trusteeship.

(6) No court shall appoint an additional trustee or special fiduciary under MCL 700.7704(5) except under extraordinary circumstances upon the showing of clear and convincing evidence.

In all other respects, I hereby ratify and confirm my said Trust Agreement dated March 10, 2006 and as amended September 4, 2013.
IN WITNESS WHEREOF, I have hereby set my hand and seal this 12th day of July, 2019.

[Signature]

TORREE J. BREEN

[Signature]

BETTY DEL DUN

[Signature]

LAURA J. RILEY

STATE OF MICHIGAN )
COUNTY OF INGHAM ) ss.

On July 12, 2019, before me, a Notary Public within and for said County, personally appeared BETTY DEL DUN, to me known to be the person described in and who executed the foregoing instrument, and acknowledged to me that she executed the same as her free act and deed.

[Signature]

Laura J. Riley, Notary Public
Eaton County
Acting in Ingham County, Michigan
My Commission Expires: 1/25/2024

RECEIVED
NOV 14 2019
CITY OF EAST LANSING
CODE ENFORCEMENT
Ta da!
Sent from my iPhone
September 30, 2019

City of East Lansing
Planning, Building & Development
410 Abbot Rd
East Lansing, MI 48823

RE: Rental License: 1204 Snyder Rd, East Lansing, MI

Dear Sirs,

This is an explanation of the procedure we are proposing for the basement of 1204 Snyder.

This duplex has separate basements, and on the left side of the building, we are suggesting that we install a door and lock on ½ of the basement, so the tenants do not have access and that the owner (who is now residing at Burcham Hills) will have storage.

The fuse box is located in this area. The current tenant (right side of duplex), Adam York, has agreed to act as on-site management, and will have either a key or combination to the storage room. As co-trustee of the Betty Del Din Trust, I will also have a key and/or combination to the storage room.

I hope this explanation will answer any questions you might have about the proposed door and storage area on the left side basement of the duplex.

Thank you,

Susan M. Topping, CPA
Co-Trustee
MORTGAGE LOAN INSPECTION MAP

SCALE 1"=30'
R=RECORDED AS

SNYDER
60 FT WIDE R/W

LOT 162
HSE NO. 1204
LOT 163

SAME
SIZE
AS
OLD

LEGAL DESCRIPTION (AS PROVIDED): Lots 162 & 163 also the W 1/2 of vacated alley Avondale Subdivision, City of East Lansing Ingham County, Michigan.

FILE COPY

Mortgage Loan Inspection For: Betty Del Din
Property Address: 1204 Snyder Road, East Lansing, MI 48823

Scale: 1" = 30' Date: 7.01.15 By: KJS Job No: 15-39 Location:

NOTE: A mortgage loan inspection (MLI) map relates the location of permanent structures to approximate property limits. An MLI map should not be used for construction purposes. It is in your best interest to request a certified boundary survey in addition to a MLI. SES will not be responsible for encroachments identified later by a certified boundary survey.

This MLI map was performed by me or under my direct supervision.

COPYRIGHT © SES 2006

Keyno J. Shellenbarger, Ph.D., P.E., P.S.
Professional Surveyor No. 30101

SES
SHELLENBARGER ENGINEERING AND SURVEYING, P.C.
517-337-8270
5910 N. Hagadorn Road
East Lansing, Michigan 48823

Page 16 of 20
DESE 1067

33-20-02-18-218-001
1204 SNYDER RD
EAST LANSING MI, 48823

Property Information

Lot: 48823
Block:

Name Information

Owner: DEL DIN BETTY (TRUST) Phone: (517) 332 8153
Occupant: Phone:
Filer: Phone:

Enforcement Information

Date Filed: 09/24/2019 Date Closed: Status:

Complaint:
APPLYING FOR A CLASS III LICENSE - ON OWNER OCCUPIED SIDE ONLY (THE OTHER SIDE ALREADY HAS A RENTAL LICENSE)

Last Action Date: 01/14/2020 Last Inspection: 01/14/2020

HSE - ALL TRADES, BUILDING Inspection | TIM SCHULTZ

Status: Completed Result: Locked Out
Scheduled: 01/13/2020 Completed: 01/03/2020

HSE - ALL TRADES, ELECTRICAL Inspection | BRYAN THOMAS

Status: Completed Result: Complied
Scheduled: 01/13/2020 Completed: 01/13/2020

HSE - ALL TRADES, PLUMB & MECH Inspection | BARRY PENIX

Status: Completed Result: Complied
Scheduled: 01/13/2020 Completed: 01/14/2020

Comments:
HAS BRAND NEW FURNACE AND WATER HEATER

HSE - ALL TRADES, BUILDING Inspection | TIM SCHULTZ

Status: Completed Result: Complied

Violations:
Corrected 304.12 HANDRAILS
ACTION: EVERY HANDRAIL AND GUARD SHALL BE FIRMLY FASTENED AND CAPABLE OF SUPPORTING NORMALLY IMPOSED LOADS AND SHALL BE MAINTAINED IN GOOD CONDITION. GRASABLE HANDRAILS NEED TO BE RETURNED TO THE WALL AT BOTH UPSTAIRS AND DOWNSTAIRS STEPS

Corrected PER - DES
THANKS

HSE - ALL TRADES, ELECTRICAL Inspection | BRYAN THOMAS

Status: Completed Result: Violation(s)

Violations:
Corrected 604.3 SYSTEM HAZARDS
ACTION: ELECTRICAL SYSTEM SHALL BE SAFE AND WORKING CONDITION.

