

1. Council Meeting Agenda

Documents:

[1-23-18 FINAL REGULAR AND GOAL SETTING AGENDA.PDF](#)

2. Council Meeting Packet

Documents:

[JANUARY 23RD COUNCIL GOAL SESSION PACKET.PDF](#)

3. Goal Session Packet

Documents:

[PACKET 2 JANUARY 23RD GOAL SESSION.PDF](#)

4. Council Action Minutes

Documents:

[ACTION MINUTES 1-23-18.PDF](#)



City of Ypsilanti
City Council Regular and Goal Setting Agenda
Tuesday, January 23, 2018
7:00 – 10:00 p.m.
City Hall Council Chambers - 1 S. Huron Street
Ypsilanti, Michigan 48197

I. CALL TO ORDER –

II. ROLL CALL –

Council Member Bashert	P A	Council Member Robb	P A
Mayor Pro-Tem Brown	P A	Council Member Vogt	P A
Council Member Murdock	P A	Mayor Edmonds	P A
Council Member Richardson	P A		

III. INVOCATION -

IV. PLEDGE OF ALLEGIANCE -

"I pledge allegiance to the flag, of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all."

V. INTRODUCTIONS –

VI. AUDIENCE PARTICIPATION –

VII. REMARKS FROM THE MAYOR –

VIII. ORDINANCES – FIRST READING -

Ordinance No. 1301

Adaptive Reuse Planned Unit Development (PUD) for Ypsilanti Performance Space,
218 N Adams

1. Resolution No. 2018-016, determination
2. Open public hearing
3. Resolution No. 2018-017, close public hearing

IX. RESOLUTIONS/MOTIONS/DISCUSSIONS –

1. Resolution No. 2018 – 018, regarding Act 289 and Fire Protection Services for Eastern Michigan University.

X. DISCUSSION

2018/2019 Goal Setting Discussion- Dr. Jeffrey L. Bernstein, Facilitator

XI. AUDIENCE PARTICIPATION –

XII. REMARKS FROM THE MAYOR –

XIII. ADJOURNMENT –



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REQUEST FOR LEGISLATION
January 23, 2018

From: Bonnie Wessler, City Planner

Subject: Adaptive Reuse Planned Unit Development: Ypsilanti Performance Space, 218 N Adams

SUMMARY & BACKGROUND

218 N Adams has been home to the First Congregational Church of Ypsilanti since the 1890s, and has been on the market since the late 2000s. The property consists of a large, historic building in need of extensive repair which contains the main sanctuary, a reception hall, and an assembly space in the basement; and a more modern addition to the south which provides a meeting area and office space. A parking lot surrounds the building to the south and east. The prospective purchaser is applying for an Adaptive Reuse Planned Unit Development agreement & rezoning under §122-703, which permits re-use of existing nonresidential structures in residential districts, with an aim to re-use the property in the long term as a performance and events space. In the short term, as the main building is undergoing repair, the applicant plans to lease the modern building for general offices. Once repair is complete, those offices will be put to use as administrative offices serving the event space.

The proposed use is substantially similar to the existing use, and the use of the modern building for general office space during repair of the historic building can be easily supported by the site. Parking provided is more than adequate per the zoning ordinance. Minimal changes are proposed to the design of the site overall, including the addition of bike parking to the southwest, addition of a landscaped bed to the southwest, better definition of the rubbish storage area, better separation between parking and sidewalk on the north side of the parking lot, and protection for an existing guy wire towards the middle of the parking area.

RECOMMENDATION

Planning Commission recommended approval of the Planned Unit Development at its December meeting, with several conditions. These conditions have been satisfied with updated drawings and materials, and/or the text of the PUD agreement.

RECOMMENDED ACTION: Approval

ATTACHMENTS: Site Plan (revision date 1/15/18)
Staff review (December 2017)
Minutes (December 2017)
PUD agreement (draft)
Ordinance

CITY MANAGER APPROVAL: _____

COUNCIL AGENDA DATE: 01/23/2018

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2018-016
January 23, 2018

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That an ordinance to approve an Adaptive Reuse Planned Unit Development (PUD) for Ypsilanti Performance Space, 218 N Adams be approved on First Reading.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Resolution No. 2018-017
January 23, 2018

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the public hearing on an ordinance to approve an Adaptive Reuse Planned Unit Development (PUD) for Ypsilanti Performance Space, 218 N. Adams be officially closed.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Ypsilanti MI 48197



SITE PLAN SUBMISSION FOR A PLANNED ADAPTIVE REUSE PROJECT

NORTH

OWNER:
STEVE PIERCE
SAVE OLD BUILDINGS, LLC
118 S WASHINGTON ST
YPSILANTI MI 48197
734.274.4602
steve@hdl.com

VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS IN THE FIELD PRIOR TO CONSTRUCTION. DO NOT SCALE FROM DRAWINGS.

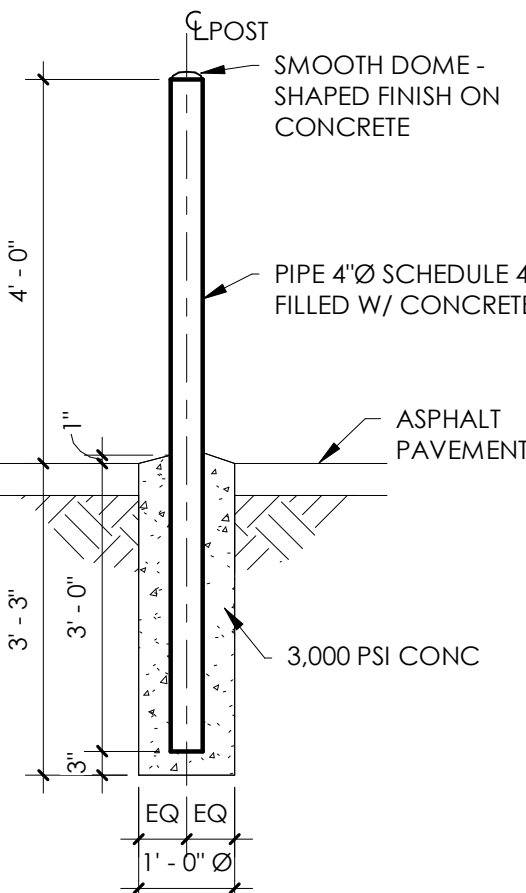
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1/15/2018 4:43:06 PM

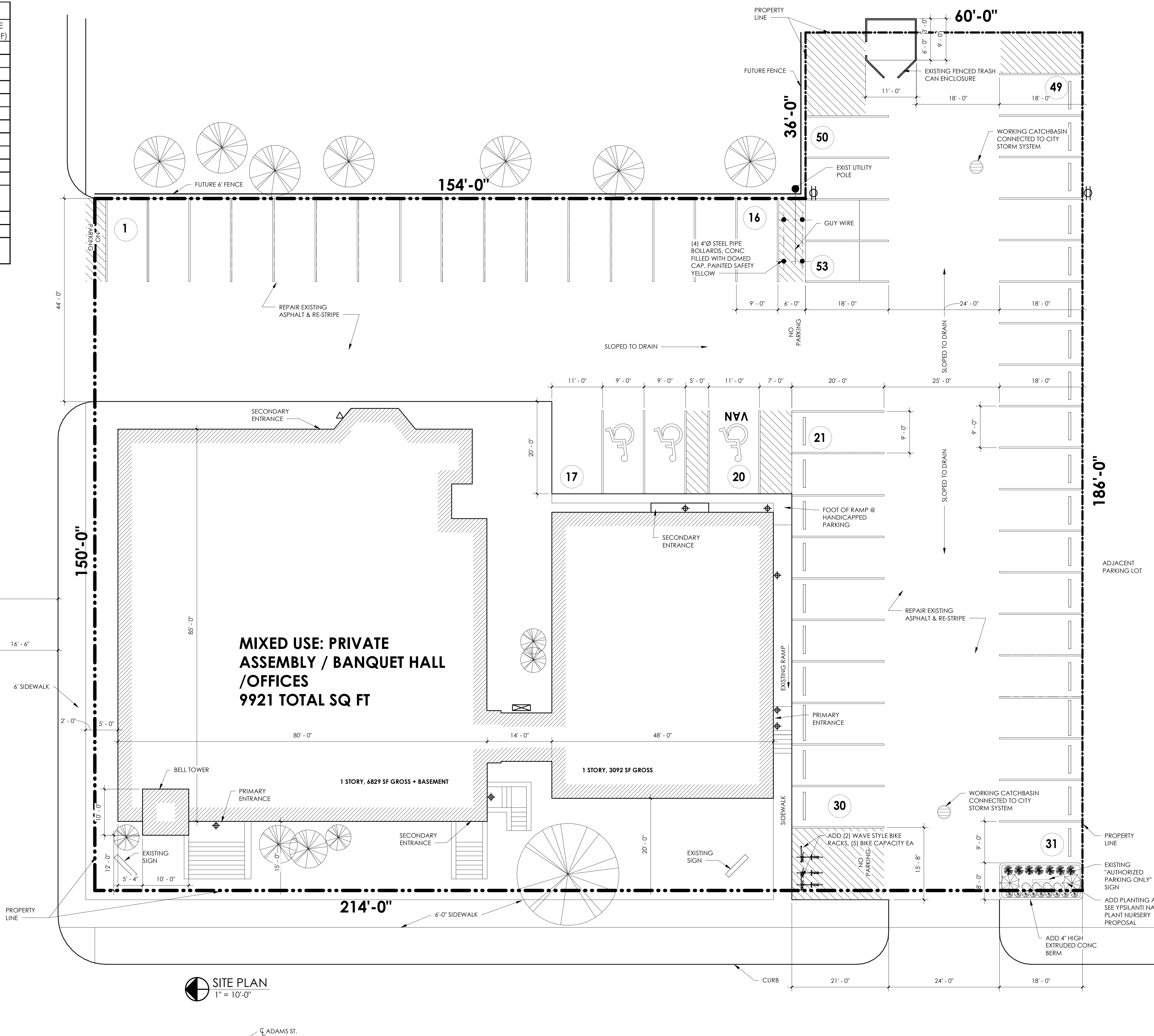
LAND USE SCHEDULE		
DESCRIPTION	AREA (SF)	USABLE AREA (SF)
PROPERTY SIZE: 0.8 AC	34,260	
PUBLIC ASSEMBLY (GROSS)	6,829	5463
OFFICE (GROSS)	3,092	2474
LANDSCAPE	4,200	
SIDEWALKS, STAIRS, & RAMPS TOTAL	709	
SUBTOTAL, NON-PARKING	14,830	
PARKING	19,430	
BUILDING GROUND COVERAGE	9,921	
BUILDING GROUND COVERAGE, INCLUDING SIDEWALKS, STAIRS, & RAMPS	10,630	
LOT COVERAGE, STRUCTURES ONLY	29%	
LOT COVERAGE, INCLUDING SIDEWALKS, STAIRS, & RAMPS	31%	

LIGHTING KEY

- WALL SCONCE
- LIGHT POLE; 2 HEADS
- SPOT LIGHT
- WALL PAC



PIPE BOLLARD
1/2" = 1'-0"



SITE PLAN
1" = 10'-0"



Brenda L. Rigdon

CONSULTANT

ISSUED		
#	DATE	DESCRIPTION
1	11-08-17	PERMIT
2	12-04-17	REVISIONS
3	12-11-17	REVISIONS
4	1-15-18	REVISIONS

218 N. Adams St.

Ypsilanti MI 48197

Site Plan

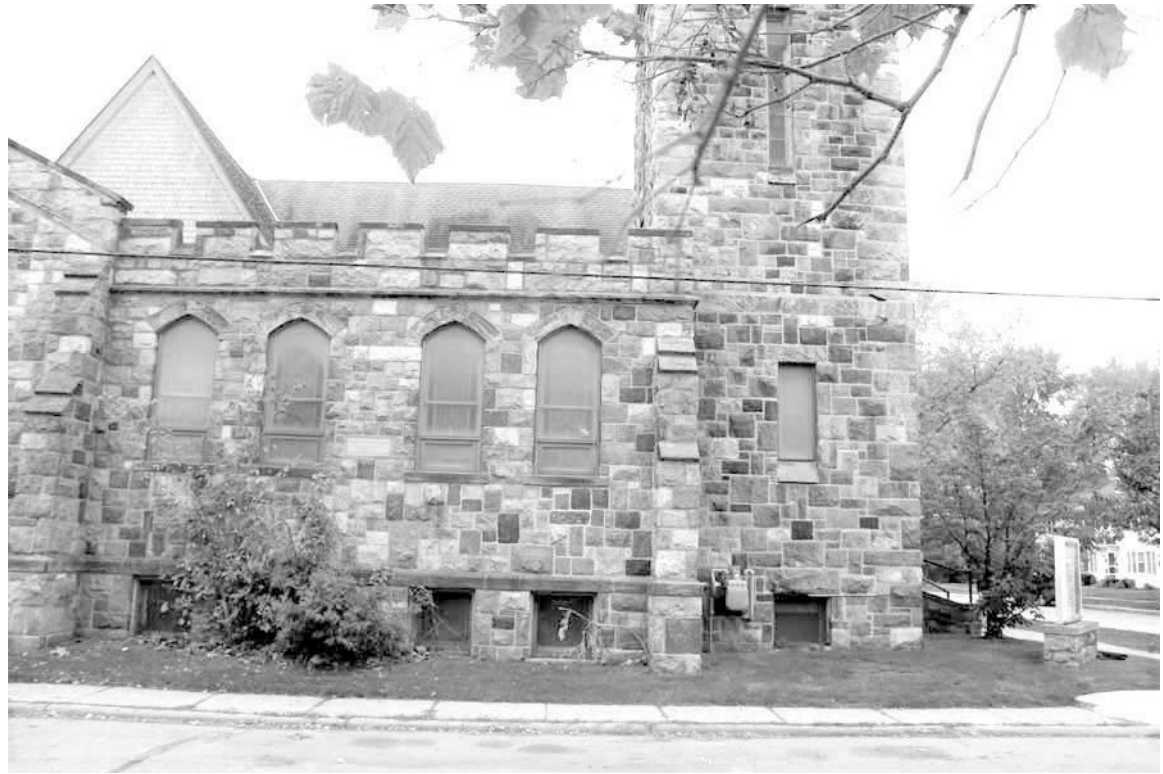
PROJECT NUMBER:
17.21

DRAWN BY:
BLR
ARCHITECT:
BLR

SHEET NUMBER:
SP-1



NORTH ELEVATION



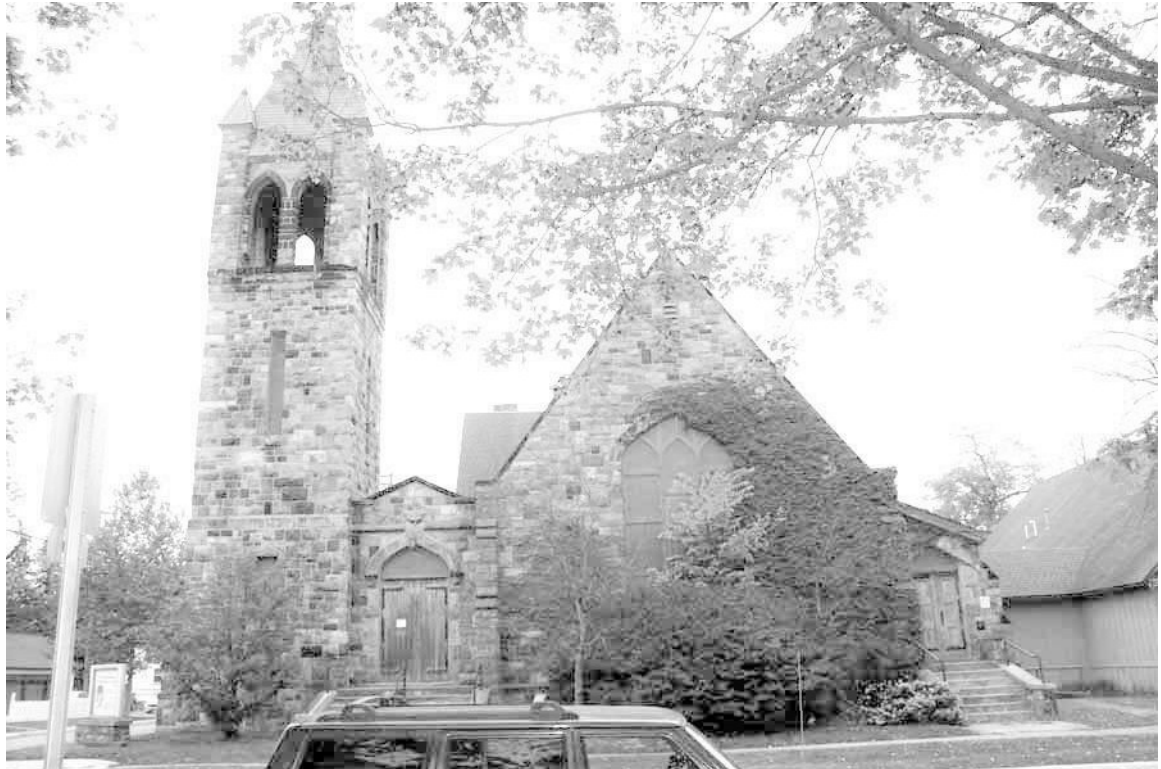
EAST ELEVATION



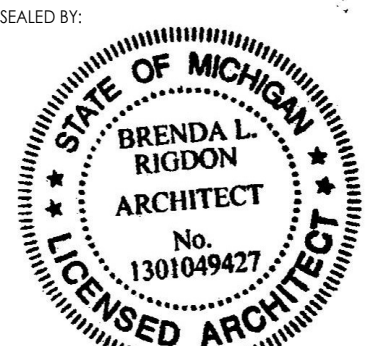
SOUTH ELEVATION



WEST ELEVATION



734.717.2753 • 214 E Church • Adrian MI 49221



Brenda L. Rigdon

CONSULTANT

ISSUED		
#	DATE	DESCRIPTION
1	11-08-17	PERMIT
2	12-04-17	REVISIONS
3	12-11-17	REVISIONS
4	1-15-18	REVISIONS

218 N. Adams St.

Ypsilanti MI 48197

Elevations

PROJECT NUMBER:

17.21

DRAWN BY:

BLR

ARCHITECT:

BLR

SHEET NUMBER:

SP-2

Project # 17.21
218 N. Adams St.
Ypsilanti, MI 48197

REVISION SUMMARY JANUARY 15, 2018

T-001 TITLE SHEET & PROJECT INFORMATION

- Number of parking spaces changed from 54 to 53 due to addition of bike racks.
- Updated Drawing Index.

SP-1 SITE PLAN

- Clarified building mixed use description to encompass entire building.
- Added two bike racks, with a capacity of five bikes each, to west entry of parking lot.
- Added landscaping with raised concrete berm around existing sign at west entry to parking lot.
- Primary and secondary building entrances noted.
- Added pipe bollard detail.
- Added "NO PARKING" striping and text to space in northeast corner of lot to provide separation from sidewalk.

SP-2 ELEVATIONS

- No changes.

END OF SUMMARY





14 December 2017

**Staff Review of Adaptive reuse Planned Unit Development
Application
Ypsilanti Performance Space
218 N Adams St**

GENERAL INFORMATION

Applicant: Steve Pierce
Save Old Buildings, LLC
Ypsilanti, MI 48197

Project: Ypsilanti Performance Space

Application Date: 11/8/2017

Location: Southeast corner of Emmet and Adams, north of Washtenaw, South of Cross, between Hamilton and Huron

Zoning: CN, Core Neighborhood

Staff Recommendation: Recommend Approval to Council

PROJECT AND SITE DESCRIPTION

The subject property, 218 N Adams, consists of two linked buildings and a large parking area, fronting on both Adams and Emmet. The main entrances to the parking area and the large building are off Adams; the main entrance to the small building is off the parking area to the south. The parking area can be accessed via Adams or Emmet. The parcel is approximately 0.75 acres, and is zoned CN, Core Neighborhood. The applicant is proposing to continue the current use of assembly (banquet hall, etc), and to add the use of business & professional offices. Business and professional offices are not a permissible use in CN. Thus, the applicant is seeking an Adaptive Reuse Planned Unit Development.

The property is currently owned by the First Congregational Church of Ypsilanti, and has been in use as a church since the large building's construction in the 1890s. In 1979, the church was granted permission from the HDC to relocate the house located at 212 N Adams to expand their parking area; that house is now the Parish House Inn at 103 S Huron St. The smaller building was constructed in the late 1980s. At the time of the smaller building's construction, a conditional use permit was sought and granted for operation of the church in a residential zone (then R4).

The applicant is proposing conversion of the smaller building into office space, and after extensive repair and renovation, convert the large building into a performance venue and later activate the banqueting facilities. All told, the project will be completed in three phases as described: first offices,

then performance, then banqueting. Site improvements would be made after the offices are put into use, but prior to the performance space being activated. Banqueting facilities would be completed after the performance space. The assembly space- performance and banqueting- would be permitted as a continuation of the existing use, but the office space requires the ARPUD process for approval, as does the phased approach to site improvements.

