

# VARNUM

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November 13, 2023

**VIA EMAIL AND U.S. MAIL**  
[mkowalski@a2gov.org](mailto:mkowalski@a2gov.org)

City of Ann Arbor Planning Commission  
c/o Mr. Matt Kowalski, AICP  
City Planner  
City of Ann Arbor  
Planning Services  
301 E. Huron Street  
Ann Arbor, Michigan 48104

**Re: Request for Correction of November 1, 2023 Meeting Minutes**

Dear Chair and Commissioners:

I am writing to you on behalf of our client, Altarum Institute, of 3520 Green Ct. #300, Ann Arbor, Michigan 48105 ("Altarum"), which is the owner of certain real property commonly known as 3525 Green Court, Ann Arbor, Michigan 48105 and identified with Permanent Parcel No. 09-09-23-100-008 (the "Property"). As you know, the Property is approximately 7.16 acres in size and is the sole undeveloped parcel of real property located within the ERIM (3520 Green Court) PUD.

We understand that at the last Planning Commission meeting on November 1, 2023, the Property was added to the list of properties recommended to the City Council for rezoning to the TC1 District, despite the fact that it was not included in the publicly noticed list of the properties to be considered for rezoning. We are writing because the draft meeting minutes include some incorrect information in this regard, and we want to ensure that the minutes are corrected at your next meeting before they are adopted.

Specifically, on Page 4 of the draft minutes under the discussion of Item 23-1802, which is the proposed ERIM (3520 Green Court) PUD Amendment, the following comment appears:

Deputy Planning Manager Kelley noted Petitioner would like to be voluntarily included in city initiated rezoning of Plymouth road area to TC1 and awaits outcome of this meeting and of City Council.

While Mr. Kelley may have stated this, it is not correct. Altarum did not request that the Property be added to the TC1 District. While Altarum had considered such a request, it did not make the request, because it does not appear that some of the specific design requirements of the TC1 District could be met by the currently proposed uses for the Property.

Mr. Matt Kowalski, AICP

November 13, 2023

Page 2

What the minutes do not reflect - and what should be included in the minutes to ensure that they are accurate - is that it was later clarified by City Planning staff, including Alexis DiLeo (whom was not present at the onset of the meeting), during the discussion of Item No. 23-1804 (*i.e.*, the City-initiated TC1 rezoning) that the earlier statement of Mr. Kelley was inaccurate and that Altarum had not requested that the Property be added to the TC1 District. We would appreciate it if you would please revise the minutes accordingly before adoption.

If you have any questions with respect to the foregoing, please feel free to call.

Very truly yours,

**VARNUM**

A handwritten signature in blue ink, appearing to read 'D. Caldon', with a long horizontal line extending to the right.

David T. Caldon

DTC/tmb

cc: Tracy Lawyer, Altarum Institute, [Tracy.Lawyer@altarum.org](mailto:Tracy.Lawyer@altarum.org)  
Alexis Dileo, City of Ann Arbor, [adileo@a2gov.org](mailto:adileo@a2gov.org)

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