INSPECTOR COMMENTS: LIGHTING IN THE HALLWAY AND BATHROOM DOES NOT WORK.
<table>
<thead>
<tr>
<th>Status:</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>Result:</td>
<td>Violation(s)</td>
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<tr>
<td>Scheduled:</td>
<td>11/25/2019</td>
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<tr>
<td>Completed:</td>
<td>11/26/2019</td>
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**Violations:**

Corrected

TRIP WASATE ON TUB INOP.
**Class IV Certificate** | CLVJ001
---|---

### Property Information
- **Lot:** 1204 SNYDER RD
- **Block:** EAST LANSING, MI 48823

### Name Information
- **Holder:**
- **Occupant:**
- **Responsible Party:** DEL DIN BETTY Z (TRUST)

### Certificate Information
- **Date Issued:** 09/10/2019
- **Date Expires:** 07/28/2020
- **Status:** Certified w/Stipulations
- **Stipulations:**
  - ONLY ONE SIDE IS LICENSED, OTHER UNIT IS OWNER OCCUPIED
  - BASEMENT NOT HABITABLE

### Fee Information
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<tr>
<th>Fee Type</th>
<th>Amount Charged</th>
<th>Amount Paid</th>
</tr>
</thead>
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<td>$405.00</td>
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<tr>
<td>RENEWAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INSPECTION</td>
<td>$165.00</td>
<td>$405.00</td>
</tr>
<tr>
<td>ANNUAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### REINSPECTION Inspection | NATHAN IZYDOREK
- **Status:** Completed
- **Scheduled:** 10/14/2019 08:00 AM
- **Completed:** 09/10/2019 01:58 PM
- **Result:** Compiled

### ANNUAL Inspection | NATHAN IZYDOREK
- **Status:** Completed
- **Scheduled:** 08/20/2019 04:00 PM
- **Completed:** 08/20/2019 04:00 PM
- **Result:** Violation(s)

### Violations
- Corrected 09/10/2019
- 603.7 Inspection Certificate
- **ACTION:** Provide a furnace safety report.
ISSUED TO: DEL DIN BETTY Z (TRUST)  
1204 SNYDER RD  
E LANSING MI 48823

ISSUED FOR: 1204 SNYDER RD

MAXIMUM OCCUPANCY LIMIT: A FAMILY OR 3 UNRELATED

units 1

STIPULATIONS:
ONLY ONE SIDE IS LICENSED, OTHER UNIT IS OWNER OCCUPIED

BASEMENT NOT HABITABLE

This property was inspected and found to comply with the health, safety and welfare provisions of Chapter 10 - Rental Housing Inspection and Licensing, East Lansing City Code.

The Annual Inspection was limited to readily observable conditions. Hidden defects and violations may have existed at the time of inspection. This license is subject to suspension or revocation based on just cause.

The Owner/Agent and each tenant is responsible for maintaining the maximum occupancy limit.

This License is to be conspicuously affixed on or adjacent to the primary entrance in accordance with Section 1005.11, Chapter 10, Failure to display, removal or defacement may result in a violations citation.

EAST LANSING ORDINANCES PROHIBIT DISCRIMINATION IN EMPLOYMENT, HOUSING, PUBLIC ACCOMMODATION AND PUBLIC SERVICE BECAUSE OF RELIGION, RACE, COLOR, NATIONAL ORIGIN, AGE, HEIGHT, WEIGHT, DISABILITY, SEX, MARITAL STATUS, SEXUAL ORIENTATION, STUDENT STATUS, USE OF ADAPTIVE DEVICES OR AIDS OR LEGAL SOURCE OF INCOME.

PERSONS DENIED EQUAL OPPORTUNITY BECAUSE OF THESE REASONS MAY FILE A COMPLAINT WITH THE EAST LANSING HUMAN RELATIONS COMMISSION WITHIN 180 DAYS OF THE INCIDENT OF DISCRIMINATION.

SEE ARTICLE II OF CHAPTER 22 OF THE CODE OF THE CITY OF EAST LANSING FOR DETAILS, OR CONSULT A LEGAL REPRESENTATIVE.

ISSUING AUTHORITY: Annette Irwin Housing Administrator  
PLANNING, BUILDING, & DEVELOPMENT

NOT TRANSFERABLE - MUST BE DISPLAYED AT ALL TIMES