Figure 1: Subject Site Location - Block

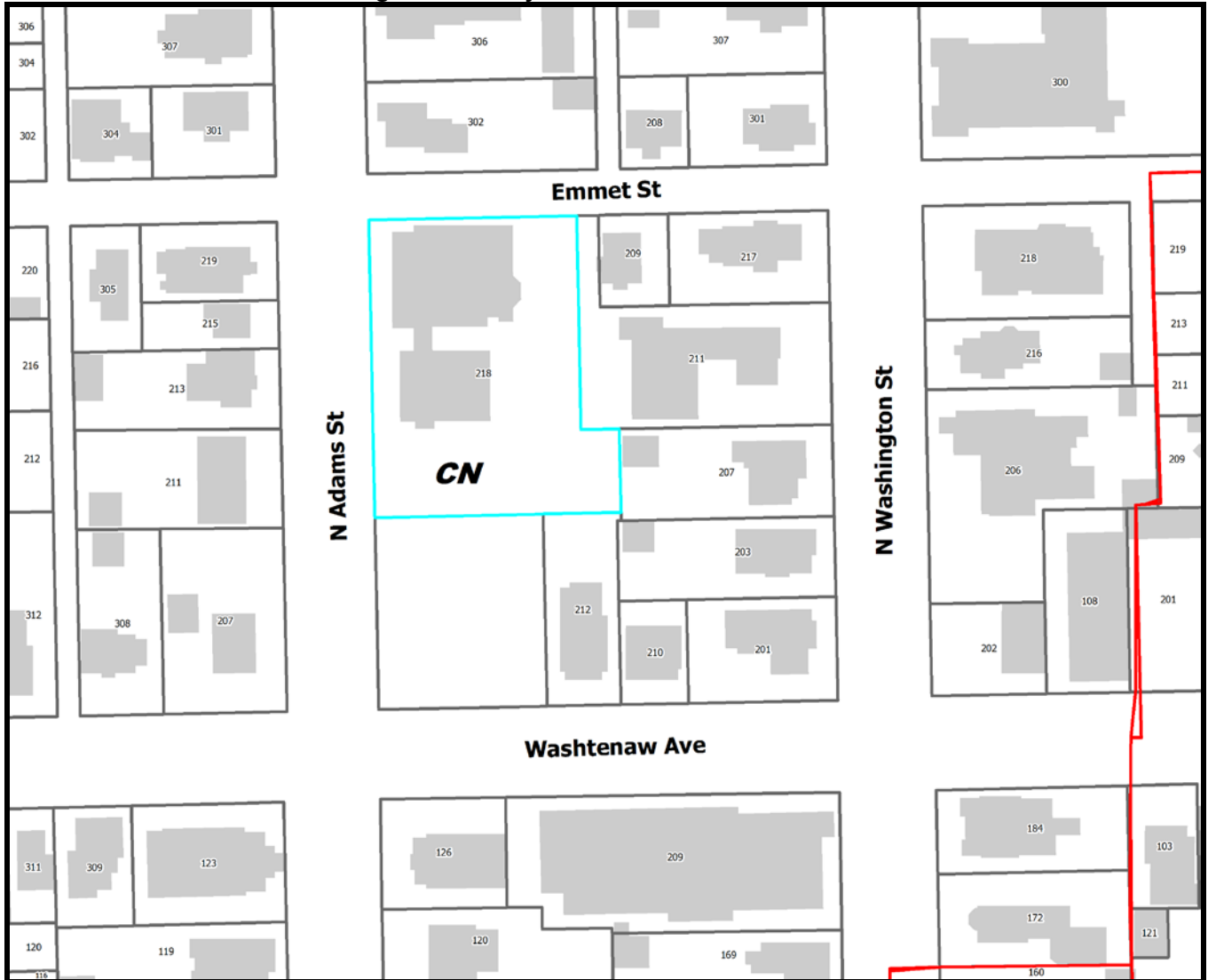


Figure 2: Subject Site Location – Context

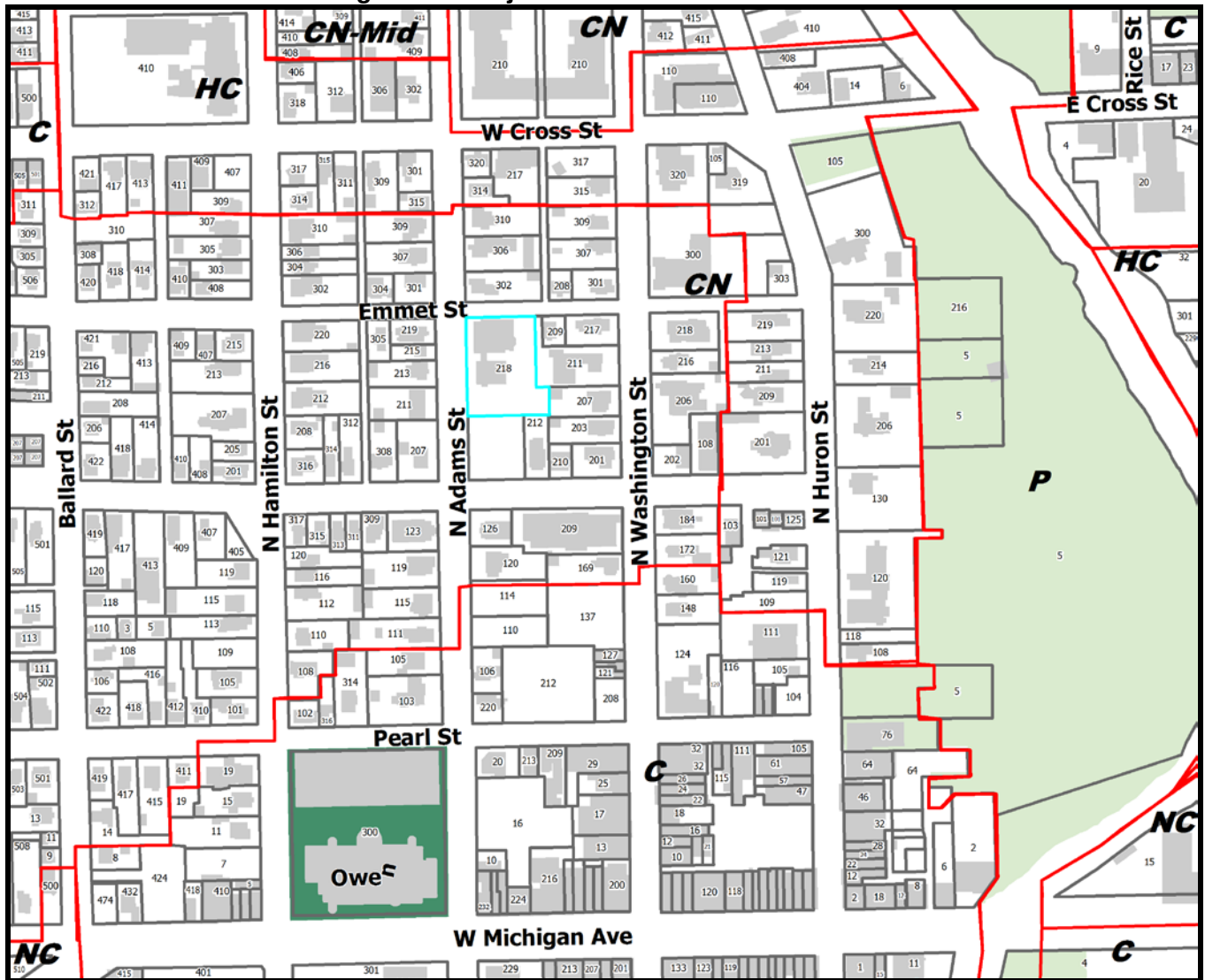


Figure 3: Site Aerial (2015)



Figure 4: View from Emmet, looking south-west



Figure 5: View from Emmet, looking south



Figure 6: View from Northwest



Figure 7: View from Adams, looking east



Figure 8: View from Adams, looking east



Figure 9: View from Adams, looking north



Figure 10: Land Use and Zoning of Surrounding Area

	LAND USE	ZONING
NORTH	Multifamily & single family residential	CN
EAST	Multifamily & single family residential	CN
SOUTH	Parking lot, multi and single family residential	CN
WEST	Multifamily & single-family residential	

PLANNED UNIT DEVELOPMENT: PURPOSE

§122-700

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

PLANNED UNIT DEVELOPMENT: REQUIREMENTS

§122-702

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

COMMENTS: The site will be under single ownership.

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

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

COMMENTS: No changes are proposed to the existing layout. Public streets and sidewalks exist.

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

COMMENTS: This is met.

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

COMMENTS: The owner will be responsible for all maintenance.

(7) **Additional Considerations.** During review of a proposed planned development, the Planning Commission shall take into account the following considerations which may be relevant to a particular project:

- perimeter setbacks and screening;
- thoroughfares, drainage, as provided for in best management practices as appropriate, and utility design;
- underground installation of utilities;
- insulating pedestrian circulation from vehicular thoroughfares and ways;
- achievement of an integrated development with respect to signage, lighting, landscaping and building materials;
- and noise reduction mechanisms, particularly in cases where non-residential uses adjoin off-site residentially-zoned property.

COMMENTS: The site plan proposes no changes to the site in Phase 1, the office use phase. The parking lot will be resurfaced and striped as part of phase 2, the performance space phase, and the fencing along the east will be replaced. No screening is proposed at the south of the site, adjoining the parking lot for the Methodist church, as installation of screening would limit snow storage, in the case of a fence, or severely limit the available parking, in the case of landscaping, due to the size of bed required. No screening is proposed between the parking area and the right-of-way, as those areas are currently paved. The applicant shows those as being striped "no parking." Foundation landscaping is not proposed along the small building nor the large; the large being architecturally significant, none is suggested, the small is less significant but presents a finished architectural surface to the street.

PLANNED ADAPTIVE REUSE PROJECTS

§122-703

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

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

COMMENTS: This is met.

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

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

COMMENTS: The uses proposed for the site include assembly, which is a continuation of a previous use, and business offices, which are not otherwise permissible in the CN district. Accessory business/professional offices are generally permissible as accessory to many of the permitted uses in CN (ex, religious uses, nursing homes, schools, etc), and are considered low impact when primary uses. The use of the small building for non-accessory business/professional offices is intended to be short-term and low-impact while the large building undergoes its renovations and repairs. The non-accessory offices are intended to become accessory offices at the time the large building is activated. Staff believes the non-accessory business/professional office use of the small building to be compatible with the neighborhood, as well as the continuation of the assembly use and accessory offices.

PLANNED UNIT DEVELOPMENT: PROCESS

§122-705

In broad strokes, the initial approval/denial process consists of four steps.

- 1) Pre-application conference
- 2) Planned Unit Development Application
- 3) Planning Commission review, public hearing, and recommendation to Council (**we are here**)
- 4) City Council Action

SITE PLAN: STANDARDS FOR APPROVAL

§122-311

STANDING

§122-311(a)

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

REQUIREMENTS

§122-311(b)

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

As the building location, parking location, etc are all existing and not proposed to change, those dimensions will be omitted from this review.

There are no specific standards for business/professional offices nor private assembly.

Items to be Addressed: None. The Adaptive Reuse Planned Unit Development process supports reuse of existing buildings. No changes to the existing buildings are proposed.

BUILDING LOCATION AND SITE ARRANGEMENT

§122-311(c)

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

Items to be Addressed: None. The Adaptive Reuse Planned Unit Development process supports reuse of existing buildings. No changes are proposed.

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

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

Figure 11: Parking Layout

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
§122-685 PARKING Dimensions	• 9'x18' minimum, exceptions if adjacent to wall or overhang provided • May have 20% small car (8'x16', signed) • May have 10% motorcycle (5x8', signed)	Unable to determine	9'x18' in phase 2 Restripe existing in phase 1
§122-683 Access	5' walkway from parking lot to parks, commercial, transit, walkways, institutions; raised/marked crosswalks within parking lot		No change.
 Ingress & Egress	• Aligned across ROW, or offset by 25' • >50' from intersection • 20'-30' driveway		No change
 Internal Maneuvering	10' (one-way), 20' (two-way)		24' , east-west; 26', north-south.
 Surfacing	durable bonded material in accordance with accepted engineering standards, or alternative surfacing materials		Existing asphalt (phase 1), repair/re-seal in phase 2
 Drainage	shall be graded and drained to public storm sewers		Re-use of existing catchbasins.
 Striping	For parking lots containing five or more spaces, all spaces shall be outlined with three-inch wide strips of white or yellow paint, except that barrier-free spaces shall be blue, with a symbol of compliance in blue, and signed in accordance with the State Barrier-Free Code.		Shown

Wheel Stops	For parking lots containing five or more spaces or accessory to commercial uses, wheel stops or curbing shall be provided for all parking spaces to prevent any vehicle from projecting beyond the parking lot area, bumping any wall or fence, or encroaching upon any landscaping. In all cases where parking lots abut public or private sidewalks, continuous concrete curbing or bumper stops, at least six inches high, shall be placed so that a motor vehicle cannot be driven or parked on, or hang over, any part of any sidewalk.		Shown
Lighting	With the exception of multiple-family dwellings on individual lots containing no more than four units, parking and loading facilities utilized during night-time hours shall be artificially illuminated. All such outdoor lighting shall meet the requirements of §122-609.		Re-use of existing lighting (see photographs)
Screening & Landscaping (internal) 122-684	1 tree per 8 spaces		None provided
	1 landscape island for each 16 spaces		Maintain existing layout. One aisle with 16 spaces, one with 19. No landscaped islands proposed.
	Islands w trees: 9' wide min and 160' sf Islands w 5' min walkway: 11' wide min Islands: curbed or used for stormwater		n/a
	All aisle-ends & corners protected w curbed island		One corner at north-east is un-curbed; does contain a guy wire. Suggest protective bollards or similar.
	3' between curb and planting (5' if vehicle overhang)		n/a

	Screening & Landscaping (perimeter)	Screened in accordance with 634 if abutting R1, MD, CN, CN-Mid, CN-SF		Privacy fencing existing on east side adjacent to CN, proposed to be replaced in phase 2 with newer privacy fencing.
		3'-4' screen 80% opacity where visible from ROW		None proposed due to existing paving.
		Landscaped areas, walls, structures, walks- must be protected by curbing		Public sidewalks abut parking area.
§122-691	Motor spaces	Private assembly, 1 per 500 sf non-storage area	5463 sf gross. 11 required	54 spaces proposed 19 required 23 max Waiver requested from maximum
		Business and professional offices, 1 per 300 sf usable area	2474 sf gross 8 required	
	Bicycle spaces	1 per 5 motor spaces, minimum of 2		
§122-692	Parking discounts	Transit		None requested
		Alternative Vehicles		
		Bicycle		
		PC discretion, special circumstances not listed above		
§122-672	SIDEWALKS	provide a sidewalk or shared-use path		Public sidewalks present
§122-675	TRAFFIC VISIBILITY	Maintain shrubs/other obstructions lower than 30" and trees/other obstructions higher than 8': At driveway: within a 10'x10' triangle formed by the street ROW line and the edge of the driveway At intersection: within a 25' x 25' triangle formed by an extension of the property lines, as measured from the pavement edges.		No obstructions observed within triangle

Items to be Addressed:

- Exception requested from 122-684(b)(1), install one tree per 8 spaces, requested due to existing layout of the parking lot.
- Exception requested from 122-684(b)(2), landscaped island per 16 spaces, requested due to existing layout of the parking lot. In lieu of landscaped island, provide protective bollards or similar for guy wire.
- Exception requested from 122-684(c)(2), screening from the right of way, due to existing paving.
- Exception requested from 122-684(c)(3), curbing between parking and sidewalks, due to existing paving.
- Exception requested from 122-691, maximum number of parking spaces, due to anticipated popularity of the venue.

ENGINEERING & STORMWATER**§122-311(f), §122-311(g)**

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

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

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

Items to be Addressed: None needed.

SCREENING**§122-311(h)**

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

Figure 12: Screening

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
§122-609 Lighting	• Dark Sky compliant; may be full cutoff where affecting residential uses • not >0.5 fc @ lot line • not >16'in height • not < 0.3 fc		Reuse of existing fixtures. See included photos in lieu of photometric.
§122-608 Refuse Containers	masonry enclosure 1' taller than dumpster (no less than 6'), in rear yard, 80% opaque swing door, on a concrete pad	Existing fenced enclosure	Wooden, fenced dumpster / trash enclosure shown at east end of parking area. Exception requested.
§122-631 Landscape plan			Existing landscaping to remain shown on site plan.

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
§122-634 Screening Between Land Uses <i>if conflicting use</i>	visual buffer of at least 80% opacity and 6' height		Existing privacy fence along east border of property, in varying conditions. To be replaced prior to opening of performance venue (phase 2).
§122-636 Street Trees	1 tree per 30' of lineal frontage, centered between sidewalk and back of curb. Emmet: 150' = 5 Adams: 214' = 7		Two street trees present on Adams, in front of small building. Emmet lacks a tree lawn and has minimal space between the sidewalk and the building. Exception requested due to site constraints on Emmet and building aesthetics on Adams.
§122-638 Site Landscaping	10%	None	4200/34,260 = 12%

Items to be Addressed:

- Exception requested from 122-609, requirement for photometric, as applicant is re-using existing site lighting.
- Exception requested from 122-608, masonry dumpster enclosure, due to existing nonconforming wooden enclosure.
- Exception requested from 122-636 due to site constraints on Emmet and building aesthetics on Adams.

PHASING**§122-311(i)**

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

This project will be completed in three phases:

- First, occupancy of the small building with general/professional offices and striping of the lot
- Second, occupancy of the large building with performance space and repair of the parking lot
- Finally, bringing banqueting facilities, including basement catering kitchen, in the large building online.

This phasing serves to ensure the parking is improved at the same time the main performance space becomes active.

OTHER DEPARTMENT AND AGENCY APPROVALS**§122-311(j)**

"Site plans shall conform to all applicable requirements of state and federal statutes, including health and pollution laws, fire or explosion hazards, toxic and hazardous materials, and barrier-free requirements. Site plan

approval may be conditioned on the applicant receiving necessary county, state, or federal permits before a local building permit or occupancy permit is granted."

HISTORIC DISTRICT

Any exterior work on this building is subject to Historic District Review. At this point, only repairs are being proposed.

MASTER PLAN CONSIDERATIONS

§122-311(k)

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

Easily walk, bike, drive or take transit from anywhere. This project is within a highly walkable, bikeable, and bus-able area, just north of downtown. People from the east, south, and west of the neighborhood, as well as from EMU, will be able to reach the site without use of a car.

Great place to do business, especially green and creative. As a performing arts venue, this will help to foster creative business within Ypsilanti.

Everyone in the region knows Ypsilanti has great things to do in great places that are in great shape. This project would re-use and repair an existing example of historic architecture, and could become a local and regional arts destination.

PLANNED UNIT DEVELOPMENT: STANDARDS FOR APPROVAL

§122-706

In considering any application for a planned unit development, the Planning Commission and City Council must make their determinations based on the standards for site plan approval in §122-311 and the following standards:

(a) Conformance with the planned development concept. The overall design and all uses proposed in connection with a planned unit development must be consistent with and promote the intent of this article, as well as with specific project design standards set forth in this chapter.

COMMENTS: The overall use of the site aligns with the Master Plan and the zoning code. The parking layout and quantity is nonconforming.

(b) Recognizable benefits. The planned development will result in recognizable and substantial benefits to the ultimate users of the project and to the community in general where such benefits would otherwise be unfeasible or unlikely to be achieved.

COMMENTS: The property has been both off the tax rolls for centuries; it has been suffering from deferred maintenance issues and been listed for sale for approximately a decade. Putting the property back on the tax rolls does have a monetary benefit for the City and its residents. Repairing the building and putting it back into regular, safe, public use is an intangible benefit but an important part of preserving the City's history.

(c) Compatibility with adjacent uses. The proposed planned unit development must be designed with due regard to its relationship with development on surrounding properties and uses thereon, including building heights, setbacks, density, parking, circulation, landscaping, views, and other layout features. In particular, consideration must be given to the following:

(1) The bulk, placement, architecture, and types of materials used in construction of proposed structures.

(2) The location and screening of vehicular circulation and parking areas in relation to surrounding development.

(3) The location and screening of outdoor storage, outdoor activity or work areas, and mechanical equipment in relation to surrounding development.

(4) The hours of operation of the proposed uses.

(5) Landscaping, preservation of historic features, and other site amenities.

COMMENTS: The site has been in a similar use as a church since the late 1800s, and the neighborhood has grown up around it. This project is not proposing significant changes.

(d) Impact of traffic. The planned development must be designed to minimize any adverse impact of traffic generated by the proposed development. Consideration must be given to the following:

- (1) Estimated traffic to be generated by the proposed development.*
- (2) Access to major thoroughfares.*
- (3) Proximity and relation to intersections.*
- (4) Adequacy of driver sight distances.*
- (5) Location of and access to off-street parking.*
- (6) Required vehicular turning movements.*
- (7) Provisions for pedestrian traffic.*
- (8) Access to loading and unloading areas.*

COMMENT: The traffic expected from the general/professional offices will be minimal, and generally by appointment only. Use and traffic patterns of the assembly space will likely be very similar to the religious use that exists.

(e) Public services. The proposed type and density of use must not result in a material increase in the need for public services, facilities, and utilities; including but not necessarily limited to water and sewer services, public roads, fire and police protection, and schools. The proposal must not place an undue burden upon the subject or surrounding land or property owners and occupants or the natural environment.

COMMENT: No such increase in demand is anticipated.

(f) Compatibility with master plan and this chapter. The proposed development must be compatible with the adopted City master plan and with the spirit and intent of this chapter.

COMMENT: See discussion on page 16.

(g) Economic impact. The proposed development must not result in an unreasonable negative economic impact upon surrounding properties.

COMMENT: A performance venue is not anticipated to result in a negative impact.

(h) Compliance with applicable regulations. The proposed development must be in compliance with all applicable federal, state, county, and local laws and regulations.

COMMENT: Such compliance will be required prior to any issuance of Certificates of Occupancy.

(i) Phasing. Where a project is proposed for construction in phases, the project must be so designed that each phase, when completed, must be capable of standing on its own in terms of the presence of services, facilities, and open space; and must contain the necessary components to ensure protection of natural resources and the health, safety, and welfare of the users of the planned unit development and the occupants of the surrounding area.

COMMENT: The phases each stand on their own.

STAFF RECOMMENDATIONS

Staff recommends the Planning Commission recommend the Adaptive Reuse Planned Unit Development for the Ypsilanti Performance Space at 218 N Adams with the following findings, waivers, and conditions:

Findings

1. The application substantially complies with §122-310, §122-702, §122-703.

Exceptions

- Exception requested from 122-684(b)(1), install one tree per 8 spaces, requested due to existing layout of the parking lot.

- Exception requested from 122-684(b)(2), landscaped island per 16 spaces, requested due to existing layout of the parking lot. In lieu of landscaped island, provide protective bollards or similar for guy wire.
- Exception requested from 122-684(c)(2), screening from the right of way, due to existing paving.
- Exception requested from 122-684(c)(3), curbing between parking and sidewalks, due to existing paving.
- Exception requested from 122-691, maximum number of parking spaces, due to anticipated popularity of the venue.
- Exception requested from 122-609, requirement for photometric, as applicant is re-using existing site lighting.
- Exception requested from 122-608, masonry dumpster enclosure, due to existing nonconforming wooden enclosure.
- Exception requested from 122-636 due to site constraints on Emmet and building aesthetics on Adams.

Conditions

None.

Bonnie Wessler, AICP
City Planner, Community & Economic Development Department

CC File
 Applicant

**PLANNING COMMISSION
MEETING MINUTES
December 20, 2017
CITY COUNCIL CHAMBER
7:00 P.M.**

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

II. ROLL CALL

Present: H. Jugenitz, M. Dunwoodie, P. Hollifield, J. Talaga, A. Bedogne, L. MacGregor, C. Madigan

Absent: C. Zuellig (excused) T. Dennis (excused)

Staff: Bonnie Wessler, City Planner
Nan Schuette, Executive Secretary

III. APPROVAL OF MINUTES

Commissioner Hollifield moved to approve the amended Planning Commission meeting minutes of October 18, 2017 and amended November 13, 2017 Special Joint Meeting of the Planning Commission, Human Relations Commission, and Sustainability Commission minutes (Support: L. MacGregor) and the motion carried unanimously.

Commissioner Hollifield moved to amend the agenda under New Business (Support J. Talaga) and the motion carried unanimously.

IV. AUDIENCE PARTICIPATION

Alice Elliott, 507 Pearl - commended the Planning Commission and their support of affordable housing.

Ray, Ypsilanti – commented on increasing rental costs. Also has done some research on Fresno, CA and Portland, OR – who allow tiny housing on wheels/RV's. She had contacted them to see how things are going. Portland stated that they had many complaints mainly regarding aesthetics and she is waiting for a response from Fresno. The City of Ypsilanti currently doesn't permit RV's, etc on wheels. She added that a conventional mortgage requires a foundation. Complimented staff on their efforts. She referenced a Utah city that has abolished minimums and also a place in Texas where tiny homes are allowed. Talked about frontage build-out being a stopper and accessibility.

Amber Fellowes, Ward 3 – stated she is supportive of the Master Plan committee and pleased with the responsiveness of the Planning Commission. Regarding membership on the committee, she would like to see more renters.

Dave Heikkenen, downtown business owner – stated he was a big fan of the way the last Master Plan process was done. He would like to re-engage a large body of people and do as much outreach as possible, doing it in the same spirit and go through the same process.. He attended the City Council meeting the previous evening – he stated there is not enough money do what needs to be done in Ypsilanti and feels that we need to look at ways to maximize the tax base. While he loves tiny homes, but we need tax base.

Johnny Gates, 1041 Forest (Twp) - has been a resident for five years and wants to stay here. He is a landlord but is also poor. He would like to maintain lower rents. He came here from Washington, D.C. where it is too expensive to live. He studied architecture and is in the process of building a tiny house. Tiny houses are advancing.

Nathaneal Romero, Ypsilanti – liked the update on the committee as well as the style of the Planning Commission’s public comment. He echoed Amber Fellowes. He was concerned of Mr. Heikkenen’s use of “maximizing tax base”. He would rather live in a cheap scruffy city than a “vibrant” one. Having a place to live, cops, parks and fire department is cool though! He is skeptical that increasing tax base increases the quality of life.

Dan Voght, City Council – thanked the Planning Commission for their efforts.

Erica Mooney, Ypsilanti – stated that it is her opinion that the last Master Plan missed some feedback from students and student groups – she doesn’t think the feedback was incorporated very well. Wants a flexible, reflective document to bring all the people that were at the table before, plus more. The plan should leverage connections to build social infrastructure – also wary of “increasing tax base” language.

Desirae Simmons – is excited by the work of the Planning Commission. Should focus on accessibility and affordability – feels that growth doesn’t mean displacement. We should make good recommendations to city council on equity and what is fair and ethical and focus on diversity.

V. PRESENTATION AND PUBLIC HEARING ITEMS

1. 218 N. Adams Adaptive Reuse-Planned Unit Development

This application is for approval of an Ypsilanti Performance Space to be located at the southeast corner of Emmet and Adams, north of Washtenaw, South of Cross, between Hamilton and Huron. The subject property consists of two linked buildings and a large parking area, fronting on both Adams and Emmet. The main entrances to the parking area and the large building are off Adams; the main entrance to the small building is off the parking area to the south. The parking area can be accessed via Adams or Emmet. The parcel is approximately 0.75 acres, and is zoned CN, Core Neighborhood. The applicant is proposing to continue the current use of assembly (banquet hall, etc), and to add the use of business and professional offices. Business

and professional offices are not a permissible use in CN. This, the applicant is seeing an Adaptive Reuse Planned Unit Development.

The property is currently owned by the First Congregational Church of Ypsilanti, and has been in use as a church since the large building was constructed in the 1890s. In 1979, the church was granted permission from the HDC to relocate the house located at 212 N. Adams to expand their parking area; that house is now the Parish House Inn at 103 S. Huron. The smaller building was constructed in the late 1980s. At the time of the smaller building's construction, a conditional use permit was sought and granted for operation of the church in a residential zone (then R4).

The applicant is proposing conversion of the smaller building into office space, and after extensive repair and renovation, convert the large building into a performance venue and later activate the banqueting facilities. In all, the project will be completed in three phases as described; first offices, then performance and finally banqueting. Site improvements would be made after the offices are put into use, but prior to the performance space being activated. Banqueting facilities would be completed after the performance space. The assembly space-performance and banqueting- would be permitted as a continuation of the existing use, but the office space requires the ARPUD process for approval, as does the phased approach to site improvements.

Land use and zoning of surrounding areas was noted. The purpose, requirements, process and standards for site plan approval were also noted. Ms. Wessler detailed the site access, traffic and parking. Approval of other department and agencies are required. Any exterior work on the building is subject to Historic District Review. At this point, only repairs are being proposed. A consideration of the Master Plan is that "an objective of site plan review shall be to protect and promote public health, safety, sustainability and general welfare". Ms. Wessler noted that this project is within a high walkable, bike able, and bus-able area; just north of downtown. People from the east, south and west of the neighborhood, as well as from EMU, will be able to reach the site without use of a car. Also, as a performing arts venue, this will help to foster creative business within Ypsilanti. This project would re-use and repair an existing example of historic architecture, and could become a local and regional arts destination.

Ms. Wessler stated that the owner has stated his plan is to put the building back into productive use. Under our current zoning, the parking lot has too many parking spaces. She referred to the standards for a Planned Unit Development adding that staff had approved this project with various findings, a long list of exceptions and conditions, which she detailed.

Steve Pierce, S. Washington – accompanied by his wife Maggie and his architect. He stated that he had arrived here in 1999 - he purchased the Old Huron Hotel, Kresge Building, Glover House and Smith Furniture Building. Within 6 months they bought two of these properties. They also bought other properties that they rehabbed, one of which is the property they now own. They have now embarked on another project which is the First Congregational Church. This building has been on the market since 2007 and has been talked about for a variety of other uses. Other churches have talked about it also as well as possible apartments/condos. There is some real challenges to doing some of these projects since it has a sloped floor, at least 2' rise from the back to the front that would have to be entirely removed, which precludes that use. It is really a one story building. They are proposing it for arts, music and education,

workshops, wedding events. It would seat about 200 people. The organ works and they are planning to have it restored. He showed slides of the interior. They found an old church in Portland Oregon that was built the same year as this one in 1882 also showing slides of it as it is currently in use. It was purchased back in the 60's by people to make it into a performance base. It can seat 100 people for events. Mr. Pierce's focus is to bring back the music – he has the vision and the plan and there is a lot of work to be done. They have very aggressive plans but feel it can be done, starting work this summer and open in Fall 2019. Long-term work will be done in the basement.

Chairperson Jugenitz asked what the intended market would be and Mr. Pierce responded they it would be a wide variety, i.e. jazz musicians; would be open to the community for lectures/workshops, music recitals and for schools to come to see performances. Free concerts with local performers at lunch time.

Commissioner Dunwoodie moved to open the public portion of the hearing (Support: P. Hollifield) and the motion carried unanimously.

Dave Heikkenen - 133 W. Michigan – stated he was very excited when he heard about this project. Not only is it good for downtown but is an excellent opportunity for more people to visit our area. He would like to see this happen.

Karen Maurer - bought the Kresge building from Mr. Pierce in 2000. When they moved here in 1990, her husband was rehabbing a house on Washington Street and there were always “girls” going by who were rather friendly - turn out they were prostitutes!! So that is what we used to have downtown. Back then there was only about 15 businesses back then. She said Steve and Maggie Pierce have done some great work in the city – the main thing she loves about this project is that 1) puts the property back on the tax roll; 2) brings people back to community; and 3) Ypsilanti is at a point now where we are ready for this type of project. She is asking that the Planning Commission support this project.

Eric Maurer - echoed his wife's comments – he is also excited about the project. Mr. Pierce has a high threshold of what he wants to do with the building and will not be cutting corners.

Melody Gable - is a community member. Known them for a long time and they only do what is good for community to retain the heritage and turn it into an open door. There is a plethora of uses of what they can do. Steve and Maggie Pierce are willing to invest in the community once again. She is very supportive and thinks it is nice that Ypsilanti would have this type of thing, drawing from the community, drawing from colleges, drawing from schools and create something that has been there and make it functional.

Paul Medler - his father was the pastor of the First Congregational Church in 1969. He opened a café on Washington Street before Beezys was there. He is now the Caterer for Zingermans and has done many big events so he will be able to help on any events. He is very supportive.

John Harrington, 209 N. Huron – stated he favors the project, would be a great use for this building. He used to own property in Oregon and nearby was a very similar project – an old church that had been turned into a performance venue. He can envision the same type of

thing here and strongly encourages support asking that the Planning Commission make this happen.

Steve Pierce – gave kudos to the Planning staff, i.e. Beth Ernat, Joe Meyers, and Bonnie Wessler. His experience with working with them has been incredible, from contacts they have given him as well as many ideas. They have been wonderful support.

Bonnie Wessler, City Planner – stated that we had received three letters of support from Richard Murphy, Dave Strenski, which she read. Joe Lawrence also submitted a letter of support and asked that this letter be read and written into the record, which was done by Ms. Wessler. (See attached).

Commissioner Hollifield moved to close the public portion of the hearing (Support: M. Dunwoodie) and the motion carried unanimously.

Chairperson Jugenitz asked the architect to discuss the landscaping. She stated that they do not have the plans at this time, but it will be part of a well thought plan prior to completion of the plan.

Commissioner Hollifield stated that he absolutely loved this plan. He saw the intent and likes the concept. He likes that they are not asking for tax abatements and there will be no problem with parking and not having to go to Detroit to enjoy music is a win-win.

Commissioner MacGregor asked about the time frame for landscaping, although she does support the project, and Mr. Pierce responded with details but will be going to experts in landscaping and will definitely inform the Planning Commission and Administration prior to installation.

Chairperson Jugenitz agreed that this project will be a major benefit. She is happy it is a local endeavor and also happy that it will be on the tax rolls and that it will be open to the community and schools.

Commissioner Dunwoodie stated that one of the things under consideration would have to include insulation pedestrian consideration from vehicular thoroughfare, although might be too fine a point to hold up the project but just wanted to note it. Also the exception from Sec 122-691 that notes the maximum of parking spaces and it seems that from the information earlier in the packet that this might also be a minimum number of bicycle spaces and whether we feel this is justified. Steve Pierce responded that he has no object to bike parking and can be done on the backside. Ms. Wessler stated it can be flexible and she will work with Mr. Pierce and the architect enumerating various options. Commissioner MacGregor still had concerns about landscaping to which Mr. Pierce responded that he will definitely agree to work with staff to ensure everyone is completely satisfied with the results.

Commissioner Dunwoodie moved that the Planning Commission recommend the Adaptive Reuse Planned Unit Development for the Ypsilanti Performance Space at 218 N. Adams with the following findings, waivers, and conditions:

Findings

1. The application substantially complies with Sec 122-310, Sec 122-702, Sec 122-703.

Exceptions

1. Exception requested from Sec 122-684(b)(1), install one tree per 8 spaces, requested due to existing layout of the parking lot.
2. Exception requested from Sec 122-684(b)(2), one landscaped island per 16 spaces, requested due to existing layout of the parking lot, in lieu of landscaped island, provide protective bollards or similar for guy wire.
3. Exception requested from Sec 122-684©(2), screening from the right of way, due to existing paving.
4. Exception requested from Sec-691, maximum number of parking spaces, due to anticipated popularity of the venue provided that the applicant provide ten bicycle parking spaces.
5. Exception requested from Sec 122-609, requirement for photometric, as applicant is re-using existing site lighting.
6. Exception requested from Sec 122-608, masonry dumpster enclosure, due to existing nonconforming wooden enclosure.
7. Exception requested from Sec 122-636 due to site constraints on Emmet and building aesthetics on Adams.

Condition

1. Applicant to work with staff to develop a solution to prevent vehicle encroachment into the sidewalks.
2. Applicant to provide ten bicycle parking spaces, as a condition of the exception from Sec 122-691.

The motion was supported by Commissioner Hollifield. A roll call vote was taken and carried unanimously 7:0.

2. 206-210 N. Washington – Special Use

This application is a request for approval of a Special Use for multi-family – 15 units on the East side of N. Washington St, between Washtenaw and Emmet Street. This parcel consists of 0.45 acres and includes both the 206 and 210 N. Washington addresses with frontage on N. Washington Street. There is an existing 7,197 square foot three floor apartment building with an attached 2,903 sq. ft. single story apartment building. There are two outbuildings on the east side of the site at 504 sq. ft and 407 sq. ft. respectively. Parking is located to the south and to the east of the structure. The parking spaces are currently unmarked therefore, it is unclear as to how many are currently on site.

The three story structure has been used as an apartment building since it was modernized in approximately 1926. Multiple family dwelling units for more than two families were a permitted use for this parcel when it was built. In 1926, the ZBA allowed a variance from the 800 sq. ft. requirement for each family dwelling unit. The one story office was added in 1944 and an additional to the rear of the office was built in 1955. The one-story addition was converted to apartment use likely at the time of the 1955 additional, but the files are silent. There was a one-story addition apartment which was a conversion possibly at the time of the addition in

1955 but there is nothing in the files to confirm this. There was substantial fire damage to the structure in January 2017 and the cost of the restoration is expected to exceed the 100% percent of the SEV; thus prompting the need for a special use application under Sec 122-205(4). At the time of the fire, there were 16 units in the building, the applicant is currently seeking approval for 15 instead of the 14 approved by the Planning Commission in April.

No special use permit had been approved for the property prior to 2017. In April 2017, the Planning Commission approved the site plan and special use proposed for the property for 14 units. One of the conditions included in the approval was that the applicant address barrier-free access on the site and make two of the units barrier free. In July 2017, the Planning Commission removed the condition of converting two of the units to barrier-free and adding barrier free access to the site after the applicant provided proof of the difficulty in converting the units.

The applicant is proposing that the two units in the 206 N. Washington section of the building be converted to three units. The apartment that had 6 bedrooms over two floors will now be split into two three bedroom units, one on the first floor and one on the second floor.

The parcel is zoned CN Core Neighborhood, which allows for multiple family dwellings of more than 4 units per building after approval as a special land use. Special land use is regulated under Article V of the zoning code. The plans submitted call for the number of units to be 15 and some additional landscaping while retaining the pre-fire site layout. A single barrier-free parking space has been added to the site with the plans.

Land use and zoning of surround area was reviewed as well as special use criteria and review.

Ms. Wessler, City Planner, gave a brief presentation on this item reminding them about the fire at this property earlier in the year and the fact that it is going through a major renovation. As a part of that – it has been before us twice on special use. The plan now before the committee is to split one of the larger apartments into two separate apartments. The applicant got revised site plan pursuant to the previous approval but there are still outstanding conditions. She reviewed the conditions adding that technically what the committee would be doing is to approve the revised special use conditions. Commissioner MacGregor asked if the city planner had spoken with the owner about these conditions and Ms. Wessler responded that she had made them aware that occupancy could not occur until all conditions were in compliance. Commissioner MacGregor asked about an accessible apartment for handicapped and the owner responded that he had requested an exception to this because the cost to restructure the building is prohibitive to do any kind of any acceptable requirement, i.e. widening hallways and stairways and would require redesigning the whole building. This building is 100 years old.

Commissioner MacGregor moved to open the public portion of the hearing (Support: A. Bedogne) and the motion carried unanimously.

Rae, Ypsilanti – asked about snow maintenance since she had noticed that the sidewalks needed to be cleaned off. Also, she noticed that since windows have not been covered if there was any possibility of mold. The owner responded that all of the moldy dry wall and wood had been removed. He also responded to her concern of snow removal and assured her that this would be taken care of.

Since there was no further discussion, Commissioner MacGregor moved to close the public portion of the hearing (Support: P. Hollifield) and the motion carried unanimously.

Commissioner Dunwoodie moved that the Planning Commission approve the Special Use Modification for the Phoenix Apartments Restoration Project at 206-210 N. Washington with the following finding and conditions:

Finding: The application is substantially in compliance with Section 122-127.

Conditions:

1. Applicant to provide sign details with sign permit application.
2. Applicant to make the following changes to the southern lot:
 - a. Grade lot to address drainage issues (apparent per paving failures). Staff recommends a rain garden in new SW landscaped island.
3. Applicant to make the following changes to the eastern lot:
 - a. Consider adding a mirror at the one-vehicle choke point between apartment building and northern outbuilding, due to limited visibility and narrow path of travel
4. Applicant to install dark sky compliant lighting and provide staff with a detailed lighting plans for staff review.
5. Applicant to provide details for a compliant dumpster enclosure for staff review.
6. Applicant to provide an additional one tree in the front yard to meet the street requirement, or request a waiver under Sec 122-713.
7. Applicant to maintain all existing and new landscaping in good condition and to provide staff with additional details on the new landscaping.
8. Applicant to replace or repair existing fence on site.
9. Applicant to increase the distance between the curb and plantings in the southwest island to 3'.
10. Applicant to provide 3'-4' screen 80% opacity where parking is visible from TOW.
11. Applicant to provide curbing for the landscaping/walkway at the northern front entrance.
12. Applicant to provide an additional 3 spaces of uncovered bike parking.

The motion was supported by Commissioner Hollifield. A roll call vote was taken and carried unanimously.

VI. NEW BUSINESS

1. 2018 Schedule of Meetings

A discussion was held on the meeting to be held the evening before Thanksgiving. The board agreed to amend the schedule to change the November meeting to November 14th.

Commissioner Dunwoodie moved to approve the amended meeting schedule as stated (Support: P. Hollifield) and the motion carried unanimously.

2. Appointments of Non-Motorized Advisory Committee

Commissioner MacGregor moved to appoint Anthony Bedogne and Martha Cleary to the Non-Motorized Advisory Committee (Support: M. Dunwoodie). A roll call vote was taken with a vote of 6:1. Commissioner Bedogne abstained.

3. Creation of a Committee to review the Master Plan

Chairperson Jugenitz stated that in the packet that was drafted in October she asked for input on initiating this citizen committee to update the Master Plan, specifically on two issues of affordability and accessibility. Also, in November, a joint meeting was held with the Sustainability Committee and Human Relations to get further input on the composition of this new committee and get further input on specific issues people wanted to see addressed as well as process. She incorporated what she had heard at both of these meetings and the draft charter that is included is a result of that. Basically the main parameters that she has incorporated are that we would have a committee comprised of 4 planning commissioners, a member of the Human Relations Commission, a representative from the Sustainability Commission Board, a representative from the Ypsilanti Housing Board, a representative from EMU, representative from Affordable Ypsi, representative from Independent Living in Ann Arbor, representative from Avalon Housing, a representative from Civic Affairs at the County or State level, one owner occupant, one Ypsi business owner, one representative of rental properties and two representatives from the community at large. These would be representatives of the City of Ypsilanti as a whole with respect to diversity, race and income as well as affordability and accessibility interests.

This will not be a fast process and she put in a deadline of October 2018 with the thought of bringing them back to Planning Commission and also informing City Council.

Under the activities she gave a general overview of the major steps in the process but did not delineate is not going to be the sole voice on updating the Master Plan so we will need focus group for broad public input. She invited questions or adjustments from the Planning Commission. Commissioner Dunwoodie stated that the language seems to imply that the committee is going to consist of all of these people. Originally it had been approximately a dozen people, and wondered if 12 is still the range? Chairperson Jugenitz responded that she thought 12-15 is still manageable and also taking into consideration there will probably be some absences along the way. Commissioner MacGregor asked why Avalon Housing and not services that are based in the community, i.e. SOS. Ms. Wessler responded that Avalon Housing does work in the community but actually provides housing and have connections in Ypsilanti.

Liz asked about sub-committees. Chairperson Jugenitz will add sub-committees under the committee as appropriate. Commissioner Bedogne was concerned about a policy that would be too restrictive to renters and limiting growth. Chairperson Jugenitz responded that Michigan law is already restrictive and while she understands his concern, we wouldn't be able to make any rent controls, etc. There are lots of things it can potentially do both with the zoning ordinance and with other broader policy, i.e. increase availability of affordable housing, being more permissive with micro apartments, opening up more areas to tiny houses, etc. and we need this committee to do a rigorous study. Commissioner Dunwoodie added that it will be up to the committee to look at various trade-offs and consider the benefits, but allowing some of those trade-offs to be put in the charter from what the committee could do would put a

stranglehold on the committee and we would be starting with our hands tied from the beginning.

Commissioner MacGregor asked that a regular update from the commission be included in the charter.

Commissioner MacGregor moved to pass a resolution to create the Master Plan Update Committee with the charter as amended at the table (Support: M. Dunwoodie). A roll call vote was taken with a vote of 6:1 in support. Commissioner Bedogne opposed.

VII. OLD BUSINESS

None

VIII. FUTURE BUSINESS DISCUSSION/UPDATES

Ms. Wessler stated that there is a meeting in January – 75 Catherine.

IX. COMMITTEE REPORTS

1. October minutes - Non-motorized Advisory Committee
2. December minutes - Non-motorized Advisory committee
3. 2018 Project Priorities - Non-Motorized Advisory committee – Commissioner Bedogne stated that the committee had been awarded a Bronze Bike award

X. ADJOURNMENT

Since there was no further business, Commissioner Madigan moved to adjourn the meeting (Support: P. Hollifield) and the motion carried unanimously. The meeting adjourned at 9:25 pm

Bonnie Wessler

From: Joe Lawrence <joe@ypsi.com>
Sent: Wednesday, December 20, 2017 3:15 PM
To: Beth Ernat, Bonnie Wessler
Cc: Steve Pierce
Subject: Letter support for 218 N Adams to Planning Commission tonight

December 18, 2017

Planning Commission
City of Ypsilanti
151 Huron Street
Ypsilanti, MI 48197

Planned Unit Development for 218 N. Adams

To the Planning Commission of the City of Ypsilanti:

I am pleased to submit this letter in wholehearted support for Steve Pierce's and Dr. Maggie Brandt's planned unit development for the former First Congregational Church property at 218 N. Adams Street and I request this letter be read into and made a part of the official record of the December 26, 2017 meeting of the planning commission.

I am the fourth generation of my family to live in Ypsilanti. My paternal grandparents, my parents, and I were members of the First Congregational Church of Ypsilanti. I was married in that church in 1965.

When Maggie and Steve came to me with their plans for the P.U.D at 218 N. Adams, I knew this property would be in good hands. Their proven track record of historic preservation and the care they have shown in preserving buildings in Ypsilanti is best exemplified by the home they restored at 218 South Washington that many call the Glover House. Few would have dared to take on such a large and complex project. Some had looked at Glover House and wanted to make it apartments or condos. Steve and Maggie understood that the Glover House was originally a home and that if the building were ever cut up into apartments or condos, that history and its place in our community would be lost forever.

Glover at that time was a neglected 1893 Victorian home which had been used as an office building by a non-profit for over 30 years. When Maggie and Steve made it back into a home, it forever changed our neighborhood for the better and helped jump start a number of other restoration projects in our neighborhood.

When I learned that Maggie and Steve planned to make the First Congregational Church into a music performance and event space, I demonstrated to me the planning and vision they have. Some have said the Church should be made into restaurant or condos without taking into consideration the role this building and church have had in our community since 1882.

I, too, have been active in historic preservation in this community. Working with architect Elisabeth Knibbe, I have restored and own or co-own a number of historic commercial and residential properties in the City, seven of which have been awarded plaques by the Heritage Foundation. Two of those properties, 601 Emmet and 309 North Huron, are in the vicinity of 218 N. Adams Street. Elisabeth Knibbe has also reviewed this project and it has her support as well.

STATE OF MICHIGAN

COUNTY OF WASHTENAW

CITY OF YPSILANTI

AGREEMENT FOR THE YPSILANTI PERFORMANCE SPACE PLANNED UNIT
DEVELOPMENT

This Planned Unit Development (PUD) Agreement is entered by and between **Save Old Buildings, LLC** (Developer), a Michigan limited liability company whose address is 118 S Washington St, Ypsilanti, Michigan 48197; **First Congregational United Church of Christ of Ypsilanti** (Owner), a Michigan non-profit corporation located at 218 N. Adams Street, Ypsilanti, Michigan 48197 and **City of Ypsilanti** (City), a Michigan home rule city, whose address is One South Huron Street, Ypsilanti, Michigan 48197.

RECITATIONS

The subject property is located in the City of Ypsilanti, County of Washtenaw, State of Michigan and is more specifically described in the attached and incorporated Property Descriptions provided in Exhibit A (the Property). Owner is the fee owner of the Property. Owner has entered into an option agreement with Developer for Developer's purchase of the Property.

Developer voluntarily proposed rezoning and development of the Property as an Adaptive Reuse Planned Unit Development (PUD) allowing for reuse of a Historically Significant Structure. Accordingly, Developer has applied for approval of an amendment to the Ypsilanti Zoning Ordinance granting a rezoning of the Property to PUD, with the zoning on the Property to be known as the **Ypsilanti Performance Space Planned Unit Development**. Developer is the developer and proprietor of the **Ypsilanti Performance Space Planned Unit Development** (sometimes also referred to as the Development).

Now, therefore, as an integral part of the grant of the rezoning of the Property and approval of the Development on the Property, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged, it is agreed as follows:

A. Development as PUD. The Property shall be developed and improved only in accordance with the following (referred to collectively as the PUD Documents):

1. Article **VII** of the Ypsilanti Zoning Ordinance, as amended, in particular the classification and qualification of preservation and/or adaptive reuse of a historically significant structure.
2. The approved site plans, recommended for approval by the Ypsilanti City Planning Commission dated January 15, 2018 for the **Ypsilanti Performance Space Planned Unit Development**, as attached to this agreement in Appendix B and as approved by the Ypsilanti City Council (PUD Site Plan).
3. This Agreement for the **Ypsilanti Performance Space Planned Unit Development**.
4. All applicable City ordinances of City, of which this PUD is a part.
5. Any and all conditions of the approval of the Ypsilanti City Council and Planning Commission pertaining to the Development as reflected in the official minutes of such meetings.
6. Recordation with the Washtenaw County Register of Deeds office of an affidavit by the Developer on the effective date of the rezoning, approved by the City Attorney, containing the legal description of the entire project, specifying the date of approval of the **Ypsilanti Performance Space Planned Unit Development**, and declaring that all future development of the Property has been authorized, restricted, and required to be carried out only in accordance with the Ordinance Granting the **Ypsilanti Performance Space Planned Unit Development** and the PUD Documents referenced in that Ordinance.
7. The Ordinance Granting the **Ypsilanti Performance Space Planned Unit Development**.
8. **Approval Duration.** Developer shall construct all improvements to and within the Property in accordance with the plans that have been approved by the City. Developer shall commence construction of such improvements within six (6) months from this zoning approval and shall complete such improvements within twenty four (24) months of commencement. For purposes of the foregoing, commencement of construction shall mean that Developer has obtained all permits and approvals necessary for the construction of such improvements.

Furthermore, all development, use, and improvement of the Property shall be subject to and in accordance with all applicable City ordinances, and shall also be subject to and in accordance with all other approvals and permits required under applicable City ordinances, the PUD Documents, and state laws for the respective components of the Development. To the extent that there are conflicts or discrepancies between respective provisions of the PUD Documents, or between provisions of the PUD Documents and City ordinances, interpretation shall be

based on the more strict regulation of the Property and interpretation shall be subject to the reasonable discretion of the Ypsilanti City Council.

B. Effect of PUD Approval. The Ordinance granting the **Ypsilanti Performance Space Planned Unit Development** reclassifies the zoning of the Property to PUD and constitutes the land use authorization for the Property, and all use and improvement of the Property shall be in conformity with such Ordinance and the PUD Documents referenced in the Ordinance. Neither the **Ypsilanti Performance Space Planned Unit Development** nor the PUD Documents shall take effect until the Property is conveyed from the Owner to the Developer so that single ownership and/or control of the Property has been vested solely in Developer in accordance with and for all purposes necessary to satisfy Article VII of City Zoning Ordinance. If such conveyance does not occur within three (3) months from this zoning approval, with evidence and written confirmation of Developer and Owner to the satisfaction of City, the Ypsilanti Performance Space Planned Unit Development and the PUD Documents shall terminate.

C. Land Use. Within the Development, all buildings and site amenities shall be laid out, situated, and designed as described on the approved PUD Plan and corresponding site plans upon approval. The permitted land uses are assembly space, including banquet hall, performance space, and customary accessory uses; as well as general office space.

D. City Enforcement. In the event there is a failure to timely perform any obligation or undertaking required under or in accordance with the PUD Documents, City may serve written notice on Developer setting forth such deficiencies and a demand that the deficiencies be cured within a stated reasonable time period, and the date, time, and place for a hearing before the City Council, or such other council, body, or official delegated by the City Council, to allow Developer an opportunity to be heard as to why City should not proceed with the correction of the deficiency or obligation that has not been undertaken or properly fulfilled. At any such hearing, the time for curing and the hearing itself may be extended and/or continued to a date certain. The foregoing notice and hearing requirements shall not be necessary in the event City determines in its discretion that an emergency situation exists requiring immediate action. If, following the hearing described above, the City Council, or the other council, body, or official designated to conduct the hearing, determines that the obligation has not been fulfilled or failure corrected within the time specified in the notice, or if an emergency circumstance exists as determined by City in its discretion, City shall then have the power and authority, but not the obligation, to take any or all of the following actions, in addition to any actions authorized under City ordinances and/or state laws:

1. Enter the Property, or cause its agents or contractors to enter the Property, and perform such obligation or take such corrective measures as reasonably found by City to be appropriate. The cost and expense of making and financing such actions by City, including notices by City and legal fees incurred by City, plus an

administrative fee in an amount equivalent to 25 percent of the total of all such costs and expenses incurred, shall be paid by Developer within 30 days of a billing to Developer. The payment obligation under this Section shall be secured by a lien against the Property, which lien shall be deemed effective as of the date of the initial written notice of deficiency provided to Developer pursuant to this Section or, in emergency circumstances, the date at which City incurred its first cost or expense in taking corrective action. Such security shall be realized by placing a billing that has been unpaid by Developer for more than 30 days on the delinquent tax rolls of City relative to such portion of the Property, to accumulate interest and penalties, and to be deemed and collected, in the same manner as for collection of delinquent real property taxes. In the discretion of City, such costs and expenses may be collected by suit initiated against Developer and, in such event; Developer shall pay all court costs and attorney fees incurred by City in connection with such suit if City prevails in collecting funds.

2. Initiate legal action for the enforcement of any of the provisions, requirements, or obligations set forth in the PUD Documents. Except in emergency circumstances, Developer shall be provided notice of the deficiencies from City and shall be afforded an opportunity to timely correct. In the event City obtains any relief as a result of such litigation, Developer shall pay all court costs and attorney fees incurred by City in connection with such suit.

3. Issue a stop work order as to any or all aspects of the Development, deny the issuance of any requested building permit or certificate of occupancy within any part or all of the Development, regardless of whether Developer is the named applicant for such permit or certificate of occupancy, and suspend further inspections of any or all aspects of the Development.

E. Enforcement; Severability. Any failure or delay by City to enforce any provision contained in this Agreement shall in no event be deemed, construed, or relied on as a waiver or estoppel of the right to eventually do so in the future. This Agreement is intended to establish zoning ordinance regulations applicable to the Development and shall not be enforceable as a contract with contract remedies. Each provision and obligation contained in this Agreement shall be considered to be an independent and separate covenant and agreement and, in the event one or more of the provisions and/or obligations shall for any reason be held to be invalid or unenforceable by a court of competent jurisdiction, all remaining provisions and/or obligations shall nevertheless remain in full force and effect.

F. Agreement Jointly Drafted. Developer and Owner have negotiated with City the terms of the PUD Documents and such documentation represents the product of the joint efforts and mutual agreements of Owner, Developer, and City. Owner and Developer fully accepts and agrees to the final terms, conditions, requirements, and obligations of the PUD Documents, and Owner or Developer shall not be permitted in the future to claim that the effect of the PUD Documents results in an unreasonable limitation on uses of all or a portion of the Property or claim that enforcement of the

PUD Documents causes an inverse condemnation, other condemnation, or taking of all or any portion of the Property. Furthermore, it is agreed that the improvements and undertakings described in the PUD Documents are necessary and roughly proportional to the burden imposed, and are necessary in order to (1) ensure that public services and facilities necessary for and affected by the Development will be capable of accommodating the development on the Property and the increased service and facility loads caused by the Development; (2) protect the natural environment and conserve natural resources; (3) ensure compatibility with adjacent uses of land; (4) promote use of the Property in a socially, environmentally, and economically desirable manner; and (5) achieve other legitimate objectives authorized under the Michigan Zoning Enabling Act, MCL 125.3101 et seq. It is further agreed and acknowledged that all such improvements, both on-site and off-site, are clearly and substantially related to the burdens to be created by the development of the Property and all such improvements without exception are clearly and substantially related to City's legitimate interests in protecting the public health, safety, and general welfare.

G. Ambiguities and Inconsistencies. Where there is a question with regard to applicable regulations for a particular aspect of the Development or with regard to clarification, interpretation, or definition of terms or regulations, and there are no apparent express provisions of the PUD Documents that apply, City, in the reasonable exercise of its discretion, shall determine the regulations of City's Zoning Ordinance, as that Ordinance may have been amended, or other City ordinances that are applicable, provided such determination is not inconsistent with the nature and intent of the PUD Documents. In the event of a conflict or inconsistency between two or more provisions of the PUD Documents, or between the PUD Documents and applicable City ordinances, the more restrictive provision, as determined in the reasonable discretion of City, shall apply.

H. Warranty of Ownership. Owner warrants that it is the owner in fee simple of the Property described on the attached Property Description Exhibit. Owner and Developer warrant that Developer and Owner have entered into an option agreement, whereby Owner has granted Developer the option to purchase the Property.

I. Running with the Land; Governing Law. This Development Agreement shall run with the land constituting the Property and shall be binding on and inure to the benefit of City and its successors, Owner, Developer, all future owners, developers, and builders of any part of the Development, all undersigned parties, and all of their respective heirs, successors, assigns, and transferees. An affidavit providing notice of the rezoning of the Property, the PUD Documents, this Development Agreement, and the general obligations relating to the PUD shall be executed by the property owners and may be recorded by any of the undersigned parties following the execution of this Agreement. This Development Agreement shall be interpreted and construed in accordance with Michigan law and shall be subject to enforcement only in Michigan courts. The parties understand and agree that this Development Agreement is consistent with the intent and provisions of the Michigan and U.S. Constitutions and all applicable law.

J. Single Ownership and/or Control of PUD Property. Owner and Developer represent and warrant to City that the single ownership and/or control of the Property will be vested, within three (3) months from this zoning approval, solely in Developer in accordance with and for all purposes necessary to satisfy Article VII of City Zoning Ordinance, and that Owner and Developer are fully authorized and empowered to rezone and develop the Property in accordance with and pursuant to the PUD Documents and all other documents, agreements, plans, dedications, ordinances, and recordings applicable to the **Ypsilanti Performance Space Planned Unit Development** as submitted to and as approved by the Ypsilanti City Council. This representation may be relied on and enforced by the City of Ypsilanti.

This Agreement was executed by the respective parties on the date specified with the notarization of their signatures and shall be considered to be dated on the date of the City Council's adoption of the Ordinance Granting the **Ypsilanti Performance Space Planned Unit Development**, and shall take effect as provided herein or on the effective date of City's Ordinance Granting **Ypsilanti Performance Space Planned Unit Development** rezoning, whichever occurs later.

DEVELOPER:

Steve Pierce, Owner
Save Old Buildings, LLC

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

The foregoing was acknowledged before me this _____ day of _____, 20____, by STEVE PIERCE, who being duly sworn, did say that he is the owner of SAVE OLD BUILDINGS, LLC and did represent that he was duly authorized to execute this document on behalf of said Michigan limited liability company.

_____, Notary Public

_____ County, Michigan

My commission expires: _____

OWNER:

Glenda Horvath, Moderator
First Congregational United Church of Christ of Ypsilanti

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

The foregoing was acknowledged before me this _____ day of _____, 20____, by GLENDA HORVATH, who being duly sworn, did say that she is the moderator of FIRST CONGREGATIONAL UNITED CHURCH OF CHRIST OF YPSILANTI and

_____, Notary Public
_____, County, Michigan
My commission expires: _____

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

_____, Notary Public

_____ County, Michigan

My commission expires: _____

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

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the CITY OF YPSILANTI and did represent that she was duly authorized to execute this document on behalf of said Michigan home rule city.

_____, Notary Public

_____ County, Michigan

My commission expires: _____

DRAFT

Exhibit A

That property in the State of Michigan, County of Washtenaw, City of Ypsilanti, COM AT SW COR LOT 336 TH N 0-02-30 E 138 FT TO POB THN 0-02-30 E 60 FT TH N 90 E 65.06 FT TH S 0-16-10 W 60 FT TH S 90 W 64.82 FT TO POB BEING PART OF LOT 336 ALSO N 60 FT OF LOT 338 AND LOTS 339 & 342 EXC E 16.5 FTNORRIS & CROSS ADDITION. commonly known as 218 N Adams Street.

Tax Parcel Identification No: 11-11-40-412-001

DRAFT

Exhibit B

DRAFT

An Ordinance Entitled "YPSILANTI PERFORMANCE SPACE"

THE CITY OF YPSILANTI ORDAINS:

That the property with the address 218 N Adams, tax identification code 11-11-40-412-001;

BE REZONED FROM CORE NEIGHBORHOOD, TO ADAPTIVE REUSE PLANNED UNIT DEVELOPMENT.

MADE, PASSED, AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS _____ DAY OF _____, 2018

FRANCES MCMULLAN, City Clerk

Attest

I do hereby confirm that the above Ordinance No. _____ was published in the Ypsilanti Courier on the _____ day of _____, 2018.

FRANCES MCMULLAN, City Clerk

CERTIFICATE OF ADOPTING

I hereby certify that the foregoing is a true copy of the Ordinance passed at the regular meeting of the City Council held on the _____ day of _____, 2018.

FRANCES MCMULLAN, City Clerk

Notice Published: _____

First Reading: _____

Second Reading: _____

Published: _____

Effective Date: _____



**Resolution Regarding Act 289
and Fire Protections Services for Eastern Michigan University**

Whereas, the City of Ypsilanti provides fire and EMS services to all people and property in the city of Ypsilanti and

Whereas, fire protection for university campuses is complicated. EMU has 4,000 students living on campus and a total of 122 buildings over 800 acres, some of them high rise residential buildings with dense population. In addition, special training and equipment are required so firefighters are prepared to deal with fires that may occur in chemical labs and in research facilities where radioactive materials are present; and

Whereas, EMU is a state-owned educational institution covered by P.A. 289 of 1977 that addresses Fire Protection Services for State owned institutions and

Whereas, EMU pays no property taxes as a state owned institution, thus not directly contributing to the cost of Fire Protection for their students, staff, and structures and

Whereas, the formula P.A. 289 uses to determine the money intended to compensate the City of Ypsilanti for those services does not cover the expense of the Fire Services for EMU and

Whereas, approximately 1/3 of the budget of the Ypsilanti Fire Department is directed solely towards EMU services and protection and

Whereas, the Fire Department budget for EMU coverage is fiscal year 2017-18 is \$896,374 and Act 289 funds last fiscal year were \$489,567 and

Whereas, the annual deficit incurred by the city averages \$516,389 over the last 25 years

Whereas, the total deficit incurred by the city over the last 25 years totals \$12,909,713

Whereas, the Ypsilanti Fire Department is a minimal staffing due to budget constraints, using only 4 fire fighters per shift barely allowing coverage for the 2 in - 2 out model for safety for fire fighters and

Whereas, P.A. 289 funds do not adequately pay for the needed services of the EMU putting students, staff, visitors, and fire fighters health and safety at risk,

Whereas, Eastern Michigan University of a regional asset, and the expense of protecting that asset should be borne by the State.

Now, Therefore be it Resolved, that the Ypsilanti City Council appeals to the State Legislature to levy the taxes necessary to fully fund P.A. 289, thus finally honoring the solemn promise made by the State Legislature to its' communities almost 40 years ago.

Further Resolved that this resolution be sent to the entire Legislature for the state of Michigan and Governor Rick Snyder.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

City Council 2017-18 Goals/Priorities:

Mayor Edmonds:

Maximize community and economic development by leveraging community assets and partnerships

- Prioritize Water Street clean up and development
- Seek funding and move forward on bringing train to Depot Town
- Support place-making initiatives throughout commercial districts
- Leverage partnerships for continued support of parks and recreation, including river

Continue to enhance safety of all residents, businesses, and visitors and make them feel safe and welcome.

- More deeply integrate community policing philosophy, training, et al among staff, council, community
- Develop Citizens Police Commission
- Pass and promote policies that ensure Ypsilanti as an inclusive community, including anti-profiling, on-solicitation, non-discrimination

Enhance communication and outreach internally and externally

- Create external communications structure and process (press releases, social media, newsletters, crisis communication, et al)
- Ensure council and public receive information in a timely and consistent way (updates, pre-reading, regular reports on progress towards goals)
- Improve responsiveness and communication around citizen complaints and code enforcement

Improve productivity and functioning of City Council

- Adopt rules that govern communication and behavior at the council table and among staff
- Streamline information sharing to maximize efficiency at council meetings
- Ensure roles of council and staff (legislative versus administrative) are clearly delineated

Develop a sustainable culture in the City of Ypsilanti based on energy efficiency, environmental stewardship, and judicious planning

- Audit and improve energy efficiency in city hall and other facilities (HVAC in particular)
- Support Sustainability Commission in moving goals forward with area partners (recycling in particular)
- Continue to push solar, green infrastructure, and non-motorized transit
- Market Ypsilanti as a sustainability-focused community

Council Member Robb:

- Fix Parking Enforcement / Collections
 - move to a 3rd party contractor
 - develop process to collect late tickets
 - develop process to submit late tickets to SOS
- Fix Communication Issues / Council Information Letter (CIL)
 - redefine the CIL as a method of delivering information requested by Council
 - develop process to ensure information requested by Council is provided in a timely fashion
 - develop a process to ensure equal information is provided to all of Council
- Fix Ordinance Enforcement
 - develop a process for ensuring timely closure of issues
 - develop job instruction sheets
 - determine the reasons for the excessive time frame to close issues
- Correct Pension Deficiencies
 - understand what is needed to get the Fire & Police Pension to 80% funded
 - determine next steps to insure solvency of Fire & Police Pension
 - make recommendation on whether or not to move to defined contribution programs for all employees
 - switch the management of the fund to a more successful fund manager
- Change Health Care Plans
 - align health care benefits with those provided by other industries
 - move to a wellness program insurance that requires health metrics be met in order to reduce deductibles
 - reduce City premiums by 20% in order to more align them with those in other industries
- Determine Contract Demands For Upcoming Negotiations

Council Member Bashert:

- Reducing the expense of Water Street
 - Clean up and/or sale of some of the property is one tactic. Passing the Millage would be another.
- Staff
 - Staff is professional and overworked. Adding staff is not possible at this time. Training in communications with both council and citizens would reduce complaints and smooth over many small issues and complaints that take up staff and council time.
- Budget
 - Many of the budget changes following the millage failure were stop gap measures that just put off an expense rather than cut one. Further cuts are needed, and we need to make those hard decisions.
- Increase ticket revenue

- Do we need to consider going back to an outside vendor?
- EMU
 - How can EMU step up even more in increasing staff residency in our city? Can we get EMU using local businesses for their events and services more than they are (which is minimal). This would increase tax revenue through increased population and strengthen our relationship with that organization.

Council Member Vogt:

- Increase parking fines and institute more aggressive collection efforts
- Balance budget without millage
- Improve Motor Pool fund
- Remove monies needed for the Rail Depot from city budget. Seek all outside fund sources

Council Member Murdock:

- Stabilize pension through contract negotiations
- Increase customer service training
- Establish 5-Year Road Plan
- Develop strategy to improve park system
- Maintain “Welcoming City” status

Mayor Pro-Tem Brown:

- Revisit parking fines
- Improve City Council communication
- Develop Community Police Commission
- Strengthen relationship and collaboration efforts with E.M.U.

Council Member Richardson

- Work on ticket revenue
- Enhance Community Policing efforts
- Adopt a Community Policing policy
- Improve City Council communications
- Revisit the Town & Gown concept with E.M.U.



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

Whereas, the City Council adopts the following goals for FY 2016-2017:

1. Consensus strategy regarding the major aspects of the near term financial direction for the City was achieved. Without this agreement on the financial direction, the other goals are pointless.
2. An essential part of the financial strategy is the sale of the Water Street property.
3. A parallel effort is required to help support the financial strategy to sell all other excess, or no longer needed, real property owned by the City.
4. Public safety, specifically police, fire and code compliance, is the top City services goal.
5. Focus on the utilization of inter-government / agency agreements and cooperative ventures.
6. Intertwined in all other City goals is the goal of enhanced outreach to the community.
7. Staff wellness and work satisfaction has to permeate the actions of all. That would include clear and consistently applied "policies, rules and administrative directives" and the practical utilization of technology.
8. The City is to become a place of sustainability; including maximizing recycling, minimizing the use of conventional electric power while maximizing alternate sources such as solar energy and utilization of the best technology such as LED lights.
9. Achieve accountability, or being held responsible, with clear goals and objectives, meaningful and periodic reporting and measuring of results.

OFFERED BY: Mayor Pro-Tem Richardson

SUPPORTED BY: Council Member Vogt

YES: 6 NO: 1 ABSENT: 0 VOTE: Carried
 (Robb)

Goals Status Report

Public Safety (Police)

Goal #4- Efficiency in Public Safety-Police, Fire and Code Compliance

- Public Safety, specifically police, fire and code compliance, is the top City services goal.

Goal #6- Enhance outreach to the Community

- Intertwined in all other City goals is the goal of enhanced outreach to the community. We continue with outreach as time and manpower permit, but we do not have a comprehensive program or plan.

Goal #10 – Examine the allocations of full-time employees in Police, Fire, and Economic Development departments.

- Goal is 32 sworn officers in the Police Department including the Police Chief. Currently there are 26.

City Clerk/Treasury (2016-17)

Goal #5

Worked with EMU to develop a Student Polling Location on Campus and to improve student voter registration.

Goal #6

Encouraged voter registration to EMU through Student Government and Ypsilanti Community Schools

Goal # 7

All performance reviews were completed on time.

(2017-18)

1) COMMUNICATIONS:

Enhance communication and outreach internally and externally to increase staff, council, and community satisfaction and efficiency.

EXTERNAL:

- Create external communications structure and process (press releases, social media, newsletters, crisis communication, et al)

Post and publishes all public notices. Social media policy adopted.

- Ensures council and public receive information in a timely and consistent way. C

Council packets, audio of meetings, agendas and minutes are placed on website in a timely manner. Updates and sends additions and revisions as received.

INTERNAL:

- Develop process to ensure information requested by Council is provided in a timely fashion

Disseminates Council packets and materials by deadline to Council and on website. Updates and sends additions and revisions as we receive them.

- Adopt rules that govern communication and behavior at the council table and among staff

Council initiation needed

- Streamline information sharing to maximize efficiency at and between council meetings

Working as a team with City Manager and Mayor to place upcoming items on a shared database to ensure maximum efficiency and streamline Council meetings

- Ensure roles of council and staff (legislative versus administrative) are clearly delineated

Rules must to adopted by Council

2) COMMUNITY PARTNERS/COMMUNITY RELATIONS:

Continue to enhance safety of all residents, businesses, and visitors and make them feel safe and welcome, and deepen external partnerships for shared success

- Strengthen relationship with EMU, including around local procurement, economic development, and encouragement of residency, recognizing that we are inextricably linked to each others' success or faltering

Suggest that we continue to have joint Council-EMU meeting in October

Continued improvement of student polling location and strengthening relationship with staff

- Pass and promote policies that ensure Ypsilanti as an inclusive community, including anti-profiling, on-solicitation, non-discrimination—a Welcoming Community
- More deeply integrate community policing philosophy, policy, training, et al among staff, council, community
- Develop Community Police Commission

3) SUSTAINABLE ECONOMIC & COMMUNITY DEVELOPMENT:

Maximize community and economic development by leveraging community assets and partnerships towards a thriving and sustainable Ypsilanti.

- Move forward with Water Street redevelopment, including seeking funds for clean up.
- Seek outside funding and move forward on bringing train to Depot Town
- Support place-making initiatives throughout commercial districts
- Develop strategy and leverage partnerships for continued support of parks and recreation, including river
- Audit and improve energy efficiency in city hall and other facilities (HVAC in particular)
- Support Sustainability Commission in moving goals forward with area partners
- Continue to push solar, green infrastructure, and non-motorized transit
- Market Ypsilanti as a sustainability-focused community

4) BUDGET & EFFICIENCIES

- Revise parking enforcement to maximize efficiency, collections, and revenue

Presented an evaluation and update of the parking system and revenue to City Council. Council approved seeking an outside vendor for parking system processes and collections. (Submitted a formatted RFP to the City Attorney's office. In the process of editing and finalizing in order to present to City Council.

- Revise ordinance enforcement to ensure timely process, closure, and both internal/external communications
- Pass budget scenarios based on multiple conditions (with and without millage)
- Correct pension deficiencies (police & fire pension)
- Prepare for and determine demands for upcoming contract negotiations, including with a goal of pension stabilization
- Explore health care plan options to find savings, including exploration of alignment with other sectors
- Develop more robust Wellness Program attached to health care plan
- Explore improving position of Motor Pool Fund
- Continue long-range capital improvement plan and implement 5 year road plan

Fire (2016-17)

- Improve our fire prevention activities.

Not completed due to lack of staffing.

Fire code compliance activities is limited to Certificate of Occupancies and complaints. There is no annual inspection completed including in high hazard occupancies.

- Join forces with other FDs up to full merger.

Our Automatic Mutual Aid with Superior Township was expended. Superior is now responding to the entire city whereas they were only responding to our sections located north of Cross Road.

- Obtain a second SAFER grant.

Grant was submitted. Awards are being distributed up to September.

- Restructure job responsibilities based on 5 person per shift.

Completed.

- Promote officers to replace the ones retiring.

Completed.

- Keep our workforce diversified.

No new personnel hired.

- Restructure our operational response to preserve our ladder truck.

This will take place when all of our front line fire apparatus are back in service.

- Continue to improve our cost recovery.

We meet our goal to increase our cost recovery above \$20,000.

- Negotiating a contract.

In progress.

- Control overtime despite reduction in personnel.

Completed. The total extra duty day / overtime budget for 2016 – 17 was set for \$50,000 and we only used a total of \$37,797. Training grants, six personnel per shift and the use of comp-time all contributed to reaching above our goal and beyond our expectations.

Fire (2017- 18)

Enhance communication and outreach.

- Press release: When a news worthy event takes place, the event is covered by the media before the Fire Chief and personnel return to the fire station. As a result, timely press releases for major events are often a challenge.
- We have no staffing to deal with complaints or non-emergent code enforcement issues in the absence of the Fire Chief.

Develop a sustainability culture.

- Maintained solar installation and replaced 4 optimizers. Currently tracking savings to potentially re-invest it in the solar array.

Fire Department Priorities

Lost three personnel due to two retirements and one personnel due to relocation on August 12th. Current staffing is 15 fire suppression personnel plus the Fire Chief. Personnel job responsibilities were reorganized based on reduced staffing.

1. Establishing a firefighter eligibility list.

We started this process in anticipation of obtaining a SAFER Grant. The list will still be valid to replace a mandated retirement in March 2019.

2. Increase staffing:

At this time this can only be achieved through a SAFER grant or by obtaining funding elsewhere.

3. Make a presentation to Eastern Michigan University Board of Regents addressing how the lack of PA 289 funding impacts the fire department's ability to fight fires in high rises and dorms.

The presentation will include a request for significant funding. (Council Member Bashert and Mayor Pro-Tem Brown goals)

4. Expend our Automatic Mutual Aid to increase staffing for structure fire responses on high rises and target hazard occupancies.
5. Apply for a Self-Contain Breathing Apparatus (SCBA) FEMA Grant for an approximate value of \$130,000. Our SCBAs will have to be replaced in 2 to 5 years.
6. Re-establish an appropriate vehicle fleet by December.
7. Perform a community risk assessment (unwritten FEMA grants requirement).
8. Keep overtime under control. Because of decreased staffing our overtime spending will greatly increase and should be readjusted from \$30,000 to \$70,000.

DPS (2016-17)

Goal #5:

The Public Services Department continues to work with Eastern Michigan University to comply with the (NPDES) National Pollution Discharge Elimination System Permit; MS4 Storm Water Permit requirements. EMU is nested with the City of Ypsilanti MS4 Permit and cost shares all expenditures associated with permit compliance.

DPS cost shared an outfall structure failure repair on Huron River Drive which caused a sinkhole near the railroad tracks. This particular outfall services EMU's north parking lot and as well as the City's catch basins on HRD.

DPS will be providing street and parking lot sweeping services to EMU at an agreed rate. The revenue generated from this arrangement covers most of the annual maintenance/service costs for the sweeper.

Goal #8:

The Public Services Department Staff continuously seeks opportunities to make LED conversions to all exterior lighting. The trail lights in Riverside Park are being converted from HPS bulbs to LED bulbs as they burn out. The pedestrian lights fixtures on N. Washington Street between Michigan Ave. and Pearl Street have been converted to LED light bulbs. I have budgeted funds in the FY 2017-2018 to install additional solar panels for the DPS Truck Port with the goal of powering the entire Administrative Building with solar power.

DPS staff has aligned the City of Ypsilanti to possibly receive funds from the Volkswagen Emissions Mitigation Trust (EMT).

The funds would be used to convert diesel engines to propane powered engines.

COMMUNITY AND ECONOMIC DEVELOPMENT (2016-17)

1. Consensus strategy regarding major aspects of the near term financial direction for the City was achieved. Without this agreement on the financial direction, the other goals are pointless.
2. An essential part of the financial strategy is the sale of the Water Street property.

The Development Department has maintained the Water Street website, www.cityofypsilanti.com/waterstreet as well as created and distributed a marketing piece to realtors and other interested parties. Staff has provided presentations on Water Street to City Council, Ypsilanti Rotary Club, EMU Academic Service Learning. Additionally, staff has appeared on the Lucy Ann Lance Radio show, Michigan National Public Radio features, and WEMU radio. The Water Street property was featured on CPIX and LoopNet until May 24, 2017.

Staff has marketed the site as dividable to suit development. Staff intended to develop and market the property again through a request for proposal, however, there has been no lack of interest in the property. Most development ideas have stalled due to lack of funding or inability to finance public improvement required to access the site for development, and/or the remediation required to develop the property.

Several potential buyers have offered ideas and plans for the site:

Plan Presented	Land Requirement	Status	Additional Info
Artist Pods	1 acre minimum	Still Interested	Funding and access to desired site issues. Inability to pay desired land price. Little return in taxable value.
Affordable Housing (3)	2-10 acres	Still interested	MSHDA will not approve site without site being fully developed or fully remediated.
Small Homes	10 acres	Still interested	Project in early stages and not yet funded or designed.
Youth Sports Complex	36 acres	Expanded in Belleville	Funding not secured for new development, not prepared to remediate property.
Solar Field and Parking	?	Still interested	Needs research and development
Office Complex	40 acres	Realtor inquiry, no follow-up from interested party	
Recreation Center	4 acres	WCPARC withdrew interest	
Wellness Center	4-15 acres	Withdrew interest due to lack of partners	WCPARC unable to commit and St. Joes withdrew interest
Medical Marijuana Facility (5)	1-20 acres	Not permitted use	Multiple and reoccurring inquiries
International Village	36 acres	In process (due diligence)	

3. A parallel effort is required to help support the financial strategy to sell all other excess, or no longer needed, real property owned by the City.

All City owned property was identified and the Development Department created a Property Disposition Policy which was approved by Council. The policy is divided into residential and commercial properties. Per the policy, staff focused on sidelot sales and disposition of residential property before the commercial property. Commercial properties continue to be marketed by Swisher Commercial.

- 220 North Park – Staff with support from the Michigan Municipal League (MML) and the redevelopment ready team from Michigan Economic Development Corporation (MEDC) created and published a Request for Qualifications (RFQ). The drafted RFQ was presented to City Council and a joint meeting of the Planning Commission (PC), Zoning Board of Appeals (ZBA), and the Historic District Commission (HDC). A review committee was formed that included a representative from City Council, PC, ZBA, HDC, and City staff. Five responses were received and staff plans to present a qualified developer to Council for consideration of a Purchase Agreement.
- Northwest Corner of Huron River Drive and Superior Road – Swisher Realty brought staff two interested parties in the last year. The first developer was seeking to develop student/workforce housing and ultimately did not bring the development further as they were unable to make the engineering and project costs work. The second interested party was Ozone House. Ozone House has an approved Purchase Agreement with City Council for the purchase of the property to develop with their current operations.
- Residential city-owned property disposition statuses – Residential properties were sold between \$500 and \$1000 plus the cost of closing. The properties sold have all returned to taxable residential properties and are deed restricted for homestead use only.

Lots not sold and not available:

761 HARRIET ST

Lots available for sale:

448 S HURON ST

ORCHARD ST

810 HARRIET ST HELEN ST

322 PARSONS ST

845 FREDRICK

888 MADISON ST

Lots sold:

530 FIRST AVE

540 SECOND AVE

439 MADISON ST

1042 WATLING BLVD

314 PARSONS ST
465 JEFFERSON ST
822 SHORT ST
1074 MADISON ST
1086 MADISON ST
818 MONROE ST
91 CATHERINE ST
829 HILL ST
536 SECOND AVE
431 FIRST AVE

4. Public safety, specifically police, fire and code compliance, is the top City services goal.

Residential inspections services were increased with the additional of a rental property inspector. There was an addition of 16 rental properties in the fiscal year of 2016. The Building Manager and both rental property inspectors are able to issue property maintenance code violations. There were 48 Administrative Hearing Bureau violation tickets issued in fiscal year 2016.

Fire inspections for dangerous and vacant buildings are no longer required to proceed with monthly billings and inspections as there is not a full-time Fire Inspector. Building Manager and rental property inspectors are able to complete monthly inspections. Properties successfully removed from dangerous and vacant buildings list, 16 N. Washington, 782 Harriet, 442 Chidester, 1404 Whittier, and 15 S. Washington.

5. Focus on the utilization of inter-government/agency agreements and cooperative ventures.

The Community Development Department regularly works with and seeks to create inter-governmental/agency cooperation where possible. Staff from the department sits on Boards and steering committees such as, Washtenaw Area Transportation Study (WATS), RTA advisory committee, Michigan Association of Planning (MAP) Planning Committee, Washtenaw County Convention and Visitors Bureau (CVB), Washtenaw County Brownfield Redevelopment Authority (WCBRA), Michigan Historic Preservation Network (MHPN), Re-Imagine Washtenaw, Trail Towns, Family Empowerment Program (FEP), Local Development and Finance Authority (LDFA), Academic Service Learning Steering Committee, and Eastern Leaders Group (ELG).

The Building Department was able to participate in Washtenaw County's Summer17 program, which provides summer jobs to local youth as well as job counseling and employment ready services. The City has hired a summer employee, Tenaya Robinson, who is a senior at Ypsi High School and lives in the City.

The department continues to coordinate the use and oversight of the Parkridge Community Center to Washtenaw Community College for youth programming.

The development department continues to partner with the School of Planning, MPA program, and Historic Preservation Program at EMU to utilize students in research projects (Medical Marijuana legislation) and in intern roles within the department. The department has had 6 interns and 2 research assistants from EMU in the past fiscal year.

The development department also was able to participate and encourage partnerships to sponsor the Concentrate Media "On the Ground Ypsilanti" media program. The program embeds a reporter in the community for six months to report on happenings and positives already in the community. This fills the gap of media coverage and also finds fun and unique items of interest to share with the community. Participants in the program include the City, DDA, CVB, Washtenaw County Park and Recreation Committee, Washtenaw County, Chamber of Commerce, and EMU.

6. Intertwined in all other City goals is the goal of enhanced outreach to the community.

The development department is a main contributor to the City Facebook page and also blasts all agendas for the PC, ZBA, and HDC through the City website and e-blast. Additionally, the department has hosted or supported numerous public outreach meetings including, Bell Kramer area resident meetings, college heights neighborhood meetings, Parkridge Community meetings, and other various neighborhood meetings.

The department did not increase current levels of communication and did not create new methods for improvement of communication and public participation. This will be focus for next year going forward.

The development department staffs the PC, ZBA, HDC, DDA, and Parks and Recreation Committee.

The DDA and development department have taken an active role in the promotions of First Fridays Ypsilanti and have arranged for the monthly closure of North Washington as an event space for First Fridays. The attendance is being tracked for the 2017 season and will be reported when available.

The department worked closely with the Friends of the Ypsilanti Freighthouse to get the Freighthouse open and able to be rented. Memorandums of Understanding for usage, friends groups, and other regular activities are being created for the Ypsilanti baseball program, youth football, Parkridge Center, farmers market, Depot Town cruise nights.

7. Staff wellness and work satisfaction has to permeate the actions of all. That would include clear and consistently applied policies, rules and administrative directives and the practical utilization of technology.

All reviews of department staff are current and up to date.

8. The City is to become a place of sustainability; including maximizing recycling, minimizing the use of conventional electric power while maximizing alternate sources such as solar energy and utilization of the best technology such as LED lights.

Staff worked with, supported, and is monitoring the Solar Community Challenge Grant (no money awarded) for the creation of a local solar installation training, installation of a solar array

on the new Parkridge community center building by residents and installation of a second solar array at the former landfill site by local residents.

9. Achieve accountability, or being held responsible, with clear goals and objectives meaningful and periodic reporting and measuring of results.

Development department staff frequently meets with and attends meetings of City Council, boards and commissions and stakeholders. The department staff seeks to fulfill the mission of the City and keep all plans and projects moving forward and up to date.

Department staff reports frequently to City Accounting, single audits, LARA requirements, MEDC requirements, and other grant reporting.

As previously stated, better communication will need to be addressed in the coming year.

10. Plan A.

Planning, Building, and Development budgets were all carefully reviewed as well as staff time, costs for services, and costs of employment. Several cuts were made throughout FY15/16 by the department to off-set costs to the City while maintaining services levels such as paid internships reduced to unpaid internships, postponing studies and contractual services, and increasing fees for applications.

Department staff will work to create better means of evaluation of goals for the next year.

Fiscal Services (2016-2017) Accomplishments

- Received the award for the Distinguished Budget Presentation Award from the Government Finance Officers Association for the City's FY 2016-17 Budget. This would be the 2nd consecutive year of GFOA budget award. (Goal # 9)
- Received the award for the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the City's FY 2015-16 Comprehensive Annual Financial report. This would be the 9th consecutive year of GFOA Certificate of Achievement for Excellence in Financial Reporting. (Goal # 9)
- Received an unmodified (clean) opinion of the audit for FYE 2016 from Abraham and Gaffney, P.C., the City Auditors. (Goal # 9)
- Successfully refinanced the 2016 Water Street Refunding Bonds and the 2016 Water Supply and Sewage Disposal System Revenue Refunding Bonds with cumulative savings of \$3.29 M and \$1.46 M respectively. (Goal # 1)
- Saved storage fees by scanning Accounts Payable records starting FY 2012-13 to current. (Goal # 7)
- Collaborated with universities by allowing their students participated in the City internship program. (Goal # 5)

2017-2018 Goals:

- Apply for the Distinguished Budget Presentation Award from the Government Finance Officers Association for the City's FY 2017-18 Budget. If awarded, this would be the 3rd consecutive year of GFOA budget award. (Goal # 4)
- Apply for the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the City's FY 2016-17 Comprehensive Annual Financial report. If awarded, this would be the 10th consecutive year of GFOA Certificate of Achievement for Excellence in Financial Reporting. (Goal # 4)
- Work with Bond Counsel, Financial Advisor, and Paying Agent to pay off the 2006 GOLT Capital Improvement Refunding Bonds with a principal balance of \$220,000. (Goal # 4)
- Continue to collaborate with universities by allowing students to participate in the City internship program. (Goal # 2)
- Submit monthly Revenues and Expense report to Council. (Goal # 1)
- Search budget software to improve efficiency. (Goal # 4)

City of Ypsilanti
Performance Measure

Organizational Values

1. Open Transparent and Accessible Decision-Making
2. Fiscal Solvency and Sustainability
3. Customer Friendly Service

Goals	Top Strategies	Accomplishments
1. Consensus Strategy regarding the major aspects of the near term financial direction	1. Seek Water Street Millage Proposal 2. Institute Street Light Assessment 3. Sale of excess City property 4. Refinance \$7,745,000 in Water Street debt which would save the city interest costs for this part of the debt. 5. Pay down \$2,255,000 on the refinanced debt.	Approved 8/8/17. No action. 14 city lots sold. Debt refinanced. Approved 8/15/17.
2. Sale of Water Street Property	1. Promote Water Street for the interest of potential market. 2. Find buyers looking to use land to potentially benefit City 3. Explore public/private ventures	Water St. website maintained. Created and distributed marketing piece to realtors and interested parties.. Entertained (10) potential buyers. Ongoing public/private ventures being explored.
3. Sell other excess or no longer required real property owned by the City	1. Sell Water Street property. Review and possible re-do how parcels are split up. 2. Sell all other excess, no longer needed, i.e. Boys & Girls Club, and other real property owned by the City. 3. Institute property disposition program.	Site has been marketed as dividable to suit development. Marketing through RFP process. Property Disposition policy was developed and approved by Council. Focus was on side lots and

		residential property to start. Commercial properties are being marketed by Swisher.
4. Efficiency in Public Safety-Police, Fire and Code Compliance	1. Ensure the police and fire staffing levels meet the needs of the community. 2. Leverage relationship with other units of government to develop sharing of resources and mutual aid agreements. 3. Prioritize code enforcement and partnership with County Sheriff to strengthen neighborhoods.	Eastern Safety Alliance is being reinforced among policing agencies: E.M.U., Washtenaw County and YPD. Collaboration with other Fire Departments through mutual aid agreements. One FTE devoted to code enforcement. Residential inspections increased with additional rental inspector. Increase in AHB violation tickets. 5 properties successfully removed from Dangerous Buildings List.
5. Focus on the utilization of inter-government/agency agreements and cooperative ventures.	1. Regionalization with other communities on issues. 2. Continue to create partnerships with EMU, Washtenaw County, Public Safety Alliance, SPARK, Ann Arbor Chamber, and Neighboring Communities.	Mutual aid agreements continued. Maintained partnerships with EMU, Washtenaw County, Eastern Safety Alliance, SPARK and COPAC. City Staff representation on committees such as WATS, RTA Advisory Board, MPA, CVB,

		WCBRA, ELG, and LDFA, etc. DPS working with EMU to comply with Nat'l Pollution Discharge Elimination System Permit; MS4 Storm Water Permit requirements and shares costs with permit compliance. DPS shared an outfall structure failure repair on Huron River Dr. with E.M.U.
6. Enhance outreach to the Community.	1. Establish regular communication between city officials and residents through newsletters, social media, and town hall meetings. 2. Promote community and business involvement through different initiatives. 3. Encourage participation in community based- public safety programs	Developed Social Medial Policy to structure communications. All notices are posted to website. Press Releases are done frequently to highlight newsworthy events taking place. Planning Commission, ZBA, HDC, Council meetings promoted through City website and/or e-blast. Staff hosted public outreach meetings. Promotion of First Fridays and N. Washington monthly events.

		Staff works closely with Friends Groups, Farmer's Market and Depot Town cruise nights.
7. Staff wellness and ensure work satisfaction; Practical utilization of technology.	1. Institute Fitness Challenge. 2. Offer Employee wellness plans. 3. Promote employee assistance program. 4. Make sure Performance Reviews are completed 5. Keep Employee Handbook up to date 6. Educate Employees on handbook 7. Conduct salary study to ensure employees are satisfied using a grade 1-10 system.	HR Manager position vacant. All performance reviews are up to date. Employee handbook is up to date.
8. City is to become a place of sustainability	1. Institute Simple Recycling Program. 2. Install solar panels to minimize the use of conventional energy as well a convert all street lights to LED. 3. Continue to apply for and receive grants for solar installation/facilities.	Staff worked with and is monitoring the Solar Community Challenge Grant for the creation of a local solar installation training. Installation of solar field in Highland Cemetary. All lights in city buildings converted to LED lights. YFD maintained solar installation and replaced 4 optimizers. Tracking savings to reinvest in the solar array.

		Trail lights in Riverside Park are being converted from HPS bulbs to LED bulbs. Pedestrian light fixtures on N. Washington between MI. Ave and Pearl have been converted to LED light bulbs. Funds budgeted to install additional solar panels for the DPS truck port.
9. Achieve Accountability with clear goals and objectives, meaningful and periodic reporting and measuring of results	1. Develop clear and concise goals to adhere to. 2. Foster transparency between staff, public, and local officials.	City Department Heads meet twice a month to address concerns of Council and develop strategies to accomplish goals. Transparency is fostered between staff, the public and local officials by making all information accessible to everyone through the website or by request. City Council holds open meetings to hear and address concerns and share information.
10. Examine the allocations of full time employees in Police, Fire, and Economic Community Development departments.	1. Spend minimum requirement to operate city and run departments. 2. Look for additional sources of revenue to help secure minimum level of staffing.	Currently YPD operates with 26 sworn officers instead of 32. No vacancies have been filled.

		YFD applied for SAFER grant. Controlled overtime despite reduction in personnel. Two retirements in YFD and one relocation. Current staffing is 15 fire suppression personnel plus Fire Chief. Job responsibilities reorganized based on reduced staffing.
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City Council 2017-18 Goals/Priorities:

Mayor Edmonds:

Maximize community and economic development by leveraging community assets and partnerships

- Prioritize Water Street clean up and development
- Seek funding and move forward on bringing train to Depot Town
- Support place-making initiatives throughout commercial districts
- Leverage partnerships for continued support of parks and recreation, including river

Continue to enhance safety of all residents, businesses, and visitors and make them feel safe and welcome.

- More deeply integrate community policing philosophy, training, et al among staff, council, community
- Develop Citizens Police Commission
- Pass and promote policies that ensure Ypsilanti as an inclusive community, including anti-profiling, on-solicitation, non-discrimination

Enhance communication and outreach internally and externally

- Create external communications structure and process (press releases, social media, newsletters, crisis communication, et al)
- Ensure council and public receive information in a timely and consistent way (updates, pre-reading, regular reports on progress towards goals)
- Improve responsiveness and communication around citizen complaints and code enforcement

Improve productivity and functioning of City Council

- Adopt rules that govern communication and behavior at the council table and among staff
- Streamline information sharing to maximize efficiency at council meetings
- Ensure roles of council and staff (legislative versus administrative) are clearly delineated

Develop a sustainable culture in the City of Ypsilanti based on energy efficiency, environmental stewardship, and judicious planning

- Audit and improve energy efficiency in city hall and other facilities (HVAC in particular)
- Support Sustainability Commission in moving goals forward with area partners (recycling in particular)
- Continue to push solar, green infrastructure, and non-motorized transit
- Market Ypsilanti as a sustainability-focused community

Council Member Robb:

- Fix Parking Enforcement / Collections
 - move to a 3rd party contractor
 - develop process to collect late tickets
 - develop process to submit late tickets to SOS
- Fix Communication Issues / Council Information Letter (CIL)
 - redefine the CIL as a method of delivering information requested by Council
 - develop process to ensure information requested by Council is provided in a timely fashion
 - develop a process to ensure equal information is provided to all of Council
- Fix Ordinance Enforcement
 - develop a process for ensuring timely closure of issues
 - develop job instruction sheets
 - determine the reasons for the excessive time frame to close issues
- Correct Pension Deficiencies
 - understand what is needed to get the Fire & Police Pension to 80% funded
 - determine next steps to insure solvency of Fire & Police Pension
 - make recommendation on whether or not to move to defined contribution programs for all employees
 - switch the management of the fund to a more successful fund manager
- Change Health Care Plans
 - align health care benefits with those provided by other industries
 - move to a wellness program insurance that requires health metrics be met in order to reduce deductibles
 - reduce City premiums by 20% in order to more align them with those in other industries
- Determine Contract Demands For Upcoming Negotiations

Council Member Bashert:

- Reducing the expense of Water Street
 - Clean up and/or sale of some of the property is one tactic. Passing the Millage would be another.
- Staff
 - Staff is professional and overworked. Adding staff is not possible at this time. Training in communications with both council and citizens would reduce complaints and smooth over many small issues and complaints that take up staff and council time.
- Budget
 - Many of the budget changes following the millage failure were stop gap measures that just put off an expense rather than cut one. Further cuts are needed, and we need to make those hard decisions.
- Increase ticket revenue

- Do we need to consider going back to an outside vendor?
- EMU
 - How can EMU step up even more in increasing staff residency in our city?
Can we get EMU using local businesses for their events and services more than they are (which is minimal). This would increase tax revenue through increased population and strengthen our relationship with that organization.

Council Member Vogt:

- Increase parking fines and institute more aggressive collection efforts
- Balance budget without millage
- Improve Motor Pool fund
- Remove monies needed for the Rail Depot from city budget. Seek all outside fund sources

Council Member Murdock:

- Stabilize pension through contract negotiations
- Increase customer service training
- Establish 5-Year Road Plan
- Develop strategy to improve park system
- Maintain “Welcoming City” status

Mayor Pro-Tem Brown:

- Revisit parking fines
- Improve City Council communication
- Develop Community Police Commission
- Strengthen relationship and collaboration efforts with E.M.U.

Council Member Richardson

- Work on ticket revenue
- Enhance Community Policing efforts
- Adopt a Community Policing policy
- Improve City Council communications
- Revisit the Town & Gown concept with E.M.U.



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

Whereas, the City Council adopts the following goals for FY 2016-2017:

1. Consensus strategy regarding the major aspects of the near term financial direction for the City was achieved. Without this agreement on the financial direction, the other goals are pointless.
2. An essential part of the financial strategy is the sale of the Water Street property.
3. A parallel effort is required to help support the financial strategy to sell all other excess, or no longer needed, real property owned by the City.
4. Public safety, specifically police, fire and code compliance, is the top City services goal.
5. Focus on the utilization of inter-government / agency agreements and cooperative ventures.
6. Intertwined in all other City goals is the goal of enhanced outreach to the community.
7. Staff wellness and work satisfaction has to permeate the actions of all. That would include clear and consistently applied "policies, rules and administrative directives" and the practical utilization of technology.
8. The City is to become a place of sustainability; including maximizing recycling, minimizing the use of conventional electric power while maximizing alternate sources such as solar energy and utilization of the best technology such as LED lights.
9. Achieve accountability, or being held responsible, with clear goals and objectives, meaningful and periodic reporting and measuring of results.

OFFERED BY: Mayor Pro-Tem Richardson

SUPPORTED BY: Council Member Vogt

YES: 6 NO: 1 ABSENT: 0 VOTE: Carried
 (Robb)

Goals Status Report

Public Safety (Police)

Goal #4- Efficiency in Public Safety-Police, Fire and Code Compliance

- Public Safety, specifically police, fire and code compliance, is the top City services goal.

Goal #6- Enhance outreach to the Community

- Intertwined in all other City goals is the goal of enhanced outreach to the community. We continue with outreach as time and manpower permit, but we do not have a comprehensive program or plan.

Goal #10 – Examine the allocations of full-time employees in Police, Fire, and Economic Development departments.

- Goal is 32 sworn officers in the Police Department including the Police Chief. Currently there are 26.

City Clerk/Treasury (2016-17)

Goal #5

Worked with EMU to develop a Student Polling Location on Campus and to improve student voter registration.

Goal #6

Encouraged voter registration to EMU through Student Government and Ypsilanti Community Schools

Goal # 7

All performance reviews were completed on time.

(2017-18)

1) COMMUNICATIONS:

Enhance communication and outreach internally and externally to increase staff, council, and community satisfaction and efficiency.

EXTERNAL:

- Create external communications structure and process (press releases, social media, newsletters, crisis communication, et al)

Post and publishes all public notices. Social media policy adopted.

- Ensures council and public receive information in a timely and consistent way. C

Council packets, audio of meetings, agendas and minutes are placed on website in a timely manner. Updates and sends additions and revisions as received.

INTERNAL:

- Develop process to ensure information requested by Council is provided in a timely fashion

Disseminates Council packets and materials by deadline to Council and on website. Updates and sends additions and revisions as we receive them.

- Adopt rules that govern communication and behavior at the council table and among staff

Council initiation needed

- Streamline information sharing to maximize efficiency at and between council meetings

Working as a team with City Manager and Mayor to place upcoming items on a shared database to ensure maximum efficiency and streamline Council meetings

- Ensure roles of council and staff (legislative versus administrative) are clearly delineated

Rules must to adopted by Council

2) COMMUNITY PARTNERS/COMMUNITY RELATIONS:

Continue to enhance safety of all residents, businesses, and visitors and make them feel safe and welcome, and deepen external partnerships for shared success

- Strengthen relationship with EMU, including around local procurement, economic development, and encouragement of residency, recognizing that we are inextricably linked to each others' success or faltering

Suggest that we continue to have joint Council-EMU meeting in October

Continued improvement of student polling location and strengthening relationship with staff

- Pass and promote policies that ensure Ypsilanti as an inclusive community, including anti-profiling, on-solicitation, non-discrimination—a Welcoming Community
- More deeply integrate community policing philosophy, policy, training, et al among staff, council, community
- Develop Community Police Commission

3) SUSTAINABLE ECONOMIC & COMMUNITY DEVELOPMENT:

Maximize community and economic development by leveraging community assets and partnerships towards a thriving and sustainable Ypsilanti.

- Move forward with Water Street redevelopment, including seeking funds for clean up.
- Seek outside funding and move forward on bringing train to Depot Town
- Support place-making initiatives throughout commercial districts
- Develop strategy and leverage partnerships for continued support of parks and recreation, including river
- Audit and improve energy efficiency in city hall and other facilities (HVAC in particular)
- Support Sustainability Commission in moving goals forward with area partners
- Continue to push solar, green infrastructure, and non-motorized transit
- Market Ypsilanti as a sustainability-focused community

4) BUDGET & EFFICIENCIES

- Revise parking enforcement to maximize efficiency, collections, and revenue

Presented an evaluation and update of the parking system and revenue to City Council. Council approved seeking an outside vendor for parking system processes and collections. (Submitted a formatted RFP to the City Attorney's office. In the process of editing and finalizing in order to present to City Council.

- Revise ordinance enforcement to ensure timely process, closure, and both internal/external communications
- Pass budget scenarios based on multiple conditions (with and without millage)
- Correct pension deficiencies (police & fire pension)
- Prepare for and determine demands for upcoming contract negotiations, including with a goal of pension stabilization
- Explore health care plan options to find savings, including exploration of alignment with other sectors
- Develop more robust Wellness Program attached to health care plan
- Explore improving position of Motor Pool Fund
- Continue long-range capital improvement plan and implement 5 year road plan

Fire (2016-17)

- Improve our fire prevention activities.

Not completed due to lack of staffing.

Fire code compliance activities is limited to Certificate of Occupancies and complaints. There is no annual inspection completed including in high hazard occupancies.

- Join forces with other FDs up to full merger.

Our Automatic Mutual Aid with Superior Township was expended. Superior is now responding to the entire city whereas they were only responding to our sections located north of Cross Road.

- Obtain a second SAFER grant.

Grant was submitted. Awards are being distributed up to September.

- Restructure job responsibilities based on 5 person per shift.

Completed.

- Promote officers to replace the ones retiring.

Completed.

- Keep our workforce diversified.

No new personnel hired.

- Restructure our operational response to preserve our ladder truck.

This will take place when all of our front line fire apparatus are back in service.

- Continue to improve our cost recovery.

We meet our goal to increase our cost recovery above \$20,000.

- Negotiating a contract.

In progress.

- Control overtime despite reduction in personnel.

Completed. The total extra duty day / overtime budget for 2016 – 17 was set for \$50,000 and we only used a total of \$37,797. Training grants, six personnel per shift and the use of comp-time all contributed to reaching above our goal and beyond our expectations.

Fire (2017- 18)

Enhance communication and outreach.

- Press release: When a news worthy event takes place, the event is covered by the media before the Fire Chief and personnel return to the fire station. As a result, timely press releases for major events are often a challenge.
- We have no staffing to deal with complaints or non-emergent code enforcement issues in the absence of the Fire Chief.

Develop a sustainability culture.

- Maintained solar installation and replaced 4 optimizers. Currently tracking savings to potentially re-invest it in the solar array.

Fire Department Priorities

Lost three personnel due to two retirements and one personnel due to relocation on August 12th. Current staffing is 15 fire suppression personnel plus the Fire Chief. Personnel job responsibilities were reorganized based on reduced staffing.

1. Establishing a firefighter eligibility list.

We started this process in anticipation of obtaining a SAFER Grant. The list will still be valid to replace a mandated retirement in March 2019.

2. Increase staffing:

At this time this can only be achieved through a SAFER grant or by obtaining funding elsewhere.

3. Make a presentation to Eastern Michigan University Board of Regents addressing how the lack of PA 289 funding impacts the fire department's ability to fight fires in high rises and dorms.

The presentation will include a request for significant funding. (Council Member Bashert and Mayor Pro-Tem Brown goals)

4. Expend our Automatic Mutual Aid to increase staffing for structure fire responses on high rises and target hazard occupancies.
5. Apply for a Self-Contain Breathing Apparatus (SCBA) FEMA Grant for an approximate value of \$130,000. Our SCBAs will have to be replaced in 2 to 5 years.
6. Re-establish an appropriate vehicle fleet by December.
7. Perform a community risk assessment (unwritten FEMA grants requirement).
8. Keep overtime under control. Because of decreased staffing our overtime spending will greatly increase and should be readjusted from \$30,000 to \$70,000.

DPS (2016-17)

Goal #5:

The Public Services Department continues to work with Eastern Michigan University to comply with the (NPDES) National Pollution Discharge Elimination System Permit; MS4 Storm Water Permit requirements. EMU is nested with the City of Ypsilanti MS4 Permit and cost shares all expenditures associated with permit compliance.

DPS cost shared an outfall structure failure repair on Huron River Drive which caused a sinkhole near the railroad tracks. This particular outfall services EMU's north parking lot and as well as the City's catch basins on HRD.

DPS will be providing street and parking lot sweeping services to EMU at an agreed rate. The revenue generated from this arrangement covers most of the annual maintenance/service costs for the sweeper.

Goal #8:

The Public Services Department Staff continuously seeks opportunities to make LED conversions to all exterior lighting. The trail lights in Riverside Park are being converted from HPS bulbs to LED bulbs as they burn out. The pedestrian lights fixtures on N. Washington Street between Michigan Ave. and Pearl Street have been converted to LED light bulbs. I have budgeted funds in the FY 2017-2018 to install additional solar panels for the DPS Truck Port with the goal of powering the entire Administrative Building with solar power.

DPS staff has aligned the City of Ypsilanti to possibly receive funds from the Volkswagen Emissions Mitigation Trust (EMT).

The funds would be used to convert diesel engines to propane powered engines.

COMMUNITY AND ECONOMIC DEVELOPMENT (2016-17)

1. Consensus strategy regarding major aspects of the near term financial direction for the City was achieved. Without this agreement on the financial direction, the other goals are pointless.
2. An essential part of the financial strategy is the sale of the Water Street property.

The Development Department has maintained the Water Street website, www.cityofypsilanti.com/waterstreet as well as created and distributed a marketing piece to realtors and other interested parties. Staff has provided presentations on Water Street to City Council, Ypsilanti Rotary Club, EMU Academic Service Learning. Additionally, staff has appeared on the Lucy Ann Lance Radio show, Michigan National Public Radio features, and WEMU radio. The Water Street property was featured on CPIX and LoopNet until May 24, 2017.

Staff has marketed the site as dividable to suit development. Staff intended to develop and market the property again through a request for proposal, however, there has been no lack of interest in the property. Most development ideas have stalled due to lack of funding or inability to finance public improvement required to access the site for development, and/or the remediation required to develop the property.

Several potential buyers have offered ideas and plans for the site:

Plan Presented	Land Requirement	Status	Additional Info
Artist Pods	1 acre minimum	Still Interested	Funding and access to desired site issues. Inability to pay desired land price. Little return in taxable value.
Affordable Housing (3)	2-10 acres	Still interested	MSHDA will not approve site without site being fully developed or fully remediated.
Small Homes	10 acres	Still interested	Project in early stages and not yet funded or designed.
Youth Sports Complex	36 acres	Expanded in Belleville	Funding not secured for new development, not prepared to remediate property.
Solar Field and Parking	?	Still interested	Needs research and development
Office Complex	40 acres	Realtor inquiry, no follow-up from interested party	
Recreation Center	4 acres	WCPARC withdrew interest	
Wellness Center	4-15 acres	Withdrew interest due to lack of partners	WCPARC unable to commit and St. Joes withdrew interest
Medical Marijuana Facility (5)	1-20 acres	Not permitted use	Multiple and reoccurring inquiries
International Village	36 acres	In process (due diligence)	

3. A parallel effort is required to help support the financial strategy to sell all other excess, or no longer needed, real property owned by the City.

All City owned property was identified and the Development Department created a Property Disposition Policy which was approved by Council. The policy is divided into residential and commercial properties. Per the policy, staff focused on sidelot sales and disposition of residential property before the commercial property. Commercial properties continue to be marketed by Swisher Commercial.

- 220 North Park – Staff with support from the Michigan Municipal League (MML) and the redevelopment ready team from Michigan Economic Development Corporation (MEDC) created and published a Request for Qualifications (RFQ). The drafted RFQ was presented to City Council and a joint meeting of the Planning Commission (PC), Zoning Board of Appeals (ZBA), and the Historic District Commission (HDC). A review committee was formed that included a representative from City Council, PC, ZBA, HDC, and City staff. Five responses were received and staff plans to present a qualified developer to Council for consideration of a Purchase Agreement.
- Northwest Corner of Huron River Drive and Superior Road – Swisher Realty brought staff two interested parties in the last year. The first developer was seeking to develop student/workforce housing and ultimately did not bring the development further as they were unable to make the engineering and project costs work. The second interested party was Ozone House. Ozone House has an approved Purchase Agreement with City Council for the purchase of the property to develop with their current operations.
- Residential city-owned property disposition statuses – Residential properties were sold between \$500 and \$1000 plus the cost of closing. The properties sold have all returned to taxable residential properties and are deed restricted for homestead use only.

Lots not sold and not available:

761 HARRIET ST

Lots available for sale:

448 S HURON ST

ORCHARD ST

810 HARRIET ST HELEN ST

322 PARSONS ST

845 FREDRICK

888 MADISON ST

Lots sold:

530 FIRST AVE

540 SECOND AVE

439 MADISON ST

1042 WATLING BLVD

314 PARSONS ST
465 JEFFERSON ST
822 SHORT ST
1074 MADISON ST
1086 MADISON ST
818 MONROE ST
91 CATHERINE ST
829 HILL ST
536 SECOND AVE
431 FIRST AVE

4. Public safety, specifically police, fire and code compliance, is the top City services goal.

Residential inspections services were increased with the addition of a rental property inspector. There was an addition of 16 rental properties in the fiscal year of 2016. The Building Manager and both rental property inspectors are able to issue property maintenance code violations. There were 48 Administrative Hearing Bureau violation tickets issued in fiscal year 2016.

Fire inspections for dangerous and vacant buildings are no longer required to proceed with monthly billings and inspections as there is not a full-time Fire Inspector. Building Manager and rental property inspectors are able to complete monthly inspections. Properties successfully removed from dangerous and vacant buildings list, 16 N. Washington, 782 Harriet, 442 Chidester, 1404 Whittier, and 15 S. Washington.

5. Focus on the utilization of inter-government/agency agreements and cooperative ventures.

The Community Development Department regularly works with and seeks to create inter-governmental/agency cooperation where possible. Staff from the department sits on Boards and steering committees such as, Washtenaw Area Transportation Study (WATS), RTA advisory committee, Michigan Association of Planning (MAP) Planning Committee, Washtenaw County Convention and Visitors Bureau (CVB), Washtenaw County Brownfield Redevelopment Authority (WCBRA), Michigan Historic Preservation Network (MHPN), Re-Imagine Washtenaw, Trail Towns, Family Empowerment Program (FEP), Local Development and Finance Authority (LDFA), Academic Service Learning Steering Committee, and Eastern Leaders Group (ELG).

The Building Department was able to participate in Washtenaw County's Summer17 program, which provides summer jobs to local youth as well as job counseling and employment ready services. The City has hired a summer employee, Tenaya Robinson, who is a senior at Ypsi High School and lives in the City.

The department continues to coordinate the use and oversight of the Parkridge Community Center to Washtenaw Community College for youth programming.

The development department continues to partner with the School of Planning, MPA program, and Historic Preservation Program at EMU to utilize students in research projects (Medical Marijuana legislation) and in intern roles within the department. The department has had 6 interns and 2 research assistants from EMU in the past fiscal year.

The development department also was able to participate and encourage partnerships to sponsor the Concentrate Media "On the Ground Ypsilanti" media program. The program embeds a reporter in the community for six months to report on happenings and positives already in the community. This fills the gap of media coverage and also finds fun and unique items of interest to share with the community. Participants in the program include the City, DDA, CVB, Washtenaw County Park and Recreation Committee, Washtenaw County, Chamber of Commerce, and EMU.

6. Intertwined in all other City goals is the goal of enhanced outreach to the community.

The development department is a main contributor to the City Facebook page and also blasts all agendas for the PC, ZBA, and HDC through the City website and e-blast. Additionally, the department has hosted or supported numerous public outreach meetings including, Bell Kramer area resident meetings, college heights neighborhood meetings, Parkridge Community meetings, and other various neighborhood meetings.

The department did not increase current levels of communication and did not create new methods for improvement of communication and public participation. This will be focus for next year going forward.

The development department staffs the PC, ZBA, HDC, DDA, and Parks and Recreation Committee.

The DDA and development department have taken an active role in the promotions of First Fridays Ypsilanti and have arranged for the monthly closure of North Washington as an event space for First Fridays. The attendance is being tracked for the 2017 season and will be reported when available.

The department worked closely with the Friends of the Ypsilanti Freighthouse to get the Freighthouse open and able to be rented. Memorandums of Understanding for usage, friends groups, and other regular activities are being created for the Ypsilanti baseball program, youth football, Parkridge Center, farmers market, Depot Town cruise nights.

7. Staff wellness and work satisfaction has to permeate the actions of all. That would include clear and consistently applied policies, rules and administrative directives and the practical utilization of technology.

All reviews of department staff are current and up to date.

8. The City is to become a place of sustainability; including maximizing recycling, minimizing the use of conventional electric power while maximizing alternate sources such as solar energy and utilization of the best technology such as LED lights.

Staff worked with, supported, and is monitoring the Solar Community Challenge Grant (no money awarded) for the creation of a local solar installation training, installation of a solar array

on the new Parkridge community center building by residents and installation of a second solar array at the former landfill site by local residents.

9. Achieve accountability, or being held responsible, with clear goals and objectives meaningful and periodic reporting and measuring of results.

Development department staff frequently meets with and attends meetings of City Council, boards and commissions and stakeholders. The department staff seeks to fulfill the mission of the City and keep all plans and projects moving forward and up to date.

Department staff reports frequently to City Accounting, single audits, LARA requirements, MEDC requirements, and other grant reporting.

As previously stated, better communication will need to be addressed in the coming year.

10. Plan A.

Planning, Building, and Development budgets were all carefully reviewed as well as staff time, costs for services, and costs of employment. Several cuts were made throughout FY15/16 by the department to off-set costs to the City while maintaining services levels such as paid internships reduced to unpaid internships, postponing studies and contractual services, and increasing fees for applications.

Department staff will work to create better means of evaluation of goals for the next year.

Fiscal Services (2016-2017) Accomplishments

- Received the award for the Distinguished Budget Presentation Award from the Government Finance Officers Association for the City's FY 2016-17 Budget. This would be the 2nd consecutive year of GFOA budget award. (Goal # 9)
- Received the award for the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the City's FY 2015-16 Comprehensive Annual Financial report. This would be the 9th consecutive year of GFOA Certificate of Achievement for Excellence in Financial Reporting. (Goal # 9)
- Received an unmodified (clean) opinion of the audit for FYE 2016 from Abraham and Gaffney, P.C., the City Auditors. (Goal # 9)
- Successfully refinanced the 2016 Water Street Refunding Bonds and the 2016 Water Supply and Sewage Disposal System Revenue Refunding Bonds with cumulative savings of \$3.29 M and \$1.46 M respectively. (Goal # 1)
- Saved storage fees by scanning Accounts Payable records starting FY 2012-13 to current. (Goal # 7)
- Collaborated with universities by allowing their students participated in the City internship program. (Goal # 5)

2017-2018 Goals:

- Apply for the Distinguished Budget Presentation Award from the Government Finance Officers Association for the City's FY 2017-18 Budget. If awarded, this would be the 3rd consecutive year of GFOA budget award. (Goal # 4)
- Apply for the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the City's FY 2016-17 Comprehensive Annual Financial report. If awarded, this would be the 10th consecutive year of GFOA Certificate of Achievement for Excellence in Financial Reporting. (Goal # 4)
- Work with Bond Counsel, Financial Advisor, and Paying Agent to pay off the 2006 GOLT Capital Improvement Refunding Bonds with a principal balance of \$220,000. (Goal # 4)
- Continue to collaborate with universities by allowing students to participate in the City internship program. (Goal # 2)
- Submit monthly Revenues and Expense report to Council. (Goal # 1)
- Search budget software to improve efficiency. (Goal # 4)

City of Ypsilanti
Performance Measure

Organizational Values

1. Open Transparent and Accessible Decision-Making
2. Fiscal Solvency and Sustainability
3. Customer Friendly Service

Goals	Top Strategies	Accomplishments
1. Consensus Strategy regarding the major aspects of the near term financial direction	1. Seek Water Street Millage Proposal 2. Institute Street Light Assessment 3. Sale of excess City property 4. Refinance \$7,745,000 in Water Street debt which would save the city interest costs for this part of the debt. 5. Pay down \$2,255,000 on the refinanced debt.	Approved 8/8/17. No action. 14 city lots sold. Debt refinanced. Approved 8/15/17.
2. Sale of Water Street Property	1. Promote Water Street for the interest of potential market. 2. Find buyers looking to use land to potentially benefit City 3. Explore public/private ventures	Water St. website maintained. Created and distributed marketing piece to realtors and interested parties.. Entertained (10) potential buyers. Ongoing public/private ventures being explored.
3. Sell other excess or no longer required real property owned by the City	1. Sell Water Street property. Review and possible re-do how parcels are split up. 2. Sell all other excess, no longer needed, i.e. Boys & Girls Club, and other real property owned by the City. 3. Institute property disposition program.	Site has been marketed as dividable to suit development. Marketing through RFP process. Property Disposition policy was developed and approved by Council. Focus was on side lots and

		residential property to start. Commercial properties are being marketed by Swisher.
4. Efficiency in Public Safety-Police, Fire and Code Compliance	1. Ensure the police and fire staffing levels meet the needs of the community. 2. Leverage relationship with other units of government to develop sharing of resources and mutual aid agreements. 3. Prioritize code enforcement and partnership with County Sheriff to strengthen neighborhoods.	Eastern Safety Alliance is being reinforced among policing agencies: E.M.U., Washtenaw County and YPD. Collaboration with other Fire Departments through mutual aid agreements. One FTE devoted to code enforcement. Residential inspections increased with additional rental inspector. Increase in AHB violation tickets. 5 properties successfully removed from Dangerous Buildings List.
5. Focus on the utilization of inter-government/agency agreements and cooperative ventures.	1. Regionalization with other communities on issues. 2. Continue to create partnerships with EMU, Washtenaw County, Public Safety Alliance, SPARK, Ann Arbor Chamber, and Neighboring Communities.	Mutual aid agreements continued. Maintained partnerships with EMU, Washtenaw County, Eastern Safety Alliance, SPARK and COPAC. City Staff representation on committees such as WATS, RTA Advisory Board, MPA, CVB,

		WCBRA, ELG, and LDFA, etc. DPS working with EMU to comply with Nat'l Pollution Discharge Elimination System Permit; MS4 Storm Water Permit requirements and shares costs with permit compliance. DPS shared an outfall structure failure repair on Huron River Dr. with E.M.U.
6. Enhance outreach to the Community.	1. Establish regular communication between city officials and residents through newsletters, social media, and town hall meetings. 2. Promote community and business involvement through different initiatives. 3. Encourage participation in community based- public safety programs	Developed Social Medial Policy to structure communications. All notices are posted to website. Press Releases are done frequently to highlight newsworthy events taking place. Planning Commission, ZBA, HDC, Council meetings promoted through City website and/or e-blast. Staff hosted public outreach meetings. Promotion of First Fridays and N. Washington monthly events.

		Staff works closely with Friends Groups, Farmer's Market and Depot Town cruise nights.
7. Staff wellness and ensure work satisfaction; Practical utilization of technology.	1. Institute Fitness Challenge. 2. Offer Employee wellness plans. 3. Promote employee assistance program. 4. Make sure Performance Reviews are completed 5. Keep Employee Handbook up to date 6. Educate Employees on handbook 7. Conduct salary study to ensure employees are satisfied using a grade 1-10 system.	HR Manager position vacant. All performance reviews are up to date. Employee handbook is up to date.
8. City is to become a place of sustainability	1. Institute Simple Recycling Program. 2. Install solar panels to minimize the use of conventional energy as well a convert all street lights to LED. 3. Continue to apply for and receive grants for solar installation/facilities.	Staff worked with and is monitoring the Solar Community Challenge Grant for the creation of a local solar installation training. Installation of solar field in Highland Cemetary. All lights in city buildings converted to LED lights. YFD maintained solar installation and replaced 4 optimizers. Tracking savings to reinvest in the solar array.

		Trail lights in Riverside Park are being converted from HPS bulbs to LED bulbs. Pedestrian light fixtures on N. Washington between MI. Ave and Pearl have been converted to LED light bulbs. Funds budgeted to install additional solar panels for the DPS truck port.
9. Achieve Accountability with clear goals and objectives, meaningful and periodic reporting and measuring of results	1. Develop clear and concise goals to adhere to. 2. Foster transparency between staff, public, and local officials.	City Department Heads meet twice a month to address concerns of Council and develop strategies to accomplish goals. Transparency is fostered between staff, the public and local officials by making all information accessible to everyone through the website or by request. City Council holds open meetings to hear and address concerns and share information.
10. Examine the allocations of full time employees in Police, Fire, and Economic Community Development departments.	1. Spend minimum requirement to operate city and run departments. 2. Look for additional sources of revenue to help secure minimum level of staffing.	Currently YPD operates with 26 sworn officers instead of 32. No vacancies have been filled.

		YFD applied for SAFER grant. Controlled overtime despite reduction in personnel. Two retirements in YFD and one relocation. Current staffing is 15 fire suppression personnel plus Fire Chief. Job responsibilities reorganized based on reduced staffing.
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CITY OF YPSILANTI CITY COUNCIL GOALS 2018-19

Clerk and Treasury Division

City Clerk Division

<u>ELECTIONS</u>	<u>GOAL</u>	<u>ORGANIZATIONAL OR COMMUNITY GOAL?</u>	<u>TASK OR OBJECTIVE</u>	<u>LONG TERM OR SHORT TERM? ¹</u>	<u>MEASURABLE OUTCOMES</u>	<u>ESTIMATED COST</u>	<u>RESPONSIBLE DEPARTMENT</u>
	Improve Voting Turnout and participation	Community	voter registration drives, provide election notices through city website, social media, and possible MAILINGS	long-term	increased voter turnout	?	City Clerk
	Effectively and efficeintly administer the 2018 August Primary and November General elections.	Community	Improve voting facilities (i.e. signage, help desk), train all election staff for QVF during the software refresh process, work with neighboring university and high schools to recruit election inspectors	long-term	accuracy and efficiency	?	City Clerk
	Equipment purchase	Organization	Replace ballot transfer casswes and work with the County for certification	short-term	new certified cases	\$15,000 (\$109 x 13 cases)	City Clerk
PARKING	Implement Parking Software	Organization	Replace current software with software that allows for real-time downloads, collections, etc.	long-term	better customer service, increase in revenue, collection of delinquent citations	?	City Clerk/Treasury
	Change fee schedule	Organization	Increase fine amount so City receives entire fine of ticket	long-term	City keeps entire fee	?	City Clerk/Treasury
AHB	Purchase software	Organization	Install software to address AHB needs	long-term	better tracking, creation of dockets, letters, assist Building, Code Enforcement and Clerk Depts in communicating effectively	\$25,000	City Clerk/Building
	Hire Temporary Staff	Organization	Complete lien process on outstanding AHB cases	short-term	Closed cases, compliance	?	City Clerk
CITY COUNCIL	Implement and enforce new Council agenda item(s) deadline	Organization	Implementation of Administrative policy stating that all agenda items are due Friday, packet distributed on Monday, meeting held the following Tuesday.	long term	Gives Council a week to review items prior to meeting	\$0	City Clerk
	Paperless packets	Organization	Eliminate paper packets, provide Council members with tablets	long term	Reduce staff time of copying and time could be utilized on more important tasks, save on costs of paper, save on printer toner	\$4,000	City Clerk
	Purchase Audio system	Organization	Replace current sound system	long term	Better audio reception	?	City Clerk

CITY OF YPSILANTI CITY COUNCIL GOALS 2018-19

FISCAL SERVICES							
<u>SUSTAINABILITY</u> <u>CATEGORY</u>	<u>GOAL</u>	<u>ORGANIZATIONAL OR</u> <u>COMMUNITY GOAL?</u>	<u>TASK OR OBJECTIVE</u>	<u>LONG TERM</u> <u>OR SHORT</u> <u>TERM?</u> ¹	<u>MEASURABLE</u> <u>OUTCOMES</u>	<u>ESTIMATED</u> <u>COST</u>	<u>RESPONSIBLE</u> <u>DEPARTMENT</u>
ECONOMIC	PROMOTE FISCAL RESPONSIBILITY	Organizational	Purchase and install purchase order system	Short term	Improve budget compliance and All budget accounts balanced in real time 100% of the time	\$16,000	Fiscal Services
ECONOMIC	PROMOTE FISCAL RESPONSIBILITY	Organizational	Apply for the Distinguished Budget Presentation Award	Short term	Receive a Distinguished Budget Presentation Award from GFOA	\$1,000 plus staff time	Fiscal Services
ECONOMIC	PROMOTE FISCAL RESPONSIBILITY	Organizational	Apply for the Certificate of Achievement for Excellence in Financial Reporting	Short term	Receive a Certificate of Achievement for Excellence in Financial Reporting from GFOA	\$1,000 plus staff time	Fiscal Services
ECONOMIC	PROMOTE FISCAL RESPONSIBILITY	Organizational	Prepare RFP for Independent Auditor	Short term	Award contract to a qualified auditing firm	\$70,000 to \$80,000	Fiscal Services

NOTES:

¹ Short term task or objective is one that can be
accomplished within 1 year

CITY OF YPSILANTI CITY COUNCIL GOALS 2018-19

<u>GOAL</u>	<u>ORGANIZATIONAL OR COMMUNITY GOAL?</u>	<u>TASK OR OBJECTIVE</u>	<u>LONG TERM OR SHORT TERM? ¹</u>	<u>MEASURABLE OUTCOMES</u>	<u>ESTIMATED COST</u>	<u>RESPONSIBLE DEPARTMENT</u>
Improve the effective operations of the Police Department	Both	Replace the six police officer positions that were cut in the last year and make assignments to better align the activity with the assignment.	Both	Less turn over/better case preparation/increased safety		Police Department
Improve Support Services	Both	Hire a part-time records clerk. Hire a part-time maintenance person. Hire a part-time property room officer.	Both	Increased lobby hours/better customer service/Police Officer utilized to their highest and best use.		Police Department
MACP Accreditation	Org	Continue through the process and stay on schedule to meet deadlines or finish early	Short	Be 75% complete		Police Department
Partner with other area departments to develop and impliment a CIT approach to Mental Health calls	Both	Continue to train our own personnel and continue to engage with the WCSD who is taking the lead in this issue.	Both	25% of patrol trained to CIT level and the remainder trained to responder level.		Police Department
Building and Infrastructure maintenance and improvements	Org	Replace antiquated phone recording system. New Carpet/Paint and cubicles for the report writing area. Repair, purge and replace pieces of fitness equipment.	Short	Purchases made and services received		Police Department
Equipment needs	Org	Replace weapon lights and holsters for each officer. Purchase appropriate weapons storage units	Short	Purchases Received		Police Department

DEPARTMENT OF PUBLIC SERVICES

Departmental Goals

STREET MAINTENANCE

Continue to implement the City of Ypsilanti Pavement Maintenance Program – Crack seal city streets, spray patch and other asset management practices to preserve the city's streets.

Work with the newly formed Transportation Committee to plan future road projects and to plan the allocation of available road funds.

MS4 Storm Water permit

The Public Services Department continues to work with Eastern Michigan University to comply with the (NPDESP) National Pollution Discharge Elimination System Permit; MS4 Storm Water Permit requirements. EMU is nested with the City of Ypsilanti MS4 Permit and cost shares all expenditures associated with permit compliance.

DPS cost shared an outfall structure failure repair on Huron River Drive which caused a sinkhole near the railroad tracks. This particular outfall services EMU's north parking lot and as well as the City's catch basins on HRD.

ENERGY EFFICIENCY

Pursue funding for vehicle conversions to alternative fuels engines through the Michigan Clean Energy Coalition's and Michigan Energy Department's coordination of the Volkswagen Environmental Mitigation Trust (EMT). DPS staff has aligned the City of Ypsilanti to possibly receive funds from the Volkswagen Emissions Mitigation Trust (EMT).

The City will partner with EMU to apply for EMT funding for EV (electric vehicles) charging stations on EMU's campus and in City parking lots.

Continue efforts to reduce the City's carbon foot print by reducing the City's energy consumption. The Public Services Department Staff continuously seeks opportunities to make LED conversions to all exterior lighting. The pedestrian lights fixtures on N. Washington Street between Michigan Ave. and Pearl Street have been converted to LED light bulbs. These lights are currently not working due to a short in one of the pole bases that will have to be addressed when the weather permits. The trail lights in Riverside Park are being converted from HPS bulbs to LED bulbs as they burn out. I have budgeted funds in the FY 2017-2018 to install additional solar panels for the DPS

Truck Port with the goal of powering the entire Administrative Building with solar power.

ENVIRONMENTAL SERVICES

Evaluate services provided at the Depot Town Drop-Off Site. Researching a relocation site for the Drop-Off Site.

Continue the City's participation in the County-Wide Regional Recycling Committee to improve recycling within the county.

ACCOMPLISHMENTS

Completed another year of the Ypsilanti Sidewalk Ramp Replacement Program (ADA); with ramps replaced and installed during the 2017 Major Street Resurfacing Program. The Sidewalk Ramp Replacement Program continued with ramps installed in the College Heights subdivision using Metro Acts funds. Ramps were installed at the intersections of Mansfield @ Roosevelt, Mansfield and Witmire. Ramps were also installed at the intersections of Buffalo @ S. Adams and College Place @ Emmet using CDBG funds.

Implemented the City of Ypsilanti Pavement Maintenance Program with crack seal applications continued and completed on the east side of the City. Spray patched various road segments throughout the City.

Completed the 2017 Major Street Resurfacing Program with the milling and resurfacing of Summit and Congress Streets, adding traffic calming elements in the form of parking area bump outs. Also, segments of Hamilton St. between Cross and Washtenaw Ave. were milled and resurfaced. ADA ramps were also installed as a part of this project.

Collaborated with EMU to make repairs to a failing storm water outfall structure (manhole) that services both EMU's North Parking Lot and the City storm water catch basins o HRD.

DPS staff took down Thirty-five (35) trees including stumps in 2016.

Sixteen (16) storm water catch basins were repaired in 2016.

Replaced the USTs (underground storage tanks) and fuel pumps at the Fire/Police parking lot. This project came in under budget.

Continue enforcing the "City Resident Only" policy at the Depot Town Recycle Drop-Off Site to eliminate use by residents of neighboring municipalities. This policy will be strictly enforced until the recyclables markets improve and the City realizes revenue from the recyclables.

Completed the installation of new utility pedestals in Riverside Park funded by a grant from DTE.

Purchased and installed permanent flashing school signs on Prospect, W. Cross and Harriet. Also, purchased and put in use portable speed indicator signs throughout the City as needed or requested for traffic calming purposes. Added a timer to the flashing School Sign on W. Cross near Shafford Field to eliminate the perpetual flashing of the sign when school is not in session.

Fiscal Services 2017-2018 Goals & Accomplishments

Accounting

- Continue to collaborate with the universities by allowing students to participate in the City internship program. (Goal # 2)
The Fiscal Services Department were able to get three interns from EMU. One of them ended her internship in December, 2017. A new intern will be interviewed next week.
- Apply for the Distinguished Budget Presentation Award from the Government Finance Officers Association for the City's FY 2017-18 Budget. If awarded, this would be the 3rd consecutive year of GFOA budget award. (Goal # 4)
We submitted the City's application for the Distinguished Budget Presentation Award in September 2017. We are anticipating a response from GFOA in spring of 2018.
- Apply for the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the City's FY 2016-17 Comprehensive Annual Financial report. If awarded, this would be the 10th consecutive year of GFOA Certificate of Achievement for Excellence in Financial Reporting. (Goal # 4)
We submitted the City's application for the Certificate of Achievement for Excellence in Financial Reporting in December 2017. We are anticipating a response from GFOA in summer of 2018.
- Work with Bond Counsel, Financial Advisor, and Paying Agent to pay off the 2006 GOLT Capital Improvement Refunding Bonds with a principal balance of \$220,000 including accrued interests. (Goal # 4)
Paid in full the 2006 GOLT Capital Improvement Refunding Bonds principal balance of \$220,000 in September 2017
- Search for a budget software that can do a five year projection to improve efficiency and productivity. (Goal # 4)
Received a quote for financial software including purchase order from BS&A for \$121,725. This amount include the applications, data conversion, project management and implementation planning, travel expenses for training. Annual service fee for the following year is \$9,830.
- Review the departmental 5-year capital improvement request forms for accuracy and completeness of data prior to purchasing and/or approval of the City Manager and City Council (Goal 4)
This will be implemented in the FY 2018-2019 budget preparation that will be completed in June 2018.
- Provide an annual report of fund balances of all funds. (Goal 4)
Prepared the fund balance report in June 2017 and was included in the budget book.

- Prepare an analysis of health care cost prior to plan change (Goal 4)
Prepared an analysis of health care cost for council information prior to adoption of PA 152 options.
- Provide budget scenarios based on multiple conditions for Council information. (Goal 4)
Prepared budget scenarios in October 2017 prior to Council adoption of budget amendments in November 2017

Assessing

Maintain assessment records and input and sketch inspected field work

Maintained assessment records, input updates, change of address and values. Input and keep current of all correspondent submitted to the assessing office

Complete ECF and Land analysis

An ECF analysis was calculated using a group of similar properties in the same neighborhood and estimated land value using cost approach.

Complete personal property canvas, input new accounts and send out assessment notices

Mailed personal property canvass and mailed out assessment notices

Input returned personal property statements

Entered in the BS&A assessing program changes to the personal property statements

Conduct March, July and December Board of Review

Conducted March, July and December Board of review.

2017 Goals Update

Economic Development

- ❑ Ensure the sale of 220 N Park for the development of property consistent with the neighborhood plan and the Master Plan. *The process is underway as a purchase agreement has been executed. Staff is currently working to present a development agreement in order to create a development consistent with community goals.*
- ❑ Promote the developments and potential development of the properties on North Washington in Downtown. *Several businesses are locating or expanding on North Washington, thus creating a vibrant center for the community. Decode Ypsilanti will be located at 16 N. Washington, a formerly blighted space, 17 North will be a new bar/restaurant occupying the long-term vacant space at 17 North Washington, Beal Properties has moved into 21 North Washington, Back Office Studio received approval from the MEDC for the redevelopment of 13 North Washington and Go! Ice Cream has expanded with seating and a party room at 10 N. Washington.*
- ❑ Support the redevelopment of the Thompson Block property. *The Thompson Block is under construction and has received all final approvals from the MEDC and the SHPO. Construction is anticipated to take 9 months.*
- ❑ Bring forward alternative development plans for Water Street. *Several ideas and inquiries were received for Water Street including, International Village, which proceeded to a Purchase Agreement. The Purchase Agreement expired at the end of the calendar year.*
- ❑ Support small manufacturing and creative industries. *Support has continued for small manufacturing and creative industries, however, execution is marred by a lack of physical space to support these industries. Work continues to find better ways to support and encourage this sector.*

Planning and Development

- ❑ Support RTA efforts for multi-modal transportation improvements. *Plans have stalled with the RTA efforts. Staff is still involved with all regional initiatives.*
- ❑ Promote and work with stakeholders to encourage NEZ use in South Side neighborhoods. *Three new NEZ certificates were issued in the last year and several more applicants are working with staff. Staff will continue to promote this program and encourage use of the NEZ.*
- ❑ Continue to support YHC development and FEP program. *Staff has worked with the YHC and FEP throughout the year and will continue to support the efforts as the New Parkridge Homes come on-line this coming year.*
- ❑ Prepare for required Master Plan review and update in 2018. *Staff is supporting the Planning Commission for the five-year update to the Master Plan.*
- ❑ Support Nonmotorized committee in creating and implementing initiatives for better access. *The City was recognized as a Bike Friendly City for the first time this year. This is quite an accomplishment. Staff continues to support the update to the Nonmotorized plan.*

Building Department

- ❑ Propose and implement new Certificate of Compliance and Business Licensing program. *This was delayed with the retirement of a key staff member and hiring of a new rental inspector and the training required to get the position onboarded.*
- ❑ Continue to support new development and existing rental developments. *There has been a steady increase in the number of new developments. Staff is working to catch-up with delayed rental inspections and has completed several complexes this year.*
- ❑ Improve vacant/dangerous building inspection program. *A consistent inspection program is being created which will improve the process.*

DDA

- ❑ Continue to find cost reduction measures and grant opportunities to improve district. *Costs to provide dumpster services in the downtown have been reduced by 50 percent. A new program was created, not without hiccups, to make garbage pick-up self-funded.*
- ❑ Development vacancy/blight reduction program in downtown district. *The downtown district has seen much growth throughout this year. The Smith Furniture building has been acquired and is under construction to become new offices, the former Club Devine has been purchased and is starting renovation to become a bar/restaurant. The Landline studio project was completed and is 100 percent occupied.*
- ❑ Creating parking plan improvement plan for Depot Town. *In process, no results to report.*
- ❑ Encourage more participation in grant programs in West Cross district. *In process, no results to report.*

HDC

- ❑ Create consistent enforcement program. *New enforcement program has been approved and is working in cooperation with the building department. Staff has been able to use the demolition by neglect statutes to deal with blighted properties.*
- ❑ Continue to contact new property owners and potential owners with information on Historic District. *Staff works with local realtors to promote and provide upfront information on the historic district to minimize enforcement need.*
- ❑ Work with community to improve perception of district. *On-going.*

2017 YPD Department Goals

Goal #1-

Michigan Law Enforcement Accreditation Program:

YPD applied for the admission to the accreditation process and was accepted. Accreditation management training was received and the department contracted with Power DMS for the accreditation programming. The work has commenced and is continuing. As stated before this process may take up to two years to complete.

Goal #2-

Traffic control orders – new system and centralization both electronic and hard copy.

Due to reduced staffing levels this goal was not completed. Data on traffic control devices was gathered utilizing EMU Interns, however, the validity of the data and the actual compilation has not occurred.

Goal #3

Youth Mentorship Program:

The YPD participated in two semesters of High School Internships exposing 4 youths to the profession of law enforcement. We continue to assist YCS with background checks of volunteers for youth programming, as well as, maintaining the SRO Position at the Middle School.

Goal #4

Continue the stabilization of the organization:

This goal was not realized as at the time of the initial passing of the budget there were 32 officers approved. The number of officers was cut twice and ultimately down to 26. This continues to place a heavy burden on the officer that work the road as they carry their cases. It also limits us in support services as the Detective Bureau is short staffed and we no longer have a DDA Officer, LAWNET Officer, YCAT Team or Property/Court Officer.

Goal #5

Training:

This year we emphasized training in mental health issues which included, de-escalation techniques, Human Terrain Mapping, Mental Health awareness and NARCAN Administration.

CITY OF YPSILANTI CITY COUNCIL GOALS 2018-19

Community and Economic Development - Community Development, Planning, Zoning, Historic District, Economic Development, Building, Rental Inspection

<u>SUSTAINABILITY CATEGORY</u>	<u>GOAL</u>	<u>ORGANIZATIONAL OR COMMUNITY GOAL?</u>	<u>TASK OR OBJECTIVE</u>	<u>LONG TERM OR SHORT TERM? ¹</u>	<u>MEASURABLE OUTCOMES</u>	<u>ESTIMATED COST</u>	<u>RESPONSIBLE DEPARTMENT</u>
SOCIAL	Improve Community Relations and participation	organizational	Update Participation policy, Master Plan, and public noticing policies	short-term	approved policies	\$0	Community and Economic Development
	Install playscape in Riverside Park	community	build consensus for the installation of a universal access playscape	short-term	Installation of playground	\$225,000	CED, DPS, DDA
ECONOMIC	Review current housing affordability and community needs centering around sustainability of affordability	community	Master Plan 5-year update	short-term	policies and consensus	\$35,000	community and Economic Development
	Review current downtown parking and create better access and opportunity	community	Parking study and smart meter evaluation	long-term	Policies	\$50,000	CED, DDA
	Improve parking in Depot Town	community	explore additional parking and timed-spaces	short-term	additional parking creation	\$100,000 +	CED, DDA
	Improve Dangerous and Vacant Building Inspection	organizational	update policies and inspection schedule	short-term	increased revenue and decreased blight	\$0	CED
	Create and implement commercial building inspection program	organizational	update inspection codes and communicate with commercial properties	short-term	increased safety and increased revenue	\$10,000	CED
ECOLOGICAL	Bring Frong Island into compliance with relocation of recycling center	Community	Relocation or alternative plan for community recycling	short-term	new location or policy	\$60,000	CED, DPS, DDA

NOTES:

¹ Short term task or objective is one that can be accomplished within 1 year

CITY OF YPSILANTI CITY COUNCIL GOALS 2018-19

<u>SUSTAINABILITY CATEGORY</u>	<u>GOAL</u>	<u>ORGANIZATIONAL OR COMMUNITY GOAL?</u>	<u>TASK OR OBJECTIVE</u>	<u>LONG TERM OR SHORT TERM? ¹</u>	<u>MEASURABLE OUTCOMES</u>	<u>ESTIMATED COST</u>	<u>RESPONSIBLE DEPARTMENT</u>
SOCIAL					Increase knowledge of city activities, lower complaints from citizens regarding lack of knowledge of events		Clerk
	Live streaming of Council meetings	Community	Provide streaming of all council meetings, with appropriate hardware and software for connection with minutes and agendas.	Short			
	CBO in place	Community	CBO has been drafted and passed	Short	Ordinance has been passed Increased knowledge of community, reduced complaints re: lack of knowledge of city events		
	Identify News Media option for east side of county	Community	Begin seeking and recruiting news media source for area	Long			
ECONOMIC			Assess current fuel and carbon costs of fleet. Determine alternative fuel options when applicable	Short Term			DPW
	Energy Audit of Vehicle Fleet	Organizational					
	Begin process to assess solutions to parking needs in Depot Town	Community	Conduct a study of current parking situation. Identify possible solutions	Short term	City has a list of options to consider for increased parking needs reduced errors, reduced complaints from residents, smoother operations		
	Add staff to Clerk Department and conduct training to all staff in customer service	Organizational	Add 2 staff to clerk/treasurer department	Short	Safer working conditions, reduced overtime		
	Add Staff to Fire Department	Organizational	Get staffing per shift above minimum for 2 in - 2 our	Short	Safer working conditions, reduced call per officer ratio, possibly increased crime solving numbers		
	Add Staff to Police Department	Organizational	Increase staffing by 2 officers	Short			
ECOLOGICAL			Find and relocate recycling center	Long	solves grant issues, frees up key parking lot for parking solutions		
	Move recycling Center	Organizational	Initial study should be completed before fiscal year begins. Conduct any follow up study needed, decision and plan in place for dam by end of Fiscal year				
	Complete study of Penn Dam, Decision and plan in place	Community		Short	Plan is in place with costs and timeline		

NOTES: 1 Short term task or objective is one that can be accomplished within 1 year

Council Member Richardson Goals

1. Completion of CBO that leads to binding agreement
2. More community involvement
3. Balanced budget
4. Value human assets (employees) via employee recognition, incentives, raises, training and personnel development.

CITY OF YPSILANTI CITY COUNCIL GOALS 2018-19

<u>SUSTAINABILITY</u> <u>CATEGORY</u>	<u>GOAL</u>	<u>ORGANIZATIONAL OR</u> <u>COMMUNITY GOAL?</u>	<u>TASK OR OBJECTIVE</u>	<u>LONG TERM</u> <u>OR SHORT</u> <u>TERM?</u> ¹	<u>MEASURABLE</u> <u>OUTCOMES</u>	<u>ESTIMATED</u> <u>COST</u>	<u>RESPONSIBLE</u> <u>DEPARTMENT</u>
SOCIAL	Remodel Council Chambers to include better audio equipment and possibilities for video						
	Develop more communicative relationships among City Council members and between Council and Staff						
	Improve the timeliness of information from staff to City Council						
ECONOMIC	Market Water Street as a mixed use dense development addressing community benefit and transparency issues - Possible RFP						
	Create a Housing Fund to use for support of housing programs (Habitat for Humanity, warming centers possible Land Trust or community development organizations)						
	Institute traffic calming on West Cross - Huron to Summit						
	Proceed with analysis of Lane reductions and other traffic calming measures on Huron, Hamilton and Washtenaw						
	Redesign intersection at Huron and Cross in conjunction with two items above						
	Put a team together (WATS?) to plan the installation of sidewalks on Washtenaw from the Tower to Hewitt (Reimagine Washtenaw)						
	Study the options for commuter rail and train stop in Depot Town						
	Reinvest in our park system to catch up on deferred maintenance and utilizing seasonal positions and grants.						
	Position ourselves to have some projects "shovel ready" to be better able to take advantage of grants						
	Develop a parking plan that allows us to maintain parking lots, improves management of parking and focuses on walkability.						
	Restrict the new County millage for capital improvement projects such as those above.						
	Review and Improve Tenant Rights ordinance(s)						
ECOLOGICAL	Revamp Recycling program to include multi units, relocate recycling drop off station, improve publicity						
	Review alternate energy policy with goal of purchasing non-fossil fuel vehicles						
	Continue exploring solar possibilities including old city dump						

NOTES: ¹ Short term task or objective is one that can be accomplished within 1 year



ACTION MINUTES

City of Ypsilanti
City Council Regular and Goal Setting Agenda
Tuesday, January 23, 2018
7:00 – 10:00 p.m.
City Hall Council Chambers - 1 S. Huron Street
Ypsilanti, Michigan 48197

I. CALL TO ORDER –

The meeting was called to order at 7:00 p.m.

II. ROLL CALL –

Council Member Bashert	Present	Council Member Robb	Present
Mayor Pro-Tem Brown	Present	Council Member Vogt	Present
Council Member Murdock	Present	Mayor Edmonds	Absent
Council Member Richardson	Present		

III. INVOCATION -

IV. PLEDGE OF ALLEGIANCE -

"I pledge allegiance to the flag, of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all."

V. AGENDA APPROVAL –

The agenda was approved.

VI. INTRODUCTIONS –

VII. AUDIENCE PARTICIPATION –

VIII. REMARKS FROM THE MAYOR –

IX. ORDINANCES – FIRST READING -

Ordinance No. 1301

Adaptive Reuse Planned Unit Development (PUD) for Ypsilanti Performance Space,
218 N Adams

1. Resolution No. 2018-016, determination

Offered By: Council Member Richardson; Seconded By: Council Member Bashert

Approved: Yes – 6; No – 0; Absent – 1 (Edmonds)

2. Open public hearing

3. Resolution No. 2018-017, close public hearing

Offered By: Council Member Richardson; Seconded By: Council Member Murdock

Approved: Yes – 6; No – 0; Absent – 1 (Edmonds)

X. RESOLUTIONS/MOTIONS/DISCUSSIONS –

1. Resolution No. 2018 – 018, regarding Act 289 and Fire Protection Services for Eastern Michigan University.
Offered By: Council Member Bashert; Seconded By: Council Member Murdock
Approved: Yes – 6; No – 0; Absent – 1 (Edmonds)

XI. DISCUSSION

2018/2019 Goal Setting Discussion- Dr. Jeffrey L. Bernstein, Facilitator

XII. AUDIENCE PARTICIPATION –

XIII. REMARKS FROM THE MAYOR –

XIV. ADJOURNMENT –
The meeting adjourned at 9:54 p.m.